



# Student Handbook 2016-2017

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**MISSION STATEMENT**

Vision

A leading active learning community igniting personal passion, self-discovery, and deep learning.

Mission

A small private liberal arts and science university providing personalized experiential, hands-on instruction “in the field” with Alaska as its primary classroom.

Values

Applied research projects: faculty working collaboratively with students in relevant real world settings. Leadership, moral character, creativity, responsibility, and self-direction.

Abilities, thinking critically, reason analytically, solve problem creatively, working in teams effectively. Student engagement, student centered.

Knowledge to spark personal, moral and spiritual growth.

Acknowledging and honoring the commitment to serve Alaska Native peoples.

**CORE THEMES**

Academic Excellence in all programs and services. (AE)

People Focused for students, staff, faculty, and trustees. (PF)

Unique Learning Environment employing experiential and applied learning in Alaska using small, personal classrooms. (ULE)

Sustainability of the triple bottom line- people, profit, and planet. (SP3)

**THE STUDENT HANDBOOK**

This guide contains information about some of the resources available to APU students, as well as a listing of non-academic policies. The Dean of Students’ office, the Campus Life office, and the Associated Students of Alaska Pacific University (ASAPU) develop this publication. These policies and procedures provide the framework for much of student life at APU.

**A Warm Welcome from the Dean of Students**

Dear Students,

Welcome to beautiful Alaska and to Alaska Pacific University! If this is your first year at APU, we are excited to have you. The APU campus will be your home away from home for the next few years. If you are returning to us, we welcome you back and are excited to hear about your time away. As always, the Dean of Students Office and the rest of the staff and faculty at APU are happy to see the start of another academic year. We hope your experience at APU will be a life changing one.

At APU, we are focused on a student centered approach to creating a welcoming and engaging learning community across campus. You will find a number of quality services that will help you navigate a strong path at APU. We are committed to helping you find success as an information seeker, a problem solver, and creator of opportunities. These goals are remarkably easy to accomplish at APU because we are a community oriented university. In no other time in your life will you have more people helping you succeed as a student. That being said, your time at APU will not be entirely easy. Many challenges will present themselves along the way. I implore you to meet these obstacles head on and by doing so, expand your capabilities.

If you find yourself faced with the opportunity to step outside your comfort zone, I encourage you to take that leap and try something new. Even if you are a returning student, there are so many new experiences lying in wait for you. Whether it is cross-country skiing for the first time or starting a new club, the tools are here for you to work with; you just have to pick them up.

As members of the community, we hope you will take pride in Alaska Pacific University and all it has to offer. I also encourage you to add something of yourself to this special place and make it your own.

Sincerely,

Benjamin Hahn  
Dean of Students



**ACADEMICS****ACADEMIC DEAN'S OFFICE****564-8261**

Each student is assigned an academic advisor during the registration process. This assignment is based on a student's area of study, special needs, interests, and personal preference. If you do not have an advisor, check with the Department Chair in your field of study or the Academic Dean's Office if you are undecided.

Your academic advisor is a great source of information about course selection, graduation requirements, academic progress, study skills and how to succeed at APU. All students meet with their advisors during fall orientation to plan their fall schedule and regularly during the semester as needed. Graduate students are advised by their graduate program director. A change of advisor form is available from the Registrar's Office or through APU's Intranet.

For more information about the Academic Deans Office please refer to the Catalog, located at <http://catalog.alaskapacific.edu/index.php>.

**GRADUATION****Registrar's Office: 564-8210**

To be eligible for graduation, a graduating student must submit an Application for Graduation (with a \$50 fee) to the Registrar's Office. Deadlines are July 1<sup>st</sup> for fall graduation and November 1<sup>st</sup> for spring graduation. For academic recognition, semester honors, and academic grading policies, please refer to the Policy Section of the Academic Catalog.

**MATH TUTORS****564-8278**

Math tutors use the Academic Support Center in Atwood Hall. Math Tutors are available approximately 12 hours per week to assist with math lessons. Contact the Environmental Sciences Department for more information.

**TRANSCRIPTS****Registrar's Office: 564-8210**

The Registrar's Office provides students with copies of official transcripts of all course work taken at APU. To obtain information on transcripts call 564-8210, stop by the Registrar's Office in Grant Hall, or order online at: <https://iwantmytranscript.com/alaskapacific>. Current students can view an unofficial transcript in the Student WebPortal.

**Transcript Fees:**

Official copy: \$10 each (1 – 3 weeks processing time)

Expedited copy: \$17 each (1-3 days processing time)

**WRITING CENTER****564-8800**

The Writing Center tutors use the Academic Support Center in Atwood Hall for writing assistance. The Writing Center is staffed between 15 and 20 hours per week with a tutor who can assist with writing form, structure, and content. Online writing tutorials are also available. Hours of operation are found on the Academics page of My APU. Contact the Liberal Studies department for more information, 564-8291.

**RESOURCES FOR STUDENTS**

**ALCOHOL AND DRUG ABUSE**

**Dean of Students Office: 564-8287**

APU recognizes that alcohol and illegal drug dependence create serious health and public safety issues. The abuse of alcohol often contributes to incidents of violence, vehicle collisions, acquaintance rape, vandalism, and risky behaviors that can lead to accidental injury and death. In recognition of these issues and in support of federal, state and local laws, the APU policy governing alcohol and illegal drugs is located within this handbook.

***Community Resources for Drug and Alcohol Abuse:***

Poison Control	(800) 222-1222
STAR Rape Crises Line	(907) 276-7273
Alcoholic's Anonymous	(907) 272-2312
Narcotics Anonymous	(907) 277-5483

***Alcohol and Drug Treatment Facility Resources:***

Alaska Human Services	(907) 561-4535
North Star Behavioral Health System	(907) 258-7575
Salvation Army, Clitheroe Center	(907) 276-2898
Starting Point	(907) 562-6116

Throughout the academic year, student clubs and offices sponsor workshops and seminars to educate students on the latest information on substance abuse. On-campus referral services and counseling are available through the Dean of Students Office (564-8287) or the APU Counseling and Wellness Center (564-8232) in Atwood Center.

**DISABILITY SERVICES**

**564-8287**

APU adheres to the ADA guidelines and recognizes a disability as a physical and/or mental impairment that substantially limits one or more major life activities. The person has a record of such impairment or is regarded as experiencing such impairment. The impairment can be of a physical and/or mental nature (i.e. neurological, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, musculoskeletal, or respiratory). The student has an obligation to self-identify that they have a disability and needs accommodation in class. The APU disability office requires that the student provide appropriate documentation at the student's expense in order to establish the existence of the disability and the need for accommodation.

In return, APU must provide a student with academic adjustments to ensure that they receive reasonable accommodations such as: additional time to complete tests, adaptation of course instruction, opportunity to purchase an eBook that has audible notes for each section, or permission to use a tape recorder and/or electronic hearing device, for class lectures.

In conclusion, it is the student's responsibility prior to or at the beginning of each semester or block, to inform faculty of their disability. Should a student approach you and engage you in such a discussion, please ask if they have met with me here at the disabilities office. I will make sure that their disability is documented accordingly and send you a message asking if certain accommodations can be made within the semester. If you have further questions, comments, or concerns please do not hesitate to call or send me an email.

Americans with Disabilities Act Policy

It is the policy of Alaska Pacific University to make reasonable accommodations for qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA). If a student with disabilities needs accommodations, the student must notify the Disability Coordinator in the Atwood Building. Procedures for documenting student disability and the development of reasonable accommodations will be provided to the student upon request.

Students will be notified by the Disability Coordinator when each request for accommodation is approved or denied in writing via a designated form. To receive accommodation in class, it is the student's responsibility to present the form (at his or her discretion) to the instructor. In an effort to protect student privacy, the Disability Coordinator will not discuss the accommodation needs of any student with instructors, without written student consent. Faculty are not expected to make accommodations for individuals who have not been approved in this manner.

**EMERGENCY STUDENT LOANS****Dean of Students Office: 564-8287**

APU has a set of funds for use as loans to students who find they require emergency assistance on a short time basis. Students may apply through the Dean of Students Office for loans up to \$1,000. Emergency loans are for short-term crises like emergency travel due to illness or death of an immediate family member, medical emergencies, or financial aid emergencies. Students on academic probation, disciplinary probation/suspension, or financial aid probation cannot apply for this loan program. For more details on Emergency Student Loans, please contact the Dean of Students Office.

**EMPLOYMENT ON CAMPUS****CAREER SERVICES: 564-8345**

Students seeking part-time employment at APU should inquire about open positions at the Dean of Students office on the first floor, Atwood Center. Students can work up to 20 hours per week on campus when classes are in session and 40 hours per week during holidays and breaks. Hours, duties, and work schedules vary with each position. Both College Work-Study (CWS) and Federal College Work Study positions are available.

**HEALTH INSURANCE AND HEALTHCARE****Dean of Students Office: 564-8287**

Health insurance is mandatory for students living within APU housing, international students and students enrolled in courses with foreign travel components. The changes in the marketplace as the result of implementation of the federal Affordable Care Act makes the Act's Insurance Marketplace an attractive option for those without health insurance coverage from a parent or from an employer. The insurance requirement will be waived if a student can show proof of existing coverage. The federal Marketplace can be accessed at: <https://www.healthcare.gov/families/>

Two acceptable forms of existing insurance coverage include:

- A written letter from a student's parent(s) or guardian indicating the student is covered under an existing policy (dated and signed);
- Copy of policy under which the student is covered (i.e., Military, Alaska Native Services).

All material regarding proof of existing coverage for resident students should be sent to the Campus Life Office or made available prior to moving onto campus. International students enrolled at APU are required to obtain the NAFSA Medical Insurance. Contact the Dean of Students Office in Atwood Center.

The University is surrounded by medical facilities and offices offering state of the art care. Although APU does not have an on-site health facility, the Dean of Students Office and his staff have considerable experience working with students and health care clinics in the area. Low cost and emergency care is available in Anchorage.



***Anchorage Community Healthcare Resources:***

Alaska Native Medical Center	(907) 563-2662
Alaska Regional Hospital	(907) 276-1131
Anchorage Health and Human Service	(907) 343-6718
Anchorage Neighborhood Health Center	(907) 257-4600
Community Health Services	(907) 343-4605
Crisis Pregnancy Center (Anchorage)	(907) 337-9292
Providence Family Practice Center	(907) 562-9229

**WELLNESS CENTER**

**564-8232**

The Wellness Center, in the Atwood Center, is a place where you can go to find someone to talk with no matter if your issue concerns a silly disagreement with a friend or something more deeply troubling. School, relationships, work, family, and daily life concerns, all the way to the most major issues of your life are appropriate for counseling. The Counseling and Wellness Center can also provide referrals to outside resources.

The service is free for any member of APU's student body, faculty, staff and their families. All services offered through the Center, from individual to couples to family counseling are confidential. Sessions are arranged with APU graduate students in the Master of Counseling Psychology program who are completing their supervised training. To make an appointment, call 564-8232 or stop by the office in the Atwood Center.

The Wellness Center also organizes educational activities designed to promote campus wellness, including movie nights, speakers and presentations, and co-hosting activities with other campus departments.

