

2021-2022

Student Handbook



PC Adeline Wright – Expedition Mountaineering 2021

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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 the 2021-2022 Academic Year here at Alaska Pacific University. We are very happy to see our new and returning students back in classes. I know that for many of us, the past year was tumultuous and unpredictable. Despite all the changes, the students, staff, and faculty at APU proved to be resilient. This upcoming academic year will likely hold new difficulties, but if history serves, I am confident that our community will persevere and thrive.

How can I be so certain? It is because I know that APU is focused on being student-centered and solution oriented. Together we work hard to create a welcoming and engaging learning community across campus, whether it be for virtual classes or traditional in-person classes. APU students are curious, seek out challenges, and look to create opportunities for themselves and others. The students of APU are its greatest asset. That is not to say that attending class, writing papers, and taking tests will be easy. However, in no other time in your life will you have more people helping you succeed as a student. APU provides a host of advisors and mentors who can point you in the right direction or lend a helping hand. The hard days and tough assignments will present themselves, but I implore you to meet these head on. By doing so, you will expand your skills and capabilities.

I am sure you will find that APU is an inclusive and caring place, but it is important to remember that the university community is also here to help you to think in different ways, ponder new ideas. It is likely that you will meet many people who come from various backgrounds with different ways of thinking about the world. I encourage you to engage in dialog and learn from one another. Furthermore, if you find yourself faced with the opportunity to step outside your comfort zone, I hope you will take that leap and try something new. Even if you are a returning student, there are so many new experiences lying in wait for you. Whether it is learning to cross-country ski or build a kayak by hand, the tools are here for you to work with; you just have to pick them up.

As members of the community, we hope you will take pride in Alaska Pacific University and are inspired to add something of yourself to this special place and make it your own.

Sincerely,

Benjamin Hahn
Dean of Students



To the Students of the 2021-2022 school year,

I am so excited you're here and am even more excited to represent all of you, again, in our student government, Associated Students of Alaska Pacific University (ASAPU). My name is Grace Schultz, a current senior undergrad MES major. This is my fourth year in ASAPU and my second serving as your president. ASAPU is here to provide representation for each class from our early honors program to graduate students. We consist of the class representatives and the executive board (President, VP, Secretary, and Treasurer). ASAPU is here to not only provide representation for students but also sponsor and help manage clubs, put on events each semester, and help to build and maintain a strong community! ASAPU also collaborates with People Mover public transportation to allow students free use of the Anchorage bus system. Simply present your current student ID card to the bus driver and you're set.

ASAPU is dedicated to students: hearing and amplifying their voices. This past year has pushed many of us further than we had ever imagined and I am so proud that we are now all able to come together safely. One of my main goals for this year is for ASAPU to help rebuild and connect students to each other. The community and spirit of APU is unmatched and I want to ensure that ASAPU does our part in bridging the gap between students who have experienced it and to those who may not have been given the same opportunity due to the pandemic.

As we transition back to school, it is important to remain mindful and conscious of our impact. It is vital we continue to take precautions to ensure a smooth year. As long as we work together, we can expect a fun filled year ahead. We hope to get back on the dance floor, see your smiling faces at Ground Theory coffee shop located in Grant Hall, and most importantly learn together in classes!

Your voice matters and we want to connect with you. ASAPU assembly members serve office hours throughout the year and we would love for you to come connect with us during them. Meetings can be arranged via our email ASAPU@alaskapacific.edu or you can stop by if you see us in the Student Leadership Center on the first floor of Atwood Center. Lastly, if you are interested in becoming a student leader or just want to get involved, we are having fall elections. Your email will be the best place to find out all things regarding ASAPU.

I cannot wait to see you all on campus and in classes!

All the best,

Grace Schultz
ASAPU President



Academic Resources

ACADEMIC CATALOG

Available online

catalog.alaskapacific.edu

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 current 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)

asc@alaskapacific.edu
(907) 564-8280

Atwood Center 201

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 on the door before each semester and updated for vacations and holidays.

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

advising@alaskapacific.edu
(907) 564-8329 or (907) 564-8967

Grant Hall 222 A-C

Undergraduate

All incoming undergraduate students at Alaska Pacific University are assigned to an academic advisor. The academic advisor will meet with the student to discuss the following topics:

- Course schedules and registration
- Foundational studies and degree requirements
- Transfer credit evaluations (if applicable)
- APU academic scheduling and policies such as dropping and withdrawing from courses
- Utilizing the APU catalog degree plans
- Navigation of the academic calendar and MyAPU online platform

Academic advisors will provide consistent, accurate, and up-to-date messaging and information. They will also assist with

connecting students to faculty and other staff for additional assistance.

After some time, each student will be assigned a faculty advisor to assist them with planning an efficient and logical path to graduation. This will include discussing course selection and providing assistance and support with practicums and senior projects.

Institute directors will assign faculty advisors to students and will connect them via APU e-mail. Students without faculty advisors are encouraged to contact their institute director.

