

2019-2020

Student Handbook



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VISION

Honoring Alaska's Indigenous heritage, exemplifying excellence, and preparing paths

MISSION

Alaska Pacific University provides a world-class, hands-on, culturally responsive educational experience in collaboration with our students, communities, and Tribal partners

VALUES

Wisdom • Respect • Reciprocity • Relevance • Responsibility

CORE THEMES

Learning, Growth, and Innovation
Community Engagement and Impact
Stewardship

STUDENT HANDBOOK

This handbook contains information regarding the available resources for Alaska Pacific University students, as well as descriptions of non-academic policies and procedures. Information regarding courses, registration, and other academic policies and procedures can be found in the Academic Catalog. The Dean of Students Office, the Campus Life Office, and the Associated Students of Alaska Pacific University (ASAPU) develop this publication.

Dear Students,

I would like to welcome you to Alaska Pacific University. It is always exciting to start another academic year here at APU. If you are a new student, I welcome you to our community of learning and I hope you will find your time here both challenging and rewarding. For returning students, I trust your time away has been filled with adventure and contemplation.

Found within this student handbook are summaries of student services available to you. Also included are important policies and procedures that apply to various aspects of student life at APU. I encourage you to read through this information and become familiar with the many resources. In addition to understanding the student handbook, another way to begin engaging with the community is to introduce yourself to others. Opportunities for learning can be found in every conversation. Joining a student club or attending the abundant student programs around campus are great ways to have a positive impact on the community.

I hope you find APU to be an inclusive and caring place, but it is important to remember that the university community is also here to challenge you to be a better version of yourself. It is likely that you will not only meet people from various backgrounds but that you will also encounter different ways of thinking about the world and our place in it. I implore you to learn from these dialogs and let them guide you forward on a path of growth both inside and outside the classroom.

Sincerely,
Benjamin Hahn
Dean of Students



Hello Fellow Students,

It is my honor to welcome you to APU on behalf of the Associated Students of Alaska Pacific University (ASAPU). My name is Arika Garcia and I am the president of ASAPU. I am currently a senior majoring in Marine Environmental Sciences and minoring in Math. This will be my third year being a member of the student government, I was previously the ASAPU Office Manager and Vice President, and I am excited to continue my role as President this year.

My job is to help make your opinions heard and to relay information to and from the administration here at APU. I encourage you to sit down and chat with ASAPU members. You can attend our weekly meetings in the Student Leadership Center (SLC) on the first floor of Atwood Center and/or email us at asapu@alaskapacific.edu. Office hours will be posted outside the SLC. If you cannot make it to the weekly meetings then check out the meeting minutes available on SharePoint, found through MyAPU, to see what happened.

ASAPU also sponsors and organizes social events throughout the year to help keep students active within our community. Connect with your class representative to let them know what kind of events you would like to see happen. If you are interested in starting a club at APU, reach out to ASAPU because we have the resources to help you get started. I look forward to meeting you in class, during meals, or at an ASAPU meeting.

Best wishes,
Arika Garcia
ASAPU President



Academic Resources

ACADEMIC CATALOG

564-8261

Grant Hall

As the official course catalog of Alaska Pacific University, this publication lists all courses and programs in the current curriculum, graduation requirements, and official academic policies effective for the 2018-2019 academic year. This catalog is not a contract. APU reserves the right to change the policies, fees, and procedures outlined in this publication, and to add, modify, or withdraw degree programs at any time. However, when changes are made, advanced notice with effective dates will be communicated to all concerned persons. Contingent upon continuous enrollment, students have the right to complete any degree program offered by APU as of the date of their first enrollment. APU reserves the right to ask students to withdraw for cause at any time.

APU makes available upon request all consumer information required by the U.S. Department of Education. Consumer information includes, but is not necessarily limited to, the following: admissions catalog, academic programs, educational costs, financial aid, academic progress requirements, student retention rates, and career planning services. This information is available from the Admissions Office 564-8248. Documents describing university accreditation, licensure, and approvals may be reviewed in the Office of the President.

APU is unable to guarantee that credits and programs completed will be accepted at other institutions of higher education. The transferability of credits is at the discretion of the new institution. If a student plans on continuing their educational endeavors at another college/university, please consult with that institution to become familiar with its transfer policies.

APU policy requires all students enrolled to obtain an APU email address. All official APU communications are sent via APU email addresses. Grades are not mailed, but they are available through the Student Portal. APU is an Independent, Non-Profit Institution. The catalog can be found at <http://catalog.alaskapacific.edu/>

ACADEMIC SUPPORT CENTER (ASC)

Atwood Center

academicsupportcenter@alaskapacific.edu

564-8280

The purpose of the ASC is to provide Alaska Pacific University students and employees with the tools and resources necessary to promote student success including computer access, printing services, and tutors. Hours of operation are posted before each semester and updated for vacations and holidays.

The ASC has both Windows and Macintosh computers. In addition to the standard installation of Microsoft Office software, the ASC includes Adobe Photoshop Elements, Adobe Acrobat Standard, JMP, and SPSS Final Cut Pro. Printers are available to APU students and employees for printing (color and black-and-white printing options), scanning, and copying.

To report computer/printer problems, please contact the IT Helpdesk at 564-8350 or ithelpdesk@alaskapacific.edu.

Math Tutor Coordinator: 564-8278

Math tutors can assist with algebra, calculus, physics, statistics, and exam preparation. Tutoring staff are not available over summer break.

Writing Tutor Coordinator: 564-8610

The Writing tutors can assist with writing form, grammar, structure, content, and oral presentations. Tutoring staff are not available over summer break.

ADVISING SUITE

Grant Hall

The Advising Suite at Alaska Pacific University includes the first year and transfer advisors, student success specialist, and career services.

Undergraduate

First Year Advisor: 564-8329 (office); 538-7420 (work cell)

Meets with students for the first two semesters of advising at APU.

Transfer Advisor: 564-8967 (office)

Meets with students for the first semester of advising at APU.

All incoming undergraduate students at Alaska Pacific University are assigned to either the first year advisor or transfer advisor, as determined by how many credits the student has previously acquired and their academic needs. The academic advisor will meet with the student online, by phone, or in-person to address the following topics:

- Create schedules for students that balance academic and life obligations
- Enroll students in courses that fulfill degree requirements
- Articulate the requirements for completing foundational studies courses
- Help students understand transfer credit evaluations (if applicable)
- Explain to students APU academic scheduling, the difference between a drop and withdraw, and other academic policies
- Utilize the APU Catalog Degree Planners
- Teach navigation of the Academic Calendar and myAPU
- Provide consistent, accurate, and up-to-date messaging and information
- Assist with connection to faculty and other staff for additional assistance

The first year advisor will advise their students for two semesters; the transfer advisor will advise their students for one semester. After this, each student will be assigned a faculty advisor to assist them with planning a path and timeline to graduation, selecting and preparing for classes in the most efficient and logical sequence, and planning for and supporting their practicum and senior project.

Institute directors determine the faculty advisor for each student and will connect the student to their faculty advisor via APU e-mail. Students without a faculty advisor are encouraged to contact their Institute director.

Graduate

Graduate students at Alaska Pacific University are advised by graduate program directors or dissertation chairs.

Student Success Specialist 564-8909

The Alaska Pacific University's Student Success Specialist is committed to fostering the academic success and personal development of students by providing academic, cultural, and social support.

- One-on-one mentoring
- External scholarship assistance
 - Tribal education funding
 - Alaska Native Corporation funding
 - Alaska Native funding
 - State of Alaska funding
- Connect and refer undergraduate students to campus and departmental resources

The Student Success Specialist also manages the Student Success Center (SSC) in Grant Hall. The SSC is a friendly and inviting space to study, socialize, participate in academic support programs, utilize resources, and attend cultural activities.

- Career Services Career Preparation Workshops
- Traditional Native Arts Workshops
- Traditional Potlucks

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. The Career Services Coordinator and the Director of Human Resources also connect students with current on-campus employment opportunities.