***Anchorage Community Counseling Resources:***

Abused Women's Aid in Crises, Inc.	(907) 272-0100
Alaska Women's Resource Center	(907) 276-0528
Emergency Services V/TTY	(907) 563-3200
<i>Suicide prevention 24-hour crises line</i>	
Identity (Gay/Lesbian) Help Line	(907) 258-4777
STAR Rape 24-hour crisis line	(907) 276-7273

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## INVOLVEMENT

### ALUMNI

#### **ADVANCEMENT OFFICE: 564-8250**

The University Advancement Office at APU coordinates the APU/AMU Alumni Program, which provides former students with an opportunity to participate in ongoing APU services and programs, including career exploration, recreational opportunities, social activities and academic support.

Alumni can stay involved at APU by joining the Alumni Association (\$37 per year), contributing to the APU/AMU Alumni Scholarship Fund, or participating in a variety of volunteer opportunities. Our university alumni take part in the promotion, growth and development of APU. For more information, please contact, University Advancement.

### **ASSOCIATED STUDENTS OF ALASKA PACIFIC UNIVERSITY**

#### **564-8283**

The Associated Students of Alaska Pacific University (ASAPU) is the student government of APU. ASAPU is run by a group of 11 elected student representatives. Members are elected each spring from the campus community including officers, class representatives, and non-traditional students. ASAPU is a great place to come for assistance or to find a pathway to involvement. For more information, drop by the ASAPU office or the Dean of Students office in Atwood Center.

#### ***ASAPU programs and services include:***

***Budget Development and Oversight:*** ASAPU allocates and oversees the student fee budget process that allocates thousands of dollars each year in support of student programs and initiatives.

***Bus Passes:*** Each year ASAPU collaborates with People Mover so that students, staff and faculty can use the public bus system for free.

***Activities:*** ASAPU sponsors more than 10 clubs and organizations that offer a variety of opportunities for students to pursue their special interests. Activities are designed to meet the entertainment and recreational needs of the entire campus community. Programs provide the opportunity for students, faculty, staff and alumni to come together and get to know the people who live and work at APU.

***Vending Machines:*** ASAPU manages many of the vending machines on the APU campus. Money collected from this operation is controlled by the ASAPU Assembly and used to sponsor campus events.

***APU Committee Representation:*** ASAPU leaders and representatives sit on the following university committees: Student Affairs Team, Sustainability Committee, Employee Development Committee, Multicultural Committee, and University Appeals Board.

### **CAMPUS MINISTRY**

#### **564-8386**

APU's Chaplain is available to all members of the APU community, regardless of faith. Scheduled religious services, religious education, retreats, and other events are aimed at increasing awareness of religious values and their impact on society. If you seek a spiritual direction, faith exploration, individual guidance, consulting, or just want to talk, calling the chaplain and arranging an appointment may be helpful.

### **ECO LEAGUE EXCHANGE PROGRAM**

#### **ACADEMIC DEAN OFFICE: 564-8261**

APU is a member of an inter- university exchange group called The Eco League. The Eco League is composed of five colleges and universities, all small, all with strong programs in Environmental Science, Environmental Studies, Marine Biology, Outdoor Studies, and similar programs. Through this program, APU students in their sophomore or junior years may elect to spend up to two (non-consecutive) semesters studying at one of the other four Eco-League member institutions as part of their academic program. For more information on how to participate, please contact the Academic Dean's Office.

**LEADERSHIP AWARDS PROGRAM****DEAN OF STUDENTS OFFICE: 564-8287**

The Student Leadership Awards program was established in 1990. The program's intent is to recognize and show appreciation for the time and energy which students devote to enhancing campus life. APU has a tradition of student involvement and initiative. Awards are non-need based and are renewable. Each spring the majority of the clubs/organizations listed on campus hold elections. In some cases positions are filled by selection rather than election. When a vacancy occurs during the course of the academic year, it must be publicized to the entire university community.

***Criteria for Student Leadership Awards***

- Must be enrolled with 12 credits (Undergraduate), 9 credits (Graduate and Degree Completion students) and hold a valid APU I.D. during his/her term.
- Maintain a 2.5 cumulative G.P.A.
- Complete a Free Application for Federal Student Aid (FAFSA) and request Financial Aid Transcripts (FAT) when appropriate
- Must be elected/selected to serve in the position

***Administration of Awards***

- 1) Awards are applied toward tuition remission only. The ASAPU Vice President or club president is responsible for informing the Dean of Students Office as to those students receiving and changing awards for a given semester.
- 2) Students will only receive tuition remission for up to 2 leadership positions in the same year. To hold more than 2 leadership positions a special consideration needs to be submitted, in writing, to the Dean of Students.
- 3) One half of the total award is awarded during the fall semester. The second half is awarded during the spring semester.
- 4) Club presidents must meet minimum event requirements each semester to be considered eligible for the Leadership Award. This includes submitting documentation to the ASAPU Vice President
- 5) If a student fails to complete his/her responsibilities due to voluntary departure or at the request of the advisor/governing body, the award will be revoked for the current semester. The student will be compensated for their work. In effect, the student will owe the amount initially awarded for that block and session.
- 6) Recommendations for changing the amount, criteria of an award, or additional awards can be initiated by the club/organization. Written proposals should be turned into the Dean of Students Office.

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**SERVICES AND OFFICES****ACADEMIC SUPPORT CENTER (ASC)****564-8280**

The purpose of the ASC is to provide APU students, faculty, and staff with the tools and resources necessary to promote student success. The ASC offers the following areas of service:

**Computer Labs**

**Atwood ASC open lab** (2<sup>nd</sup> floor Atwood Center): An open lab during ASC hours with 18 Windows and 4 Macintosh computers. In addition to the standard installation of Microsoft Office software the lab includes Adobe Photoshop Elements, Adobe Acrobat Standard, JMP, and SPSS Final Cut Pro. A limited number of the computers have ArcGIS software installed. Scanners and copiers are available for student use. See below for printing services. ASC hours of operation are available on the Community page of My APU.

**Grant Hall (room 306-308) GIS Lab:** This lab has 20 Windows computers. In addition to the standard installation of Microsoft Office software the lab includes; ARCGIS software and limited copies of other advanced scientific software. It is used for classes and occasional training sessions but serves as an open lab for student use the remainder of the time. A schedule of availability is posted in the lab. Scanners and a variety of printing options are available for students.

**Grant Hall (room 300) CHEM Lab:** Located in the Chemistry classroom, this lab has 10 Windows computers. ARCGIS software is available in this lab on a limited number of computers. Although it is a regular classroom it is also available for student use when not occupied by other classes. Contact your class instructor to coordinate supervised access.

**Grant Hall (room 301) BIO Lab:** Located in the Biology classroom, this lab has 6 Windows computers. Although it is a regular classroom it is also available for student use when not occupied by other classes. Contact your class instructor to coordinate supervised access.

**Printing**

Printers are available for printing student assignments. The ASC has color and black/white printers for student class assignments only. Students may print one copy of the assignment for the professor and one copy for themselves using a color printer. Any additional printing using color printers (**including student activity notices**) has to be cleared through the IT Department. For questions regarding printing or to report printer problems, please contact a lab aide or call the IT Helpdesk at 564-8350 or [ithelpdesk@alaskapacific.edu](mailto:ithelpdesk@alaskapacific.edu).

**BANKING**

The Denali Alaskan Federal Credit Union has an ATM machine in the lobby of Grant Hall. A number of banks and credit unions are located within a couple miles of the APU campus providing a wide range of services to our community.

**CAMPUS SAFETY****24 Hour Number: 564-8888****Office: 564-8311**

APU employs Campus Safety Officers (CSOs) and Campus Safety Assistants (CSAs) to help establish and maintain safety for all students, faculty, staff and visitors on campus. The CSO serves as a first responder at night by monitoring campus safety issues including building security, incident response, and oversight of campus visitors. CSOs also serve as a member of the Student Affairs Team collaborating with other offices to support student success.

APU safety policies and services are intended to protect the campus and assure the safety and well-being

of its community members. Whenever you are in need of a Campus Safety Officer, please call: **564-8888**. For major emergencies or to report criminal incidents the following numbers are useful:

Ambulance/Police/Fire	911
Anchorage Police Dept. (non-emergency)	(907) 267-4900
Anchorage Fire Dept. (non-emergency)	(907) 267-4950

**Procedure for Reporting a Criminal Action:**

All suspected crimes should be reported as soon as possible. Verbally notify the Campus Safety Office (564-8888) or the Campus Life Office (564-8238) via phone or in person in the Atwood Center. A staff member will do an initial investigation and complete an "Incident/Observation Report Form". When completed, this information is used in the investigation and further reporting of the incident in question.

**CAMPUS STORE "BASE CAMP"****564-8218**

APU's new [ONLINE BOOKSTORE](#) is now open. We have partnered with MBS Direct to allow students to order books online 24/7. This new system will help make APU more sustainable by reducing the management and transportation of unused inventory. MBS guarantees the right book shipped within 24 hours, book rentals, eBooks, guaranteed buyback, and much more. Students who wish to pay with financial aid may contact Student Financial Services (SFS) for a book voucher. Campus Store is located on the first floor of Atwood and contains merchandise, snacks and the mail room.

**CAREER SERVICES****564-8345**

The Career Services Office provides career development guidance and job search assistance to students searching for off-campus employment and internships. Student employment on-campus is handled by the Human Resources office in Grant Hall. Career planning services include:

- **One-on-one Career Counseling** - offered free to APU students. Find a career that fits with your interests, skills, values and academic major.
- **Career Development Document Preparation** - Writing and critiquing of Resumes, Cover Letters, and Applications - start from scratch or bring by a version to be edited.
- **Internships/Practicum Assistance** - get help seeking, setting up, and applying for internships, both volunteer and paid.
- **Job and Internship Postings** – Bulletin boards located in the Atwood Center Lobby and updated weekly.
- **Workshops and Fairs** - Schedules vary throughout the year. Topics include informational and job interviewing, conducting a job search, self-marketing techniques, resume writing, MBTI (Meyers-Briggs Type Indicator),
- **Career Follow-Up** - Graduates are contacted annually through this office so APU can keep in touch and we can learn about the career choices achieved by our graduates.

**DEAN OF STUDENTS OFFICE****564-8287**

The Dean of Students Office located on the 1st floor of the Atwood Center coordinates much of the vibrant, out-of-classroom opportunities that are central to the university experience at Alaska Pacific University.

The Dean of Students' office is deeply involved in creating opportunities for APU students to learn, grow, and test their abilities and personal limits. Some of the student services that are managed from the Dean's office include:

- Student Leadership Awards
- Student Grievances
- Convocation & Honor's Assembly Coordination
- Student Conduct System
- Emergency Student Loans
- Disability Services
- Student Title IX Compliance

## **DINING ON CAMPUS**

### **564-8230**

APU offers eat-in dining services on the 2nd floor of the Atwood Center for both a full meal plan and individual meal purchases. Our student meal plan offers flexibility and convenience in the dining experience. In this plan, you can enjoy an "all-you-are-to-eat" format at every regularly scheduled breakfast, lunch and dinner. In addition, with advance notice, the dining staff can prepare meals to go for students who will be doing field work or otherwise cannot be in the dining hall during the regular meal hours.