Graduate

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

CAREER SERVICES

Grant Hall 222 D

careerservices@alaskapacific.edu

(907) 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 interviews, conducting a job search, networking, and resume writing. Job and career fairs and events are 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 RELATIONS

Carr-Gottstein 215

alumni@alaskapacific.edu

(907) 564-8250

In collaboration with Alumni volunteers, OASP coordinates the APU/AMU Alumni Association. The Alumni Association's vision is to strengthen APU's alumni community by fostering integrated communication and networking, and promoting the university for future generations.

Alumni can stay involved at APU by joining the Alumni Association, serving on the Association Board, contributing to the APU/AMU Alumni Scholarship Fund, or participating in a variety of opportunities hosted by the Office of Alumni Relations.

ADVANCEMENT AND SPONSORED PROGRAMS

Carr-Gottstein 217

advancement@alaskapacific.edu

(907) 564-8346

The Office of Advancement and Sponsored Programs (OASP) at Alaska Pacific University houses the staff connected with fundraising and donor relations to advance the mission of the university. The Office of Advancement also houses the External Affairs director, Grants and Sponsored Programs staff, Marketing & Communications, 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.

CONSORTIUM LIBRARY
consortiumlibrary.org
(907) 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 106

regoff@alaskapacific.edu
Registrar's Office: (907) 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.

PROVOST'S OFFICE

provost@alaskapacific.edu
(907) 564-8261

Grant Hall 101

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 106

regoff@alaskapacific.edu

Registrar's Office: (907) 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 106

Financial Aid (907) 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, and 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 (907) 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 for paid or unpaid balances. 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
regoff@alaskapacific.edu
Registrar's Office: (907) 564-8210

Carr-Gottstein 106

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

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

For students requesting official transcripts outside of Parchment, the fee is \$15.

Campus Resources

ASSOCIATED STUDENTS OF APU (ASAPU) Atwood Center 119

ASAPU@alaskapacific.edu

Student Leadership Center: (907) 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.

GROUND THEORY (Campus Store and Coffee Cart) Grant Hall 111
groundtheory@alaskapacific.edu
(907) 564-8218

The APU campus store is located on the first floor of Grant Hall near the front entrance. The Ground Theory Coffee Cart is located inside the campus store. Alaska Pacific University's Campus Store is stocked with this year's official school apparel and accessories.

MAILROOM Grant Hall 111
mailroom@alaskapacific.edu
(907) 564-8218

APU has its own mailroom, located in the Campus Store, and each student is assigned a mailbox. Students are welcome to ship personal belongings prior to their arrival. To mail items in advance, please use the following address:

STUDENT'S NAME
C/O APU CAMPUS LIFE
4101 UNIVERSITY DR.
ANCHORAGE, AK 99508

Any student registered for classes and living on campus may request a mailbox for their personal use. The mailroom staff reserves the right to refuse or revoke box privileges to any box holder if they suspect a violation of University policy or state or federal law. A Mailbox Request Form from the mailroom must be filled out in order to receive a mailbox. An APU student ID must accompany the student when applying for a mailbox.

Sent and received packages may not contain any of the prohibited items listed on poster 138 of the United States Postal Service or in the DMM 601.10 guidelines. Mailroom staff will ask a student sending mail if packages contain these items.

Should a package be addressed to a student and be identified as containing an illegal product, a prohibited item, or something potentially hazardous, the mailroom staff, in collaboration with the Director of Auxiliary Services, may delay delivery until a meeting can be arranged with the student and the Dean of Students.

University policy violations may be referred to the Dean of Students Office for disciplinary actions.

Mail or packages addressed to University addresses can be opened by the accounting department in the event that the recipient is not recognized.

Students are responsible for their mailbox keys. The initial key will be incorporated into the student's housing registration. Replacement keys are \$25.00 per key and must be paid for at the mailroom. If a mailbox has not been emptied at least once a month, or is overflowing, and the mailroom staff cannot establish contact with the holder nor knows of any plans for their absence, a slip requesting the holder to contact the mailroom will be placed in the mailbox. If after two weeks there is no contact, the mailbox will be closed and mail returned to sender.

If a student will be gone for a long period of time (semester off, summer, eco-league) or is leaving the University permanently, they must notify the mailroom staff and provide a forwarding address. Forwarding of mail will be done by the mailroom staff for a 30 day period. After 30 days mail will be returned to sender.

Only first class mail can be forwarded through the USPS and is limited to addresses within the US. Packages will not be forwarded. If a phone number is left with the mailroom, staff will attempt to contact the recipient.

Non-APU individuals may not hold a mailbox. Each mailbox holder must be enrolled in an APU class and be living on campus.

International students can work with the mailroom to comply with federal regulation concerning their address changes to comply with all USCIS and ICE regulations according to their visa type.

CAMPUS LIFE

Atwood Center

Campus Safety (907) 564-8888

Atwood Center 109

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 during the night 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

housing@alaskapacific.edu
(907) 564-8299

Atwood Center 108

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

(907) 564-8888

Atwood Center 109

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

Atwood Center 107

StudentActivities@alaskapacific.edu
(907) 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.

Check your email or the Campus Calendar on the APU website to see what events are happening this week!

