Welcome to American Jewish University

Welcome to the University! Your time here will be one of great growth and discovery. From the day you set foot on this campus, you will be personally and intellectually challenged in the classroom, in your co-curricular activities, in the residence halls, and the paths that tie them together. Your willingness to open yourself up to these challenges, and recognize the inherent opportunities, will determine the course of your career here.

Your professors and university administrators are here to help you with this process. This handbook, full of useful information, is a tool to assist you in achieving your goals. Please contact me, the Director of Residence Life, your Resident Advisors or your faculty advisors if you have any questions or concerns. We are here to assist you.

I look forward to working with each of you.

Sincerely,

Paula Stern, Ph.D.
Dean, College of Arts and Sciences
TABLE OF CONTENTS

Academic Calendar……………………………………4
Frequently Called Numbers…………………………6
Honor Code……………………………………………7
Student Life Information & Services………………16
Student Life Policies…………………………………22
Technology Policy……………………………………26
  Wireless Network……………………………………33
  Electronic Mail………………………………………34
Residence Life
  Residence Life Guidelines………………………37
  Life On Campus……………………………………41
  Emergency Procedures……………………………48
  Residence Life Policies……………………………50
Auerbach Student Union……………………………74

The right is reserved 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 and American Jewish University.
<table>
<thead>
<tr>
<th><strong>August</strong></th>
<th><strong>November, cont.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 5 First payment due for students on payment plan</td>
<td>Mon 30 Last day to: Petition for Winter Break Housing, Request to Live Off Campus for Spring Semester</td>
</tr>
<tr>
<td>Sun 23 Move-In Day</td>
<td></td>
</tr>
<tr>
<td>Mon 24 - Fri Sep. 4 Fall Orientation (CAS); BCI Experience (New CAS students)</td>
<td></td>
</tr>
<tr>
<td>Tue 25 Fall semester tuition due</td>
<td></td>
</tr>
<tr>
<td>Mon 31 Sophomore Service Learning begins; Semester begins</td>
<td></td>
</tr>
<tr>
<td>Mon 31 MAEd Orientation begins</td>
<td></td>
</tr>
<tr>
<td>Sun 30 ZSRS Orientation begins</td>
<td></td>
</tr>
<tr>
<td>Mon 31 - Fri Sep. 4 Ziegler Mini-mester</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>September</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 1 MBA Orientation begins</td>
<td></td>
</tr>
<tr>
<td>Tue 1 – Fri 4 Advisement/Registration Week</td>
<td></td>
</tr>
<tr>
<td>Sat 5 – Mon 7 Student Leadership Seminar</td>
<td></td>
</tr>
<tr>
<td>Mon 7 Labor Day</td>
<td></td>
</tr>
<tr>
<td>Tue 8 Classes begin</td>
<td></td>
</tr>
<tr>
<td>Thu 17 Last day to add/drop classes</td>
<td></td>
</tr>
<tr>
<td>Fri 18 Erev Rosh Hashanah- No Classes</td>
<td></td>
</tr>
<tr>
<td>Sat 19 – Sun 20 Rosh Hashanah</td>
<td></td>
</tr>
<tr>
<td>Fri 25 Proof of Health Insurance due before automatic billing</td>
<td></td>
</tr>
<tr>
<td>Sun 27 Erev Yom Kippur</td>
<td></td>
</tr>
<tr>
<td>Mon 28 Yom Kippur- No classes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>October</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 2 Erev Sukkot</td>
<td></td>
</tr>
<tr>
<td>Sat 3 – Sun 4 Sukkot</td>
<td></td>
</tr>
<tr>
<td>Fri 9 Erev Shimini Atzeret</td>
<td></td>
</tr>
<tr>
<td>Sat 10 Shimini Atzeret</td>
<td></td>
</tr>
<tr>
<td>Sun 11 Simchat Torah</td>
<td></td>
</tr>
<tr>
<td>Fri 30 Last day to: Declare Pass/Fail or Audit Option, Withdraw from Classes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>November</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 9 – Fri 13 Advisement Week</td>
<td></td>
</tr>
<tr>
<td>Mon 16 – Fri 20 Spring Class Registration Week</td>
<td></td>
</tr>
<tr>
<td>Thu 26 – Fri 27 Thanksgiving- No Classes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>December</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 1 Late Class Registration fine begins</td>
<td></td>
</tr>
<tr>
<td>Fri 11 Chanukah Begins; Last day of classes</td>
<td></td>
</tr>
<tr>
<td>Mon 14 – Fri 18 Finals Week</td>
<td></td>
</tr>
<tr>
<td>Fri 18 Residence Halls Close for Winter Break</td>
<td></td>
</tr>
<tr>
<td>Thu 24 Semester Ends</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>January 2010</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 1 New Years Day</td>
<td></td>
</tr>
<tr>
<td>Tue 5 Spring Tuition due; First payment due for students on 3-payment plan</td>
<td></td>
</tr>
<tr>
<td>Mon 11 Sophomore Service Learning begins; Semester begins</td>
<td></td>
</tr>
<tr>
<td>Wed 13 – Thu 14 Spring Orientation</td>
<td></td>
</tr>
<tr>
<td>Sun 17 Residence Halls Open for Spring Semester</td>
<td></td>
</tr>
<tr>
<td>Mon 18 Martin Luther King Day- No Classes</td>
<td></td>
</tr>
<tr>
<td>Tue 19 Classes begin</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>February</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 5 Last day to add/drop; Proof of Health Insurance due before automatic billing (new students)</td>
<td></td>
</tr>
<tr>
<td>Mon 15 Presidents Day- No Classes</td>
<td></td>
</tr>
<tr>
<td>Tue 16 AJU 2010-2011 Financial Aid Application due</td>
<td></td>
</tr>
<tr>
<td>Sun 28 Purim</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>March</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 2 Deadline for FAFSA/Cal Grant for undergrads</td>
<td></td>
</tr>
<tr>
<td>Fri 5 Last day to: Declare Pass/Fail or Audit Option, Withdraw from Classes</td>
<td></td>
</tr>
<tr>
<td>Mon 29 Spring Break begins; Erev Pesach</td>
<td></td>
</tr>
<tr>
<td>Tue 30 – Wed 31 Pesach</td>
<td></td>
</tr>
</tbody>
</table>
April
Mon 5 – Tue 6 Pesach Ending
Mon 12 Classes Resume
Mon 19 2009 Federal Tax Returns due (copy to Financial Aid Office)
Mon 19 – Fri 23 Advisement Week
Mon 26 – Fri 30 Registration Week (Fall 2010)

May
Mon 3 2010-2011 Housing Application priority Deadline; All Financial Aid paperwork due; Undergraduate Financial Aid Exit Interviews
Tue 4 Graduate Financial Aid Exit Interviews
Fri 7 Last day of classes; Late Class Registration fine begins
Mon 10 – Fri 14 Finals Week
Fri 14 Fine of $250 for incomplete Financial Aid Paperwork; Residence Halls close
Sun 16 Graduation
Mon 17 Ordination; MAEd Daytime Summer Semester begins
Tue 18 Erev Shavuot- No Evening Classes
Wed 19 – Thu 20 Shavuot- No classes
Fri 21 Semester Ends
Mon 31 Memorial Day

June
Mon 14 MAEd Daytime Summer Semester ends
Mon 28 MAT Working Professional Summer Semester begins
Wed 30 Deadline for All 2010-2011 Housing Applications

July
Thu 1 Penalty of $100 begins for Late Housing Applications
Sun 4 Independence Day
Fri 16 Signed Financial Aid Award Letters due
Fri 30 MAT Working Professional Summer Semester ends

August
Fri 13 Fine of $500 for late Signed Financial Aid Award Letters; Penalty of $200 for Late Housing Applications
Mon 23 MAEd Summer Seminar begins
Sep 3 MAED Summer Seminar ends

PAYMENT PLAN DATES
(subject to change)

Nine Payment Plan
1st payment due August 5
2nd payment due September 5
3rd payment due October 5
4th payment due November 5
5th payment due December 5
6th payment due January 5
7th payment due February 5
8th payment due March 5
9th payment due April 5

Per Semester Payment Plan
1st payment due August 5 or January 5
2nd payment due October 5 or March 5
3rd payment due December 5 or April 5

HOUSING & MEAL PLAN DATES
Fall Move-In: Sun 8/23
First Fall Meal: Dinner, Sun 8/23
Last Fall Meal: Lunch, Fri 12/18
Fall Move-Out: Fri 12/18

Spring Move-In: Sun 1/17
First Spring Meal: Dinner, Sun 1/17
Last Spring Meal: Lunch, Fri 5/14

No meals are provided:
- During holidays
- Thanksgiving: 11/25-11/29
- Spring Break: 3/27-4/11
## FREQUENTLY CALLED NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Programs</strong></td>
<td></td>
</tr>
<tr>
<td>College of Arts and Science</td>
<td>X 291</td>
</tr>
<tr>
<td>Fingerhut School of Education</td>
<td>X 258</td>
</tr>
<tr>
<td>Lieber School of Non-Profit Management</td>
<td>X 260</td>
</tr>
<tr>
<td>Ziegler School of Rabbinic Studies</td>
<td>X 248</td>
</tr>
<tr>
<td><strong>Admissions (Undergraduate)</strong></td>
<td>X 247</td>
</tr>
<tr>
<td><strong>Billing</strong></td>
<td>X 595</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>X 242</td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td>X 291</td>
</tr>
<tr>
<td><strong>Computer Lab</strong></td>
<td>X 427</td>
</tr>
<tr>
<td>Department of Continuing Education</td>
<td>X 246</td>
</tr>
<tr>
<td><strong>Dining Services</strong></td>
<td>X 280</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>X 252</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>X 219</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>X 238</td>
</tr>
<tr>
<td><strong>Psychological Counselors:</strong></td>
<td></td>
</tr>
<tr>
<td>Dr. Peters</td>
<td>818/475-2666</td>
</tr>
<tr>
<td>Dr. Silton-Goldstein</td>
<td>310/395-4961</td>
</tr>
<tr>
<td><strong>Registrar</strong></td>
<td>X 296</td>
</tr>
<tr>
<td><strong>Residence Life Office</strong></td>
<td>X 568</td>
</tr>
<tr>
<td><strong>Transfer Evaluation</strong></td>
<td>X 409</td>
</tr>
</tbody>
</table>

All departments may be called from off campus by dialing 440-1 and the extension. For any other departments or extensions please call the operator for assistance: 310/476-9777.
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 former 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. Each student is provided an inspection copy of the Honor
Code of American Jewish University for review during the registration process and may request additional copies from the Dean, College of the Arts and Sciences (CAS).

Every student also has the right to due process. Safeguards have been incorporated into the Honor Code to the extent that no disciplinary sanction can be recommended and issued until the student has had the opportunity to challenge the evidence and present any other 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 also have the right to confidentiality. All proceedings and/or records related to each student conduct code case are strictly confidential. Student records will be maintained in accordance with the Family Education Rights and Privacy Act of 1974. The Dean of the School or College in which the student is enrolled 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 file, which is housed in the appropriate Dean's office. Sanctions of suspension or expulsion may be recorded on the student's permanent transcript record. 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, they should submit a written complaint to their Dean and appropriate action will be taken. In the cases of students in joint programs, both Deans will work together on the investigation.
B. STUDENT RESPONSIBILITIES

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.

(e) Physical 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, 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.
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:
a) real or personal property in the possession of, or under the control of, the Board of Directors of American Jewish University, and
(b) all campus dining, retail, or residence facilities whether operated by the campus or a campus auxiliary.
(3) The term "deadly weapon" is based upon definitions of state law.
(4) Reference to behavior described as "lewd, indecent, or obscene" is based upon definitions of state law.
(5) 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.
(6) 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.

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, the 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 appropriation and subsequent passing off of another’s ideas or words as one’s own. If the words or ideas of another are used, acknowledgement of the
original source must be made through recognized referencing practices. Use of another's ideas or words must be properly acknowledged as follows:

(1) Direct Quotation: Any use of a direct quotation must be acknowledged by footnote citation and by either quotation marks or proper indentation and spacing.