Meal plan students must present their meal ID card upon entering the dining hall or they will be denied access. Students may only use their meal card for one meal per serving period and may not transfer meals to others. See dining services policies for further information or contact the Director of Dining Services.

The meal plan begins on the day the residence halls open and ends on the last day of class of each fall and spring session. The housing and food contract does not include nor require the provision of food during holidays or vacation periods. Students not living on campus may also purchase individual meal plan cards by contacting Student Financial Services or through Food Services directly.

APU's Dining Services prides itself for providing exceptional value, delectable meals, and offerings that emphasize healthy, sustainable, and local food options. For students living in the Atwood housing complex, the Atwood Center kitchen prepares "all you can eat options" for every meal including the weekend brunch. In addition, with advance notice, the dining staff can prepare "meals to go" for students who will be doing field work or otherwise cannot be in the dining room during the regular meal hours. APU's Dining Services also provides coffee drinks, snacks and light lunch options in the Grant Hall lobby. On Wednesday afternoons, there is also a Farmer's Market offered to students, staff, and community members.

Segelhorst Hall and University Village residents receive \$500 credit each semester allowing them to eat a meal in the McMillen Student Center or purchase items in the Farmer's Market or buy espresso drinks at the Ground Theory Café in Grant Hall. Further information about the details of the Dining Services offerings is available from the Dining Services staff.

For those not living in student housing on-campus, the Dining Hall at the McMillen Student Center will accept cash, credit card, check, and meal plan identification cards.

### ***Pre-Purchase Cards:***

For off-campus students, staff, faculty, and visitors, Alaska Pacific University now offers a new card system that work as a pre-purchase to any of the three dining locations. Cards are reloadable in increments of \$10.00 and up to \$100. Deductions to the card will be made at the time of purchasing products at the dining hall, Ground Theory Café, or Farmer's Market.

Cash, credit card, and checks will be accepted to add funds to the card. Funds added to the card will not be refundable or transferrable. Funds added to the card will expire after one year from the most recent transaction.

**Catering:**

Dining Services also offers a complete catering menu.

**DISABILITY SUPPORT SERVICES****564-8287**

The Dean of Students Office coordinates support services for students with disabilities. Students requesting accommodations must provide documentation verifying the disability condition (i.e., diagnostic report of learning disability, doctor's statement noting visual acuity, etc.). General services available to all students who experience disabilities include:

- Pre-admission and pre-enrollment planning
- Liaison with the Alaska Division of Vocational Rehabilitation
- Specialized individual or group orientation to campus as needed
- Advice on classroom accommodations and liaison to faculty
- Assistance from faculty and staff to help them effectively work with students who experience disabilities
- Instructor notification of students who experience disabilities (only with student's permission)
- Tutorial assistance
- Counseling services in order to process and problem-solve the challenges of university requirements.

**HOUSING ON CAMPUS****564-8238****housing@alaskapacific.edu**

The Campus Life Office manages student housing on campus. Housing for traditional-aged undergraduate students is available at two locations: South Atwood and North Atwood. Housing for upperclassmen and graduate students is available at three locations: University Village, North Atwood, and Segelhorst. To apply for housing, please contact the Campus Life Office or apply online.

**INTERNATIONAL STUDENT SERVICES****564-8287 (Admitted APU Students)****564-8248 (Applicants)**

Once admitted through the Admissions Office, The Dean of Student's Office provides immigration advising and resource identification for international students at APU. The office provides encouragement and addresses the unique needs and requirements of our international students for successful transition to APU from their home countries. International students receive additional orientation to US immigration laws and life in the US.

**UAA/APU CONSORTIUM LIBRARY****786-1848**

<http://consortiumlibrary.org> (library link is available on *My APU*)

The mission of the Consortium Library is to provide and maintain collections and resources that support the educational and research programs of the University of Alaska Anchorage and Alaska Pacific University. Its collection consists of more than 930,000 volumes, 425,000 government documents from the US Government Printing Office, 20,000 videos and films, and subscriptions to more than 3,840 journals and other periodicals.

Some of the special collections and partners of the Consortium Library include the Alaska Collection, Alaska Digital Archives, Alaska Medical Library (AML), Alaska Moving Image Preservation Association

(AMIPA), Alaska Resources Library and Information Services (ARLIS), Anchorage Public Library, Learning Resource Center (LRC), Listen Alaska, Justice Center, and SLED Alaska's Virtual Library. In addition, the library is a Cooperating Collection of the Foundation Center, New York.

**To use the Consortium Library** - Materials are available free of charge to APU students but a library number is required for all users and is assigned by the IT Department. Obtain your APU ID card and library number from the IT Helpdesk on the APU campus (Grant Hall, first floor). Once assigned, your library number will not change. Library privileges are based on enrollment in the current term and will be updated regularly. The library website can be accessed from *My APU*. Please be aware that some library services require students to create an additional login.

An actual APU ID card is not necessary to access **online resources** though you must know your library number and APU Student ID number. APU students wishing to check-out materials **in person** at the Consortium Library must have an APU ID card with a Consortium Library number printed on the back. In addition, the **Interlibrary Loan** process offers pickup and drop off at the Academic Support Center (ASC) on the APU campus. See the library website for further instructions or ask about it at the ASC or IT Department.

The Consortium Library is within walking distance of the APU campus. If, however, you choose to park on the UAA campus, please review the parking policy that applies to all UAA and APU students. (<http://www.uaa.alaska.edu/parking/index.cfm>)

It is the student's responsibility to be aware of all library policies. Additional information is available on the library website.

## **MAILROOM**

**564-8255**

Located in the Campus Store in Grant Hall, the APU mailroom serves the community with intercampus mail delivery, metering mail, posting packages up to 65 lbs., and stamp sales. Fed-Ex and UPS packages can be sent through the mailroom but require a pre-printed packing slip to be affixed to the package. The mailroom does not accept COD items, sell money orders, or postmark mail.

Current on-campus students are eligible for a private campus mailbox. Mail boxes are available in the entry of North and South dorms. Upon moving off campus the box must be closed and the key must be returned to the Campus Store manager. When closing a box, USPS temporary forwarding forms are available for students wishing to forward their mail off campus. The forward will remain in effect for 30 days. There is a \$10 fee for a replacement key.

Graduates may retain their mailbox for a period of 6 months after the date of their graduation from the university. APU has the right to cancel student mailboxes at any time with proper notification.

## **OUTDOOR PROGRAMS (OP)**

**564-8388**

Learn to sea kayak, Stand Up Paddle Board, Fat Bike, ice climb, rock climb, backpack and ski through APU's Outdoor Program. We are located in the basement of the Atwood Center. Outdoor Adventures and training sessions are offered for a small fee to APU students, staff and faculty. If you have a group of students that have an adventure in mind, let's plan it! OP is your on campus resource for all things outdoors for south-central Alaska.





**Equipment Rental**

At low rates for students, OP rents fat tire bike, stand up paddleboards, inflatable kayaks, sea kayaks, canoes, backpacks, tents, stoves, skis, snowshoes and much more... Equipment can be picked up from the OP Equipment Rental room in the basement of Atwood. Call 564-8614 to find out about the center hours. Rental terms and fees are listed on the website.

**Indoor Climbing Wall**

In the basement of Atwood Center is the Lynn Salerno Climbing Wall. The Climbing wall is FREE for students, staff and faculty. Lessons and formal classes are available upon request. Climbing shoe rentals are provided. The Climbing Wall can be reserved for special functions. Call 564-8308 for the hours of operation.

Email: [op@alaskapacific.edu](mailto:op@alaskapacific.edu)

Facebook: <https://www.facebook.com/pages/APU-Outdoor-Programs>

Website: <http://www.alaskapacific.edu/campus-life/outdoor-programs/>

OP Coordinator: Raina Panarese 564-8388

Gear Room: 564-8614

Climbing Wall: 564-8308

**RECREATION PROGRAMS AND FACILITIES****564-8314**

Recreation Programs at APU includes the Outdoor Programs department and a comprehensive lineup of fitness, aquatic, kayaking, sports, recreational and wellness activities. Most of the services are provided at no charge or at greatly reduced rates for APU students, faculty, staff and alumni.

Recreational facilities at the Moseley Sports Center include a 25-yard swimming pool, full court gymnasium, yoga studio room and an outdoor ice climbing wall. Located in the Atwood Basement there is the Outdoor Programs Coordinator's office, the equipment rental room, the indoor rock climbing wall, a ping pong table and fitness center, which includes both cardio and strength training machines.

Outdoor Programs hosts numerous outdoor trips along with a variety of clinics, which teach specific skills such as telemark skiing and bicycle maintenance. The equipment rental room offers a wide range of outdoor equipment including skis and fat tire winter bicycles that are ideal for exploring the local trail systems. Pick up a trail map at the Moseley Sports Center.

Recreation Programs maintains the Jim Mahaffey Trail System, which consists of 5 kilometers of groomed cross-country ski trails on the APU campus. This trail system connects with the city wide Municipality of Anchorage Trail System providing trail access to downtown Anchorage, the ocean and mountains. This system is accessible year round and is used by runners, walkers, and mountain bikers during non-snow months.

These facilities are available to all ASAPU funded groups and APU departments for special events at no charge. Stop by the Moseley Sports Center for more information and for the most current schedule of programs, events and hours of operation.

Student employment opportunities at the Moseley Sports Center include: front desk assistants; ski trail groomer; climbing wall and weight room assistants; ice wall tech; assistant pool tech; lifeguards; swim instructors intramural aids and Outdoor Program Trip Leaders. Visit the Moseley Sports Center webpage on the APU website for job descriptions.

**RECYCLING****Dean of Students Office: 564-8287**

The APU Student Recycling Coordinators make it easy for you to be environmentally friendly. On most floors in each building there are recycling bins. These bright colored bins are easily recognizable and labeled to collect materials including: mixed paper, aluminum, plastic, and newspaper. Volunteers are always welcome to help with recycling drop offs!

[RECYCLING ANCHORAGE](#)

**REGISTRATION****Registrar's Office: 564-8210**

Dates and times for registration are listed in the academic calendar located in this handbook and in the online Academic Calendar within the Intranet. APU recommend that all students meet with their academic advisor before registering for courses. Students can register online in the Student WebPortal or email [regoff@alaskapacific.edu](mailto:regoff@alaskapacific.edu) from their APU email address.

**STUDENT ACTIVITIES****564-8238**

The Associated Students of Alaska Pacific University (ASAPU), the Campus Life Office, Outdoor Programs & the Moseley Sports Center are the “driving forces” behind student activities at APU. Student activities are designed to meet the entertainment and recreational needs of the entire campus community. The Campus Life Office provides many opportunities for active learning students. From attending leadership retreats to a showing of the newest released movie in the Student Center, we give students the chance to learn outside of the classroom in exciting and entertaining ways. Please visit Student Activities Calendar to see what events are happening this week! If you have ideas for Student Activities or would like to help plan events stop by the Campus Life Office in Atwood Center.