Career planning services include:

- One-on-one Career Counseling - 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 in a version to edit
- Internships/Practicum Assistance - get help seeking and applying for internships, both volunteer and paid
- Job and Internship Postings - Bulletin boards are updated regularly in the Atwood Center lobby, and position openings are shared to Career Services social media sites (Facebook, Twitter)
- Workshops and Fairs - Schedules vary throughout the year. Topics include informational and job interviewing, conducting a job search, and resume writing. A "Job and Career" fair is held annually on campus
- Career Follow-Up - Graduates are contacted annually through this office so APU can keep in touch and stay informed about the career choices achieved by our graduates

ALUMNI

Carr-Gottstein

advancement@alaskapacific.edu
 Advancement Office: 564-8250

The Office of Advancement and Sponsored Programs (OASP) at Alaska Pacific University houses fundraising, grants, communications/marketing, and Alumni Relations. Our mission is to support the stewardship core theme of the strategic plan, accessing and managing new funding to help produce financial fitness, sustainability, and build a reputation that reflects our Vision, Mission and Values.

In collaboration with Alumni volunteers, OASP coordinates the APU/AMU Alumni Association. The purpose of the Alumni Association is to benefit the alumni, students and APU by promoting and facilitating communications and growth. The Alumni Association acts as a bridge between APU, alumni, and current and future students.

Alumni can stay involved at APU by joining the Alumni Association, contributing to the APU/AMU Alumni Scholarship Fund, or participating in a variety of volunteer opportunities.

CONSORTIUM LIBRARY
786-1848

3211 Providence Dr.

The mission of the Consortium Library is to provide and maintain collections and resources that support the educational and research programs of Alaska Pacific University and the University of Alaska Anchorage (UAA).

Materials are available free of charge to APU students with a current APU ID card. Consortium Library privileges are based on current enrollment. The Consortium Library website should be accessed from myAPU. It is the student's responsibility to be aware of Consortium Library policies. APU students wishing to check-out materials in person must have a current APU ID card with them.

The Consortium Library collection consists of more than 930,000 volumes, 425,000 government documents, 20,000 videos and films, and subscriptions to more than 3,840 journals and other periodicals.

The Consortium Library is within walking distance of the APU campus. However, students can drive to the Consortium Library. Vehicles with a valid APU parking permit can park in the lots directly next to the Consortium Library on the east and north side of the building. APU parking permits are not valid for other parking lots on the UAA campus.

GRADUATION

Carr-Gottstein

regoff@alaskapacific.edu
Registrar's Office: 564-8210

To be eligible for graduation, a graduating student must submit an Application for Graduation (with a \$50.00 fee) to the Registrar's Office. Deadlines are September 1st for Fall graduation and December 1st for Spring graduation. For academic recognition, semester honors, and academic grading policies, please refer to the Policy Section of the Academic Catalog.

The Provost serves as the chief academic officer for Alaska Pacific University and provides guidance to all academic and co-curricular areas to ensure they reflect the mission, vision, and values of APU. The Provost is an advocate student success and well-being, providing leadership for programming and services starting with student recruitment and continuing through graduation. The Provost oversees the accreditation and academic integrity of APU and imparts leadership in planning, budgeting, recruitment and program development.

The following areas report to the Provost: Academic Institutes and faculty, Student Enrollment Services, Dean of Students/Campus Life, and Indigenization Coordinator.

EcoLeague Exchange Program

Alaska Pacific University is a member of the inter-college exchange group called the EcoLeague. The EcoLeague program is composed of six institutions, all small, all with strong programs in Environmental Science, Sustainability Studies, Marine Biology, Outdoor Studies, and similar programs. The institutions include: APU, College of the Atlantic, Dickinson College, New College of Florida, Northland College, and Prescott College. 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 EcoLeague member institutions as part of their academic program. Occasional short-term programs may be offered as well. Students continue to pay full-time tuition to APU, their home institution. Course fees, labs, and room & board are paid to the host institution. Travel costs are covered by the student.

Outgoing students: Students going from APU to another institution will work with their academic advisor to make sure they will take courses that fit their academic program.

Incoming students: Students coming from another institution to APU will have to meet pre-requisites for all courses they take at APU.

The EcoLeague also sponsors a certificate in Water Resource Management which can be earned at APU and EcoLeague consortium schools.

For more information on how to participate, go to the EcoLeague website: www.ecoleague.org.

REGISTRATION

Carr-Gottstein

regoff@alaskapacific.edu
Registrar's Office: 564-8210

Dates and times for registration can be found on the Academic Calendar. Alaska Pacific University recommends that all students meet with their academic advisor before registering for courses. Students can register online through the Student WebPortal or send an email to regoff@alaskapacific.edu from their APU email address.

STUDENT FINANCIAL SERVICES (SFS)

Carr-Gottstein

Financial Aid 564-8341
finaid@alaskapacific.edu

Alaska Pacific University's Financial Aid office administers funding and provides resources to assist students in meeting the cost of a university education. Scholarships, grants, work-study and loans are the most common forms of financial aid funding. Sources of financial aid include institutional, federal (also called Title IV funding), state, private or other sources. The APU Catalog and website provide details.

- It is the student's responsibility to be familiar with financial aid policies and procedures
- Failure to meet financial aid Satisfactory Academic Progress may jeopardize eligibility
- Timing is important. Apply early, register early, accept/decline financial aid early
- Financial aid awards are sent by email, directing students to the student web portal

- APU email and the student web portal are the official methods of communication, and it is the student's responsibility to check these regularly

The Financial Aid office is available to assist students with scholarships, grants, work-study and loans. Normal office hours are 8:00 am to 5:00 pm Monday to Friday.

Student Accounts 564-8352
studentaccounts@alaskapacific.edu

The Student Accounts office administers billing and payments. Student billing statements are not mailed. All student account information is available via the student web portal. Many forms of payment are accepted, including but not limited to lump sum payments, semester and annual payment plans, and third-party sponsorship. Student Accounts also handles billing holds and collection efforts.

The tuition and fee structure, payment obligation and due dates, and payment options are outlined in the current APU Catalog. The Student Accounts office is available to assist students with billing and payments.

By completing the registration process, students agree to pay all account charges in full by the published due dates. Student account information is available via the student web portal and communicated through APU email accounts. It is the student's responsibility to regularly check their account to be aware of the status of their paid or unpaid balance. Accounts not paid by the due dates may be assessed late fees and become subject to account restriction, preventing future registration and grade or transcript release.

Online payment address:
<https://www.alaskapacific.edu/payonline/>

TRANSCRIPTS

Carr-Gottstein

regoff@alaskapacific.edu
Registrar's Office: 564-8210

Regular Processing of electronic transcripts through SCRIP-SAFE is \$7.00 plus a \$3.00 processing fee for each recipient (addressee). Processing time is generally seven business days, however at times of high volume requests (May, August, December) it may take up to two weeks.

Expedited Processing: For students who attended Alaska Pacific University between 2007-present, the cost is \$15.00 plus a \$3.00 SCRIP-SAFE processing fee for each recipient (addressee). Processing time is one business day after the request has been submitted and verified with a signature release.

For students who attended APU between 1959-2007, the cost is \$12.00 plus a \$3.00 SCRIP SAFE processing fee for each recipient (addressee). Processing time is one to three business days after the request been submitted and verified with a signature release. This delay is due to the necessary retrieval of student data from APU's archives.

Please note that a student requesting electronic transcripts must verify with the recipient (addressee) that an electronic transcript will be accepted.

Paper Transcripts: If students are requesting a paper transcript via USPS rather than an electronic PDF copy, there is an additional \$2.50 fee for each transcript printed. If paper transcripts with expedited processing are requested, the submission request must be made before 11:00 am Alaska Time to be processed by the next business day.

Campus Resources

ASSOCIATED STUDENTS OF APU (ASAPU)

Atwood Center

asapu@alaskapacific.edu

Student Leadership Center: 564-8283

ASAPU is the student government of Alaska Pacific University. ASAPU is run by elected student representatives and is a great opportunity for students to become involved with campus life and community outreach. The Student Leadership Center (SLC), managed by ASAPU, is a space for students and employees to meet. The SLC is also where ASAPU holds weekly meetings to discuss matters concerning the student body and APU community. Students and employees are encouraged to attend these meetings to discuss possible ideas and propose fund requests for events.

ASAPU roles and services

- Budget Development and Oversight: ASAPU oversees the student fee budget process that allocates funds in support of student programs and initiatives.
- Policy Review: ASAPU appoints representatives to APU committees to provide student feedback on changes to the Student Handbook, Academic Catalog, and other APU policies.
- Clubs: ASAPU manages student clubs and organizations that offer a variety of opportunities for the APU community.
- Public Transportation: ASAPU collaborates with People Mover to allow students and employees free use of the Anchorage bus system. Students and employees must present a current APU ID card in order to use the Anchorage bus system for free.