MEDITATION ROOM & CHAPLAIN

Atwood Center 104

(907) 564-8355

All Are Welcome at the Jimmy Davis Meditation room, a commitment of Alaska Pacific University to provide safe space for religious observance and spiritual exploration. Alaska Pacific University has been associated with the United Methodist Church since its founding as Alaska Methodist University in 1959. This safe place is for quiet reflection, meditation, spiritual/faith growth and activities and conversations. The Chaplain and meditation room are available to all members of the APU community. The Jimmy Davis Meditation room is open for use the same hours as the building is open. The Chaplain's office hours are posted inside the Jimmy Davis Meditation Room, located by the rear entrance of Atwood Center. All Are Welcome.

COUNSELING & WELLNESS CENTER

Atwood Center 114

counseling@alaskapacific.edu
(907) 744-1953

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 or recent graduates accruing hours for licensure. 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.

DEAN OF STUDENTS OFFICE

Atwood Center 116

DOSOff@alaskapacific.edu
(907) 564-8287

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

Disability Support Services (DSS)

dss@alaskapacific.edu

(907) 564-8287

Atwood Center 113

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. An accommodation is a modification or service that provides a student with a documented disability an equal opportunity to benefit from the educational process. Reasonable accommodations include modifications and adjustments that do not fundamentally alter or lower the standards of an instructional program.

DSS supports and advocates for students who experience disabilities. DSS also coordinates support services and reasonable accommodations for APU students who experience disabilities and provides resources for the University and community. If a student with a disability would like to request for reasonable accommodations, the student is encouraged to notify the DSS Coordinator.

We encourage all students to be their own advocates. Under the ADA, accommodations are always student-led in a post-secondary environment. Once contacted, Disability Support Services determines eligibility on an individualized basis through a review of diagnostic reports, interactive dialogue with the student, and a best-practices approach. Students who would like to discuss accommodation options should schedule a meeting with DSS. We can help walk you through the process for providing current diagnostic and evaluative reports and requesting reasonable accommodations that are supported by documentation. Advanced planning is strongly encouraged. Students may request accommodations at any point during their time at APU. However, they should provide DSS with as much notice as possible, preferably 72+ hours. It's understood that short notice is sometimes unavoidable. The DSS Office will make a good faith effort to determine eligibility as soon as the request is received and provide reasonable accommodation, if approved.

Distance or online learning and teaching may be new territory for some students and faculty. Remember that DSS is here, as a

resource, to support students, faculty, and staff. It is important to understand that the University's responsibility to ensure accessible courses, programs, and services has not changed. Facilitating access and promoting an inclusive environment for our students is paramount.

All publications (web and print), as well as all events that take place on APU campuses, must be accessible to eligible persons with disabilities. Whenever possible, materials and events should be accessible by design. When adjustment is needed, Disability Support Services can provide assistance.

Departments and/or clubs and individual entities hosting events or publishing information are ultimately responsible for ensuring that adequate notice is given so that eligible persons can make requests for accommodation in a timely manner.

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

Atwood Center 207

foodservices@alaskapacific.edu
(907) 564-8389

Our top-notch dining staff works hard to provide quality home-cooked meals for our students year round. Our dining staff prepares 19 meals a week for students on-campus and uses locally sourced items whenever possible. Many of our vegetables come from APU's own Kellogg Farm in Palmer, AK.

In addition to the daily dining operations, the staff strives to provide special dining events to students and makes gourmet items for the APU Farmer's Market. With advance notice, staff can prepare "meals to go" for students who will be doing field work or who otherwise cannot be in the dining room during regular meal hours. Students without a meal plan may purchase a meal directly in the dining hall or set up a declining balance on their student account by contacting the head of auxiliary services.

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

Do you have a special request or dietary need? Let the staff know and we will do our best to accommodate you. You can also indicate this on your housing application.

Campus Dining Expectations & Policies

"Take what you want, but eat what you take". We want you to enjoy your experience with the dining service, but please try not to be wasteful.

The meal plan begins on the day the residence halls open and ends the last day of classes of each block or session. Dining is not provided during winter or summer breaks.

Meals on all non-class days (i.e.: school closure, holidays) will be on the brunch/dinner weekend schedule. This includes breaks between Block and Session and the week of Spring Break.

Meals should be consumed in the cafeteria with the exception of to-go meals and sack lunches, which should be requested at least two days prior. Food may not be taken out of the dining hall for later consumption or given to others.

Students are asked to return used dishes to the dish return shelves. Dishes, glassware, and utensils may not be taken from the dining room.

Alaska Health Laws require that you wear a shirt and shoes in the Atwood dining areas.

Visiting guests are welcome to dine with you in the dining room, but guests must pay for their meals with either cash or credit card.

Unused meals may not be transferred to any other person and will not be refunded, barring an extreme circumstance.

If you are away from campus due to a course trip lasting more than three days, you may request a meal plan reimbursement from the Campus Life Office. If your request is approved, you will be reimbursed 50% of the total per diem meal plan cost. Your request must be made prior to the trip. Reimbursements will not be offered for any other reason when students are away from campus during the designated length of the housing and meal plan contract.