**STUDENT FINANCIAL SERVICES (SFS) AND FINANCIAL AID****564-8341****STUDENT ACCOUNTS**

Due Dates for payment are posted in the SFS Office and on the university website under APPLY/FINANCIAL AID/STUDENT ACCOUNT. If you are enrolled in a combination of terms, your due date is the published date.

Students are required to have one or a combination of the following in place prior to the due date:

- Paid in full
- On a payment plan with Tuition Management Systems (TMS)
- Have COMPLETED ALL financial aid paperwork and are waiting for your loan funds for Federal Stafford; Federal PLUS and any Private Alternative loans and it is sufficient to cover all cost (this doesn't mean just a completed FAFSA)

If you fail to have one or more of the above payment arrangements in place prior to the due date, your student account will be put on hold and a late fee will be applied to your account according to university policy. Please refer to the billing policy in the APU catalog and on the Student Financial Services website. For additional information on APU payment plans available through TMS, please visit <https://alaskapacific.afford.com/> or call 1-800-722-4867.

**STATEMENT OF RESPONSIBILITY:** By completing the registration process, electronically or by allowing a university professional to complete the process on your behalf; you, the student, agree that you have

read and understand all applicable institutional policies, inclusive of “student account policies and procedures concerning financial obligations” incurred at APU.

All federal, state and private grants and scholarships are received by Student Financial Services and credited to student accounts. Some private scholarship and loan checks require student signatures. Check your APU student email on a regular basis. Remember: APU student email is the official form of communication between Student Financial Services and students. If you plan to add a class or drop a class and are receiving any type of student financial assistance please contact Student Financial Services regarding the action that will be reflected on your student account and how your transaction will affect your financial aid eligibility.

Student Financial Services encourages you to visit our office. Information is available regarding eligibility for book vouchers, eligibility for refunds, payment options, dropping or adding classes, withdrawing from the university, satisfactory academic progress, filing the FAFSA, summer school eligibility and many other topics.

**FINANCIAL AID**

APU offers financial aid through a variety of institutional, state, and federal programs. Financial aid is available to supplement your university tuition and expenses through scholarships, grants, and loans.

You can apply for federal student financial assistance through the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is 001061.

Questions concerning federal eligibility for federal grants, work-study and direct federal loans should be directed to Student Financial Services.

The University Scholarships include but are not limited to:

- Atwood Distinguished Student Scholarship - See chart on university website (Admissions).
- Peterson Scholarship - See chart on university website (Admissions).
- Graduate Assistantships – awarded by academic program area
- Student Leadership Awards – awarded by the Dean of Students office.
- Organization and requires students to complete an application.

Financial Aid is one of the services offered by the Student Financial Services office and provides additional information, policies and requirements for obtaining scholarships and graduate assistantships. Visit the Student Financial Services website for additional information on scholarships at Students applying for scholarships should be aware of procedures and deadlines.

It is the responsibility of all students receiving federal financial aid to familiarize themselves with university policies and to ensure that the standards are met. Failure to meet the Financial Aid Satisfactory Academic Progress standards may place a student’s financial aid in jeopardy. The SAP Policy is available in the University Catalog and on the university website under Financial Aid. The office is located on the first floor of Carr- Gottstein. Student Financial Services invites you to stop by for a visit during office hours, Monday-Friday.

**STUDENT IDENTIFICATION CARD**

IT Department: 564-8350

[ithelpdesk@alaskapacific.edu](mailto:ithelpdesk@alaskapacific.edu)

The university supplies all students with their picture ID at no cost. This card is needed for participation in various educational and social events associated with campus life. It also serves as a bus pass for the Anchorage People Mover and is needed to access the resources of the Consortium Library. To use as a bus pass you must obtain an updated sticker for each semester of school. If not being used as a bus pass

the card need only be issued once a year, as library access is based on active enrollment.

Students may obtain their ID card from the IT Department located in Grant Hall. On-campus resident students must have their ID card coded for access to the dorms. This process is completed by Campus Life.

**Media Services**

The ASC has audio/visual equipment for on-campus use by faculty and staff. Audio/visual equipment includes Document Cameras, Overhead projectors, TV/VCR/DVD/Blu-ray combinations, Digital camcorders, Laptop/LCD projectors, and Kodak Slide projectors. Students who need AV equipment for a classroom presentation should have the professor of the class schedule it with the ASC.

**Classroom Technology**

Classrooms are equipped with a computer and projector for classroom presentations.

**Distance Education Support Center**

The Distance Education Support Center serves as a location to monitor APU's distance delivered classes. It also serves as a faculty training area and as a lab for teachers to evaluate and experiment with new aspects of educational technology.

**TECHNOLOGY AT APU**

**IT Department: 564-8350**

**ithelpdesk@alaskapacific.edu**

**MY APU**

New and returning students are provided with a username and password in order to access the *My APU* online information portal. *My APU* is your gateway to all of the online services and information you will need as a student at APU. APU has a single sign-on solution that makes it possible to access the majority of our web services using one username and password from any computer in the world with Internet access.

Access requires regular password resets every 90 days to ensure the security of your personal information. The system will notify you during the login process when your password requires a reset. The *My APU* homepage has several components, including:

**Student Web Portal:** The student portal is used to register for courses, view textbook information per class, and see your final grades, financial aid awards, account balances, unofficial transcripts, and other student information. The Student Web Portal (Course Management section) may be used by instructors for course assignments, announcements and other important communication.

**Student Email:** Every student is assigned an APU email account. Your email account will be used for all official University communication. It is critical that you routinely check your APU email so as not to miss important announcements, deadlines and class correspondence from your faculty. In addition to checking your email, any university communications should be generated from your APU email account. Your email address is your [APUusername@alaskapacific.edu](mailto:APUusername@alaskapacific.edu).

**Blackboard:** All eLearning and many classroom based courses utilize Blackboard Learn for course work and materials APU Learn (Blackboard) can be accessed from *MyAPU* under MyAPU tools. Use your APU username and password for your Blackboard login.

**Schedule of Classes:** Provides a complete listing of current classes and schedules. Information includes course name, credits, faculty, dates, times, location, and fees associated with the class.

**Calendars:** Several calendars are available including a Student Calendar for Student Events and Activities, Academic deadlines, and Campus Community events open to all.

**Computer Use and Wireless Connection**

**The Academic Support Center (ASC)** includes a computer lab available to the APU community and is located on the second floor of the Atwood Center. The ASC offers print services for student work. Other labs on campus are reserved for class use and may not otherwise be available. In addition to the labs there are Internet kiosks available throughout the campus.

**Classroom technology** is available throughout the campus for use during class. This includes Macintosh and PC processing, Internet access, USB flash drive, overhead projector with speakers, and basic office suite software. Video conferencing services are also available upon request. Classroom technology is used with faculty supervision only.

**Wireless Internet** is available in all classrooms, student areas, and most green spaces directly around university buildings. The system will allow you to connect to the “Student” wireless network using your APU login and password.

**E-Learning Courses at APU**

APU eLearning courses utilizes Blackboard Learn and Blackboard Collaborate To participate you will need access to a relatively new computer (not more than 2 years old) with reliable internet access, preferably broadband; and, a headset with microphone to participate in live chat sessions. You must possess at least basic computer skills in order to access the required software and complete assignments. More in-depth training is provided during the Fall Orientation Sessions prior to the start of class or by contacting the IT Helpdesk.

APU Learn (Blackboard) can be accessed from *MyAPU* under MyAPU tools.–To login in use your APU network username and password. Select your course name under My Courses. If you don’t see a course for which you are registered, check the Student WebPortal and the course syllabus to verify APU Learn is being used and/or check with your instructor. There are links to Blackboard Learns help and videos on the  
APU Blackboard Site.

Collaborate is used for the live chat portions of eLearning courses. Collaborate is accessed through the menu item *eLearning Weekly Sessions* from within your course

**POLICIES AND INFORMATION****ACCESS AND RELEASE OF STUDENT INFORMATION/RECORDS****REGISTRAR'S OFFICE: 564-8210**

Information regarding access and release of student records is available in the Registrar's Office. The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate data. Students have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

Information on FERPA is available from the US government at the following website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

APU may release, without consent, certain directory information (name, photograph, and major, dates of attendance, enrollment status, academic awards, and credentials awarded). No one outside the institution shall have access to, nor will APU disclose any other information from a student's educational record without the written consent of the student, except to personnel within the institution on a need-to-know basis; to officials of other institutions in which a student seeks to enroll; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of the student or other persons; or as otherwise permitted under the FERPA Act. More information about APU's FERPA policy can be viewed at the following website: <http://www.alaskapacific.edu/history/heoa/ferpa-policy/>

**DRUG FREE SCHOOLS NOTIFICATION****DEAN OF STUDENTS OFFICE: 564-8287****Campus Safety: 564-8888**

The APU Drug Free Schools Notification report provides information about how Alaska Pacific University addresses drug and alcohol issues on campus including the following:

- 1) APU standards of conduct
- (2) possible legal sanctions and penalties
- (3) statements of the health risks associated with alcohol and drug abuse
- (4) the wellness programs available to students, staff, and faculty
- (5) institutional disciplinary sanctions for violations of the standards of conduct

The report can be accessed at the following Campus Safety website:

<http://www.alaskapacific.edu/explore-apu/student-services/campus-safety/policies-and-procedures/>

**MARIJUANA****DEAN OF STUDENTS OFFICE: 564-8287**

APU strives to provide a healthy and safe environment for students, staff, faculty, and visitors to our campus. It is the University's policy to prohibit the use, distribution, and/or possession of marijuana on campus or in off-campus locations while participating in APU sponsored activities and classes. Marijuana is outlawed by federal officials in Alaska although possession of less than an ounce has been decriminalized in the state. Medical marijuana is legalized under Alaska state law, but the federal statutes still prohibit its possession and usage. Crossing an international border or attempting to take marijuana with you on an airplane can be particularly problematic – even in Alaska. Students reliant on federal or APU financial aid need to realize that a drug conviction can result in denial of all or a portion of future financial aid.

**ALCOHOL****DEAN OF STUDENTS OFFICE: 564-8287**

Alcohol abuse is a major concern for most colleges and universities including APU. The University is committed to providing a learning and residential environment that supports the intellectual and personal development, safety, and welfare of all members of the community. While some supervised consumption of alcohol can be formally permitted on campus, the rules against unauthorized possession, serving, consumption or selling of alcohol are strict and enforced by penalties that can range from warnings to dismissal.

The rules governing alcohol at Alaska Pacific University:

- The possession, serving, consumption, or selling of alcohol to people over the legal age (21) is prohibited on campus without the written permission of the President.
- Being intoxicated on campus is prohibited.
- Drinking on campus by people under the legal age (21) is prohibited.
- Serving alcohol to or buying alcohol for people under the age of 21 is prohibited both on and off campus.
- Hosting, allowing, or attending unauthorized gatherings on campus where alcohol is served is prohibited.
- The possession, serving, consumption, or selling of alcohol to people over the legal age (21) is prohibited at Alaska Pacific University events off campus without the written permission of the President.

Such events include:

Events sponsored by APU clubs or APU organizations of any kind.  
Travel Courses led or sponsored by Alaska Pacific University personnel.