BASE CAMP (CAMPUS STORE)

Grant Hall

564-8218

The Campus Store contains Alaska Pacific University logo merchandise, supplies, and snacks. The Campus Store helps eligible students set up a private on-campus mailbox. APU's Bookstore is partnered with MBS Direct and offers students to order books online 24/7. MBS Direct guarantees the correct book(s) ship

within 24 hours, offers book rentals, eBooks, and more. Students eligible to pay with financial aid may contact Student Financial Services (SFS) for a book voucher.

Mailroom 564-8255
mailroom@alaskapacific.edu

The Alaska Pacific University mailroom is located in the Campus Store. The mailroom serves the APU community with inter-campus mail delivery, metering mail, stamp sales, and posting packages up to 65 lbs. Fed-Ex and UPS packages with prepaid shipping labels can be dropped off in the mailroom.

Current on-campus students are eligible for a private campus mailbox that must be set up in the Campus Store. Mailboxes are located in the entryways of North and South Atwood. In the event a mailbox key is lost, a student can purchase a replacement key for a \$10 fee. Upon moving off-campus the mailbox must be closed and the key returned to the mailroom. When closing a mailbox, temporary forwarding forms are available for students wishing to forward their mail off-campus. Forwarding will remain in effect for 30 days.

Graduating students may retain their mailbox for a period of six months after the date of their graduation from APU. APU has the right to cancel student mailboxes at any time with prior notification.

CAMPUS LIFE

Atwood Center

Campus Safety 564-8888

Alaska Pacific University employs Campus Safety Officers (CSOs) and Campus Safety Assistants (CSAs) to help establish and maintain safety for all students, employees, and visitors. 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 serve as a member of the Student Affairs Team collaborating with other offices to support student success. The Campus Safety office works with Nana Management Services (NMS) to provide additional security coverage on campus.

Uniformed NMS guards patrol campus 24/7 on foot and/or in vehicles.

APU safety policies and services are intended to protect the campus and assure the safety and well-being of its community members.

For major emergencies or to report criminal incidents the following numbers are useful:

Ambulance/Police/Fire (emergency)	911
Anchorage Police Dept. (non-emergency)	(907) 267-4900
Anchorage Fire Dept. (non-emergency)	(907) 267-4950
Anchorage Safety Patrol	(907) 343-4006

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 (564-8299) 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.

Housing on Campus 564-8299

The Campus Life Office manages student housing at APU. Housing for students is available at three locations on campus: University Village, North Atwood, and Segelhorst Hall. To apply for housing, please contact the Campus Life Office or apply online.

Parking on Campus 564-8311

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. A decal is required to park for free at the APU/UAA Consortium Library.

Decals are available from the Campus Safety Office located in Atwood Center. You can register for a parking permit online any time or in person at the Campus Safety Office. Links to online

registration are sent out each semester to your university email address.

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. Storage of recreational vehicles, campers, boats, jet skis, or any other similar vehicles is strictly prohibited. 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 at owner's expense, and/or other disciplinary action.

Student Activities 564-8238

The Campus Life Office offers student activities designed to encourage the entertainment and recreational involvement of the entire APU community. The Campus Life Office provides many opportunities for active learning outside the classroom in exciting and entertaining ways. From shopping trips to late night coffee hours to dance lessons, students can try a variety of activities.

Check your email or the Campus Calendar on the APU website 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.

CHAPLAIN
564-8355

Atwood Center

Alaska Pacific University has been associated with the Methodist Church since its founding as Alaska Methodist University in 1959. APU is committed to providing space for religious observance and spiritual exploration. The Chaplain is available to all members of

the APU community for spiritual guidance or advice on faith exploration. The Chaplain's office hours are posted inside the Jimmy Davis Meditation Room located by the rear entrance of Atwood Center.

COUNSELING & WELLNESS CENTER

Atwood Center

744-4488

The Counseling and Wellness Center is a place where students can find someone to talk with. School, relationships, work, family, and daily life concerns, all the way to the most major issues in life are appropriate for counseling. To make an appointment, call, text, or stop by the office.

Sessions are arranged with APU graduate students in the Master of Science Counseling Psychology program who are completing their supervised training. The service is free for all APU students. All services offered through the Counseling and Wellness Center are confidential. The Counseling and Wellness Center can also provide referrals to outside resources.

The Counseling and Wellness Center organizes educational activities at APU designed to promote campus wellness, including movie nights, speakers, and presentations.

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
Standing Together Against Rape (S.T.A.R.)	
24-hour Rape Crises Line	(907) 276-7273
Identity Help Line	(907) 258-4777
National Suicide Prevention line	1-800-273-8255
Crisis Text line	Text HELLO to 741-741

APU is committed to providing a learning and residential environment that supports the intellectual and personal development, safety, and welfare of all students and employees.

The Dean of Students Office is involved in creating opportunities for Alaska Pacific University students to learn, grow, and become involved in student life. Some of the student services that are managed by the Dean of Students Office include:

- Student Leadership Awards
- Student Conduct System
- Student Grievances
- Convocation Coordination

Disability Support Services (DSS)

In accordance with the Americans with Disabilities Act of 1990, it is the policy of Alaska Pacific University to make reasonable accommodations for qualified students with disabilities. If a student with a disability needs reasonable accommodations, the student must notify the Assistant to the Dean of Students in a timely manner. Once the student notifies the Assistant to the Dean of Students, processes and procedures for documenting a disability will be provided to the student upon request. Once the student provides the required documentation to the Assistant to the Dean of Students, the interactive process for developing reasonable accommodations will begin. The process involves the Assistant to the Dean of Students meeting or talking with the student about their needs prior to providing the student with a reasonable accommodation approval or denial letter. Students will be notified, in writing, by the Assistant to the Dean of Students when the request for reasonable accommodations is approved or denied. It is the student's responsibility to present the approval letter, documenting the approved reasonable accommodations with respect to the University course, to the faculty member.

To receive reasonable accommodations with respect to a University course, a student must follow the process described above. Faculty members are not expected to make reasonable accommodations for students who have not been officially approved for reasonable accommodations by the Assistant to the Dean of Students. The Assistant to the Dean of Students will not discuss reasonable accommodations for any student with a faculty member, without prior written consent from that student.

Emergency Student Loans

Alaska Pacific University students may apply through the Dean of Students Office for an emergency student loan up to \$1,000. Emergency student loans are for short-term crises. Approval for emergency student loans may be dependent on academic or judicial status.

International Student Services

Once admitted through the Admissions Office (564-8248), the Dean of Students Office provides international students with guidance regarding US Homeland Security Policies. The Dean of Students Office also orients international students to APU and helps identify on-campus resources for their continued student success.

DINING SERVICES

diningservices@alaskapacific.edu

Atwood Center

564-8389

Alaska Pacific University offers eat-in dining services for meal plan and individual meal purchases. Our student meal plan offers a flexible and convenient dining experience. In this plan, students can enjoy an "all-you-can-eat but eat what you take" format at each regularly scheduled mealtime. In addition, with 24-hour advanced notice, the dining staff can prepare meals "to go" for students who will be in the field for a class or cannot be in the dining hall during the regular meal hours. Meal plans begin on the day the residence halls open and end on the last day of class of each Fall and Spring session. Please note that the Housing and Meal contract does not include nor require the provision of food during APU holidays or vacation periods.

McMillen Student Center Mealtimes

Monday - Friday

Breakfast 7:15 - 8:30 am

Lunch 11:30 - 1:30 pm

Dinner 5:15 - 6:30 pm

Saturday & Sunday

Brunch 10:30 - 12:00 pm

Dinner 5:00 - 6:00 pm

APU's Dining Services prides itself for providing delectable meals and offerings that emphasize healthy, sustainable, and local food options. Dining Services also provides coffee, drinks, snacks, and light lunch options at the Ground Theory Café in Grant Hall.

Meal plan students must present their current APU ID upon entering the dining hall in the McMillen Student Center or they may be denied access. Students can only use their APU ID card for one meal purchase per scheduled mealtime and cannot transfer meals to others.

Students living in Segelhorst Hall and the University Village receive a \$500.00 meal plan each semester, allowing them to eat in the McMillen Student Center or purchase items at the Ground Theory Café. All students with a meal plan have the option to add declining balance funds for use at any APU dining location or event. Declining balances may be used for guests at APU dining locations. For those not living in student housing on-campus, the McMillen Student Center and Ground Theory Café will accept cash, credit card, check, and meal plan cards.

Dining Services also offers a complete catering menu. For more information regarding APU's catering services, contact Dining Services.