(2) Paraphrase: If another’s ideas are borrowed in whole or in part and are merely recast in the student’s own words, proper acknowledgment must, nonetheless, be made. A footnote or proper internal citation must follow the paraphrased material.

(d.) Other Types of Academic Dishonesty

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

(1) Submitting a paper written by 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 or using another person posing as oneself to take classroom examinations.

III. UNIVERSITY JUDICIAL SYSTEM FOR THE HONOR CODE

A. AUTHORITY

Two levels for the review of student Honor Code infractions exist. The student’s Dean, who receives all reports of alleged Honor Code violations, represents the first level for student conduct review. The Dean of the School or College in which the student is enrolled conducts a full investigation, meets with the accused student, and offers a negotiated sanction to the student if a preponderance of evidence exists to support the allegation(s) of the Honor Code violation(s). If the student accepts the negotiated sanction, he/she waives his/her right to the second level of review involving the Student/Faculty Committee on Student Conduct and Integrity. The appropriate Dean may select from among the entire range of sanctions described under ARTICLE III, Paragraph C.

If the accused student rejects the sanction recommended by his/her Dean, he/she will be referred to the second and more formal level of review, the Student/Faculty Committee on Student Conduct and Integrity. That committee may also invoke any or all of the sanctions listed in ARTICLE III, Paragraph C.

Within a reasonable amount of time, not to exceed ten working university days, results of the appeal may be the following: 1) Dismiss the charge, 2) Affirm the Dean’s sanction, 3) Impose a lesser or greater sanction, or 4) Order a new hearing.
1. AUTHORITY OF THE OFFICES OF THE DEANS
The Deans are responsible for adjudicating all alleged Honor Code violations at the informal level. After the Dean of the School or College in which the student is enrolled conducts a full investigation and has interviewed the accused student, the Dean is authorized to make a written determination, which may entail either dismissing the case due to the absence of a preponderance of evidence or recommending an appropriate sanction. If the student elects to accept the Dean’s recommended sanction, the student must sign his/her acceptance of the sanction and agree to waive his/her rights of further appeal. Should the accused student reject the negotiated sanction offered by the Dean, the Dean will inform the chairperson of the Student/Faculty Committee on Student Conduct and Integrity of the nature of the accusation and provide any and all documentation related to the alleged honor code violation. In the case of a student's decision to reject a negotiated sanction, such a decision shall have and will have no impact on the deliberations of the Student/Faculty Committee on Student Conduct and Integrity.

2. STUDENT/FACULTY COMMITTEE ON STUDENT CONDUCT AND INTEGRITY
(a) The Student/Faculty Committee on Student Conduct and Integrity is responsible for reviewing cases of alleged student Honor Code violations where the accused student rejects and subsequently challenges the negotiated sanction offered by his or her Dean. This committee shall consist of seven members who shall represent the student body and faculty. The committee shall not be informed of, and will have no knowledge of the sanction recommended by the student’s Dean, unless the accused student elects to inform the committee of such.

(b) The committee shall consist of three student members who must have attended American Jewish University for at least one semester and who are in good standing, three faculty members and a student chairperson (who must meet the same criteria set forth for student committee members). In cases where the accused student is an undergraduate of the College of Arts and Sciences, the student chair and at least one of the other three student members must be matriculating undergraduates. The student members and the chairperson shall be jointly appointed by the Associate Students of American Jewish University College President and the CAS Dean. In cases where the accused student is a graduate student, the student chair and at least one of the other three student members must be matriculating graduate students, appointed by the the student’s Dean. The faculty will be represented by the chairperson of the Academic Senate and two other members of the faculty to be chosen jointly by the Chief Academic Officer (CAO) or his/her designee and the chairperson of the Academic Senate. The faculty chair of the Student/Faculty Committee on Student Conduct and Integrity
(c) Three members of the committee, two students (one undergraduate and one graduate student) and one faculty person will investigate the circumstances of the alleged incident. This investigative subcommittee is responsible for approaching the accused student, the reporting party, the faculty member (if appropriate), the staff member or administrator (if appropriate), and any other sources deemed relevant for collecting all evidence concerning the innocence or guilt of the accused student. Should the investigative subcommittee conclude that some violation has, in fact, taken place, the entire Student/Faculty Committee on Student Conduct and Integrity will then meet to review the case and recommend an appropriate sanction. The full committee must also meet if the investigative committee finds that a preponderance of evidence does not exist to support the allegations against the student, to vote in full to dismiss the case. The accused student will receive a written determination from the CAS Dean conveying the committee's disciplinary recommendation.

(d) The committee may dismiss a member for neglect of duty. Four members must vote for such dismissal. If any member of the committee resigns or is dismissed, an alternate shall be jointly appointed by the ASAJU President and the appropriate Dean. Should a faculty member resign or be dismissed, an alternate shall be appointed jointly by the CAO and the Chair of the Academic Senate.

(e) Should the committee find it necessary, it may select an appropriate advisor (as defined by a reasonable observer) on procedural matters.
B. REPORTING METHODS
A suspected infraction of the Honor Code is to be reported to either the faculty member (in cases of suspected acts of academic dishonesty), to the key area administrator (in cases of behavioral infractions) and/or the appropriate Dean. Reports, accompanied by all evidence (exhibits, witness statements, etc.) must be made in writing by members of the American Jewish University community. The reporting party ultimately shall provide the following information to the CAS Dean: the nature of the alleged violation, the names of other significant parties, and any and all pertinent information and evidence. The reporting party shall understand that he/she may be required to serve as a witness should the case ultimately be referred to the Student/Faculty Committee on Student Conduct and Integrity. Disciplinary action cannot be taken on the basis of anonymous reports. In fact, based upon the Honor Code, students are obligated to report suspected violations. Faculty should consult the faculty Policy on Academic Dishonesty for further information.

C. APPLICABLE SANCTIONS
Sanctions may include, but are not limited to, Admonition, Loss of Privileges, Exclusion from Activities, Community Service, Restitution, Formal Reprimand, Probation (consisting of a period not to exceed one academic or calendar year in which the conduct of the student will be monitored in terms of whether any prohibited acts are committed), Suspension (duration, not less than one semester, to be determined by the student’s Dean or the Student/Faculty Committee on Student Conduct and Integrity; if the student chooses to return after the suspension period, he/she may be placed on probation that is equal to the period of previous suspension), Expulsion, and/or some other appropriate penalty. Committee sanction recommendations are subject to the review and final approval of the CAO. The CAS Dean is responsible for communicating to the student the final disposition of his/her case.

IV. SCOPE OF AUTHORITY AND JURISDICTION
A. OFF CAMPUS INCIDENTS
The Honor Code of American Jewish University not only applies to the campus of American Jewish University but also applies to off campus conduct if the good standing of the community is placed at risk, or if the student's presence on campus would present a danger to members of the campus community. Additionally, a student who violates the Honor Code while representing American Jewish University at any off campus function will be held responsible for his/her actions.

B. EMERGENCY CLAUSE
With the approval of the CAO, appropriate Dean or the CAS Dean (if involving an on-campus resident) may order the immediate suspension of a student for an interim
period pending a formal review by the Student/Faculty Committee on Student Conduct and Integrity if:

(1) He/she interferes with the educational or administrative process of American Jewish University.
(2) He/she endangers the health, safety, or welfare of the University community or its property.
(3) He/she has committed an offense so serious as to negatively affect his/her suitability as a member of the campus community.

V. DISSEMINATION OF HONOR CODE
The Honor Code shall be published in the Student Handbook. Copies shall also be available during the registration process and in each Dean’s office. AJU students of all Schools and Colleges will be expected, as part of their registration each semester, to sign a section of the Registration Application form which indicates their receipt of and responsibility to understand and follow the Honor Code of American Jewish University.

Bouvier's Law Dictionary defines "preponderance of evidence" to mean: "Greater weight of evidence which is more credible and convincing to the mind". Webster's Dictionary defines preponderance as: "Superiority in weight or power, importance, or strength; a superiority or excess in number or quantity; majority". The rule, "preponderance of evidence," which governs dispositions and determinations in administrative proceedings such as student disciplinary reviews is an entirely different quantum of evidence than that necessary to establish guilt "beyond a reasonable doubt". While it is difficult to be precise in defining the differences in the two rules of evidence, it can be said that a "preponderance of the evidence" frequently exists where the same evidence would not meet the test of "evidence beyond a reasonable doubt". 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.
STUDENT LIFE INFORMATION & SERVICES

BOOKSTORE (RM. 151A, X 242)
The Bookstore, located in the first floor patio area of the main building, has textbooks, supplemental material, and supplies. AJU T-shirts, sweatshirts, mugs, and other university logo items are available as well as a variety of snacks.

CAMPUS LIFE AND STUDENT PROGRAMMING GROUP
The Programming Group is a unique combination of campus staff and departments designed to maximize experience, knowledge and resources to help the students, clubs and university put on the best events and programs. The Programming Group includes the CAS Dean, Director of Student Life and Director of Residence Life. Our goal is to create a collaborative environment where AJU students, clubs and organizations, and departments work together.

CAREER SERVICES (RM. 167)
The university operates a career center staffed by a professional career counselor. Career counseling, job search, development of interview skills, and resume preparation are some of the services provided. Full and part-time jobs, as well as internship opportunities, are posted on our electronic jobs board on SharePoint. CareerCounselor@ajula.edu

CLUBS and ORGANIZATIONS
All club officers should be familiar with the University's event policy and procedure manual. Each year, an informational meeting is held at the beginning of the academic year, outlining these policies. These include policies on the posting of notices, fund raising, and the rights and responsibilities of clubs.

Bio-Ethics Association: An academic club for students working toward a major or minor degree in Bio-Ethics. The group holds regular meetings to organize health-oriented programs, which may include programs focusing on health information, medical school experiences, or medical school tours.
Psychology Association: Develops activities that enhance Psychology students' understanding of the field. Members have the opportunity to hear guest lecturers, plan trips, and enjoy social events together.
University Chorale: Directed by a member of the university faculty, Nashir performs selections of both Jewish and non-Jewish music in Hebrew and English as well as other languages. The Chorale meets twice per week.
**Cymbals Literary Magazine:** American Jewish University’s premier literary magazine, committed to free expression through student poetry, short stories, and artwork.

**Hillel:** Provides a social and educational Jewish experience for any student at AJU. Hillel does a wide variety of Jewish holiday and Shabbat programming on campus.

**Casiano Chronicle/Journalism Club:** The Casiano Chronicle is a student run and managed newspaper. It provides opportunities for the development of journalistic skills. Whether one desires to write an advice column, horoscopes, editorials, features, world news, or letters to the editor, the opportunity is here. [Newspaper@ajula.edu](mailto:Newspaper@ajula.edu). Journalism Club will highlight the significance of the press in contemporary society. The club wishes to go beyond Casiano Chronicle by increasing knowledge and awareness about various forms of media.

**Political Science Association:** Aids students in learning how to understand the political process and its effects on how we live, both as citizens of the United States and as members of the global community.

**Giving Tree:** A club for students working to embrace and promote the concept of tzedek (“social justice”).

**Drama Club:** Serves as a venue through which students can actively participate in the production process (i.e. acting, scene work, tech work, stage design).

**Sports Club:** Provides recreational and physical fitness-related activities to students on campus.

**Israel Action:** A student-run organization committed to creating and strengthening the ties between the AJU community and the Jewish State through discussions, education, and fun activities. Members work to disseminate information and bring awareness to the AJU campus so that students receive all the facts about any situation that may arise in Israel.