**How to Initiate a Permitted Alcohol Event:**

Each year, a number of events will receive permission from the President's Office to have alcohol available to those 21 years and older. Typically a group or department sponsors the activity and assumes responsibility for managing alcohol use during the event. For activities offered to students, the Dean of Students meets with the sponsors and establishes guidelines designed to manage liability risks for the University and prevent the violation of state and federal laws.

A sponsor requesting permission for an event at which alcohol will be served must fill out a form obtained from the Dean of Students Office which requests the following types of information:

- Expected attendance numbers
- Presence of underage students
- Quantity and quality limitations
- Server qualifications
- Secure storage of alcohol before and after the event
- Potential for attendees to consume alcohol prior to or following the event
- Event timeline including last call
- Venue restrictions such as beer garden designations
- Sponsoring group staffing during and after the event
- Professional staff or faculty attending the event as advisors
- Safety considerations applicable to the event, transportation back to campus, and environmental conditions.

**Intoxication on Campus:**

Students on campus identified by University officials to be under the influence of alcohol or drugs violate University alcohol or drug policies whether or not the substances were consumed on or off campus. The University is primarily concerned about student behaviors in these situations. Indications of being intoxicated include but are not limited to:

- Individuals who are stumbling or incoherent
- Vandalize facilities and equipment
- Driving a vehicle erratically
- Individuals or groups that are abnormally and obnoxiously loud
- Being passed out, are ill, or require medical attention due to alcohol consumption.

Students who drink off campus who return to campus typically are not cited for alcohol violations unless they create a community disturbance or exhibit other signs of intoxication.

Community members are encouraged and expected to assist any person on the APU campus who is dangerously intoxicated. Leaving an intoxicated person alone, allowing someone to drive while intoxicated, or watching someone performs risky activities while drunk is dangerous. Call an RA or Campus Safety if you have concerns about a person being dangerously intoxicated.

**Determining Consequences for Alcohol Violations:**

APU has a strong commitment to creating an educational environment that encourages the development of personal character and citizenship. An important element of this commitment involves helping students develop ethical values, personal independence, and acceptance of consequences that result from personal actions and decisions.

The Student Conduct System has been developed to address incidents where students have violated the rules governing alcohol at Alaska Pacific University. The System is designed to ensure that disciplinary matters are handled fairly and in ways that honor student rights and responsibilities. APU views all student conduct proceedings as educational opportunities.

With most alcohol policy violation cases, an incident report is filed by a member of the APU community or the police. The Dean of Students or his designee organizes a meeting with the students involved. These meetings are not legal proceedings, but an educational opportunity for a student to present information relevant to allegations included in the incident report. It is also important to recognize the value placed on respect and civility should you be involved in an alcohol incident.

Staff, including student resident advisors, are authorized to check on a party or incident possibly involving alcohol and drugs. Cooperation is expected from all those involved. In situations where students are hostile or threatening to staff, the consequences become more serious. The Dean of Students or his/her designee is responsible for overseeing sanctions imposed for violating the rules governing alcohol at Alaska Pacific University.

**APPEALS PROCESS**

Students have five business days to appeal decisions to the University Appeals Board. Unless otherwise agreed in writing by the Dean of Students office, sanctions begin immediately while the appeals process proceeds. Appeals of decisions/sanctions are to be submitted in writing to the Dean of Students office, and include a specific, recognized basis for the appeal.

*These reasons are limited to the following:*

- new relevant evidence not previously available
- a flawed disciplinary process
- an excessive disciplinary punishment

The University Appeals Board convenes when a case is referred from the Dean of Students. The University Appeals Board is comprised of one faculty representative appointed by the Academic Dean, one staff representative appointed by the President, and one student member appointed by the Associated Students of Alaska Pacific University.

As a backup, a second alternate representative is identified for each position for circumstances when one or more of the members cannot hear an appeal or refuses due to conflicts of interest or involvement with a



particular incident. One representative from each segment of the university community is required when considering an appeal. The Appeals Board determines collectively their internal rules of procedure and identifies one representative as the chair.

After receiving and considering the written appeal, the Appeals Board may:

Reject the appeal on procedural grounds; consider the issues in the case and support the Dean's decision  
consider the issues in the case and meet with the Dean of Students to recommend altering the original decision. In cases where the University Appeals Board and the Dean of Students cannot reach agreement, the case can be referred to the President or the President's designee for a final decision.

## **DOGS ON CAMPUS**

**Dean of Students Office: 564-8287**

APU has a comprehensive dog policy designed to minimize the difficulties associated with pets on campus.

- Dogs on campus must be leashed at all times.
- Pet owners need to clean up after their pets.
- Dogs are prohibited in campus buildings unless the dog is a certified service animal.
- Dog exclusion areas may be posted surrounding University Lake, the APU soccer fields, and selected campus trails.

## **EQUAL OPPORTUNITY**

**Registrar's Office: 564-8210**

APU is committed to providing equal opportunity for employment and educational pursuit. It does so by providing services and benefits to all students and employees without regard to religion, creed, race, color, disability, national origin, or any other classification protected by law. The university will make reasonable accommodations for qualified individuals as required by law unless doing so would result in undue hardship to the university.

The university is regulated by Title VI and Title VII of the Civil Rights Act of 1964, Title XI of the 1972 Amendments to Higher Education Act, Sections 799A and 845 of the Public Health Service Act, Americans with Disabilities Act of 1990, the Family and Medical Leave Act of 1993, and other applicable federal regulations.

## **NON-DISCRIMINATION POLICY**

**Dean of Students Office: 564-8287**

Alaska Pacific University is committed to providing equal opportunity in employment, activities, and its academic programs. The University does not discriminate on the basis of race, color, religion, gender, ethnic or national origin, disability, age, marital status, veteran status, membership in uniformed services, gender identity, or sexual orientation in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. APU is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations. Alaska Pacific University complies with the Student-Right-to-Know Act, the Campus Security Act and Clery Act, the Equity in Athletics Disclosure Act (EADA), and the Family Educational Rights and Privacy Act (FERPA).

**Discrimination is strictly prohibited by the University and will not be tolerated. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the protected statuses listed above or any other protected status constitutes discrimination. Further, retaliation against any individual for making a complaint of harassment or of any unlawful discrimination, or for assisting in the investigation of such a complaint, will not be tolerated.**

**HARASSMENT, DISCRIMINATION, AND TITLE IX****DEAN OF STUDENTS OFFICE: 564-8287****Title IX Coordinator: 564-8265**

If you are sexually assaulted, we urge you to seek medical and psychological help as soon as possible. If you feel comfortable, you may seek assistance directly from the Dean of Students Office, the Counseling and Wellness Center, Campus Life Office or Human Resources. There is also help available from a number of other sources. You are encouraged to consider calling the police soon after any assault – even if you don't plan on pressing criminal charges or a civil complaint. Anchorage's Police Department has specially trained workgroups to help a person who has been sexually assaulted (Anchorage Police Department 786-8500 or 911). If you don't feel comfortable calling the police, contact S.T.A.R. (Standing Together Against Rape) 24-hour Rape Crises Line 276-7273 and/or visit their website at:

[http://www.staralaska.com/Home\\_Page.html](http://www.staralaska.com/Home_Page.html)

A "victim advocate" will contact you and offer objective professional advice about the situation to help you decide how to proceed. What is important is that you tell someone what happened.

If you believe you have been harassed by a university employee, member of the faculty, or another student you are urged to contact the Title IX Coordinator (564-8286), the Dean of Student's Office (564-8287), the Academic Dean (564-8261), or the Chief Financial Officer (564-8365). These specially trained university employees will work with a student complainant to determine whether an informal or formal process is necessary to correct the problem.

**Sexual Misconduct Policy (Title IX)**

Students are responsible for knowing the following:

APU students, guests, and other members of the university community have a right to be free from any form of sexual violence including sexual harassment. All members of the APU community and guests need to know that the university will not tolerate gender based sexual misconduct. Should an allegation of sexual misconduct be brought to university officials and it is found there has been a violation of this policy, disciplinary actions and other means will be implemented to ensure that the behavior is not repeated. This policy is designed to explain how sexual misconduct cases are addressed by the university and help define the institution's expectations for students, staff, faculty, and campus visitors. It also describes the processes and procedures used when allegations of sexual misconduct are raised.

**UNIVERSITY EXPECTATIONS WITH RESPECT TO SEXUAL MISCONDUCT**

The Sexual Misconduct Policy at APU is based on the premise that individuals engaging in sexual activities must provide consent that is clear, deliberate, and completely voluntary before and during the activity. Consent can be verbally or non-verbally provided, but it is important to recognize that unspoken permission to engage in sexual activities can often be unclear in terms of what a person wants sexually. The boundaries of acceptable practice where permission is granted can be very different between partners. Permission to be involved in some forms of sexual activity is not automatically grant consent to partake in other forms of sexual behavior. Silence or a non-response is not consent. There are also important distinctions to note between seduction and coercive sexual invitations. Coercion in this context means a person is pressured unreasonably for sex. Coercive sexual behaviors are policy violations and are interpreted here as if a person is being forced to have sex.

Alcohol and other drugs affect a person's ability to provide consent. Sober sex is much less likely to result in allegations of sexual misconduct. When alcohol or drugs are being used, a person cannot give valid consent unless they can fully understand the implications and details of the sexual activities. Consent is based on the premise that a person can reasonably understand the situation and the behavior to which they are granting permission. Any consent offered while a person is impaired is invalid. While impaired, "No" means "No" and "Yes" means "No".

**OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS**

When members of the APU community participate in a personal relationship with romantic or sexual implications and their positions have unequal status or power (such as faculty/student, front line staff member/supervisor, student leader/student office assistant) the university has an interests in helping address the risks inherent in such situations. Often, when relationships of these types change or disintegrate, the parties involved may have different perceptions of what occurred ultimately leading to complaints. When there are power differences, even a fully consensual relationship can evolve to where there could be charges of sexual misconduct at a later date. APU allows community members to make private choices in personal relationships as long as those alliances do not affect the ability of the university to accomplish its goals and policies.

There are many examples where romantic or sexual relationships between co-workers or supervisors and their employees have created unethical and problematic situations. Therefore, supervisors, student leaders, and managers with involvement in these types of relationships are required to inform their supervisors of these situations without delay. It is likely employees and student leaders in these types of situations will be reorganized so there are no lingering supervisory or evaluative responsibilities between people involved in consensual relationships. This policy does not prohibit relationships – it does require transparency and self-reporting or disciplinary action can result.

**DEFINITIONS**

Sexual Violence: Definitions

(From the United States Center for Disease Control)

Sexual violence is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). These four types are defined in more detail below. All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

A completed sex act is defined as contact between the penis and the vulva or the penis and the anus involving penetration, however slight; contact between the mouth and penis, vulva, or anus; or penetration of the anal or genital opening of another person by a hand, finger, or other object.

An attempted (but not completed) sex act

Abusive sexual contact is defined as intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without his or her consent, or of a person who is unable to consent or refuse.

Non-contact sexual abuse does not include physical contact of a sexual nature between the perpetrator and the victim. It includes acts such as voyeurism; intentional exposure of an individual to exhibitionism; unwanted exposure to pornography; verbal or behavioral sexual harassment; threats of sexual violence to accomplish some other end; or taking nude photographs of a sexual nature of another person without his or her consent or knowledge, or of a person who is unable to consent or refuse.