Recycling

Alaska Pacific University's Recycling Program is coordinated by Dining Services. This Recycling Program makes it easy for students and employees to be environmentally friendly. Please ensure you put recycling into the designated blue containers, located in each building (except North and South Atwood), for the Recycling Program team to pick up. The Recycling Program team transports recycling from the designated blue containers to the green and yellow receptacles located in both Atwood Center (rear entrance, 1st floor) and Grant Hall (elevator access, 1st floor).

Recyclable items: plastics (numbers 1 & 2 only), aluminum, tin, and mixed paper. Cardboard can be recycled on-campus but is not picked up by our team and must be placed in the proper receptacles (behind Grant Hall and at the start of the Row).

Non-recyclable items: plastic bags, Plastic clam shells, glass, and cardboard from ready-to-eat food (pizza boxes, frozen meals, etc.).

Please contact Dining Services if you would like to join the Recycling Program team or have any questions about recycling at APU.

GEOGRAPHIC INFORMATION SYSTEM (GIS) LAB

ithelpdesk@alaskapacific.edu

Grant Hall

564-8350

Rooms 306-8: The GIS lab has 20 Windows computers. In addition to the standard installation of Microsoft Office software, the GIS lab includes ArcGIS software and limited copies of other advanced scientific software. The GIS lab is primarily used for APU classes and training sessions but serves as an open lab for student use the remainder of the time. Scanners and a variety of printing options are available for students and employees in the GIS lab. Hours of operation are posted before each semester and updated for breaks.

INFORMATION TECHNOLOGY (IT)

ithelpdesk@alaskapacific.edu

Grant Hall

564-8350

The Alaska Pacific University IT department supports APU-owned computers, printers, scanners, fax machines, phones, copiers, and the entire APU network. IT collaborates with the Academic Support Center (ASC) to evaluate existing and emerging technologies, and to provide technology tools, training, and leadership for APU students and employees. Wireless internet is available throughout all of campus. Students and employees can connect to the wireless network using their current APU login username and password.

IT Department hours of operation: Monday - Friday, 8:00 - 5:00 pm

Student ID Cards: The IT department is where students will get their photo ID. The student ID is needed for entry to on-campus housing in North Atwood and Segelhorst. Students need a current APU ID to access both the People Mover bus system and the APU/UAA Consortium Library.

Email communication: All enrolled students and employees have an APU email account. It is important that students routinely check their email.

KELLOGG CAMPUS

746-2714

Palmer, AK

The Kellogg Campus is a 900-acre working farm in the Matanuska Valley, 40 miles north of Anchorage. In 1973, the land was given in trust to Alaska Methodist University by its owner, V. Louise Kellogg, a Board of Trustees member.

APU programs on the Kellogg campus currently include an organic vegetable farm, a homeschool support program, and the Master of Science degree in Outdoor and Environmental Education program. Portions of the Kellogg campus are also leased to a local hay farmer.

The Kellogg campus welcomes student groups or individuals to visit, volunteer, or simply enjoy this beautiful property. During farm production months (May - Sep) the Kellogg campus can pre-arrange volunteer opportunities or student projects on the farm or at our Anchorage-based farm stand. APU students can also reserve space for student groups to hold meetings, retreats, or recreational events.

OUTDOOR PROGRAMS (OP)

Atwood Center (basement)

op@alaskapacific.edu

Learn to sea kayak, stand up paddle board, fat tire bike, ice climb, rock climb, and ski with Alaska Pacific University's Outdoor Programs. OP is the on-campus resource for all things outdoors. If you have a group of students or employees that have an adventure in mind, lets plan it! Outdoor adventures, training sessions and workshops, and equipment rentals are offered for a reduced fee to APU students and employees.

Fitness Center 564-8308

The OP fitness center includes both cardio and strength training machines. Call to find out about hours of operation.

Indoor Climbing Wall 564-8308

The Lynn Salerno Climbing Wall at APU is free for students and employees. Lessons, formal classes, and reservations are available upon request. Climbing shoe rentals are provided.

Gear Room 564-8614

OP equipment rentals include: inflatable kayaks, stand up paddleboards, fat tire bikes, camping gear, skis, snowshoes, and much more. Equipment rentals should be picked up from and returned to the OP Gear Room. Equipment rental terms and fees are listed on the website.

RECREATION PROGRAMS

moseleysportscenter@alaskapacific.edu

Moseley Sports Center

564-8314

Recreation Programs at Alaska Pacific University includes a comprehensive lineup of fitness, aquatic, and recreational and wellness activities. Most services are provided at no charge or at reduced rates for APU students, employees, and alumni.

Recreational facilities at the Moseley Sports Center include a 25-yard swimming pool, full court gymnasium, and a yoga studio room.

Recreation Programs maintains the Jim Mahaffey trail system on-campus, which consists of five kilometers of groomed cross-country ski trails. This trail system connects with the Municipality of Anchorage trail system providing trail access to downtown Anchorage, the ocean, and mountains. This trail system is accessible year-round and is primarily used by runners, walkers, and bikers during summer months.

Stop by the Moseley Sports Center for trail maps and the most current schedule of programs, events, and hours of operation.

Student employment opportunities at the Moseley Sports Center include: front desk monitor, ski trail groomer, assistant pool technician, lifeguard, swim instructor, and intramural aid.

STUDENT HEALTH CLINIC

3900 Ambassador Dr. (3rd floor)

Clinic hours of operation: Monday - Friday, 8:00 - 5:00 pm
729-1500

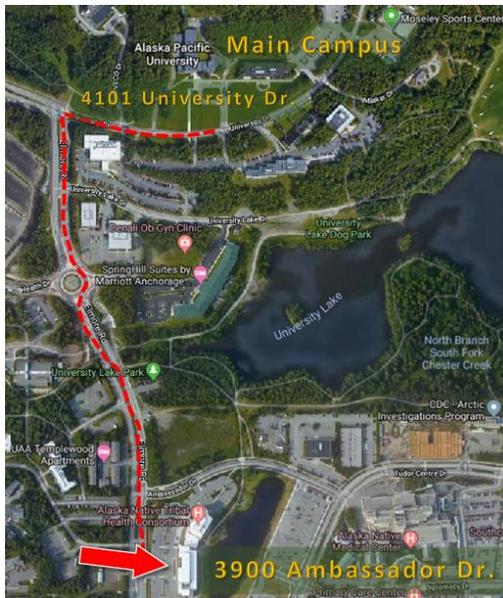
Current Alaska Pacific University students paying the APU Wellness Fee are eligible to receive basic primary care services at the Alaska Native Medical Center Internal Medicine Clinic. The Clinic is staffed with Nurse Practitioners and Internal Medicine physicians.

Students must show their current APU ID at the front desk of the Clinic upon arrival.

Services provided to current APU students include:

- Immunizations
- Contraceptive counseling
- Tuberculosis (TB) screening
- Treatment for minor illness and injury
- Women's and men's health appointments
- Routine and pre-participation physical exams
- Sexually Transmitted Infection (STI) screening and treatment
- Stable chronic disease management (i.e. asthma, diabetes, hypertension)

The cost of ancillary services, such as laboratory tests, imaging services, pharmacy items, elective surgical procedures, and services provided outside the internal medicine clinic for which students may be referred, are not included. Below is a map of APU's Main Campus and the directions to the Student Health Clinic on the ANTHC Campus. The building indicated by the red arrow is the Alaska Native Medical Center Internal Medicine Clinic and the Student Health Clinic is located on the 3rd Floor of this building.



Policies and Procedures

The following section provides descriptions of policies and procedures that pertain to student life at Alaska Pacific University. These descriptions are meant to highlight policies and procedures that are most relevant to students, this is not a comprehensive list of all policies and procedures at Alaska Pacific University.

Information regarding courses, registration, and other academic policies and procedures can be found in the Academic Catalog.

ACADEMIC INTEGRITY & PLAGIARISM

Grant Hall

Provost's Office: 564-8261

Academic Integrity is the term used to refer to some of the most important values of the Alaska Pacific University community. APU holds high standards and expectations for the quality and honesty of our work and for the work of other members of the academic community. APU community members 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 APU and respect for the value of the qualifications we gain from it are earned and maintained through the integrity of our work.