**Student Government - Undergraduate Student Association:** ASAJU, the Associated Students of the American Jewish University, composed of all registered undergraduate students, offers broad and diverse opportunities for student involvement and leadership. The ASAJU Executive Board consists of student representatives who are elected in the fall for a one-year term. The executive officers work to achieve its primary goal, being responsive to student needs and improving the quality of life for students. They act as liaisons between the student body and the administration. A member serves on the University Academic Senate. ASAJU meets regularly every other week. [ASAJU@ajula.edu](mailto:ASAJU@ajula.edu)

**COMPUTER CENTER (RM. 224, X 245)**
A wide variety of software and internet connections are available in the computer center. Responsible computing is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, 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.

CONFIDENTIAL RECORDS AND FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974, student records are kept confidential but are available on request to university personnel with a legitimate educational need; to the student; to the student's parent or legal guardian if a statement of dependency as defined by the IRS is completed; to others only with the student's written consent; or as allowed by law. The full text of the American Jewish University FERPA policy can be found on the AJU website under Current Students → FERPA.

E-MAIL
All students are required to have and regularly check AJU e-mail accounts. Students are given an AJU email address upon enrolling at the University. Malicious use of e-mail is prohibited and may be considered an honor code violation and/or harassment.

E-mail is an efficient and environmentally sound method of communication. Students will be held accountable for all information in e-mails sent by university officials.

HEALTH SERVICES (RM. 156A, X 219)
The University has a Nurse Based Student Health Center located on the Familian Campus, available to ALL full- and part-time students. The Student Health Center provides health assessments, needed immunizations, TB testing, over the counter medication, health education and physician referrals. The Student Health Center is staffed Monday through Thursday, 8AM to 2PM, during the academic year. After hours and summer care is available through Peak Health Medical Group, a private physicians group, or urgent care. Nurse@ajula.edu

All full-time students at American Jewish University must show proof of vaccination, to be kept on file in the student health center. In addition, students will complete an initial health history and a physical examination by a physician, which will be confidential and accessible only by the AJU nurse.
HEALTH INSURANCE
All matriculated students must show proof of health insurance. Students may be covered by their own insurance plan, their parent’s insurance, or the AJU student insurance plan. The AJU student insurance plan is explained in detail in the Student Health Insurance Plan Brochure sent to students at the beginning of each academic year. Students with incomplete health insurance paperwork will be charged and enrolled in the University’s student insurance plan, in accordance with this policy. For more information, questions, or copies of the Student Health Insurance Plan Brochure and application, contact Arnie Weisberg, aweisberg@ajula.edu.

LIBRARY (RM. 218, X 238)
The University’s Ostrow Library contains a large collection of books and periodicals. A magnetic strip on the student ID card serves as the library card. Hours are posted in the library. During the semester, the library is normally open from 8am to 8pm on Monday through Thursday, 8am to 2:30pm on Friday, closed Saturday, and open from 1pm to 5pm on Sunday. Library@ajula.edu

STUDENT SERVICES
Student Services are primary resources for AJU students, intending to make your experience at American Jewish University as satisfying and successful as possible. Please do not hesitate to contact any of the following staff for assistance.
Dr. Paula Stern (pstern@ajula.edu, X 383): Mentor Program, Student Discipline
Dr. Ellen Weiss Phelps (ewphelps@ajula.edu, X 586): Career Counseling Services, Disability Services, Psychological Counseling Services
Arnie Weisberg (aweisberg@ajula.edu, X 291): Health Services (including the AJU health plan), Orientation, Posting Advertising on Main Campus
Noam Raucher (nraucher@ajula.edu): ASAJU (student government), BCI Experience (new CAS), Clubs and Organizations, Graduate Student Association, High Holidays, Host Family Network, Student Leadership Development

AJU also provides two live-in, on-campus Rabbis-in-Residence from the Ziegler School of Rabbinic Studies. Their job is to assist the Residence Life staff with spiritual/religious programming and provide spiritual/religious guidance to any student who seeks their counsel.

PSYCHOLOGICAL SERVICES
Psychological counseling is available on a short-term basis by licensed clinical psychologists. Interactions with the Counseling Center are considered confidential. The counselors meet with students on or off campus. Students may call one of the
counselors directly and the counselor will make a personal and confidential appointment with the student. Psychologist@ajula.edu

Dr. Glenn Peters (818) 475-2666
Dr. Myrna Silton-Goldstein (310) 395-4961

REGISTRATION
Students should meet with their academic advisor prior to registration. Students must complete the registration form listing their classes and signed by their advisors. The registration form is brought to the Registrar’s Office on specified registration days. Each student signs the registration form indicating that he/she is aware of the Honor Code and agrees to abide by it. Registration dates are noted on the University calendar and posted throughout the campus, in mailboxes, and through e-mails. Registrar@ajula.edu

RELIGIOUS LIFE
Live-in Rabbis-in-Residence provide individual and communal spiritual support and guidance to the on and off campus AJU students alike. This can come in different forms: one-on-ones, small group and/or larger communal gatherings through programming or informal methods. Programming and/or support occurs for Shabbat and holidays (secular and religious), life-cycle events, and, given the multiple shifts and changes in students’ lives. Open door hours and contact information are posted in the residence halls and around campus.

Our student run Hillel is very active in promoting social and cultural events, from weekly Shabbat services and dinners to hosting an annual Chanukah party and decorating the Sukkah. A traditional egalitarian minyan (morning and afternoon) is regularly held in the Beit Midrash. Minyan is available Monday – Thursday and is overseen by the Ziegler School of Rabbinic Studies. There are no religious observance requirements for undergraduate students or students in the MBA program. The Ziegler School of Rabbinic Studies and the Fingerhut School of Education have religious requirements as specified by their programs.

STUDENT CONDUCT
Students are expected to conduct themselves in a manner compatible with the university’s function as an educational institution. This implies respect for persons and property and adherence to rules of good conduct and courtesy in all campus facilities. (See AJU Honor Code.)

STUDENTS WITH DISABILITIES (X 586)
Students with a physical, psychological or learning disability are invited to contact Dr. Ellen Weiss Phelps who will work with them to determine appropriate accommodations.
Accommodations may include note taking assistance, extended time on tests or distraction-free environments. Students will be asked to document their disability and to provide information that will assist in creating an accommodations plan. All students with disabilities who are requesting accommodations are responsible for contacting Dr. Ellen Weiss Phelps upon acceptance to the AJU. See the document, “Enhancing Accessibility” for full University policy. ewphelps@ajula.edu
STUDENT LIFE POLICIES

ACADEMIC POLICIES

MAXIMUM UNITS – NORMALLY, UNDERGRADUATES MAY TAKE UP TO 16 UNITS (UP TO 18 WITH SPECIAL PERMISSION FROM DEAN) AND GRADUATE STUDENTS MAY TAKE UP TO 21 UNITS PER SEMESTER.

Add/Drop – Students may add or drop classes within the first two weeks of class without notation on their transcripts. Students must obtain their instructors’ and advisors’ signature on the add/drop form. From the third to eighth week of school, students may withdraw from class and will receive a W on their transcript. Withdrawals are not permitted after the eighth week.

Medical Withdrawal – A student needing a medical withdrawal should complete a petition form available in the Registrar’s Office. Documentation from a physician is required. Students must obtain the signature of the Dean of their school to process the petition for medical withdrawal. Once a medical withdrawal is granted, a medical re-evaluation may be required from the student’s physician prior to re-enrollment.

Leave of Absence – Students in good academic standing (including having zero balance on their student billing account) may request a leave of absence for one semester at a time, for a total of two semesters. Petitions for a leave of absence may be obtained from the Registrar. The student must pay a fee for each semester on leave that is equivalent to the registration fee for that semester.

Incompletes – A student may petition for a grade of I (incomplete) in a class if he/she is currently doing passing work and when extenuating circumstances make it impossible to fulfill the requirements on time. The student must submit a petition signed by the instructor, his or her advisor, and the Dean of their school. Petitions must be filed in the Registrar’s Office by the last day of class, prior to the start of finals. If granted, the student will be given an additional four weeks to complete his/her work.

Repeating a Class – A student may repeat a course in which a D or F grade was earned. The D or F grade will be replaced by the new grade in the GPA only for the first 15 credits if the exact same course is taken at American Jewish University. The first grade earned will be listed on the transcript with 0 credits. The second grade will be listed with full credits. Beyond 15 credits, both grades will be recorded and counted in the GPA. Graduate students should consult with their respective Deans for possible variations in this policy. Additional questions should be directed to the Registrar’s Office.

Academic Probation – Undergraduate students must maintain at least a C average (2.0 GPA) to be a student in good standing. Graduate students must maintain a B average (3.0 GPA). Students who drop below the minimum grade point average will be placed on probation for two semesters. Students are subject to dismissal if the grades achieved in the probation semesters are not sufficient to raise the overall GPA to the required minimum.
ALCOHOL POLICY

*Alcohol use is not permitted by any student under the age of 21.* Alcohol may be consumed in one’s dorm room if over the age of 21 and in compliance with housing alcohol policies. At no time is public drunkenness tolerated. **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. The first goal of student life personnel is to assist students with alcohol problems in attaining treatment. Students wishing assistance are encouraged to speak to Health Center personnel, psychological counselors, Student Affairs staff or Residence Life staff. AJU complies with the Federal zero tolerance policy in the Higher Education Act for alcohol and drug use/abuse. 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. Sanctions for violations can be as follows, but may be altered based on the discretion of the administration:

**Underage Drinking**
- First Offense: Educational discipline (such as volunteer hours), Warning, Probation
- Second Offense: Loss of “good-standing” status for minimum one semester, Probation with CAS Dean and/or Residence Life Office
- Third Offense: Permanent notation of “Probation” in student’s file/on student’s transcript
- Fourth Offense: Suspension for minimum of one semester

**Providing Alcohol to Minors**
- First Offense: Loss of “good-standing” status for minimum one semester, Educational discipline (such as volunteer hours), Probation with CAS Dean and/or Residence Life Office
- Second Offense: Permanent notation of “Probation” in student’s file/on student’s transcript
- Third Offense: Suspension for minimum of one semester
- Fourth Offense: Expulsion

ASSAULT

Any physical altercation and/or verbal threats should be reported to the CAS Dean or University staff. SUCH INCIDENTS ARE CONSIDERED EXTREMELY SERIOUS AND SHOULD BE REPORTED IMMEDIATELY.

DRUG POLICY

Use, possession, manufacture, or sale of illegal drugs, misuse of any legal drug or other legal substance, or possession of drug paraphernalia is prohibited on the university campus. **Drugs have serious psychological and physical effects.** Depressants such
as alcohol or barbiturates tend to be highly addictive and may affect the activity of the central nervous system. They may cause drowsiness, disrupt sleep patterns, or cause depression. Overdoses may be fatal. Stimulants may include amphetamines, methamphetamines, cocaine, ecstasy and caffeine. Caffeine may be found in diet foods as well as coffee. These drugs may be moderately to highly addictive and affect brain functioning. They lead to a variety of physical effects including heart problems, disrupted sleep patterns, hallucinations, poor concentration or sexual dysfunction. Opiates, including heroin, are highly addictive. Their effects include changes in consciousness and brain function. Psychedelics include LSD and marijuana. They affect memory, emotion, perception, and create a loss of contact with reality.

AJU acts in accordance with the Federal Higher Education Act regarding zero tolerance for alcohol and drug use/abuse. A student who violates this regulation or whose behavior is affected by the use of illegal drugs or the misuse of legal drugs or other legal substances will be referred to the CAS Dean and will be subject to disciplinary action. In accordance with FERPA, a university staff member may inform parents or guardians of a student with any drug violation. A primary goal of student life personnel is to assist students with drug problems in attaining treatment. Students wishing assistance are encouraged to speak to Health Center personnel, psychological counselors, Student Life staff or Residence Life staff for assistance.

Alcohol/drug abuse counseling, treatment, and rehabilitation information is available in the following locations on the Familian Campus: Student Health Center, information display rack outside of room 167, and residence hall bulletin boards.