From the U.S. Department of Justice Policy Statement 1200.0

**DOMESTIC VIOLENCE:**

Domestic violence is a pattern of coercive behavior, including acts or threatened acts, that are used by perpetrator to gain power and control over a current or former spouse, current or former intimate partner, or person with whom the perpetrator shares a child in common. This behavior includes, but is not limited to, physical or sexual violence, emotional and/or psychological intimidation, verbal abuse, stalking, economic control, harassment, threats, physical intimidation, or injury. Domestic violence can occur in any relationship, regardless of socio-economic status, education level, cultural background, age, gender, race, ethnicity, sexual orientation, gender identity, or religion. Domestic violence can occur in heterosexual and

same-sex intimate relationships, including marital, cohabiting, or dating relationships that are not dependent on the existence of a sexual relationship.

**STALKING:**

Stalking refers to harassing, unwanted or threatening conduct that causes a victim to reasonably fear for his or her safety or the safety of a family member. Stalking conduct can include, but is not limited to: following or spying on a person; appearing uninvited and unwanted at a person's home or work; waiting at places in order to make unwanted contact with a person or to monitor a person; leaving undesired items (e.g., presents or flowers) for a person; and posting information or spreading rumors about a person on the Internet, in a public place, or by word of mouth. It also includes "cyberstalking": following a person's Internet activity with malicious intent, hacking into someone's email, making anonymous contact with someone over the Internet or by email, or otherwise using technology to make unwanted contact. Stalking may occur through use of technology including, but not limited to e-mail, voice-mail, text messaging, and use of GPS and social networking sites.

From the National Center for Victims of Crime

**DATING VIOLENCE:**

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

**REPORTING**

Sexual misconduct complaints involving students can be reported in a couple ways. There are both on-campus and off-campus options.

**Complaints Concerning Discrimination and/or Harassment**

APU does not discriminate on the basis of race, color, religion, gender, ethnic or national origin, disability, age, marital status, veteran status, membership in uniformed services, gender identity, or sexual orientation in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices.

Students, who believe they have been subjected to sexual violence including harassment, should follow the procedures described here in reporting their concerns.

When a report is filed, APU will quickly initiate a preliminary inquiry to determine if a sexual misconduct policy violation has occurred. Should this initial work reveal a likely violation, a more thorough and impartial investigation will be conducted to provide a fair and reliable determination. Should the investigation lead to a conclusion that misconduct occurred; the university will promptly implement remedies in a deliberate effort to end the objectionable behavior, prevent its recurrence, and help alleviate the impacts.

Students who wish to report a concern or complaint relating to sexual misconduct may do so by reporting the concern to the following people who are trained to address sexual violence issues at APU:

Manda Hill  
Director of Housing  
Atwood Center  
907-564-8299  
[ahill@alaskapacific.edu](mailto:ahill@alaskapacific.edu)

Laurie Boom  
Title IX Coordinator  
Accounting and Finance Office, Grant Hall  
907-564-8286  
[lboom@alaskapacific.edu](mailto:lboom@alaskapacific.edu)

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights  
U.S. Department of Health and Human Services  
90 7th Street, Suite 4-100 San Francisco, CA 94103  
Voice Phone (415)437-8310  
FAX (415)437-8329 TDD (415)437-8311  
Customer Service Hotline #: (800) 421-3481  
Email: OCR@ed.gov  
Web: <http://www.ed.gov/ocr>

**Confidential Reporting Options**

Some of the methods of handling reports of sexual misconduct policy violations are prescribed in federal regulations and laws. The degree of confidentiality in the handling of reports and investigations of possible sexual violence and misconduct is one of the areas where APU is required to follow procedures outlined by the US Department of Education. If a person wants to share information and keep the reporting confidential, the person should speak to a counselor, a member of the clergy, or an off-campus rape crisis advisor who can legally keep the information confidential.

**Non-Confidential Reporting Options**

APU is committed to keeping the University free of incidents of sexual violence and misconduct. Should an incident occur, witnesses and victims are encouraged to report these situations to deans, managers with supervisory authority, human resources staff, or the Campus Safety Office. A formal report to these members of the university staff serves as official notification. You can expect to have incidents of sexual misconduct investigated in a timely and thorough way with remedies put in place promptly in those cases where misconduct occurred. These formal reports are closely held information – the university will only share the report with the investigators, witnesses, the accused individual(s), and those responsible for deciding the consequences of proven misconduct.

**Federal Timely Warning Reporting Obligations**

APU administrators are required by federal rules to issue timely warnings to the university community about some sexual violence incidents when there is reason to believe a substantial threat exists to members of our community. The university will try to limit information about the person(s) filing the report so as to protect their identity while also attending to the health and safety interests of the larger community. In a small community like APU, the identity of the person reporting an incident may become known to a broader audience in spite of the efforts of university officials to maintain confidentiality.

**INVESTIGATION PROCESS DESCRIPTION**

The following is a general overview of the sexual misconduct investigation process. Contact the Dean of Students, the Director of Campus Life, or the Title IX Coordinator if you have questions.

1. The Dean of Students or Title IX Coordinator meets with the complainant and shares information about the confidential and non-confidential options available in handling a sexual violence complaint.
2. A decision by the complainant to move forward with a formal university complaint will lead to a verbal interview. A written statement will be encouraged. The names of witnesses are solicited. The Dean of Students or designee thoroughly documents the complaint and prepares a written report. The complainant can be assisted by an advisor of the complainant's choice. Advisors can witness the proceedings and directly advise the respondent. Advisors do not represent the student in filing to the complaint.
3. When this written report is received and shared with the Title IX Coordinator, the Coordinator or designee will assign the case to be investigated by employees trained to conduct such investigations. These three steps are accomplished in the first forty eight hours after a complaint is received.

4. The investigator(s) begins the investigation with five working days and collects as much information as possible about the incident including witness statements, acquisition of physical evidence, and communication with everyone involved. The investigator compiles this information in a written summary report. Statements attesting to a person's prior sexual history are not allowed unless considered directly relevant to the current matter being investigated.
5. The investigator during the investigation decides when to inform the respondent about the complaint. The respondent is invited to address the complaint offering his/her perspective of what happened. The investigator decides if additional work is needed to fully consider all relevant aspects of the complaint.
6. The respondent can be assisted by an advisor of the respondent's choice. Advisors can witness the proceedings and directly advise the respondent. Advisors do not represent the student in responding to the complaint.
7. When complete and no later than sixty days after the start of the investigation, the investigator and Title IX coordinator compile the investigative results. With cases of student to student complaints, the Dean of Students makes decisions about the outcome of the investigation and any consequences in situations where violations have occurred.
8. The Dean of Students shares the investigative report and his/her conclusions with the complainant and the respondent, meeting with both parties with a minimal separation in time. A resolution of the complaint is facilitated, if possible.
9. In the event that one or both parties are dissatisfied with the Dean's decisions, appeals can be made to the University Appeals Board. Any University Appeals Board decisions are communicated to the Title IX Coordinator, Dean of Students and to both parties to the complaint. The Student Handbook includes information about the University Appeals Board.

**INVESTIGATIVE TIMELINE**

In typical cases without significant complications such as police investigations, legal interventions, and other similar actions investigations attempt to adhere the following schedule:

- Event reported or complaint filed: Within two working days an incident will be reported to the appropriate administrative officer and the Title IX Coordinator.
- Investigations Commence: In cases of discrimination, sexual harassment, or other forms of sexual violence within five working days of the initial report or complaint an investigation will be commenced as per processes outlined in the appropriate Student, Staff, or Faculty Handbook.
- Conclusion of Investigations: Within 60 working days, the investigation will be completed and handled according to procedures outlined in the appropriate handbooks.
- Substantive/Corrective Action: In cases where allegations are identified as having merit, substantive actions will be taken to remedy the situation and attempt to assure that no further incidents will occur.
- Appeal Timeline: Appeals addressing the recommended Substantive/Corrective actions must be filed within 15 working days.
- Decisions on Appeals: Administrators or committees responsible for the handling of appeals have 15 working days to complete their review and reach a decision.

**RETALIATION**

Alaska Pacific University strictly prohibits any acts of retaliation against anyone filing a complaint or assisting in investigations of sexual misconduct including harassment. Coercion, harassment, threats, or discriminatory behaviors against complainants, witnesses, and investigators are some of the actions prohibited.

**FAQ's**

Here are some of the most commonly asked questions regarding the university's sexual misconduct response/process:

**Does information about a complaint remain private?**

University employees and officials involved with the handling of complaints of sexual misconduct are obligated to respect the privacy of all students involved, except as is required to meet the legal and safety responsibilities that can, in some cases, require notification of a broader swath of the APU community or local, state, or federal authorities. University officials will cooperate with police if they are investigating incidents and in situations where an APU internal investigation reveals that a felony has occurred, university officials will notify the police.

**Will my parents be told?**

Parents will be told information about their child in the following situations:

- The student is under the age of 18.
- There is serious concern about the health and safety of either party associated with an incident.
- A student has filled out a FERPA release form authorizing the sharing of information between the Dean of Students.
- Legal subpoenas and warrants are presented requiring APU to share information that is considered privileged and confidential.

**Will the accused individual know my identity?**

If you file a formal complaint, the respondent will be shared information about the complaint including your name. Should a hearing or meeting be required, options will be provided by the university to prevent direct confrontations (Skype or room dividers are possibilities).

**Do I have to name the perpetrator?**

To file a formal complaint, you will need to name the person responsible – the perpetrator of the behavior at the heart of the complaint. If you are unwilling to name a person responsible, the university is very limited in its ability to respond to an incident.

**What do I do if I am accused of sexual misconduct?**

Do not attempt to contact the complainant. You are welcome to consult with the Dean of Students Office who can refer you to people in the APU community who can assist you in responding appropriately. The Dean of Students Office can also explain how sexual misconduct policies are typically handled.

**Will I (as a complainant) have to pay for counseling/or medical care?**

APU's Wellness Center is available to you at no charge. If you require or desire services from providers in the community, those bills may be your responsibility. Medical care is not typically provided by Alaska Pacific University unless you are an employee covered under workman's compensation.

**What about legal advice?**

Complainants alleging they have been the victims of a criminal sexual assault can rely on the services of the Anchorage District Attorney who is an official of the State of Alaska. There is no charge. If you have been assaulted and are seeking financial compensation or if you are the respondent in a complaint, all legal fees are your responsibility unless otherwise agreed to by the university. Contact the Dean of Students Office for additional information.

**What should I do about preserving evidence of a sexual assault?**

The Anchorage Police Department are best trained to collect evidence of a criminal act including sexual assault and rape. Evidence collected within a few days of an incident is most useful although items such as towels, sheets, and clothing can be tested after much longer periods of time have passed. If you believe you have been sexually assaulted, you should consult with the police, the STAR Rape Crisis Line (907-276-7273), or emergency room personnel before cleaning yourself or your clothing. If a criminal act is alleged or perceived to have occurred, the police will be informed although the complainant retains the ability to avoid conversing with the police and/or filing charges in the case.