Plagiarism and Cheating

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

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 Academic Integrity Policy. 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 Academic Integrity Policy. 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
4. Assign a grade of F or zero on the assignment
5. Assign a final grade penalty for the course
6. Assign a failing grade for the course
7. Refer the matter to the Provost

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 Provost 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 the following:

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 Provost

Provost's Role in an Appeal: As soon as practical, the Provost will convene a meeting to hear the appeal and 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 Institute Director 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 information, the Provost will either sustain or deny the appeal. The Provost'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 Provost will not impose a more severe sanction than the one recommended by the instructor, unless such severe sanction is deemed appropriate by the Provost based on documented repeated violations by that student.

ACCEPTABLE USE

ithelpdesk@alaskapacific.edu

Grant Hall

564-8350

The use of Alaska Pacific University's electronic communication systems and equipment is a revocable privilege. By using or accessing the APU Network, users agree to comply with the Acceptable Use Policy for Computers and Networks and other applicable APU policies. Using and/or accessing the APU Network resources without proper authorization is strictly prohibited.

The APU Network should be used to support education, research, administrative purposes, and other uses related to these including personal communication.

ACCESS & RELEASE OF STUDENT INFORMATION

Carr-Gottstein

regoff@alaskapacific.edu
Registrar's Office: 564-8210

Annually, Alaska Pacific University informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings, and to submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory.

Students have the right to file complaints with the Family Educational Rights and Privacy Act Office of the Department of Education in Washington, D.C., concerning alleged failures by the University to comply with the act.

Written complaints should be directed to:
Family Educational Rights and Privacy Act Office,
Department of Education,
Switzer Building, Room 4074, Washington, D.C. 20202

ALCOHOL & DRUG USE

Atwood Center

Dean of Students Office: 564-8287
Campus Safety: 564-8888

Alaska Pacific University recognizes that alcohol and illegal drug dependence create serious health and public safety issues. The abuse of alcohol can contribute to incidents of violence, sexual assault, vehicle collisions, vandalism, and other risky behaviors that may lead to injury or death.

Community Resources for Drug and Alcohol Abuse:
Poison Control (800) 222-1222
STAR Rape Crises Line (907) 276-7273
Alcoholics Anonymous (907) 272-2312
Narcotics Anonymous (907) 277-5483

Alcohol and Drug Treatment Facility Resources:

North Star Behavioral Health System (907) 258-7575
Salvation Army, Clitheroe Center (907) 276-2898

APU is committed to providing a learning and residential environment that supports the intellectual and personal development, safety, and welfare of all students and employees.

Rules Governing Alcohol at APU

- The possession, serving, consumption, or selling of alcohol to people over the legal age of 21 is prohibited on campus without the written permission of the President of APU.
- Being intoxicated on campus is prohibited.
- Drinking on campus by people under the legal age of 21 is prohibited.
- Serving alcohol to or buying alcohol for people under the legal age of 21 is prohibited 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 of 21 is prohibited at off-campus APU events without the written permission of the President of APU.

How to Initiate a Permitted Alcohol Event

A recognized student club 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 APU and prevent the violation of state, federal, and municipal 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/absence of underage students and employees
- Alcohol quantity and quality limitations
- Alcohol server qualifications
- Secure storage of alcohol before, during, and after the event

- Safety considerations applicable to the event such as transportation to and from the event and environmental conditions

Intoxication on Campus

Students identified by APU officials to be under the influence of alcohol on campus violate the APU Alcohol policy whether the substance(s) were consumed on or off campus. Indications of being intoxicated include but are not limited to:

- Individuals who are stumbling or incoherent
- Individuals who are driving a vehicle erratically
- Individuals or groups that are abnormally and obnoxiously loud
- Individuals who are passed out, ill, or require medical attention due to alcohol consumption

Determining Consequences for Alcohol Violations

The Student Conduct System is designed to ensure that disciplinary matters are handled fairly and in ways that uphold 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 their designee organizes a meeting with the student(s) involved. These meetings are not legal proceedings, but an opportunity for the student(s) to present information relevant to allegations included in the incident report.

APU employees, including resident advisors (RAs), are authorized to investigate an incident possibly involving alcohol on campus. Cooperation is expected from all parties involved. Hostile or threatening behavior towards APU employees responding to such incidents will be taken into consideration during the student's judicial process.

The Dean of Students or their designee is responsible for overseeing sanctions imposed for violating the rules governing alcohol at APU. See Appeals Board for the appeals process.

APU community members are encouraged 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 perform risky activities while intoxicated can lead to serious injuries or death. Call the RA cellphone (244-7955) or Campus Safety (564-8888) if there are concerns about a person being dangerously intoxicated on campus.

Drug Free Campus

In accordance with the Drug-Free Workplace Act of 1988, Alaska Pacific University prohibits the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substances or drugs not medically authorized on APU property or at any APU sponsored function, whether on or off-campus.

APPEALS BOARD

Atwood Center

Dean of Students Office: 564-8287

Students have 15 business days to appeal sanctions to the Alaska Pacific University Appeals Board. Unless otherwise agreed in writing by the Dean of Students Office, sanctions begin immediately while the appeals process proceeds. Appeals of sanctions are to be submitted in writing to the Dean of Students Office, and include a specific, recognized basis for the appeal.

Criteria of the appeal must include one or more of the following reasons:

- New relevant evidence not previously available
- A flawed disciplinary process
- An excessive disciplinary punishment

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

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 faculty, staff, and student body 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 Appeals Board and the Dean of Students cannot reach an agreement, the case can be referred to the President of APU or their designee for a final decision

DOGS ON CAMPUS

Atwood Center

Dean of Students Office: 564-8287

Policy Overview

Pets can pose a threat to the health and safety of the campus community, as well as to a healthful educational environment (through allergy, excessive noise, waste, animal bites, and disease transmission via fleas, ticks, parasites, viruses, bacteria, etc.). Pets on campus can also be destructive, causing damage to grounds, buildings, and property.

APU prohibits pets inside APU-controlled buildings, except for those animals that are exempted from this policy. Any person who walks a pet on APU-grounds shall be responsible for the behavior and actions of the pet, health and safety of individuals in proximity of the animal, and the health and cleanliness of the campus environment. To this end, the prompt collection and disposal of animal waste is required, and all pets must be attended and leashed at all times.

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

- Dogs on campus must be leashed at all times
- Owners need to clean up after their dogs

- Dogs are prohibited in campus buildings unless the dog is a certified service animal or an approved emotional support animal
- Dog exclusion areas may be posted surrounding University Lake, the APU soccer fields, and selected campus trails

EQUAL OPPORTUNITY & NONDISCRIMINATION POLICY

Carr-Gottstein

regoff@alaskapacific.edu

Registrar's Office: 564-8210

Alaska Pacific University is committed to providing equal opportunity in employment, activities, and its academic programs. 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. 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.

Discrimination is strictly prohibited by APU and will not be tolerated. Treating a student or employee differently in the terms or conditions of their 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.

The Student Grievance Procedure is designed to assist students who have a complaint with an APU 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

Procedure

1. An aggrieved student must first attempt to resolve all complaints informally with the APU employee directly involved in the action.
2. 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(s) 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
3. 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 their authorized

representative will convene a meeting of the APU Appeals Board. Within five working days, after the grievance is referred to the President, the President or their 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 APU Appeals Board will issue a final decision within 30 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.

TITLE IX & HARRASSMENT

Title IX Coordinator: 564-8890

Grant Hall

Title IX Deputy: 564-8299

Atwood Center

Alaska Pacific University has trained staff members to respond to concerns in all areas described herein. 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 APU 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. APU prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, and all other forms of nonconsensual sexual conduct.

This policy applies to all members of APU including students and employees. Enforcement of this policy and reports of violations are to be fairly and impartially expedited by the Title IX Coordinator or

Title IX Deputy. The expectation is that all members of the APU community are participants and bear a shared responsibility for upholding these standards.

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.

Reporting

Students who believe they have been subjected to harassment, including sexual violence, should report the concern to one of the following people on campus.

Stephanie Harrod: Title IX Coordinator
(907) 564-8890
sharrod@alaskapacific.edu

Grant Hall

Manda Hill: Title IX Deputy
(907) 564-8299
ahill@alaskapacific.edu

Atwood Center

Students can also report the concern to the United States Department of Education Office for Civil Rights at:

U.S. Department of Education Office of Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202

Additionally, a misconduct report can be made anonymously by calling the Campus Conduct Hotline at (866) 943-5787. Students should be aware that anonymous reports of sexual misconduct may not remain completely anonymous due to the gravity of sexual misconduct involving students. Every effort will be made to maintain confidentiality, but an inquiry or investigation cannot be initiated without knowledge of the identity of the parties involved.