Sanctions for violations can be as follows:

**Drug Use**
- First Offense: Loss of “good-standing” status for minimum one semester, Educational discipline, Probation with Dean’s Office, Probation with Residence Life Office
- Second Offense: Permanent notation of “Probation” in student’s file/on student’s transcript
- Third Offense: Suspension for minimum of one semester
- Fourth Offense: Expulsion

**Selling Drugs**
- Expulsion
- Under some circumstances AJU is obligated to report suspicion or known drug selling to legal authorities.
ELECTRONIC MAIL POLICY
See Technology Policy

GRIEVANCE PROCEDURE
A student with a grievance should present it in writing to the CAS Dean who will make a preliminary investigation and attempt to correct the improper action or clarify any misunderstanding. If unsuccessful, or if the action complained of is egregious, the CAS Dean shall bring the matter to the CAO who shall appoint an ad-hoc committee to make a full investigation and report back to the CAS Dean with recommendations for action. At all stages of this procedure, all persons involved shall be kept informed of the progress of the case’s disposition and all parties shall have full access to an impartial hearing.

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 harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. Such harassment is in violation of university and residence life policy. Students found responsible for, or associated with, the harassment of a resident or a student, are subject to university and/or residence hall disciplinary action. If a resident should receive a threatening call or continued harassing calls or experience any other type of harassment, he/she should an RA, the Director of Residence Life or the CAS Dean immediately.

NON-COMPLIANCE
Failure to comply with reasonable directions and requests of, 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 CAS Dean. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above. Failure to schedule disciplinary appointments or appear for them can result in further sanctions as appropriate.

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 certainly not condoned. All postings must contain the name of the student organization or office doing the posting. The
posting of materials in public areas (outside the Residence Complex) must be approved by Arnie Weisberg. All public postings within the Residence Complex must be approved by the Director of Residence Life. These staff members reserve the right to refuse any postings that contain rude, vulgar, indecent, or obscene expressions.

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, or
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 meet immediately with the CAS Dean to discuss the incident or situation. Violations may lead to disciplinary actions.

SKATEBOARDING, SKATING AND ROLLERBLADING
For safety reasons, skateboarding, skating and rollerblading are not allowed on campus property.
TECHNOLOGY POLICY
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 AJU’s Residence Complex and Campus facilities. 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 University’s Website.

1. Authorized Users: AJU computer resources are an exclusive service for:
   a. Students, faculty, staff and residents of American Jewish University
   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. Computer users shall:
      1. Respect the intended use of accounts 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. 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 all applications before leaving the workstation (for example, signing off your e-mail account).  
   b. Delete from the workstation all files containing private information (personal letters, bank account numbers, etc).  
   c. Should you attempt to save files on a computer in the lab, 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 Lee and Rochlin computer labs: no food or drink is permitted in these rooms.  
   c. In Keefer computer lab: no eating or drinking is permitted by the computers. No food or drinks is permitted on the computer desks.

6. **Printers and Printer Server:**  
   a. The user will provide printing paper.  
   b. User will use new printing paper only. Re-using printing papers is forbidden.  
   c. 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.)  
   d. Users may not turn printers off.  
   e. Access to printer servers is limited to system administrators

7. **Accessories:**  
Accessories are any equipment that is not the computer itself (mice, 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. **Game Playing:**
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 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 authorities. 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 suggestions@ajula.edu
   b. Questions regarding Residence Hall Rules should be directed to the Residence Life Office or via e-mail to RLO@ajula.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 Office of Judicial Affairs.

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.

If 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. He or she is required to submit a signed certification page that states that the user understands copyright issues 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 Judicial Affairs; those involving faculty or staff are referred to the appropriate appointing authority. Network access is not restored, if at all, until the case is adjudicated by Judicial Affairs, or reviewed and decided by the appointing authority. Judicial Affairs and the appointing authority can impose whatever sanctions—including termination of network access; probation, suspension, expulsion (for students); or corrective action (for faculty and staff)—are deemed appropriate.

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: The wireless network was tested and designed to serve the dorm buildings only. Apartment residents who choose to use the network services, do so on their own responsibility. 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.

All students are required to have and regularly check AJU e-mail accounts. 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.

_E-mail is an efficient and environmentally sound method of communication. Students will be held accountable for all information in e-mails sent by university officials._
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, CAS, 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, Academic Computing Services 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@ajula.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 CAS@ajula.edu the user has to be listed in CAS 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.
RESIDENCE LIFE GUIDELINES

Welcome to the American Jewish University residential community! We are grateful to have you as part of the residential experience here at AJU. Please review this handbook carefully. It is your guide to important information about life on campus. It is about policies, pals, and parties; furniture, freedom, and fun. It is about differences and similarities, acceptance and adaptation. In short, it is about the human values that make a community thrive: consideration, tolerance and, perhaps most importantly, responsibility.

Table of Contents
- Residence Life Office
- Life on Campus
- Emergency Procedures
- Residence Life Policies

RESIDENCE LIFE OFFICE

MISSION
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 staff to assist residents 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 to residents programs that encourage social, diverse, moral, 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 on Mondays through Thursdays, and 8:30AM until 2:30PM on Fridays. When a staff member is not in the office during or outside of office hours, an RLO staff member may be reached by calling the RA on Call cell phone (310-980-9001). In addition, security personnel are based out of the Conference Office in Rochlin Hall between 10:00PM and 6:00AM every night.

RESIDENCE LIFE OFFICE STAFF
The AJU residence hall community has numerous staff involved in fulfilling the mission and objectives of the Office.

Resident Advisor (RA) Staff
RAs reside in the hall with the residents and are responsible for familiarizing the residents to the community, coordinating activities, planning educational programs, assuming on-call responsibilities, reporting malfunctions, responding to emergencies, informing, warning, and counseling residents of policies and regulations, reporting violations to the RLO, referring residents to other professional resources, preparing the complex for check-in/out, acting as the primary channel of communication between the residents and the RLO, etc. As an AJU employee, it is not for the RA to choose whether to report to his/her supervisors. It is the RA’s duty to report about every incident and policy violation. The RAs report directly to the Director of Residence Life.

Director of Residence Life
The Director is a live-in professional staff member. The Director has primary responsibility for overseeing the overall operations of the Department as well as the day-to-day use of the Auerbach Student Union by residents. Duties include direct supervision of the RA staff, crisis intervention, handling of emergency situations, staff training and development, programming for residents and the campus, budget control and adjudication of policy violations. The Director is part of the Campus Life and Student Programming Group and reports to the CAS Dean.

Dean, College of Arts and Sciences (CAS)
The CAS Dean is responsible for Residence Life, Student Life, and academics for the College of Arts and Sciences. The CAS Dean is also a leading member of the Campus Life and Student Programming Group.
RESIDENCE COMPLEX FACILITY STAFF

Assistant Director of Conferences and Guest Housing
The Assistant Director is a live-in professional staff member with primary responsibility for overseeing the overall operations and maintenance of the Residence Complex facility as well as the Auerbach Student Union.

Maintenance Staff
The maintenance staff is responsible for light maintenance and for keeping public areas of the building clean. Other maintenance work is done by external contractors. For any repairs needed in a resident’s room, the resident MUST go to the RLO and complete a work order request during regular business hours.

ON-CALL STAFF
An RLO staff member can be reached 24 hours a day, 7 days a week by calling the RA on Call cell phone (310-980-9001). An RA is on-call during weekday evenings (5:00pm - 8:30am the next day) as well as during weekends and holidays for 24 hours a day. Residents also may contact the RA at his/her room. All emergencies and policy violations should be brought to the attention of the RA on Call immediately. The RA on Call also is responsible for security checks, walk-through of both the inside and outside of the facility, mail delivery, responding to policy violations, assisting residents with lock-outs, responding to any emergencies, calling for additional support services when necessary, and other responsibilities.

All emergencies and policy violations of AJU residents and their guests should be brought to the attention of the RA On Call who will involve a Professional On-Call if needed.

The Conference Staff is responsible for security of the facility, responding to parking policy violations, maintenance, emergency facility response, and assisting with guest housing and conferences. Residents may contact the Conference Staff if they have questions or concerns with the facilities. Conference Staff is on-call (310-310-1165) during weekday evenings (5:00pm - 8:30am the next day) as well as 24 hours a day during weekends and holidays. At other times, the fastest way to contact Conference Services is to call the office at (310) 440-1548.
<table>
<thead>
<tr>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life Office</td>
<td>(310) 440-1568</td>
<td><a href="mailto:RLO@ajula.edu">RLO@ajula.edu</a></td>
</tr>
<tr>
<td>RA on Call</td>
<td>(310) 980-9001</td>
<td><a href="mailto:RLO@ajula.edu">RLO@ajula.edu</a></td>
</tr>
<tr>
<td>Professional On-Call</td>
<td>(310) 435-4687</td>
<td><a href="mailto:RLO@ajula.edu">RLO@ajula.edu</a></td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td>(310) 440-1568</td>
<td><a href="mailto:RLO@ajula.edu">RLO@ajula.edu</a></td>
</tr>
<tr>
<td>CAS Dean</td>
<td>(310) 440-1383</td>
<td><a href="mailto:pster@ajula.edu">pster@ajula.edu</a></td>
</tr>
<tr>
<td>Centurion Security</td>
<td>(310) 440-3564</td>
<td><a href="mailto:RLO@ajula.edu">RLO@ajula.edu</a></td>
</tr>
<tr>
<td>Nurse (Mon-Th 8am-2pm)</td>
<td>(310) 440-1219</td>
<td><a href="mailto:Nurse@ajula.edu">Nurse@ajula.edu</a></td>
</tr>
<tr>
<td>Dr. Peters, AJU Psychologist</td>
<td>(818) 475-2666</td>
<td><a href="mailto:Psychologist@ajula.edu">Psychologist@ajula.edu</a></td>
</tr>
<tr>
<td>Conference Services</td>
<td>(310) 440-1548</td>
<td><a href="mailto:jlandgrave@ajula.edu">jlandgrave@ajula.edu</a></td>
</tr>
<tr>
<td>Conference On-Call</td>
<td>(310) 310-1165</td>
<td><a href="mailto:RLO@ajula.edu">RLO@ajula.edu</a></td>
</tr>
</tbody>
</table>
LIFE ON CAMPUS

ADDRESS
All incoming mail is delivered to the central mailroom at the Main Campus. In order to receive your mail promptly, all items should be addressed as follows:

[Your name]
[Your 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. You would provide this address, along with your apartment or room number, for the purpose of providing driving directions for friends, pizza, newspaper deliveries, etc.

BASKETBALL COURT
The basketball court, wired with night lighting, is located adjacent to the south parking lot above the Residence Hall Facility. Hours of operation: 7:00am-10:00pm

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

1. You must notify the RLO with the date and time of your appointment in advance. An RLO staff member will need to let the cable technician into the cable boxes so it is important that we are prepared for their arrival. If you do not notify us at least 48 hours in advance, then unfortunately we cannot guarantee that someone will be available to do this at the exact time of your appointment.
2. You must be present at the time of your appointment. RLO staff will not let the cable company into your room or apartment for you.
3. Once the technician arrives, come to the RLO or call the RA on Call phone (310-980-9001) for access to the cable boxes.

COPYING AND FAX SERVICES
Copying and fax services are available through the RLO office. The cost for copying is 15 cents per page, and faxing is $1.00 per page. Copying service is also provided by the University’s Ostrow Library on the Main Campus.

COMPUTER LABS
Three computer labs are available for resident use: Second floor lounge of Keefer Hall, Lee 105, and Rochlin 108. The computer labs are equipped with T-1
connections and a laser printer. Students need to provide printing paper. Food and/or drinks are not allowed in the Computer Labs, and students should review the Technology Policy (page 18) prior to use. If there is a problem with the printers or computers, please notify the RLO or Conference Services.

ENTERTAINMENT
In addition to the Auerbach Student Union, lounges and basketball court available for your use, the RLO has a variety of sports equipment, games, and videos you can check out! Come to the RLO during business hours or call the RA on Call prior to 10PM nightly.

FITNESS CENTER
Work out on state-of-the-art fitness equipment in our 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 (page 42) before they utilize the fitness facilities.