Intentionally disregarding these policies will lead to student disciplinary sanctions of varying severity. Possible sanctions may include:

- Reimbursement to the University
- Community Service
- Disciplinary fines
- Full or Partial loss of meal services without reimbursement

Sack Meals

If you will be traveling for a class during a meal time, you may request a "sack meal" for that day. Sack meals must be requested at least two-days in advance so staff can prepare them. Requests made the day of will not be honored.

To request a sack meal, email Dining Services at foodservices@alaskapacific.edu and include the date of your class trip, which meal (breakfast, brunch, lunch, dinner), your class name/number, and the name of your professor. It is also recommended to include important dietary information if you have specific food-related allergies or needs.

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). Glass recycling is now being accepted and will be transported to the dark gray tub located in the Atwood Center (rear entrance, 1st floor).

Non-recyclable items: plastic bags, Plastic clam shells, 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

Grant Hall 306

ithelpdesk@alaskapacific.edu
(907) 564-8350

Rooms 306-8: The GIS lab has 20 Windows computers. In addition to the standard installation of Microsoft Office, the GIS lab includes ArcGIS 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 during 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 will be posted before each semester and updated for breaks.

INFORMATION TECHNOLOGY (IT)

Grant Hall 115

ithelpdesk@alaskapacific.edu
(907) 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 the entire campus. Students and employees can connect to the wireless network using their current APU account username and password.

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

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

KELLOGG CAMPUS

Palmer, AK

kelloggcampus@alaskapacific.edu
(907) 564-8613

The Kellogg Campus is a 900-acre working farm in the Matanuska Susitna 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. It is now managed by APU, overseen by the Dewolf Kellogg Trust.

APU programs on the Kellogg campus include Spring Creek Farm, a vegetable farm that uses organic practices, the Kellogg FIELD School, a homeschool program for K-6 students, 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. In 2018, the Trust finalized an agricultural land easement, preserving 74 acres of this campus as agricultural lands in perpetuity.

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 prearrange 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. Finally, students are welcome to submit proposals for junior and senior internships, practicums, and projects.

Reach out to the Kellogg Campus Manager for details and direction.

OUTDOOR PROGRAMS (OP)

Atwood Center (basement)

op@alaskapacific.edu

Learn to sea kayak, stand up paddle board, packraft, 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 (907) 564-8308

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

Indoor Climbing Wall (907) 564-8308

The Tom Walters 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 (907) 564-8614

OP equipment rentals include: inflatable kayaks, stand up paddleboards, packrafts, 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

Moseley Sports Center

moseley@alaskapacific.edu

(907) 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. Call or visit the website to find out about hours of operation.

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.

STUDENT HEALTH CLINIC

3900 Ambassador Dr. (3rd floor)
(907) 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.

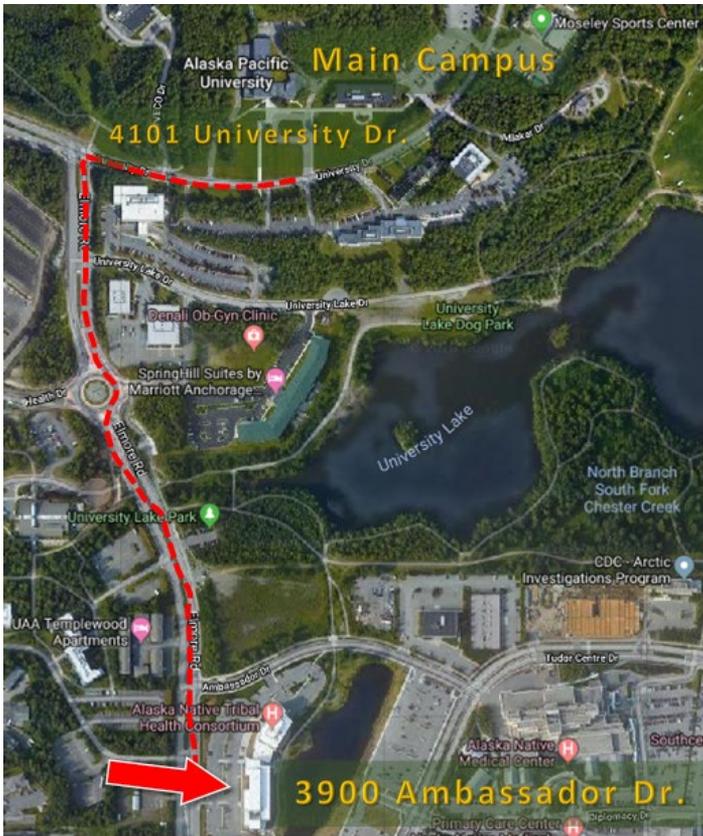
Clinic hours of operation: Monday - Friday, 8:00 - 5:00 pm

Services provided to current APU students include:

- COVID-19 Testing and Vaccination
- 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 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

Grant Hall 115

IT Office: (907) 564-8350

ithelpdesk@alaskapacific.edu

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 only be used to support education, research, administrative purposes, and other uses related to these including personal communication.