**What should I do if I am uncertain about what happened?**

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of APU's Sexual Misconduct Policy, you should contact the Dean of Students Office.

**This policy is based in part on work published by the Association of Title IX Administrators. [atixa.org/resources/free-resources/](http://atixa.org/resources/free-resources/)****Title IX**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are both forms of unlawful discrimination under Title IX. Alaska Pacific University has established a committee of staff members trained in Title IX compliance. Each of the staff members have specific knowledge to respond to concerns in all areas described herein. Inquiries related to this policy can be directed to the Title IX Coordinator, who serves as chair of the Title IX Coordinating Committee.

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

**ONLINE COMMUNICATIONS AND PUBLIC ACCESS****Dean of Students Office: 564-8287**

Communications through online forums such as Facebook, MySpace, Snap Chat, Twitter, Instagram and Yik Yak are considered open and public communication. As with other public arenas, information found on internet sites such as these are admissible as evidence in APU conduct meetings and other proceedings. The following items may be used as admissible in hearings; wall postings, journal entries, blog postings, pictures, comments, and other openly accessible communications.

Messages between individuals can also be used in the Student Conduct System. Harassing communications can involve instant messages, text messages, email, Facebook messages or comments, and other electronic forms of communications.

Students should be aware that the internet is considered a public forum and information posted on the internet can be viewed by anyone. Please be cautious of the information you make available.



**PARKING****CAMPUS SAFETY OFFICE: 564-8311****24 Hour Number: 564-8888**

Campus parking is FREE! All APU students, staff and faculty are required to register their vehicles and place an APU Parking Decal on their vehicle windshield. Decals are available during registration or from the Campus Safety Office located in the Atwood Center and at the IT office.

Alaska Pacific University assumes no responsibility for any damages, theft, or personal injury involving vehicles parked in university lots. Efforts will be made to contact vehicle owners to inform them of vehicle break-ins, hit and run damage, headlights left on or situations in which moving your vehicle is necessary (snow plowing, construction, etc.) Handicapped parking is available for each building. Electrical outlets are provided for block or circulating car heaters in the Atwood Center parking lot. Vehicles being left on-campus for an extended period of time should have prior permission from the Campus Safety Office. Parking regulations and violations are enforced by the Campus Safety and Dean of Student's Offices. Consequences for parking violations include warnings, fines, vehicle boots, towing, and/or other disciplinary sanctions.

**SMOKING****DEAN OF STUDENTS OFFICE: 564-8287**

APU promotes a safe and healthy environment for working and learning. Smoking is not permitted in APU buildings, including University Village and the Residence Halls. Campus buildings have "No Smoking" signs posted to notify visitors that it is a non-smoking campus environment. Smoking within 50 feet of building entrances is prohibited. Designated smoking areas are located under the overhangs in front of Carr Gottstein and in back of Atwood Center.

**STUDENTS-RIGHT-TO-KNOW AND CAMPUS SECURITY ACT****DEAN OF STUDENTS OFFICE: 564-8287**

Alaska Pacific University carefully monitors the safety of students, faculty and staff while they attend the University. The Campus Life Office, including Campus Safety works to create a safe and caring learning environment. It is the policy of the University to fully comply with the "Students-Right-to-Know and Campus Security Act."

For more information or questions concerning the statistics above please contact the Campus Safety office at 564-8888 or via email at [security@alaskapacific.edu](mailto:security@alaskapacific.edu). Campus Safety provides its annual report at:

<http://www.alaskapacific.edu/oncampus/housingresidencelife/campussafety/statistics/Pages/Default.aspx>

Locally, the University of Alaska Anchorage reports crime statistics for their campus at:

<http://www.uaa.alaska.edu/upd/stats.cfm> The Municipality of Anchorage has crime density maps for the city at: <http://www.muni.org/apd1/DensityMaps.cfm>

**WEAPONS FREE CAMPUS****Dean of Students Office: 564-8287**

Alaska Pacific University is strongly committed to maintaining a safe collegiate environment. Central to this commitment is a campus wide ban on firearms, ammunition, weapon parts, explosives (including fireworks), and other weapons that may include, but are not limited to: guns, pellet guns, Air Soft guns, bow & arrows, machetes, martial arts weapons, knives with folding blades over six inches (kitchen knives exempted), and other similar devices.

**BEHAVIOR EXPECTATIONS****STUDENT CONDUCT CODE****DEAN OF STUDENTS OFFICE: 564-8287**

## Student Rights and Responsibilities

- Within the basic philosophies, goals, and guidelines of APU, the student shall have the right to pursue educational, recreational, social, cultural, and residential activities.
- The student shall have the right to a campus environment characterized by safety and order
- The student shall have the right to organize and join associations to promote interests held in common with other students.
- The student shall have the right to services of the faculty, administrative offices, and counseling agents of APU.
- The student shall have the right to fair and impartial academic evaluations
- The student shall have the right to have APU maintain and protect the confidential status of his or her personal and academic records as set forth in the Family Educational Rights to Privacy Act (FERPA).
- The student shall have the right to participate through representatives in the formulation of regulations affecting student affairs.
- The student shall have the right to dissent, to protest, or to demonstrate peaceably on APU property in opposition to APU, municipal, state, or national policy, provided such behavior does not infringe on the rights of others, or cause damage or injury to persons or to real or personal property .
- The student shall have the right not to be discriminated against in employment or educational pursuits based upon the student's religious affiliation, sex, skin color, ethnic or racial background, national origin, age, physical or mental handicap, marital status, and change in marital status, pregnancy or parenthood. ADD gender identity, sexual orientation, membership and uniformed services and veteran status.

The Conduct Code establishes the basic expectations of campus life at Alaska Pacific University:

- APU students are responsible for complying with University rules and regulations, as well as municipal, state and federal laws.
- APU students are responsible for conduct that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual are respected.
- APU students are responsible for their guests while on university-controlled property.
- Violation of state or federal laws and/or municipal ordinances may lead to APU disciplinary proceedings even in cases where the violation occurs away from APU property or sponsored events.

The following actions and behaviors are considered prohibited conduct that may lead to disciplinary sanctions:

- The obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities, including the institution's public service functions or other authorized activity on institutionally owned or controlled property.
- Obstructing or disrupting pedestrians or vehicles from moving freely on institutionally owned or controlled property.
- Trespassing on university property including accessing buildings or facilities without authorization. This includes the unauthorized possession, duplication, or use of university keys or access cards.
- Possessing or using firearms, pellet guns, paint guns, knives with blades over 6", switchblades, martial arts weapons, explosives, fireworks, dangerous chemicals, or other dangerous weapons on institutionally-owned or controlled property.
- Misconduct involving a vehicle that may include driving above speed limits, negligent driving, the unauthorized use of university vehicles, and parking in unauthorized locations.
- Malicious damage or misuse or theft of institutional property, or the property of any other person where such property is located on institutionally owned or controlled property,

- regardless of location, in the care, custody, or control of APU.
- Refusal by any person while on APU property, to comply with an order of the APU President or appropriate authorized official(s), to leave such premises because of conduct constituting a danger to personal safety and/or property.
  - Sexual misconduct including acquaintance rape, sexual assault, sexual abuse, harassment, exploitation and/or coercive sexual behavior, inducing incapacitation with the intention of sexual assault or rape.
  - Furnishing or withholding information from staff or faculty with intent to deceive.
  - Forging, altering, or misusing APU documents, records, or identification cards.
  - Possession, consumption, being under the influence of alcohol, or furnishing of alcoholic beverages on APU owned or controlled property, or at university sponsored or supervised functions, unless authorized by the President.
  - Possession, consumption, being under the influence of illegal drugs, or furnishing of illegal drugs on APU-owned or controlled property, or at university sponsored or supervised functions.
  - Indecent conduct: this includes actions or expressions defined as lewd, indecent, or obscene on APU property.
  - Misconduct that directly and significantly interferes with the university's subsidiary responsibilities of protecting the health and safety of persons in the APU community.
  - Detaining or abusing any person with the intention of threatening physical, emotional, or mental harm. Hazing in any form is prohibited.
  - Gambling on APU property or at a sponsored event.
  - Non-compliance with the policies of the Campus Life Office as listed in the Housing Contract and or in the Campus Life Handbook.
  - Violating published APU regulations and policies and/or the violation of the terms of any disciplinary sanction properly imposed under this or other duly authorized code.
  - Unauthorized entry to or use of APU facilities, including all buildings and grounds.
  - Intimidation, harassment, or abuse on the basis of religion, ethnic origin, disabilities, sexual preferences, gender, or political affiliation.
  - Stalking, dating violence, or domestic violence.
  - Campus dog policy violations.
  - Violations of the APU Acceptable Use of Technology Policy as outlined by the University.
  - Misuse or illegal use of university computer, telephone, network and software resources including hacking, identity theft, harassment, and the unauthorized commercial use of university owned infrastructure. The installation and use of non-university owned or licensed software on university computers requires the prior approval of the IT Department.
  - Engaging in acts of academic dishonesty (cheating or plagiarism). All cases of academic dishonesty are handled by the Academic Dean's Office in keeping with APU Academic Policy.

## **STUDENT CONDUCT SYSTEM**

### **DEAN OF STUDENTS OFFICE: 564-8287**

APU has a strong commitment to creating an educational environment that encourages the development of personal character and citizenship. An important element of this commitment involves helping students develop ethical values, personal independence, and acceptance of consequences that result from personal actions and decisions.

APU views all disciplinary cases as educational opportunities. Anyone living, working or studying within the APU community has the right to bring charges against individuals who they believe are in violation of the Student Conduct Code. Disciplinary cases are administered through the Dean of Students Office.

The **Student Conduct System** has been developed to address incidents where students are alleged to have violated the expectations of the Student Conduct Code. The System is designed to ensure that disciplinary matters are handled fairly and in ways that honor student rights and responsibilities. APU views

all student conduct proceedings as educational opportunities. The following elements comprise the System.

1. **Administration:** The Dean of Students office is responsible for disciplining students who have violated the Student Conduct Code with the exception of cases of Academic Dishonesty which are overseen by the Academic Dean. Any member of the Dean of Students office or other members of the university community may file an incident report alleging a violation of the Conduct Code. An incident report can be filled out online at My APU/ On-Campus/Housing and Campus Life/Campus Safety.
2. **Student Rights:** Student(s) charged with Student Conduct Code violations can expect the following:
  - The student(s) charged will be advised in writing of the allegations, the Conduct Code elements alleged to have been violated, and the nature of the evidence supporting the charges.
  - The student(s) will be given an opportunity to meet with a member of the Dean of Students office to discuss alleged violations of the Student Conduct Code. In these meetings students have the right to present witnesses and share their perspective on the incident.
  - Any disciplinary action resulting from this process may be appealed to the University Appeals Board.
3. **The Disciplinary Process:** The Dean of Students office will investigate the incident and arrange a meeting with student(s) alleged to have violated the Student Conduct Code.
  - Students are given at least 72 hours advance notice of the meeting unless there are pressing considerations of public health and safety involved and/or further serious allegations of misconduct.
  - Students may present witnesses and present their side of the story. If the accused student does not respond to a meeting request, the case will be considered without the student present.
  - Following the investigation and meeting with the student, the Dean or his designee will make a decision.
  - In cases where a Student Conduct Code violation is determined to have occurred, disciplinary actions are decided by the Dean of Students Office.
  - The Dean's office informs the student(s) in writing regarding the outcome of the process.
4. **Disciplinary Actions:** The Dean of Students or his/her designee is responsible for overseeing sanctions imposed in disciplinary situations.