Reporting Obligations

When a report is filed, APU will initiate a preliminary inquiry to determine if a sexual misconduct violation has occurred. Should this initial work reveal a potential sexual misconduct violation, a thorough and impartial investigation will be conducted. APU administrators are required by federal law to issue timely warnings to the APU community about sexual violence incidents when there is reason to believe substantial threat exists to the APU community. APU will limit information about people filing the report to protect their identity while also attending to the health and safety interests of the larger community.

Should the investigation lead to conclude that a different misconduct occurred, APU will implement remedies to end the behavior, prevent its recurrence, and alleviate the impacts.

Retaliation

This policy prohibits retaliation against any party or the violation of interim measures. Retaliation includes acts, words, or attempts to seek retribution or take action against a person because of that person's good faith participation in the reporting, investigation, or resolution of an alleged violation of this policy. Retaliation may include intimidation, threats, coercion, or adverse educational or employment actions. A good faith pursuit by either party of civil, criminal, or other legal action does not constitute retaliation. Interim measures are those services, accommodations, agreements, and arrangements that APU secures for complainants or respondents after receiving notice of alleged violations of policy, but before any final outcomes have been determined. Failure to comply with interim measures is a violation of this policy.

Title IX Investigation Timeline

In cases without significant complications such as police investigations and legal interventions, Title IX investigations adhere to the following timeline:

1. **Event reported:** Within 48 hours of an incident being reported to the Title IX Coordinator or Title IX Deputy, the report will be assessed and assigned to the appropriate trained employee.
2. **Investigations commence:** If the report is determined to be a potential case of discrimination, sexual harassment, or

incidents of sexual violence, an investigation will commence as per processes outlined in the corresponding handbook. This determination will commence within five working days of the initial report.

3. **Investigations conclude:** Investigations will be completed within 60 days of the initial reporting. Upon completion of the investigation, all parties involved will be notified of the conclusions.
4. **Corrective actions taken:** The Dean of Students shares the 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. In cases where allegations are identified as having merit, the Dean of Students will facilitate appropriate actions to remedy the situation and attempt to assure that no further incidents will occur. These actions may include disciplinary sanctions such as removal from on-campus housing, suspension, or expulsion.
5. **Appeals:** Appeals must be filed within 15 business days.
6. **Appeal decisions:** Administrators or committees responsible for the handling of appeals have 15 business days to complete their review and reach a decision. Reference Appeals Board (Page 35).

Sexual Misconduct

APU students, employees, guests, and other members of the APU community have a right to be free from any form of sexual harassment or sexual violence. Should an allegation of sexual misconduct be brought to APU officials and a policy violation found, disciplinary actions will be implemented to ensure that the behavior is not repeated. If you are sexually assaulted, you should seek medical and psychological help as soon as possible.

Resources for addressing Sexual Harassment:

Title IX Coordinator	(907) 564-8890
Title IX Deputy	(907) 564-8299
Campus Conduct Hotline	(866) 943-5787
Anchorage Police Department	(907) 786-8500
Standing Together Against Rape (S.T.A.R.) 24-hour Rape Crises Line	(907) 276-7273

Policy Definitions

Sexual Consent

Consent is a clear and unambiguous agreement, expressed outwardly through mutually understandable words and/or actions, to engage in a particular activity. Consent must be given voluntarily and cannot be obtained through coercion or force. An incapacitated person is unable to give consent. Coercion, force, and incapacitation are defined in subsequent sections.

Consent is not to be inferred from silence, passivity, or lack of resistance. Relying on non-verbal communication alone may not be sufficient to ascertain consent. A person under the age of sixteen cannot consent to sexual activity of any kind. Consent is not to be inferred from an existing or previous intimate relationship.

Consent to engage in one sexual activity is not consent to engage in a different sexual activity or to engage in the same sexual activity on a later occasion. Consent must be given at the time of the sexual activity.

Consent to engage in sexual activity with one person is not consent to engage in sexual activity with any other person. Consent cannot be conveyed by a third party but must be communicated between participants.

Consent must be on-going and may be withdrawn by any party at any point. Once consent is withdrawn, the sexual activity must cease immediately.

Sexual Coercion

Coercion is conduct that would reasonably place an individual in fear and is employed to compel someone to engage in sexual activity. Coercion includes, but is not limited to, intimidation and expressed or implied threats of physical, emotional, reputational, academic or financial harm to any person. The intentional use of alcohol or other drugs to render a person incapacitated also constitutes coercion.

Sexual Force

Force is the use or threat of physical violence or intimidation to compel someone to engage in sexual activity.

Incapacitation

Incapacitation constitutes a state in which a person can no longer adequately process information to make an informed, reasoned judgment. Incapacitation may result from the consumption of alcohol or other drugs. In addition, a person is incapacitated and cannot consent if that person is asleep, seriously ill, unconscious, intermittently conscious, or physically or mentally unable to make informed, reasoned judgments. Incapacitation will be determined on a case-by-case basis.

Types of Sexual Misconduct

Sexual misconduct includes sexual harassment, sexual assault, intimate partner violence, stalking, and sexual exploitation as well as other misconduct of a sexual nature.

Sexual Harassment

Sexual harassment includes "hostile environment" harassment and "quid pro quo" harassment.

Hostile Environment Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment if such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with a person's university education, employment, or activities.

Quid Pro Quo Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment if submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in university activities. This is referred to as "quid pro quo" harassment.

When sexual harassment occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Unwelcome Sexual Contact

Sexual assault is any type of sexual contact or behavior that occurs by force or without the consent of the recipient of the unwanted sexual activity. Sexual assault includes rape as well as other forms of sexual assault. Rape is the non-consensual penetration of any orifice with any object. Other forms of sexual assault include attempted rape, fondling, and other physical sexual activity that occurs without consent.

When sexual assault occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Intimate Partner Violence

Intimate partner violence, also known as domestic violence or dating violence, is defined as an act or pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over another intimate partner. Not all intimate partner violence is sexual in nature, but sexual misconduct and intimate partner violence can overlap.

Stalking

Stalking is the repetitive and/or menacing pursuit, following, and/or harassment of a person which interferes with that person's well-being and safety or the well-being and safety of that person's family, friends and/or associates. Stalking and harassment may also occur digitally through cell phones, the internet, social media platforms, or other technology. Not all stalking is sexual in nature.

When stalking occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Sexual Exploitation

Sexual exploitation may include allowing third parties to observe private sexual activity without consent, engaging in voyeurism (watching private sexual activity without consent or viewing another person's intimate parts in a place where that person has a reasonable expectation of privacy), recording, disseminating, or

transmitting private sexual images or sounds without consent, and prostituting another person.

When sexual exploitation occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Other Sexual Misconduct

Any sexual behavior that could reasonably be expected to inflict unwanted harm upon another member of the campus community may fall under the category of sexual misconduct. Other sexual misconduct includes unwanted physical contact, touching oneself sexually for others to view without their consent, and knowingly exposing another person to a sexually transmitted infection or virus without that person's knowledge.

When such behavior occurs within the context of a sexual and/or intimate relationship, it may constitute intimate partner violence.

Workplace 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) APU has an interest 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. APU allows community members to make private choices in personal relationships as long as those alliances do not affect the ability of APU to accomplish its goals and enforce 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, anyone involved 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 requires transparency and self-reporting or disciplinary action can result.

ONLINE COMMUNICATION & PUBLIC ACCESS

Atwood Center

Dean of Students Office: 564-8287

Communications through online forums such as Facebook, Snap Chat, Twitter, and Instagram 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, videos, 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, emails, Facebook messages or comments, and other electronic forms of communication.

Students should be aware that the internet is considered a public forum and information posted on the internet can be viewed by anyone.

SMOKE & TOBACCO FREE CAMPUS

Atwood Center

Dean of Students Office: 564-8287

Alaska Pacific University is a smoke and tobacco free campus. This applies to the use of all tobacco and tobacco-related products. Tobacco and smoking-related products are prohibited within all APU property, buildings, and vehicles. Littering an area with tobacco-related or smoking-related products, or the remains of, is also prohibited.

The Smoke and Tobacco-Free policy applies to all APU events, events held on APU property, and applies to all students, employees, volunteers, customers, vendors, contractors, guests, and visitors. There are few exclusions to this policy.

A person wishing to use tobacco or tobacco-related products may do so in their personally owned vehicle parked or being driven onto campus, on public sidewalks or public right-of-way that border APU campus, or using a non-combustion nicotine product, such as patches or gum. The use of tobacco or tobacco-related products needed for academic research may be allowed but must be approved through the Provosts Office in advance.