ACCESS & RELEASE OF STUDENT INFORMATION

Carr-Gottstein 106

Registrar Office: (907) 564-8210

regoff@alaskapacific.edu

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 116
Dean of Students Office: (907) 564-8287
Campus Safety: (907) 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 Crisis Line (907) 276-7279
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 116

Dean of Students Office: (907) 564-8287

DOSOff@alaskapacific.edu

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 116

Dean of Students Office: (907) 564-8287

DOSOff@alaskapacific.edu

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
- The dog's owner shall be responsible for the immediate and proper disposal of animal waste.
- Dogs are prohibited in campus buildings unless the dog is a certified service animal or an approved assistance animal
- Dog exclusion areas may be posted surrounding University Lake, the APU soccer fields, and selected campus trails

EQUAL OPPORTUNITY & NONDISCRIMINATION POLICY

Carr-Gottstein 106

Registrar's Office: 564-8210

regoff@alaskapacific.edu

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.

GRIEVANCE POLICY & PROCEDURE

Atwood Center 116

Dean of Students Office: (907) 564-8287

DOSOff@alaskapacific.edu

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

Compliance and Risk Office: (907) 564-8890

Purpose

Alaska Pacific University (APU) is committed to protecting the rights and dignity of each individual in the University community. This policy prohibits sexual harassment or any kind of harassment (harassment) in the workplace, on the campuses, or within academic or sponsored activities.

Scope

APU's Interim Anti-Harassment and Sexual Harassment Policy applies to all students, employees, applicants for employment, paid or unpaid interns, volunteers, contractors and non-employees "invitees" conducting business with APU.

Policy

Statement of Non-Discrimination

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, sexual orientation, or any other category protected by applicable law in the administration of its education policies, admission policies, scholarship and loan programs, other school-administered programs, or employment.

Prohibited Conduct

APU is committed to establishing and maintaining a safe learning, living, and working environment where healthy, respectful, and consensual conduct represents the campus cultural norm. To that end, this policy prohibits the following types of conduct, collectively, "Prohibited Conduct":

- sexual and gender-based harassment, quid pro quo, unwelcome sexual conduct, sexual assault, sexual

exploitation, relationship and interpersonal violence, provision of alcohol and/or other drugs for purposes of prohibited conduct, and stalking, as defined below;

- retaliation against an individual for making a report of Prohibited Conduct or for participating in an investigation or resolution of an alleged violation of this policy; or
- Any acts above, regardless of whether it is claimed to be voluntary and consensual, that involves a minor under the age of 18 years of age. Any Prohibited Conduct involving a minor is required to be reported to APU. Additionally, APU will report all cases of misconduct, whether suspected or confirmed, involving a minor to local law enforcement.

Prohibited Conduct undermines the character and mission of APU and will not be tolerated. Students, Faculty, or Staff who engage in Prohibited Conduct may be subject to disciplinary action, including permanent separation from APU. In addition, APU will take steps to eliminate Prohibited Conduct, prevent its recurrence and remedy its effects, as appropriate.

It is the responsibility of every member of the APU community to foster an environment free from Prohibited Conduct. All members of the community are strongly encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. This may include direct intervention when safe to do so, enlisting the assistance of others, contacting law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive responsibility will be supported by APU and protected from retaliation.

To Whom This Policy Applies

This policy applies broadly to the entire APU community, including students (current and prospective), all faculty members, and all staff positions (including all exempt and non-exempt positions, both current and prospective, non-faculty academic positions such as Research Associates and senior administrative and leadership positions), as well as those who are not employed by APU but have affiliate appointments for the purpose of teaching and/or research at APU; and contractors, vendors, or other third parties contractually obligated to APU ("Third Parties"). These definitions are solely for the purpose of this policy and the processes for

resolving reports under this policy, and do not apply to any other APU policy.

This policy pertains to acts of Prohibited Conduct committed by or against Students, Faculty, Staff, Third Parties, and Invitees when:

- the conduct occurs on APU premises or premises leased by or otherwise under the control of APU;
- the conduct occurs in the context of APU employment, education, or research program or activity, including but not limited to APU-sponsored, funded or otherwise supported study off campus and/or abroad, research, internship, mentorship, summer session, conferences, meetings, social events, or other affiliated programs or premises, either online or in person over which APU exercised substantial control over both the Respondent and the context in which the sexual harassment occurs; or
- the conduct, regardless of location or context, has continuing adverse effects occurring on APU premises or in any APU employment, education, or research program or activity.