FOOD SERVICE
The Berg Dining Hall is located on the third floor of Main Campus. Each meal is specially prepared by the Food Service Staff. The goal of Dining Services is to provide high quality, tasty food at a reasonable price. The meals are widely regarded as some of the best kosher food in the Los Angeles area. The Dining Services Staff always values your ideas and recipes to increase the Berg menu.

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 milk and meat products. Thus, when a meat meal is served in the cafeteria, milk and cheese are not available. Similarly, when a dairy meal is served, meat products will not be served. 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. For some of you, these customs may be rather new. The Dining Services Staff will be happy to answer any questions you may have.

Berg Rules
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, however 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 friends by giving their ID card to the student who will be delivering the meal. However, Dining Services must clear this. Students are welcome to bring guests to the Berg. All guests must pay for their food. Your meal plan is exclusively for your use. Meals are not transferable nor are they accrued from one week until the next. Guests for Shabbat must pre-pay for their 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.

**Meal Plans**
All AJU dorm residents must contract with AJU for either a 19- or 12-meals-per-week plan. Apartment residents and off campus students may purchase a 5-meal ticket through the Accounting Office. In either case, the 5-meal coupons are *not* valid for any Shabbat or Holiday meals. **Without exception, meal plans may only be changed within the first two weeks of each semester.** This can be done by contacting the Director of Residence Life.

**Cafeteria Hours of Operation** - Fall/Spring Semester
- **Monday - Friday**
  - Breakfast  7:30AM – 9:00AM
  - Lunch      Noon –1:30PM
  - Dinner     5:00PM – 7:00PM
- **Saturday & Sunday**
  - Brunch    11:00AM – 1:00PM
  - Dinner    6:30PM – 8:00PM

**Periods Covered by Your Meal Plan**
Meal Service begins with dinner on Sunday, August 23, 2009 and terminates after lunch on May 14, 2010. The Berg Dining Hall will be closed for the following periods: Thanksgiving Break (will close after lunch on Wednesday, November 25, 2009 and will reopen for breakfast on Monday, November 30, 2009), Winter Break (will close after lunch on Friday, December 18, 2009 and will reopen for dinner on Sunday, January 17, 2010) and Spring Break (will close after lunch on Friday, March 26, 2010 and will reopen for dinner on Sunday, April 11, 2010).

**Jewish Holidays**
Jewish holidays of Sukkot, Shemini Atzeret and Simchat Torah are included in the 12 and 19 Meal Plans. The Berg Dining Hall will be closed on Rosh Hashana. A Yom Kippur break-the-fast will be served with a late dinner time. On legal holidays such as Labor Day or Martin Luther King Day, food service typically operates on a Sunday Schedule.
OTHER BERG INFORMATION

Appropriate Dress In Dining Halls
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 Room.
Swimsuits are not acceptable.

Backpacks, Books, Briefcases, and Containers
Please keep seating area and cafeteria serving area clear of backpacks, large bags, etc. There is a designated area at the entrance of the Berg where these items may be placed while you are dining. Mugs, water bottles, and any outside food items are not permitted inside the cafeteria 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. It is anticipated that weekend meals may be served outside the Berg Dining Hall occasionally and students will be informed in advance.
- AJU will attempt to meet any special dietary needs a student may have but cannot guarantee accommodations. Dietary restrictions are not grounds for exemption from a dining plan.
- For more information call, stop by, or e-mail Dining Services located adjacent to the Berg Dining Hall.
  Jeff Stuart, Director of Dining Service
  (310) 476-9777 ext. 506  jstuart@ajula.edu

HALL MEETINGS
Once a month, the RA may call a meeting of the residents of each residence hall building. Although attendance at hall meetings is only occasionally required, residents are responsible for the information disseminated at all such meetings. Residents may bring issues and questions to these meetings. Residents are also encouraged to meet with their RA on an individual basis at least once a month if not more often.

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 which does not conform to any standard of Kashrut. The kitchens are open twenty-four 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 item was put into the fridge. The Residence Life Staff will monitor the refrigerator and discard items not labeled or past their expiration dates. Please do not take anything that does not belong to you; AJU or the Residence Life Department is not liable for any resident’s personal items (food, dishes, appliances, etc.) left or taken.

**LAUNDRY FACILITIES**

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

**LIZARD LOUNGE**

Located on the third floor of Lee Hall, the Lizard Lounge is a room for AJU students aged 21 and over only. Guests who are not AJU students as well as individuals under 21 are not allowed in the Lizard Lounge for any reason. Students must read and sign a Lizard Lounge contract with the RLO prior to entering the room, and may get a key to the room upon request. All alcohol and residence policies must be adhered to while utilizing the Lizard Lounge. A TV/DVD/VCR system is located in the Lizard Lounge (for 21+ students only). Students are expected to clean up after themselves after EVERY use.

**MAIL**

Residence Hall mailboxes are in the lobby of each building. Apartment boxes are located in the rear of the laundry room. Except on legal and Jewish holidays (including Shabbat), mail is delivered to the residence halls each evening by 8:00PM Mondays through Thursdays and by 5:00PM on Fridays. Packages that do not fit in your mail slot, Parcel Post, special delivery, and postage-due letters are held in the Mailroom on the first floor of the Main Campus. If you receive one of these mailings, you will receive a note in your mailbox and you will have to pick it up there. To send mail, residents can use the street mailbox (between the Residence Complex and the Main Campus) or go to the Mailroom. Residents can purchase stamps and send Federal Express or UPS packages at the Mailroom. The Mailroom is open weekdays from 9 A.M. to 4:30 P.M. (On Fridays the Mailroom closes by 2:00PM). Stamps can also be purchased at the Bookstore. **NOTE: AJU will 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 intersessions, you can set up mail forwarding through the Mailroom. Upon moving off campus, you are responsible for completing official Change of Address paperwork through the Registrar.

MAINTENANCE
For any non-emergency repairs needed in a resident’s room, the resident MUST go to the RLO and complete a work order request during regular business hours. Time to solve the maintenance issue depends on the problem and the load of work. For emergency repairs (such as broken water pipes) contact Conference Services or maintenance staff (office is in laundry room area) immediately, calling the RA On-Call if necessary. Residents may be charged for damages for which they are responsible or for charges incurred when maintenance responds to requests of a personal nature, such as retrieving a contact lens from a sink drain. Maintenance personnel work 8:00AM- 5:30PM on weekdays and Sundays 8:00AM-4:00PM. They may not always be able to arrive at hours most convenient to students. Residents should cooperate with these persons so those repairs may be made as quickly as possible. Typically, maintenance personnel will enter students’ rooms only after 9:00AM. Students who discover insect problems should report them to the RLO so that their rooms may be sprayed.

POOL TABLE
The pool table is located in the Auerbach Student Union. AJU students can call the RA on Call to check out pool cues and billiard balls from the RLO. Checkout hours are Sunday through Wednesday 9AM-10:30PM and Thursday through Saturday 9AM-midnight. Damage to pool table items while you have them checked out will be your responsibility.

PHONES
Each room in the residence halls is equipped with a phone line that provides on-campus and local service within 10 miles of campus. Room phones receive long-distance calls (exclusive of collect calls and third party billed) without special arrangements. Residents will need to make their own arrangements for outgoing long distance service with a calling card provider. This phone service is available by simply connecting a landline. Contact the RLO if you did not receive your room phone number at check-in.

Phone service for apartment residents is not arranged by the RLO. Instructions for hooking up a landline in your apartments:
   - You should get a dial tone when you plug in your phone.
- If you do not hear a tone, dialing any number will connect you with Verizon customer service. If you have no dial tone, contact Verizon at 1-800-483-5000.
- If Verizon says they have started your service but you still have no dial tone, come to the RLO to fill out a maintenance request.

Additionally, pay phones are located in the main lobbies of each residence hall building.

PROGRAMMING IN THE RESIDENCE HALLS
The RLO provides numerous academic, cultural, educational, social, and recreational programs each semester. These programs are conveniently located in the residence halls and the Auerbach Student Union, with occasional trips off campus. Programs provide great ways to build community and residents have opportunities to meet and interact with peers and learn new skills while having fun. For more information or to create your own residence hall program, contact the RLO.

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

STUDENT LOUNGE
So, you want to get away from the residence halls for a little while, but don’t feel like leaving campus? Take a short walk to the Auerbach Student Union! Amenities, rules and regulations are located in the Auerbach Student Union section of the handbook (page 42).

THERMOSTATS AND VENTS
How does the air-conditioner work?
1. Turn the thermostat power switch to “on”.
2. Select fan speed.
3. Turn the timer clockwise.
4. That’s it!
Please note that the system automatically selects heating or cooling depending upon the temperature of the outside air. If the outside temperature drops below 65 degrees, the system will automatically begin heating. Please be aware that in the summer, the nighttime temperature in Los Angeles can fall below 65 degrees and cause the system to blow warm air.
TV LOUNGES
On the first floor of Lee Hall there is a big-screen TV, DVD player and VCR for your viewing pleasure. The Lizard Lounge, on the third floor of Lee Hall, also has a TV/DVD/VCR system available for 21+ students. Please don’t take any of the equipment, including the remote controls, out of the lounges.

VACUUM CLEANERS
Vacuum cleaners may be checked out from the RLO with the resident’s AJU ID card. Due to the limited number of vacuums available, students are asked to return vacuum cleaners in a timely manner (usually within one hour). All vacuums must be returned to the RLO by 10:00PM.

WIRELESS NETWORK
Wireless internet service is provided to all the DORM buildings. Wireless internet is also available in the Auerbach Student Union and on the Main Campus. Please review the Wireless Network Policies (page 26) under the University’s Technology Policies.

EMERGENCY PROCEDURES

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 your residence hall 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. WINDOWS WILL BREAK. WHETHER YOU ARE AT HOME, IN A LOW BUILDING, OR A HIGH-RISE BUILDING, 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 calls to home, relatives, or friends.
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 using proper evacuation procedures (see Fire Evacuation Procedures). Go immediately to designated emergency areas. Wait until authorities announce that it is safe to enter the building.
7. Do not spread rumors. They often do great harm following disasters.
8. Tune in to local radio stations for information and damage reports.
9. Above all—remain calm! Think before you act 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 or apartment. 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.

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 the AJU Basketball Court is otherwise unsafe, the secondary evacuation area is the northern entrance/exit to Parking Lot 4.

RESIDENCE LIFE POLICIES

POLICY CHANGE
The right is reserved to revise, delete, supplement or otherwise amend any of the policies and procedures of the Department of Residence Life 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 residents, but also to those already residing in the residence hall complex.

CAMPUS HOUSING POLICY
The University considers the residential experience to be an important part of a college education. All AJU students under age 21 are to reside in the University-operated residence complex under a contractual room and board plan as long as space is available. Any students affected by this policy wishing to live off campus, may file a Request to Live Off Campus Form with the Residence Life Office.

Residence Life may grant exceptions to the above policy to include the following conditions:
- The student lives at home with an immediate family member to include: a parent/legal guardian, sibling (over 21), or grandparent. The immediate family member must live within a 40-mile radius of the University. The immediate family member must also be over 21 years of age and not an AJU student.
- The student has a fully documented medical disability that makes it unfeasible to live in the residence complex.
- Exceptions have been made for those students who are married or enrolled as graduate students.