STUDENT CONDUCT CODE & SYSTEM
Dean of Students Office: 564-8287

Atwood Center

Student Rights and Responsibilities

- Within the basic philosophies, goals, and guidelines of APU, students shall have the right to pursue educational, recreational, social, cultural, and residential activities.
- Students shall have the right to a campus environment characterized by safety and order.
- Students shall have the right to organize and join associations to promote interests held in common with other students.
- Students shall have the right to services of the faculty, administrative offices, and counseling agents of APU.
- Students shall have the right to fair and impartial academic evaluations
- Students shall have the right to have APU maintain and protect the confidential status of their personal and academic records as set forth in the Family Educational Rights to Privacy Act (FERPA).
- Students shall have the right to participate through representatives in the formulation of regulations affecting student affairs.
- Students 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.
- Students shall have the right not to be discriminated against 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.

Student Conduct Code

- Students are responsible for complying with APU rules, regulations, and policies; as well as municipal, state and federal laws.
- Students are responsible for conducting in a way that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual are respected.
- Violation of municipal, state or federal laws 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 examples of prohibited conduct that may lead to disciplinary sanctions:

- Trespassing on APU property including accessing buildings or facilities without authorization. This includes the unauthorized possession, duplication, or use of APU keys or access cards.
- Misconduct involving a vehicle that may include driving above speed limits, negligent driving, the unauthorized use of APU vehicles, and parking in unauthorized locations.
- Refusal by any person while on APU property, to comply with an order of the appropriate authorized official(s), to leave such premises because of conduct constituting a danger to personal safety and/or property.
- Sexual misconduct including rape, sexual assault, sexual abuse, harassment, exploitation and/or coercive sexual behavior, inducing incapacitation with the intention of sexual assault or rape.
- Misconduct that directly and significantly interferes with the APU'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.

- 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.
- Misuse or illegal use of APU computer, telephone, network and software resources including hacking, identity theft, harassment, and the unauthorized commercial use of APU owned infrastructure. The installation and use of non-APU owned or licensed software on APU computers requires the prior approval of the IT Department.

Student Conduct System

APU has a strong commitment to creating an educational environment that encourages the development of personal character. 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. Students have the right to bring charges against individuals who they believe are in violation of the Student Conduct Code. Judicial hearings 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. The following elements comprise the system.

Administration: The Dean of Students Office, or their designee, 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 Provost. Any member of the Dean of Students Office or other members of the APU community may file an incident report alleging a violation of the Student Conduct Code.

The Student(s) charged with Student Conduct Code violations can expect the following:

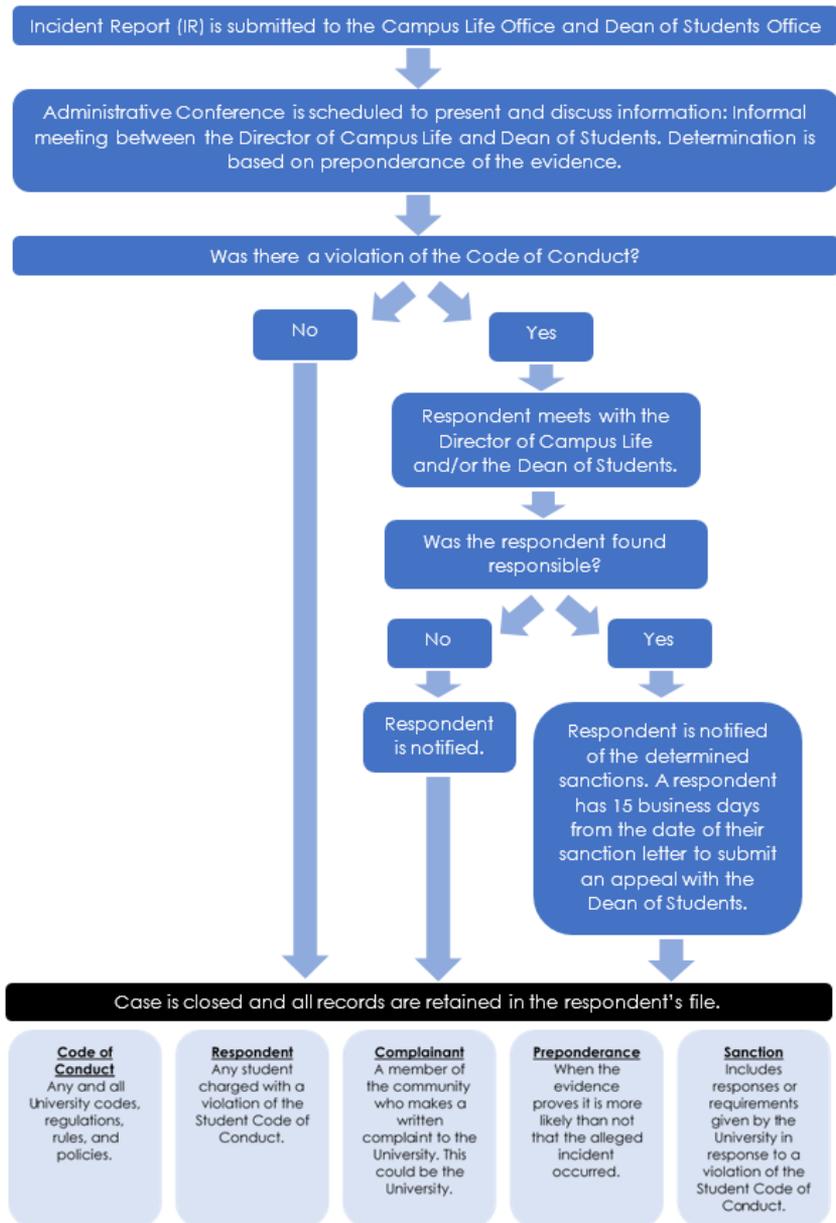
- The student(s) charged will be advised in writing of the allegations, the Student Conduct Code elements alleged

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 APU Appeals Board.
- Disciplinary Process: The Dean of Students Office, or their designee, 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 advanced 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 of Students, or their designee, will decide.
- In cases where a Student Conduct Code violation has occurred, disciplinary actions are decided by the Dean of Students Office, or their designee.
- The Dean of Students Office, or their designee, informs the student(s) in writing regarding the outcome of the process.
- Disciplinary Actions: The Dean of Students, or their designee, is responsible for overseeing sanctions imposed in disciplinary situations.

The following are examples of sanctions that may be imposed for Student Conduct Code violations: Warning, Disciplinary Reprimand, Monetary Sanction, Educational Sanction, Disciplinary Probation, Suspension from Residence, Suspension from APU, or Dismissal.

Code of Conduct Violation Flowchart



In compliance with the Americans with Disabilities Act of 1990, institutions that receive federal funding are required to allow the use of service animals on college campuses in order to provide equal access to programs, activities, and services. Under this policy, Alaska Pacific University allows service animals in all buildings, including residence halls and dining areas, as well as at activities and events when the service animal is accompanied on campus by individuals with a disability.

Use of Service Animals on Campus

It is encouraged that students who need the assistance of a service animal on campus register with Disability Support Services. By doing so, students will be able to:

- Document their need for a reasonable accommodation
- Receive a final accommodation letter to provide their instructors with at the beginning of each semester

Use of Service Animals in Residence Halls

Campus Life has modified the "Dogs on Campus" policy in the residence halls to accommodate the use of service animals and emotional support animals by students with disabilities.

It is a violation of the Campus Life Handbook for a student to commit, attempt to commit, aid, encourage, facilitate or solicit the commission of any of the following: Violation of any duly promulgated University Housing Policy; possess pets of any kind within APU housing, except officially approved service animals or emotional support animals.

Control Requirements

If an animal is not being controlled properly it ceases to provide a service and a student may be asked to remove the animal from APU at the discretion of Campus Life or the Dean of Students.

Therefore, the following guidelines for service and emotional support animals are being set forth by APU to ensure that the animal does not engage in behavior that would be a direct threat to the health and safety of others. If the service or emotional

support animal's behavior is disruptive, aggressive or destructive, the student will be held responsible and may be asked to remove the animal from campus.