Title IX Coordinator and Deputies

APU's Title IX Coordinator is charged with coordinating APU's compliance with Title IX, with the assistance and support of Deputy Title IX Coordinators. The Title IX Coordinator is responsible for overseeing and providing education and training; coordinating APU's investigation, response, and resolution of all reports under this policy; and tracking and reporting annually on all incidents in violation of this policy. The names and contact information of APU's current Title IX Coordinator and Deputy Title IX Coordinators are as follows:

Title IX Coordinator: Robert Meyer
Grant Hall, Office #105
4101 University Drive
Anchorage, AK 99508
Phone: (907) 564-8890
Email: rmeyer@alaskapacific.edu

Title IX Deputy: Chandler Stroup
Atwood Center, Office #108

4455 University Drive
Anchorage, AK 99508
Phone: (907) 564-8299
Email: cstroup@alaskapacific.edu

Title IX Deputy:

Hilton Hallock
Grant Hall, Office #102
4101 University Drive
Anchorage, AK 99508
Phone: (907) 564-8209
Email: hhallock@alaskapacific.edu

Title IX Deputy:

Kathleen Wyrick
Grant Hall, Office #120
4101 University Drive
Anchorage, AK 99508
Phone: (907) 564-8265
Email: kawyrick@alaskapacific.edu

Harassment is a violation of our policies, is unlawful, and subjects APU to liability for harm to victims of harassment. Each claim of harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

To implement this policy, APU has developed processes to investigate and/or resolve a report of Prohibited Conduct that could implicate this policy.

Whenever the Title IX Coordinator, Deputy Title IX Coordinators, Dean of Students, Human Resources and/or Campus Life and Campus Safety receives a complaint about harassment or otherwise knows of possible harassment occurring, APU will conduct a prompt, thorough and confidential investigation that ensures due process for all parties. Corrective action will be taken whenever harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of harassment.

Concerns about APU's application of this policy may also be addressed to the Title IX Coordinator, the Deputy Title IX Coordinators, or the following:

U.S. Department of Education, Office for Civil Rights

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: 617-289-0111 or toll-free at 1-800-421-3481

Facsimile: 617-289-0150

Email: OCR.Boston@ed.gov

United States Equal Employment Opportunity Commission

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Telephone: 1-800-669-4000

Facsimile: 617-565-3196

TTY: 1-800-669-6820

ASL Video Phone: 1-844-234-5122

Alaska State Commission for Human Rights

800 A Street, Suite 204

Anchorage, AK 99501-3669

Telephone: 907-276-7474

Facsimile: 907-278-8588

Additional Links:

[U.S. Equal Employment Opportunity Commission](#)

[U.S. Department of Justice, Civil Rights Division](#)

Privacy and Confidentiality

APU is committed to making reasonable efforts to protect the privacy interests of a Complainant, a Respondent and/or other individuals involved in a report under this policy.

Privacy: For the purposes of this policy, privacy generally means that information related to a report of Prohibited Conduct will be shared with a limited number of individuals who "need to know" in order to ensure the prompt, equitable and impartial review, investigation,

and resolution of the report. All employees who are routinely involved in APU's Title IX response receive specific training and guidance about safeguarding private information in accordance with applicable laws.

Confidentiality: For the purposes of this policy, confidentiality means that campus or community professionals with the statutorily granted ability to maintain information as privileged cannot reveal identifiable information shared by an individual to any other person without express permission of the individual, or as otherwise permitted or required by law.

Confidential Resources: Those campus and community professionals who have the ability to maintain privileged communications and keep information confidential, referred to as Confidential Resources, include:

- mental health professionals (and those who assist in the provision of confidential services) in the APU's Counseling Center, in the Employee Assistance Program (EAP), and in any programs that contract with APU to provide mental health professional services; and
- ordained clergy, all of whom normally have privileged confidentiality that is recognized by Alaska state law.

These individuals are prohibited from breaking confidentiality when they receive information in any of the above capacities, unless

- i. given permission to do so by the person who disclosed the information;
- ii. there is an imminent threat of harm to self or others;
- iii. the conduct involves suspected abuse of a minor under the age of 18; or
- iv. as otherwise required or permitted by law or court order.

Employee Responsibility to Report Allegations

All employees are encouraged to report any harassment or behaviors that violate this policy. APU will provide a complaint form for anyone to report misconduct and file complaints.

All employees are **required** to report any harassment or behaviors that violate this policy if the incident, harassment, or behavior **involves a minor**, under the age of 18.

Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe to the person or office designated to receive complaints. Once information is disclosed to a manager or supervisor, they are required to immediately convey all known details of incidents of Prohibited Conduct involving Students, Faculty and Staff, Third Parties and Invitees to the Title IX Coordinator, but are able to maintain the privacy of the individual(s) who made the report.

Individuals who are required to report complaints include, but are not limited to: the Title IX Coordinator; Deputy Title IX Coordinators; the President; members of the President's Senior Leadership Team; the Provost; Institute Directors; Campus Life and Campus Safety; Human Resources; faculty department chairs; all teaching faculty; teaching assistants; undergraduate advisors; coaches; and anyone who leads, administers, advises, or directs APU programs or departments. Students serving in certain positions of leadership or authority, and/or Student employees with significant responsibility for the welfare of other Students, Faculty or Staff are also required to report any complaint they become aware of. This list is not exhaustive; any questions about the status of an employee or their reporting requirements should be addressed to the Title IX Coordinator and/or a Deputy Title IX Coordinator.

An individual who is listed by APU as a Confidential Resource can maintain an individual's confidentiality, including any disclosures by a Complainant, Reporting Party or Respondent, and will not share any information with APU, subject to the exceptions listed above.