ALCOHOL POLICY
Abuse of alcohol may have serious health consequences, including damage to the heart, lungs, and other organs. Alcohol accidents are the number one cause of death for persons aged 15-24. The first goal of student life personnel is to assist students with alcohol problems in attaining treatment. Students wishing assistance are encouraged to speak to Health Center personnel, psychological counselors, or the Director of Residence Life.
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, violation of alcohol policy might 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 prohibited.
- In student rooms where both occupants are not of legal drinking age, alcohol is not permitted under any circumstances.
- In student rooms where one of the residents is under the age of 21, no alcohol is permitted under any circumstance. No guests of any age may possess/consume alcohol in the room while visiting these rooms.
- Consuming alcohol in the dorms is permitted only when there is no under 21 resident/s present in that room.
- In student rooms where both residents are 21 or over, alcohol is permitted unless guests under the age of 21 are present, in which case no drinking and/or open containers are allowed by anyone.
- Possession and/or consumption of alcoholic beverages is not permitted in hallways, balconies, lounges, stairways, courtyards, community bathrooms, parking lots, or any public areas on campus. The one exception is the Lizard Lounge, which is only open individuals who are AJU students and aged 21 and older. The Lizard Lounge is subject to all rules outlined in the mandatory users contract. All alcohol that is transported through public areas must be unopened and inconspicuous (i.e. covered by a sack, etc.).
- Drinking habits which are injurious to the health or education of an individual 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 be closed. Propping doors open is not acceptable. Locking your door is encouraged so underage students cannot unknowingly enter a room with alcohol.
• Progressive drinking parties are not allowed due to the potential for noise violations, alcohol not being allowed in public areas, and/or illegal consumption.

• By default, all student programs and activities, whether it is on campus or off campus, are alcohol free. Exception will be made only with a written approval from the RLO or the Office of Student Affairs. If such events occur, all applicable RLO alcohol policies will apply to participants.

• 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 21 years of age.

• 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 halls (i.e. underage residents return under the influence of alcohol or an of-age resident returns inebriated) may also result in disciplinary 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 may inform parents regarding alcohol incidents if the student is under legal drinking age.

APARTMENT RESIDENTS
Unless otherwise specified, all policies and procedures listed in this handbook apply to apartment and residence hall room residents alike.

APPLIANCES
(Apartment residents are exempt from the restrictions in this section but should consider fire safety at all times.)

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 irons. Residents should ask the RLO if they have questions.
about specific appliances not listed here. The RLO, to ensure the above guidelines are being followed, may conduct monthly safety checks.

Cooking appliances with exposed heating elements are prohibited in residence hall rooms. Prohibited appliances include hot plates, toaster ovens, electric skillets, etc. For any appliance, if the heating element is exposed it could cause a fire if something fell onto it and thus is not allowed.
Stereos are permitted, but headphones should be used if high volume is desired.
To avoid electrical problems, other appliances are prohibited or restricted:
Refrigerator: One compact refrigerator is permitted per residence hall room. Microwave ovens are not permitted in residence hall rooms but have been provided in some hospitality rooms. Exceptions are microwaves that are part of the MicroFridge system approved by the RLO. Halogen Lamps are prohibited in residence hall rooms and apartments.

ASSAULT
Any physical altercation and/or verbal threats should be reported to the Residence Hall or University staff. SUCH INCIDENTS ARE CONSIDERED EXTREMELY SERIOUS AND SHOULD BE REPORTED IMMEDIATELY.

BULLETIN BOARDS
Please refer to the bulletin boards in the main lobbies and floors for useful information. All flyers, by individual residents or student groups, must be submitted to the RLO for approval 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.

CANCELLATION
The room and board contract is for one academic year. The exception is for dorm residents who may request to cancel their agreement at the end of the semester if the resident: (a) has changed his/her academic status, or (b) requested to live off-campus and received University approval. Cancellations are subject to fines as described in the Residence Life License Agreement. The University may cancel the room and board contract without any refund in room fees, with appropriate notice, if a student violates residence hall policies or regulations.

CANDLES AND INCENSE
For safety reasons, possession of and burning candles, incense, or spices such as sage in the residence hall are not permitted. Candles may be used for religious purposes only in designated common areas such as the Hillel Lounge and the kitchens with RLO
approval. Apartment residents are allowed to have candles in their kitchen area. Someone must monitor any lit candles in the designated area at all times until they are extinguished.

HOUSING CHARGES
Every resident has 14 days to appeal when a fine/charge is issued by the RLO. If the resident fails to pay the charge, the RLO may charge his/her student bill.

CHECK-IN PROCEDURES
When checking in, students verify a ROOM/APARTMENT INVENTORY SHEET completed by their RA, on which they double check all listed damages, missing furnishings, and other peculiarities for which they might otherwise be charged later. Students should submit the verified forms to their respective RAs on the same day they check in to their rooms. It is important that students check the room/apartment inventory sheet and bring to the RA’s attention any items that should be added or if the condition of any furniture should be changed prior to signing the inventory sheet. Upon check-in, residents are required to complete various paperwork and will be issued either an apartment or a room key, a mailbox key, and a student ID card which provides access to all four residence hall buildings as well as the Auerbach Student Union.

CHECK-OUT PROCEDURES
You are expected to completely vacate your room by the date and time indicated on your current License Agreement. The RLO will notify residents about specific dates and procedures for end of semester checkout periods. If a resident checks out during any other time, it is the responsibility of the resident to make an appointment with the RLO at least 48 hours in advance, to be checked out of his or her room by an RA. Residents who fail to make or keep a checkout appointment will be assessed a charge.

Residents are responsible for the condition of their rooms. Students must leave their rooms in a clean condition when they 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 you out of your room will also collect key(s) and a forwarding address. You will be billed for a lost key if you fail to turn in your key(s) before leaving campus. No keys may be turned in after residence halls have closed for the term.

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, but when it cannot, all members of an apartment, room, hall, or building may be charged equally for any damages. It is our hope that affected residents will provide information to the RLO to assign these charges to the individual(s) responsible.

**COMPLAINTS**
Most problems that arise in the residence halls can be solved in the hall of origin. Residents who have problems should take those problems to one of the RAs. The RA may decide to involve the Director of Residence Life. In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the Director. Residents who are dissatisfied with the Director's response may then make an appointment with the CAS Dean. Incident Report forms are available in the RLO. Generally, the RLO may not be able to solve issues reported anonymously.

**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. Whatever the reason for the violation, discipline is almost always administered initially for educational purposes. The University Honor Code governs the residence hall policies for students. AJU Student Code of Conduct not only exists in the classroom experience, but should also exist in your everyday life experience.

Residence Life disciplinary action is conducted by the Director of Residence Life who may grant sanctions depending on the violated policy. These measures may include, but are not limited to, community service, loss of certain privileges, fines, a change of room assignment or expulsion from the residence halls. If the resident’s action is in violation of the University’s Student Code of Conduct, disciplinary action might include the CAS Dean. Every resident has the right to appeal in writing to the CAS Dean on sanctions given by the RLO.

**DRUG POLICY**
Use, possession or distribution of illegal drugs or drug paraphernalia, or misuse of any legal drug or other legal substance, is prohibited on the University campus and in all of its buildings. A student who violates this regulation or whose behavior is affected by the use of illegal drugs, misuse of legal drugs or other legal substances, will be subject to disciplinary action and referral to the CAS Dean.
Drugs have serious psychological and physical effects. Depressants such as alcohol or barbiturates tend to be highly addictive and may affect the activity of the central nervous system. They may cause drowsiness, disrupt sleep patterns, or cause depression. Overdoses may be fatal. Stimulants may include amphetamines, methamphetamine, ecstasy, cocaine, and caffeine. Caffeine may be found in diet foods as well as coffee. These drugs may be moderately to highly addictive and affect brain functioning. They lead to a variety of physical effects including heart problems, disrupted sleep patterns, hallucinations, poor concentration or sexual dysfunction. Opiates, including heroin, are highly addictive. Their effects include changes in consciousness and brain function. Psychedelics include LSD and marijuana. They affect memory, emotion, perception, and create a loss of contact with reality.

In accordance with FERPA, a University staff member may inform parents or guardians of a student with any drug violation. The first goal of student life personnel is to assist students with drug problems in attaining treatment. Students wishing assistance are encouraged to speak to Health Center personnel, psychological counselors, or the Director of Residence Life. Alcohol/drug abuse counseling, treatment, and rehabilitation information is available in the Health Center, Residence Life Office and residence hall bulletin boards.

**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 STAFF IS REQUIRED. All drills are timed and must be repeated if 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.

**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.
EXTENSION CORDS
Extension cords and multiple adapters not approved by RLO are prohibited. Acceptable cords include those that contain an in-line fuse or circuit breaker. Multiple adapters (gang plugs) are prohibited unless such adapters have an in-line fuse or circuit breaker.

EXTERIOR DOORS
For security reasons, never prop open any exterior door or deliberately leave an exterior door unlocked! Any resident that 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 moving days. Residents are encouraged to keep their apartment or room doors locked at all times.

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 also result in similar referrals.

FAMILIES WITH CHILDREN
Children on campus add a special atmosphere to our campus for which we are grateful. However, we would like to remind parents with small children of the following:
*Quiet Hours*: Please ensure that Quiet Hours are observed, especially during the early morning hours. (Please see Quiet Hours.)
*Supervision*: Parents are required to monitor their children at all times. Children should never be left unattended anywhere on campus.
*Toys & Supplies*: Please ensure that children’s toys and other items are picked up and not left outside. The maintenance and grounds staff will remove these items.

FIRE EQUIPMENT REGULATIONS
Because it is imperative that fire and safety equipment function properly when it is needed, the following acts are prohibited:
Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights.
Tampering with or pulling a fire alarm under false pretense.
Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
Obstructing halls and stairwells with furniture, debris, and other materials.
RESIDENTS WHO JEOPARDIZE THE SECURITY OR SAFETY OF ANY RESIDENT WILL BE SUBJECT TO IMMEDIATE DISCIPLINARY ACTION.
Disciplinary action could also result for residents who cause potential fire hazards through unsafe practices (e.g. overloading circuits, use of inappropriate extension cords, use of unauthorized cooking appliances, etc.)

FURNITURE
No additional furniture from home should be brought with the exception of desk chairs. Removing furniture from dorm rooms and apartments can be done only with the RLO approval based on storage availability and other possible 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 facilities 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 Director's approval. Residents who remove common area furniture will be assessed a daily fine.

GRILLS
Use of personal grills in the Residence Complex is allowed ONLY in the southwest corner of Parking Lot 5, near the basketball court. Grills may only be used on the ground level and must be attended to at all times.

GUESTS / VISITORS
A guest (or visitor) is defined as any person other than the registered occupant of that particular room or apartment (including resident students, non-resident students and non-students). All residence hall guests must be signed in by an AJU resident on the guest registration forms located in the mailbox lobbies of each of the residence hall buildings. 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 to someone who is not their guest. Unescorted visitors will be asked to leave and may be banned from future visitations. Resident hosts must inform their visitors 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. Visitation privileges may be revoked for individuals or groups who violate the visitation policies. Apartment residents are also responsible for their guests and are required to accompany them if visiting the residence halls or loitering in the courtyard or other areas in the Residence Complex.
Visitation is a privilege that should not be abused. Visitors who come by daily and stay for hours can be an undue burden on roommates. Each resident has the basic right to have privacy in his/her assigned room. All guests must vacate the Residence Complex between 1:00AM and 8:00AM (2:00AM and 8:00AM Thursday-Saturday). Roommates have the option to establish the limited visitation hours in the sleeping areas to start earlier than the 1:00AM guideline. Residents having visitation problems, after initially confronting the situation themselves, should contact an RA.

**Overnight Guests:**
Any visitor that stays after 1:00AM (2:00AM Thur-Sat) is considered an overnight guest (with the exception of apartments’ common areas).

Residents and/or non-residents of different genders or same sex partners sleeping in the same room or apartment are prohibited. The exception is a couple legally married under the laws of the State of California may live together in our apartments. Also, parents and siblings from opposite sex are allowed in single rooms and apartments. Professional staff required to live on campus as part of their job duties may live with their partner if legally married or engaged to be married.
Conference and Campus Services can arrange for a linen and towel set rental for a $15.00 fee and a mattress for a $15.00 fee if requested in advance by visiting the Conference and Guest Housing Office during business hours. No additional keys will be issued for residence hall guests. Apartment residents are the only residents who can request ONE spare key. Guest housing rooms are available for a charge when coordinated in advance.