Guidelines

- Please see Campus Life's individual species contracts for full requirements and policies.
- Animals must be in good health and well-groomed.
- Animals must be properly vaccinated; vaccinations must be kept current.
- Animals must be registered each year with the Municipality of Anchorage.
- Proper documentation of vaccination and registration must be provided to the Director of Campus Life, every academic year.
- Animals must be on a leash at all times.
- Animals must be controlled by handler/student at all times.
- External kennels are not permitted for any animal.
- Service animals must be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal.
- Service animals and emotional support animals cannot be left under the supervisory care of any individual on campus except for the owner.
- Emotional support animals may never leave a student's room, unless it is to relieve the animal, or in case of a building emergency.
- Service animals are encouraged to wear a service vest at all times in public areas.
- Emotional Support Animals are not allowed in suites/bedrooms, except for those belonging to the owner.
- Only the owner can care for an animal. Animals may not be left with other students while the owner is off-campus or away from the animal.
- Animals may not be left alone overnight or for a period of time greater than eight consecutive hours.
- Owners must clean up after their animal. Animals will use pre-approved relief areas, and waste will be disposed of in proper, pre-approved locations.
- Service animals are allowed in designated suites, common areas, and public areas, including the dining hall. However,

the service animal may not be in a food preparation area without prior consent from the Director of Dining Services and the Director of Human Resources.

- For emergency purposes, Campus Life will place a picture of registered animals on the suite door and main building doors, identifying that a service or emotional support animal lives in the building/room.
- Animals must not be disruptive to the residence hall community. This includes behavior such as an animal barking or making noise that can be heard outside of the owner's room, an owner failing to dispose of waste properly, or an owner housing the animal in unclean conditions.

Relief Areas

Students who own service animals or emotional support animals must meet with the Director of Campus Life or DSS Coordinator to discuss procedures for identifying proper waste disposal areas on campus. The student is ultimately responsible for the cleanliness, grooming and health of the service animal or emotional support animal and must take responsibility for the proper disposal of all waste.

The default area for any animal relief is the tree line at the edge of the woods. Animal waste must be disposed of in dumpsters or specified trash receptacles. Office, suite, and common area trash receptacles are not to be used as animal waste disposals.

Failure to Comply

Violation of these regulations may result in confiscation of the animal and/or administrative or disciplinary action to the owner. The owner may be asked to permanently move their animal off-campus.

Unattended or Unrestrained Animals

When an animal is not restrained or not attended, a reasonable attempt will be made to locate the animal's owner. If attempts to find the animal's owner are unsuccessful, Campus Life will contact the City of Anchorage Animal Control which will remove the animal from APU property. An animal is restrained or attended when it is in the immediate vicinity of an owner, and either on a

leash of six feet or shorter, in a cage/carrier, or, in the case of a certified Service Animal, or voice-controlled by a person competent to govern the behavior of the animal. To be considered attended, animals cannot be left fastened to a stationary object.

Damage to APU Property

APU will seek restitution for any animal-related damage to APU-controlled property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage, or the host of a non-APU guest.

To Report a Violation

To report a violation of this policy, contact the Director of Campus Life or the Dean of Students.

Appeals Process

If a student is asked to remove a service or emotional support animal from the residence halls, the owner of the animal may file an appeal and request a review of the alleged violation to the policy. The procedure for appeals can be found under the Appeals Board section in this Handbook.

Definitions

Pet - Any privately-owned animal, reptile, bird, or fish.

Service Animal - A dog or miniature horse medically prescribed and individually trained to do work or perform tasks for the benefit of a person with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or retrieving dropped items.

Emotional Support Animal - A companion animal which provides therapeutic benefit, such as alleviating or mitigating some symptoms of the disability, to an individual with a mental or psychiatric disability.

APU-controlled Property - Property that is owned, operated, or maintained by the University.

STUDENT SERVICE FEES

Atwood Center

Dean of Students Office: 564-8287

The following descriptions are meant to highlight some fees that are relevant to student life at Alaska Pacific University. Please note that this is not a comprehensive list of all student fees that may be applied to a student account.

Resident Activity Programmer (RAP)

The RAP fee was initiated by students and is used to supplement student programming for on-campus students. The \$50.00 fee is currently issued on a semesterly basis (excluding summer) to every on-campus student, regardless of credit load.

Student Association

The Student Association fee is issued on behalf of the student body government, Associated Students of Alaska Pacific University (ASAPU) and is used to fund projects, activities, and initiatives approved by ASAPU. The \$55.00 fee is currently issued on a semesterly basis (including summer) to every registered student, regardless of credit load.

Wellness

The Wellness fee is used to support on-campus services such as Counseling and Wellness Center sessions and off-campus services such as access to the Student Health Clinic. The fee is currently issued on a semesterly basis (excluding summer) to every registered student. The fee is \$150.00 for full time students and \$75.00 for part time students.

For information regarding the payment of student fees, contact the Student Accounts Office (564-8352, studentaccounts@alaskapacific.edu).

WEAPONS FREE CAMPUS

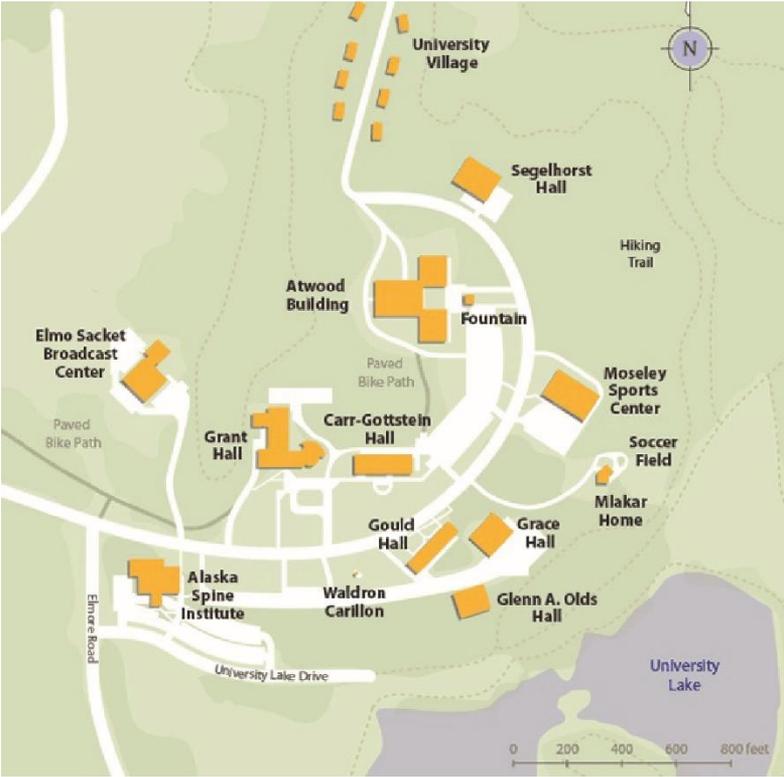
Atwood Center

Dean of Students Office: 564-8287

Alaska Pacific University seeks to maintain a safe educational environment for its students and employees. The Weapons policy applies to all persons physically present on or within APU property, including employees, students, visitors, contractors, and vendors.

No person, except on-duty law enforcement officers, may possess weapons on-campus. Weapons may include, but are not limited to: guns, pellet guns, ammunition, explosives, fireworks, Air Soft guns, bow and arrows, machetes, martial arts weapons, knives with folding blades over six inches (kitchen knives exempt), or similar devices.

Campus Map



Campus Phone Directory

Academic Support Center (ASC)	564-8280
Admissions	564-8248
ASAPU (Student Government)	564-8283
Base Camp (Campus Store)	564-8269
Campus Life	564-8299
Campus Safety	564-8888
Chaplain	564-8355
Climbing Wall / Weight Room	564-8308
Conferencing & Events	564-8323
Consortium Library (APU/UAA)	786-1848
Counseling and Wellness Center	744-4488
Dean of Students	564-8287
Development Office	564-8250
Dining Services	564-8230
Disability Support Services	564-8287
Facilities and Maintenance	564-8320
Financial Aid	564-8342
Human Resources	564-8265
Information Technology Help Desk	564-8350
Institute of Business and Public Policy	564-8234
Institute of Culture and Environment	564-8291
Institute of Health and Wellness	564-8225
Kellogg Farm (Palmer, AK)	746-2714
Mailroom	564-8269
Moseley Sports Center	564-8314
Nordic Ski Center	564-8906
OP Gear Room	564-8614
Outdoor Programs	564-8308
President's Office	564-8220
Provost's Office	564-8261
Registrar's Office	564-8210
Student Accounts	564-8352
Student Activities	564-8238
Financial Aid	564-8341
Student Health Clinic	729-1500
Student Success Specialist	564-8909