Clery Act Reporting: Pursuant to the Clery Act, APU includes statistics about Clery Act crimes in its safety logs and Annual Security Report and provides those statistics to the United States Department of Education; in all these instances, the information is reported in a manner that does not include personally identifying information about persons involved in an incident. APU will also issue a timely warning to the community for reports of Clery-defined conduct that

may constitute a serious and ongoing threat, as outlined in the Annual Security Report.

Prohibition Against Other Types of Harassment and Retaliation

All employees have a legal right to a workplace free from harassment, whether of a sexual nature or not, and employees can enforce this right by filing a complaint internally with APU, or with a government agency or in court under federal, state, or local antidiscrimination laws.

Harassment of any kind will not be tolerated. Any employee or individual covered by this policy who engages in harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.

Retaliation No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of harassment, provides information, or otherwise assists in any investigation of a harassment complaint. APU has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected harassment. Any employee of APU who retaliates against anyone involved in a harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, Provost or the Compliance and Risk Officer.

Definitions

Consent – Consent is an affirmative, conscious, and voluntary agreement to engage in specific forms of sexual contact with another person. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact. Consent cannot be obtained through:

- the use of coercion or force; or
- by taking advantage of the incapacitation of another individual.

Silence, passivity, or the absence of resistance does not imply consent. It is important not to make assumptions; if confusion or ambiguity arises during a sexual interaction, it is essential that each participant stop and clarify the other's willingness to continue.

Consent can be withdrawn at any time. When consent is withdrawn and outwardly communicated as such, sexual activity must cease. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact.

An essential element of consent is that it be freely given. Freely given consent might not be present, or may not even be possible, in relationships of a sexual or intimate nature between individuals where one individual has power, supervision, or authority over another. More information, policy and guidance regarding such relationships can be found below.

In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances, including but not limited to the extent to which a Complainant affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion; whether a reasonable person in the Respondent's position would have understood such person's words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the Respondent, demonstrating incapacitation or lack of consent.

Coercion or Force – Coercion is verbal and/or physical conduct, including manipulation, intimidation, unwanted contact, and express or implied threats of physical, emotional, or other harm, that would reasonably place an individual in fear of immediate or future harm. Force is the use or threat of physical violence or intimidation to overcome an individual's freedom-of-will to choose whether or not to participate in sexual contact.

Complainant – means an individual who is alleged to be the recipient of conduct that could constitute harassment or sexual harassment under this policy. The Complainant may also be a

mandatory reporter, or another individual who is not the recipient of the conduct but who is reporting on alleged conduct.

Dating Violence – Violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on consideration of the following factors: (i) the length of the relationship, (ii) the type of the relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shared a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Alaska or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Alaska.

Formal Complaint – means a document filed by a Complainant or signed by the Title IX Coordinator alleging harassment or sexual harassment against a Respondent.

Grievance Process – means the fact-finding process from the time of the filing of the Formal Complaint through the final determination of an appeal (if any).

Harassment – Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Incapacitation – An individual who is incapacitated lacks the ability to make informed judgments and cannot consent to sexual contact. Incapacitation is the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically

helpless, asleep, unconscious, or unaware that sexual activity is occurring. Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one's own conduct. Physically helpless means a person is physically unable to verbally or otherwise communicate consent or unwillingness to an act.

Where alcohol or other drugs are involved, incapacitation is a state beyond impairment or intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires assessment of how the consumption of alcohol and/or drugs affects a person's decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

Non-Employee – Is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Respondent – means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or sexual harassment under this policy.

Retaliation – Unlawful retaliation can be any action that would keep a worker from coming forward to make or support a harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Such retaliation is unlawful under federal, state, and (where applicable) local law. The Alaska State Commission of Human Rights Law protects any individual who has engaged in "protected activity."

Protected activity occurs when a person has:

- filed a complaint of harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;

- opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been harassed; or
- encouraged a fellow employee to report harassment.

Sexual Harassment – Is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment is harassment on the basis of sex, sexual orientation, gender identity, or the status of being transgender that satisfies the definition for quid pro quo conduct, unwelcome conduct, or sexual assault.

- **Quid Pro Quo Conduct.** When an employee conditions the provision of an aid, benefit, or service of APU on an individual's participation in unwelcome sexual conduct;
- **Unwelcome Conduct.** Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to APU's education program or activity; or
- **Sexual Assault.** An offense classified as a forcible or Non-forcible sex offense. This category of prohibited conduct includes the following:
 - i. **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - ii. **Rape.** (Except Statutory Rape) The actual or attempted carnal knowledge of a person, forcibly and/or against that person's will or not forcibly against the person's will in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.
 - iii. **Sodomy.** Oral or any sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

- iv. **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- v. **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- vi. **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- vii. **Statutory Rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent, which is 16 years of age in Alaska.

Sexually Harassing Hostile Work Environment – A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance. Adoption of this policy does not constitute a conclusive defense to charges of unlawful harassment. Each claim of harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their

safety or the safety of others; or (B) suffer substantial emotional distress.