Residence Halls, Overnight Guests
All overnight guests in the residence halls must be registered with the RLO staff by the host/ess before 10pm (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/ess, (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. Make sure to give this form to the RA on-Call after you have obtained all signatures. Be sure to consult with your roommate and remain sensitive to his/her feelings and concerns. If your roommate is uncomfortable or feels threatened by the presence of your guest(s), you will not be able to have them visit. Guests may NOT sleep in any of the common areas of the dorm buildings such as lounges. The host/ess is responsible for informing their guest of the various policies. The host/ess is also responsible for the behavior of their guest and for any damages incurred. No overnight guests are permitted in the residence halls during the last two weeks of the semester. Residents will not be charged for short-term overnight guests. You may have short-term overnight guests stay with you in your Residence Hall room. Short-term is defined as limited to three consecutive nights every 30 days. A guest may only stay 3 nights per month on campus regardless of who is the host. Guests staying on campus with residents more than 3 nights must be pre-approved by the Director and will be charged $25.00 per night. Guests staying on campus with residents more than three nights without pre-approval will be charged $55.00 per night. Guests are not allowed in the Residence Complex when the resident is not present.

Apartments, Overnight Guests
For safety and security reasons, apartment residents must also notify the RLO of any overnight guests, particularly if staying more than one night. Unless approved in writing by the Director of Residence Life, guests may stay in a resident’s apartment a maximum of one week (7 days). Only apartment residents may have a guest inside their apartment without accompaniment for short periods of time (i.e. resident is in class). However, an apartment guest is not to loiter in the Residence Complex without the resident and the resident is still responsible for all actions and inactions of their guest. Issues with this allowance may result in restriction of guest privileges.
Unregistered Overnight Guests:
Only students assigned by the RLO staff and their registered overnight guests may reside in on-campus Residence Life facilities. All those who stay without authorization will be required to leave. Residents who do not register their overnight guest(s) are subject to disciplinary action and must pay a $55.00 per person/per night fee. The University reserves the right to ask guest(s) to leave if they are in violation of any University rule or regulation, federal, state, and/or local law. Remember that you will also be financially responsible for damages caused by your guest and you are subject to disciplinary action if your guest violates Residence Life Policies and University rules and regulations. PAY ATTENTION: the RLO views violation of unregistered overnight guests that are not residents as a security threat. Residents should report to the staff any unescorted guests or suspicious people or vehicles in the Residence Complex.

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. After this period an administrative fee will be assessed for room changes. Residents wishing to make hall or room changes should apply in writing to the RLO. Changing rooms or halls without written authorization from the Director of Residence Life will subject those involved to disciplinary action and a $75 fee. If it is not possible to make the room change that is requested, the student who makes the request will remain in his/her current room. Backing out of a requested room change arranged by the hall staff usually causes other room changes to be affected. Therefore once a room change is accepted, the new assignment cannot be reversed unless no other student will be affected by that change.

HARASSMENT
Harassment includes physical abuse, verbal 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 harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. Students found responsible for or associated with the harassment of a resident in such a manner are subject to University and residence hall disciplinary action. If a resident experiences any type of harassment, he/she should notify an RA or the Director immediately.
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 device with a motor and a fuel tank is prohibited from entry into any University building.

ITEMS ON LEDGES
Residents living on the second or third floors may not place items (flower pots, bottles, etc.) on ledges since they may fall to the ground below.

KEYS AND ID CARDS
Keys are issued to the residents upon check-in. Residents are responsible for carrying their key(s) at all times and locking their door when they go out. Do not give out room/apartment keys to anyone. Unauthorized or illegal use of keys is a serious policy violation and will result in disciplinary actions. The room key and building access card a resident receives at check-in is for his/her own use exclusively. Giving or loaning your key and/or access card to others is prohibited. Duplication of any University keys, including room keys, is also prohibited. Repetitive use of spare keys or cards is an unsafe practice. Apartment residents are the only residents who can sign up for ONE spare key.

Lost/Stolen Keys
To maintain security to the building and residents, a resident who loses a room/apartment key must report it to the RLO immediately. Room or apartment door locks might 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 their roommate’s room key as well. Charges for key replacement and/or re-coding of room door lock will be $35 (1st loss) or $50 (2nd loss). Mailbox key replacement cost is $35 each. A resident that loses his/her card may get a temporary card from Conference and Guest Housing Office or from Barry Morris on Main Campus. New cards can be purchased from the Technology Department on the Main Campus for a $15 fee.

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, and flooding, during the entire term of the Residence Life License Agreement, 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 the family's policy does not cover personal property in the residence hall or apartment.

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 can attract insects and wild animals, as well as being a health/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 not properly disposing of cigarette butts.

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. Each time a resident is locked out (this includes lock-out of the dorm building) it will be logged. Residents will be fined for every third lockout that occurs between 7AM and midnight. All lockouts occurring between midnight and 6:59AM will result in a fine.

MANDATORY HALL MEETINGS
While most hall meetings are not mandatory, the RLO might decide to announce a mandatory residents meeting. Residents who have conflicts with a mandatory hall meeting should inform the Director of Residence Life as soon as they are aware of the conflict. Residents who are not exempt from a mandatory meeting and do not show up to make-up sessions (if conducted), are subject to discipline. It is the responsibility of every resident to receive all information delivered in the meeting.

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 Residence Life has reason to believe that a student is missing, campus security and/or the police department will be notified. The Director of Residence Life, or a similar University administrator, has the right to notify campus security or police immediately if he/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 the Resident Advisor or
the Director of Residence Life if they have reason to believe that a student may be missing.

NON-COMPLIANCE
Failure to comply with reasonable directions and requests of, 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 Director of Residence Life and/or the CAS Dean. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above. Failure to schedule disciplinary appointments or appear for them can also result in a student’s meal plan being blocked.

PARKING
All vehicles in the residence hall parking areas must display a valid AJU resident parking permit and be parked only in their designated areas. Parking permits for residents will be issued upon completion of the parking permit application form. Permits must be displayed only on those vehicles for which they were purchased. Vehicles not displaying valid permits or those parked in the incorrect lot will be cited, booted and/or towed. Residents may pickup temporary guest parking permits for visitors at the RLO for registered guests. Residents may also apply through the Director for a monthly guest parking pass for a specific guest and vehicle. The University is not responsible for any damages 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.

PETS
Fish are the ONLY pets permitted in the Residence Complex. Aquariums are limited in size of up to 25 gallons. Apartments ONLY may register one cat or one dog with the permission of the Director of Residence Life. Restrictions and policies apply and are outlined on the AJU Pet Agreement document.

PROFANITY/OBScenity
The use of rude, vulgar, indecent, or obscene verbal or written expressions (including text messaging, SMS and IM), while having certain protection by the First Amendment, are considered detrimental to the community residence environment and are certainly not condoned. The posting of materials in public areas must be approved by the RLO who reserve the right to refuse and remove any postings that contain rude, vulgar, indecent, or obscene expressions. Hallways and dorm room doors are also considered public areas and are subject to the same restrictions as other public postings.
Public (outside of the private room) nudity or partial nudity is unacceptable. (Males should wear shirts at all times.) Engagement in sexual activity in public areas is also prohibited.

QUIET HOURS
Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living. This standard will be upheld whether or not the neighbors are present, in an effort to provide consistent enforcement of the policy.
Minimum quiet hour restrictions, which apply throughout the Residence Complex, include the following time frames: Sunday-Thursday: 11:00PM- 8:00AM; Weekends and Holidays: 1:00AM – 9:00AM

Note: The RLO may announce 24 hour Quiet Hours during Midterms Week and/or the last two weeks of each semester. DURING QUIET HOURS, VOLUME SHOULD BE LIMITED TO A LEVEL THAT COULD NOT POSSIBLY DISTURB THE NEAREST NEIGHBORS' ATTEMPTS TO STUDY OR SLEEP. This includes conversations in hallways and slamming doors.

Courteous 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, slamming doors, and stereo volume.

THE PRIMARY RESPONSIBILITY FOR THE ENFORCEMENT OF QUIET HOURS AND COURTESY HOURS BELONGS TO THE RESIDENTS. If conflicts arise that residents themselves cannot reconcile, residents should contact the RA on Call to remedy the problem.

RAPE
Acts or allegations of physical and/or sexual violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include the Residence Life Office, CAS Dean, and the Police Department. Knowledge of such offenses should be reported to the Residence Life Staff or CAS Dean immediately.

RESIDENTS@AJULA.EDU
Residents@ajula.edu is an e-mail list used by the RLO to deliver important information 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 have an indication that you are not part of the list.

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 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.

ROOM ASSIGNMENTS
Every attempt is made to accommodate student preferences for housing assignments. Priorities for assignments are based on the date contracts and deposits are received in addition to medical needs and student status. Assignment to a single room largely depends on the availability of space.

Residents and/or non-residents of different genders or same sex partners living in the same room or apartment are prohibited. Exceptions: 1) A couple legally married under the laws of the State of California may live together in our apartments; 2) Professional AJU staff required to live on campus as part of their job duties may live with his/her fiancé or legally married spouse in our apartments.

ROOMMATE CONTRACTS
In different situations the RLO may instruct roommates to establish a mandatory roommate contract. In some cases an RA and/or the Director will mediate and facilitate the mandatory contract. Violation of terms signed by the roommates in mandatory contracts may result in disciplinary action.

ROOM CONSOLIDATION
The RLO 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 in the interest of the University, health reasons, disciplinary action, occupancy needs, or for the general welfare of the resident(s). Failure to accept an assigned roommate might result in payment of a single occupancy room or in termination of the resident’s housing contract.

ROOM/APARTMENT ENTRY AND SEARCH
The University appreciates your desire for privacy and will strive to protect this privacy. It is, however, occasionally necessary for the University to exercise its contractual right
to room entry. In essence, the policy states that a residence hall staff member will enter a room on the following conditions:
- Building close-downs for holidays and semester closings;
- At the invitation of the resident;
- To provide maintenance (including close-down of buildings);
- If there is cause to believe that a violation of University regulations exists, including but not limited to:
  - failure to evacuate during drills;
  - reasonable suspicion of a violation of the drug or alcohol policies;
  - reasonable suspicion of a policy violation or situation that affects fire safety (e.g. smoking, candles, incense);
- If an emergency exists or is believed to exist;
- For monthly safety checks;

No student’s room should be entered without knocking and a time lapse of sufficient duration to provide the resident(s) ample opportunity to open the door. (Time lapse may be shorter if emergency is believed to exist.) Rooms may be entered in the absence of the resident(s). When University personnel enter a student 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 student rooms unless an emergency exists or there is evidence that an emergency exists. This evidence may not necessarily be revealed to the students. Each fall, spring semester, and during holiday closedown preparations, staff may enter rooms to check smoke detectors and conduct a visual scan of each room 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 or assign their apartment or rooms or to use their rooms for any commercial purposes. Residents are not permitted to remove equipment or furnishings from any room in the Residence Complex or alter any furniture (e.g. disassemble beds or shelves) without pre-approval from the RLO. Furniture (such as one of the beds in a single or a couch from an apartment) cannot be removed or moved due to lack of storage space.
Do not remove your window screen, block exits, paint or panel walls, or make holes in our walls.
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 later to the room, can move in at any time. This matter is especially important at the winter break between semesters when new residents assigned to a room frequently arrive
before returning residents. Residents whose rooms require special attention before new roommates can move in may be charged an extra cleaning fee (up to $75). The RLO may instruct resident(s) to change their furniture setting or to remove furniture from the room when it violates fire code regulations. Rooms should be kept reasonably clean for reasons of health and safety. Residents may not make any physical alterations to their apartments or rooms. This may include installations of additional locks, building of lofts, hanging items from ceilings, painting of rooms, putting shelves, etc. Maintenance staff will inspect rooms on a monthly basis and will require residents to remove any unauthorized changes or assess charges to restore the room or apartment to its original condition or configuration. Residents interested in making such alterations first must submit a request to the maintenance staff. Note: residents should not put items on the exterior of room or apartment doors other than what can be tacked to the small cork board provided by the University.