*The following are examples of sanctions that may be imposed:*

**Warning:** A verbal or written warning designed to explain and clarify expected conduct with a stipulation that further, similar or related behaviors will result in disciplinary action.

**Disciplinary Reprimand:** A written notification from a University official to a student that is kept on file in the Dean of Students office. Further violations of the Code of Conduct will result in additional consequences.

**Monetary Sanction:** A fine or requirement for repayment may be imposed. Charges will be placed on the student's account.

**Educational Sanction:** The student may be required to complete an activity or attend a related event in the campus community to become more educated on a particular subject. Examples include enrollment in an anger management course for cases involving violence or an online alcohol education course for cases involving the abuse of alcohol. The cost associated with creative sanctioning will be placed on the student's account.

**Disciplinary Probation:** A student is given the opportunity to demonstrate they can be a responsible and important member of the APU community by agreeing in writing to abide by the Code of Conduct and remain a student with restrictions on activities.

*Examples include:*

- The student may not serve in student leadership roles or represent the situation at meetings, conferences, or other formal events;

- Students may be given specific guidelines governing student activities or restriction to certain areas of campus.

**Suspension from Residence:** Serious infractions or repeated violations of university regulations, rules, and guidelines may lead to revocation of a student's ability to live on-campus. The sanction letter specifies the amount of time allowed before a student is required to leave campus. The housing contract/agreement is typically cancelled and payment for room and meal plan is not returned. Residence Hall Council fees are not refundable and housing deposits may be withheld.

**Suspension from the University:** A student suspended from the university is no longer an APU student and may not participate in any university-sponsored event/activity/class or in activities sponsored by university recognized entities such as student organizations and ASAPU. In addition, he/she is denied all other rights and privileges accorded to students in good standing including access to facilities. APU I.D. cards are voided. Grades are determined in accordance with established withdrawal policies. Fee refunds are determined on the same basis as a semester voluntary withdrawal (exceptions noted above). A meeting with the Dean of Students is required before a student can be re-admitted to the university.

**Dismissal:** Serious or repeated violations of the Student Conduct Code or the rules governing alcohol at Alaska Pacific University can lead to dismissal from the university. All tuition paid is forfeited; the student is removed from university housing (if applicable) and prohibited from entering the campus. The ex-student suffers the other losses imposed for suspended students, and is not eligible to apply for admission at any time.

## ACADEMIC INTEGRITY

### ACADEMIC DEAN'S OFFICE 564-8261

#### **Policy on Academic Integrity and Plagiarism**

Academic Integrity is the term used to refer to some of the most important values of the university community. We hold high standards and expectations for the quality and honesty of our own work, and for the work of other members of the academic community. We rely on one another to live up to these standards because the quality and value of our own academic work depends on the trustworthiness of the work done by our colleagues. Academic work is like building blocks as the work of one academic builds upon another; therefore, it is imperative that we acknowledge and properly document the sources of information that we are using. This will also ensure that others can locate the original information if they want to know more.

The reputation of our academic work is founded on whether others can use it with confidence and feel confident that their own contributions will be acknowledged. Similarly, the reputation of our University and respect for the value of the qualifications we gain from it are earned and maintained through the integrity of our work.

Definition of Plagiarism: Plagiarism is a major form of academic dishonesty involving the presentation of the work of another as one's own. Plagiarism includes but is not limited to the following:

The direct copying of a written or electronic source, whether published or unpublished, in whole or in part, without proper acknowledgment that it is someone else's; Copying of a written or electronic source, in whole or in part, with only minor changes in wording or syntax, even with acknowledgment; The paraphrasing of another's work without proper acknowledgments; Submitting as one's own work a report, examination, paper or other assignment that has been prepared by someone else. This includes research papers acquired from any other person or agency; Submitting as one's work the contents of a computer file prepared by another person.

#### **Plagiarism and Cheating**

Instructor's Role:

A conference between the student and instructor is the first and may be the only step in addressing alleged violations of the Policy on Academic Integrity. Once the instructor contacts the student (within a reasonable

timeframe), the instructor will inform the student of the details of the alleged violation and will give the student a copy of the Policy on Academic Integrity. It is up to the instructor to present evidence of the violation. The student will be given the opportunity to respond and may explain any misconduct.

The instructor has the authority to:

1. Require the student to revise or replace the work. (Faculty may assign a deferred grade)
2. Require the student to complete another assignment.
3. Reduce the grade on the assignment or course:
  - a. Assign a grade of F or zero on the assignment.
  - b. Assign a final grade penalty for the course.
  - c. Assign a failing grade for the course.
4. Refer the matter to the Academic Dean

**Appeal of an Informal Proceeding:** A student sanctioned for violation of the Academic Integrity Policy may appeal the instructor's decision that a violation has occurred, and/or the sanction. The appeal must be submitted in writing to the instructor and academic dean within 10 working days of the notification of sanction, if notification is received prior to the last week of the term. If notification is sent after the term is over, the written statement of appeal must be submitted no later than the end of the first week of classes in the next semester. The written statement of appeal must state:

1. Name of the person appealing
2. The basis of the appeal.
3. The instructor making the decision.
4. The remedy the person appealing is requesting from the dean

**Academic Dean's Role in an Appeal:** As soon as practical, the dean will convene a meeting to hear the appeal and to make a recommendation. The student making the appeal may have an advisor of the student's choice present at the hearing. The faculty involved will attend the meeting and may ask their program area's chair to attend. The purpose of the meeting is to decide if the findings of the instructor were so incorrect that the decision should be changed. The student and instructor will present their sides of the case along with any evidence. After receiving all of the information, the dean will either sustain or deny the appeal. The dean's decision will be in writing and will state the findings of fact and conclusion as to whether there has been a violation of policy or a decision that the instructor is to hold another conference with the student. The dean will not impose a more severe sanction than the one recommended by the instructor, unless such severe sanction is deemed appropriate by the dean based on documented repeat violations by that student.

## **GRIEVANCE POLICY AND PROCEDURES**

### **DEAN OF STUDENTS OFFICE: 564-8287**

The Student Grievance Procedure is designed to assist students who have a complaint with a university employee. Grievance procedures are not designed to resolve disciplinary situations handled under the terms of the Student Conduct System. The following actions can be grieved:

- wrongful or erroneous fines or penalties;
- wrongful or erroneous withholding of payments or deposits, or failure to honor refund policies;
- failure to amend erroneous behavioral records;
- discrimination or other unfairness in the evaluation of his/her academic performance.

#### ***PROCEDURE:***

**Step One:** An aggrieved student must first attempt to resolve all complaints informally with the APU employee directly involved in the action.

**Step Two:** If the aggrieved student cannot resolve the grievance through efforts exerted in Step One, a written

grievance must be filed with the Dean of Students Office. The grievance must state:

- The nature of the grievance and the circumstances out of which it arose;
- The date of the occurrence;
- The requested remedy or correction being sought;
- The efforts taken to resolve the matter pursuant to Step One, and the result of those efforts;
- The filing date and signature of the grievant;
- Current contact information for the grievant;
- Grievances must be filed within 15 calendar days from the date of the occurrence. Failure to submit a grievance within such periods shall constitute a bar to further action on the grievance;
- The Dean of Students will arrange for an informal conference with the affected parties to discuss the grievance.

**Step Three:** If the grievance cannot be resolved pursuant to efforts taken in Step Two, the Dean of Students Office will refer the grievance to the President. The President or his authorized representative will convene a meeting of the University Appeals Board. Within five working days after the grievance is referred to the President, the President or his authorized representative shall provide all parties with a notice of hearing.

The notice shall contain:

- the time and place of the hearing;
- the names of the presiding officer and committee members, as well as the person authorized by APU to issue a final order;
- a statement of the authority and jurisdiction under which the hearing is to be held;
- a statement that the hearing is being held at the request of the grievant.

Following the hearing, the University Appeals Board will issue a final decision within thirty calendar days of the hearing. If a student is still dissatisfied after following designated APU grievance procedures, student may appeal a decision to the Alaska Commission on Post-Secondary Education.

## **UNIVERSITY APPEALS BOARD**

### **DEAN OF STUDENTS OFFICE: 564-8287**

Students have five business days to appeal decisions to the University Appeals Board. Unless otherwise agreed in writing by the Dean of Students office, sanctions begin immediately while the appeals process proceeds. Appeals of decisions/sanctions are to be submitted in writing to the Dean of Students office, and include a specific, recognized basis for the appeal.

New relevant evidence not previously available A flawed disciplinary process An excessive disciplinary punishment. The University Appeals Board convenes when a case is referred from the Dean of Students. The University Appeals Board is comprised of one faculty representative appointed by the Academic Dean, one staff representative appointed by the President, and one student member appointed by the Associated Students of Alaska Pacific University.

As a backup, a second alternate representative is identified for each position for circumstances when one or more of the members cannot hear an appeal or refuses due to conflicts of interest or involvement with a particular incident. One representative from each segment of the university community is required when considering an appeal. The Appeals Board determines collectively their internal rules of procedure and identifies one representative as the chair.

After receiving and considering the written appeal, the Appeals Board may:

Reject the appeal on procedural grounds; consider the issues in the case and support the Dean's decision. Consider the issues in the case and meet with the Dean of Students to recommend altering the original decision. In cases where the University Appeals Board and the Dean of Students cannot reach agreement, the case can be referred to the President or the President's designee for a final decision.

**DIRECTORY**  
AREA CODE 907

Academic Dean	564-8261
Academic Support Center	564-8280
Admissions	564-8248
ASAPU (Student Government)	564-8283
Business Administration Department	564-8234
Cafeteria / Dining & Food Services	564-8230
Campus Safety	564-8888
Campus Store	564-8218
Chaplain	564-8386
Climbing Wall / Weight Room	564-8308
Conferencing & Facility Rentals	564-8323
Consortium Library (APU/UAA)	786-1848
Counseling and Wellness Center	564-8232
Counseling, Psychological Studies & Human Services	564-8225
Dean of Students	564-8287
Spring Creek/Kellogg Farm (Palmer)	746-2700
Development Office	564-8250
Disability Services	564-8287
Education Department	564-8378
Environmental Science	564-8207
Equipment Rental	564-8614
Facilities, Operations, and Maintenance	564-8320
Financial Aid, Student Financial Services	564-8341
Campus life	564-8238
Human Resources	564-8323
Information Technology Help Desk	564-8350
Liberal Studies Department	564-8291
Mailroom	564-8255
Moseley Sports Center	564-8314
Nordic Ski Center	564-8328
Outdoor Program	564-8292
Outdoor Studies	564-8207
President's Office	564-8201
Psychology and Human Services	564-8225
Registrar's Office	564-8210
Student Activities	564-8238
Moseley Sports Center	564-8314
Climbing Wall, Monitor Desk	564-8292