SCREENS
Removing window screens is prohibited at all times with the exception of emergencies. Students may not sit on window ledges on upper residence hall floors or engage in other behaviors that may result in injury or death.

SKATEBOARDING, SKATING AND ROLLERBLADING
For safety reasons, skateboarding, skating and rollerblading are not allowed on campus property. Violations will result in discipline including but not limited to community service, fines and possible escalation to the CAS Dean.

SMOKE DETECTORS
All student rooms are equipped with smoke detectors. Each semester, every detector is thoroughly checked. If a resident detects a problem with their smoke detector, he/she should contact the RLO immediately. Disciplinary action will result if a student removes the batteries or otherwise renders the detector inoperative.

SMOKING
Smoking is prohibited inside all Residence Complex buildings, including resident rooms and apartments, in addition to outside areas in the Complex including external stairwells and courtyards. Inside the Residence Complex, there are two areas that are designated for smoking between the hours of 8:00AM and 6:00PM daily. These areas are located outside Rochlin and Lee Halls and are clearly marked. However, residents should be far enough away from buildings as not to allow smoke to enter resident’s rooms via open windows. After 6:00PM, all smoking must be moved to the sidewalk/smoking area
outside the Auerbach Student Union. These restrictions are strictly enforced out of concern for fire safety and the general health of other residents. Smoking in non-designated areas will be treated as non-compliance. Residents are responsible for disposing of their cigarette butts and ashes in the ashtrays provided in the smoking areas.

Hookah - Use or possession of a hookah in the Residence Complex is prohibited.

**SOLICITATION AND POSTING**
To protect residents from unwanted disturbances, soliciting in the residence halls is prohibited. Students and campus organizations desiring special consideration should apply at the RLO. Off-campus groups and merchants must apply to the RLO. A professional staff member must approve all postings in the residence halls. Posting is limited to designated bulletin boards or other areas cleared beforehand with the Director. All postings without a literal stamp of approval from the Director will be removed and discarded.

**STAIRWELLS, SIDEWALKS AND 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.

**STUDY ABROAD**
Residents taking a semester or year to 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**
As stated in the Residence Life License Agreement, residents living in apartment units contract for a nine-month period. This includes the fall and spring semester, and the winter break interim period. All other residents living in residence hall room units are required to move out during the winter break interim period. Residents returning to live on campus for the spring semester may leave their belongings in their room at their own risk. During that period residents will not have access to their rooms, residence buildings or any other Residence Complex facility. In special cases when access is
necessary (i.e. learning materials, medications), the resident will be charged $10. Residents must coordinate mail forwarding through the Mailroom in order to receive their mail during Winter Break.

Residents requiring interim housing may petition the Residence Life Office to contract for interim housing during this period and must pay the appropriate interim housing cost. Also, all residents must pay for any additional days not covered by their license agreement, such as staying beyond the fall or spring check out date or for any portion of the summer term. Note that this option is not always available.

**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 for any damages and fines. Affected areas may be temporarily shut down from use because of vandalism. Vandalism is a violation of University’s Honor Code and will be referred to the Office of Student Affairs.

**VERBAL ABUSE**
Verbal abuse that may cause another person humiliation, 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.

**WEAPONS**
Use or possession of any weapon including but not limited to rifles, shotguns, handguns, BB guns, air rifles and pistols, bows and arrows, knives, daggers, swords, spears, brass knuckles, or ammunition is prohibited on residence hall property. **VIOLATIONS OF HOUSING OR UNIVERSITY WEAPONS POLICIES MAY RESULT IN IMMEDIATE REFERRAL TO THE POLICE DEPARTMENT OR OFFICE THE CAS DEAN AND DISCIPLINARY SANCTIONS.** A resident’s room may be searched for illegal weapons by the Residence Life Staff or the Police Department. The purpose of room entry or a room search will be to maintain an environment in which learning can take place by providing a weapon-free living environment for AJU students.

**WORKING ON CAMPUS**
Because of liability issues, babysitting (for a charge or for no-charge) of non-residents’ children on Residence Life facilities is prohibited. Mentoring/training/hosting non-
residents for a charge on Residence Life facilities (including the basketball court and soccer field) are prohibited.
FEES FOR ITEMS NOT COVERED BY ROOM AND BOARD AND POSSIBLE FINES FOR POLICY VIOLATION. Costs are subject to change.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candles, Incense, Hookah</td>
<td>$25</td>
</tr>
<tr>
<td><strong>Checkouts</strong></td>
<td></td>
</tr>
<tr>
<td>Failure to Checkout at Assigned Time</td>
<td>$15</td>
</tr>
<tr>
<td>Failure to Sign Up for Checkout</td>
<td>$15</td>
</tr>
<tr>
<td>Failure to Turn in Keys at Checkout</td>
<td>$85</td>
</tr>
<tr>
<td><strong>Dirty Spaces</strong></td>
<td></td>
</tr>
<tr>
<td>Dirty Apartment (not vacuumed or dusted)</td>
<td>$35</td>
</tr>
<tr>
<td>Dirty Bathroom</td>
<td>$20</td>
</tr>
<tr>
<td>Dirty Room (not vacuumed or dusted)</td>
<td>$25</td>
</tr>
<tr>
<td><strong>Fire Alarms &amp; Drills</strong></td>
<td></td>
</tr>
<tr>
<td>Failure to Evacuate During Drills</td>
<td>$30</td>
</tr>
<tr>
<td>False Fire Alarm</td>
<td>$150</td>
</tr>
<tr>
<td>Fire Alarm Due to Negligence</td>
<td>$50</td>
</tr>
<tr>
<td>Recharge Fire Extinguisher</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Guest, Unregistered (Per Night)</strong></td>
<td>$55</td>
</tr>
<tr>
<td><strong>Key Replacement</strong></td>
<td></td>
</tr>
<tr>
<td>1st Replacement, Room or Apt</td>
<td>$35</td>
</tr>
<tr>
<td>Subsequent Replacements, Room/Apt</td>
<td>$50</td>
</tr>
<tr>
<td>Mailbox Key Replacement</td>
<td>$35</td>
</tr>
<tr>
<td><strong>Lockouts</strong></td>
<td></td>
</tr>
<tr>
<td>After Midnight Lockout (per lockout)</td>
<td>$15</td>
</tr>
<tr>
<td>3 Lockouts Before Midnight</td>
<td>$15</td>
</tr>
<tr>
<td><strong>Mandatory Hall Meeting, Missed</strong></td>
<td>$18</td>
</tr>
<tr>
<td><strong>Mandatory Hall Meeting, Late</strong></td>
<td>$5</td>
</tr>
<tr>
<td><strong>Misuse of Safety Equipment</strong></td>
<td>$50</td>
</tr>
<tr>
<td><strong>Noise Violation</strong></td>
<td>$18</td>
</tr>
<tr>
<td><strong>Packing/Storage Fee (Per Resident)</strong></td>
<td>$50</td>
</tr>
<tr>
<td><strong>Propping/Tripping Building Door</strong></td>
<td>$25</td>
</tr>
<tr>
<td><strong>Screen Removal</strong></td>
<td>$20</td>
</tr>
<tr>
<td><strong>Skateboarding, Skating, Rollerblading</strong></td>
<td>$50</td>
</tr>
<tr>
<td><strong>Smoking</strong></td>
<td></td>
</tr>
<tr>
<td>Smoke Detector Violation</td>
<td>$30</td>
</tr>
<tr>
<td>Smoking in Undesignated Area Outside</td>
<td>$30</td>
</tr>
<tr>
<td>Smoking in Room/Apt/Bldg</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Mailbox Key Replacement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Swipe Card Replacement</strong></td>
<td>$20</td>
</tr>
<tr>
<td><strong>Trash Can Replacement</strong></td>
<td>$15</td>
</tr>
<tr>
<td><strong>Vandalism</strong></td>
<td></td>
</tr>
<tr>
<td>At cost</td>
<td></td>
</tr>
<tr>
<td>Wall or Carpet Damage, etc. (per sq. in.)</td>
<td>At cost</td>
</tr>
</tbody>
</table>
AUERBACH STUDENT UNION

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 on campus and students residing at American Jewish University. All other groups will not be able to utilize the student lounge while the academic year is in session. Use of the lounge during the winter and summer breaks will be dependent on the number of groups utilizing the residential space in conjunction with a conference or event on campus, and must first be approved by the Assistant Director of Conference and Guest Housing, ext. 548.

Hours of Operation: **8:00AM – 1:00AM.**

**Student Lounge Rules and Regulations**

The lounge is for the use of AJU students, resident students, and spouses and children of AJU residential students only! Guests of residential students are not permitted to be in the student lounge unless the Director of Residence Life gives pre-approval. Student event coordinators may invite guests after approving it with the Campus Life and Student Programming Group.

Personal foods, beverages or snack items are permitted to be brought into the Student Lounge by the students. Catered foods, “take out”, or to-go foods from off premise establishments, are not permitted in the entire building unless pre-approved by the Campus Life and Student Programming Group. It is expected that all food or beverage products brought into the student lounge will be kosher. 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 by communicating with Residence Life Staff. Abuse of this privilege may result in revocation of student rights to have food in the lounge area. Proper attire must be worn in student center at all times. This includes shirt, shoes, pants, skirt or dress.

Students should not be behind the coffee bar area unless it is being utilized for an approved student event. Patrons found in violation of this policy will have their usage of the facility restricted.

**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 first contacting the RLO for utilities approval.
- Weapons are not 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 at the Student Center 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 as no outside foods are 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, barbecue, etc.) unless specifically permitted by the RLO.

Event Reservations
The Student Lounge can only be reserved for events with an estimated turnout of twenty (20) or more students.

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 Event Coordinator, at ext. 287, after an approval from the Campus Life and Student Programming Group.

Events that will have food will need to have the approval of Jeff Stuart, Director of Dining Services, prior to the event approval. All groups utilizing the lounge area are responsible for cleaning the space after the event or program. A minimum $50 fee might be charged for any needed cleaning.

The Coffee Bar can be booked for student activities after consultation with the Campus Life and Student Programming Group. Depending on the scheduled event, a Dining Service employee may be a requirement for an additional charge.

There might be a cleaning fee of $50 for events utilizing the Coffee Bar.

A/V Equipment
It is recommended to test the A/V system at least an hour in advance when used in a program. Operating the karaoke system requires a reservation with the AJU Event Coordinator. To utilize the Nintendo Wii system, contact the RA On-Call prior to 10:00PM. All Wii users must sign and adhere to the RLO Wii Contract.
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:
6:00AM – 1:00AM for AJU students and residents
6:00AM – 8:00AM, 12:00PM – 2:00 PM, 5:00PM -7:00PM for AJU Faculty and Staff

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. All individuals authorized to use the Fitness Center must display a sticker for the current year on their ID card. These stickers are available from the RLO after completing the proper paperwork.
- 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 foods 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 without proper supervision.
- All 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 staffs. Such policies may include, but are not limited to, regulations regarding risk management issues, informal game playing etiquette, and proper usage of equipment.
- For safety reasons you 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 stereos is acceptable with the use of headphones or when other patrons are not present.
• 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 will not be accepted.
• 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 Faculty, Staff, and commuting AJU students. All residential students are prohibited from using lockers and showers without pre-approval from the Director of Residence Life.
• A limited number of lockers are available for semester-long use by Faculty, Staff and commuting AJU students. For this option, contact the Assistant Director of Conferences and Guest Housing at ext. 548 for details. Locks issued by the Assistant Director are the only locks that may be used; personal locks on lockers are prohibited. Any personal locks will be cut off and any possessions in the locker will be brought to the Residence Life 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 into the Locker/Shower area of the opposite gender. Violation of this policy will at a minimum result in Student Union privileges being taken away.

Violation of these policies or failure to comply with reasonable directions and requests of University officials (including Resident Advisors) acting in the performance of their duties will result in immediate disciplinary referrals to the Director of Residence Life.