Supportive Measures – means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to APU's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or APU's educational environment, or deter sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures may also include written notification about available services both within the institution and the community and options for available assistance as required by the Clery Act. Supportive measures are not disciplinary measures.

Sexual or Intimate Relationships between Individuals in Unequal Positions

Relationships of a sexual or intimate nature in which one individual has power, supervision or authority over another at the point such a relationship begins or thereafter pose significant risks to the atmosphere of trust integral to the educational and work environment because, to varying degrees, they may undermine the assurance of freely given consent.

APU adopts the principle that no APU community member should have a role of supervision or authority over any individual with whom they have or have had a relationship of a sexual or intimate nature.

An APU employee who is, or has been, in a relationship with another employee or student, is required to follow the policy and procedures in APU's Nepotism Policy.

Resources and Reporting Options

APU offers trained professional resources for Students, Faculty and Staff, whether as Complainants, Reporting Parties, or Respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of Prohibited Conduct. For comprehensive information on emergency assistance; hospitals; on-campus, community, and available support with academics, housing, and work, please refer to APU's Title IX website.

Any individual who is uncertain what they wish to do in response to an alleged incident of Prohibited Conduct, including how or whether to report the conduct, may contact and consult a Confidential Resource to address questions and concerns in a confidential setting. Individuals with questions or concerns about APU's processes may also contact the Title IX Coordinator directly as part of reporting the conduct to APU. Any individual may make a report of Prohibited Conduct under this policy regardless of affiliation with APU.

APU recognizes that deciding whether to make a report of Prohibited Conduct is a personal decision. The following principles and values will guide APU as facts and circumstances permit:

- APU will seek to respect a Complainant's autonomy in making the determination regarding how to proceed.
- In limited circumstances, typically where a risk of imminent harm to an individual or others or a threat to the health and safety of the campus is determined to exist, APU may be required to take immediate action upon receipt of a report of Prohibited Conduct. In such circumstances, the reasons and steps APU will take will be explained to the Complainant and, as appropriate, the Reporting Party.
- APU is committed to educating and informing individual(s) regarding the choices and options available to them, including resources and processes inside and outside APU.
- APU is committed to protecting all participants in any investigation or proceeding related to this policy from retaliation.
- An individual may choose to seek assistance, support or guidance from a Confidential Resource on campus or in the

community. A disclosure to a Confidential Resource does not constitute a report to APU.

- An individual may choose to make a report: (1) to APU, via an employee required to report misconduct or the Title IX Office and/or (2) to external law enforcement. While conduct reported to an employee will be conveyed to the Title IX Office, the most direct manner to make a report is to contact the Title IX Coordinator directly.

Resources

The following resources are available at APU to individuals wishing to seek information and support, make a report, and/or file a Complaint:

- Confidential Resources – Confidential Resources are prohibited from breaking confidentiality unless (i) given permission to do so by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order. Examples of Confidential Resources are mental health professionals (and those who assist in the provision of confidential services) in the APU's Counseling Center, in the Employee Assistance Program (EAP), and in any programs that contract with APU to provide mental health professional services and ordained clergy, all of whom normally have privileged confidentiality that is recognized by Alaska state law.
- Designated Reporting Options – Making a report does not require an individual to decide whether to require a specific course of action. Deciding how to proceed can be a process that unfolds over time with support and assistance. The following are resources that an individual can use to report conduct that could be a violation of the Policy. Likewise, the persons listed below are familiar with the Policy and may be contacted to address questions or concerns about the Policy.
 - Title IX Coordinator
 - Deputy Title IX Coordinators
 - Dean of Students
 - Human Resources
 - Campus Life and Campus Safety

Local Law Enforcement – APU also strongly encourages anyone who becomes aware of an incident of Prohibited Conduct which may constitute a violation of law to report the incident to local law enforcement and will provide support, resources, and assistance to those who do so.

Anonymous Report – Anyone can make an anonymous report through APU's Campus Conduct Hotline, APU's confidential reporting tool. The Hotline allows the reporter to report concerns while maintaining anonymity. Depending on the nature of the information provided, APU's ability to respond may be limited. Campus Conduct Hotline (toll-free): 1-866-943-5787

Time Frame for Reporting – There is no time limit on reporting violations of this policy, although APU's ability to respond fully may become more limited with the passage of time. If the Respondent is no longer affiliated with APU (e.g., a report is made after a student has left or graduated or an employee no longer works for APU), APU will still provide reasonably available remedial measures to the Complainant, assist the Complainant in identifying external reporting options, and may take other appropriate action.

Interim Remedial and Protective Measures (Supportive Measures) – APU will take and/or make available reasonable and appropriate interim measures designed to preserve access to education and employment opportunities; address safety concerns of the Complainant, the Reporting Party, the Respondent, or broader APU community maintain the integrity of the investigative and/or resolution process; and deter retaliation. Depending on the nature and specific facts and circumstances of the reported conduct, these actions may be remedial (measures designed to provide support and maintain continued access to educational opportunities) or protective (involving a restrictive action against a Respondent).

Interim remedial measures may be available regardless of whether a Complainant pursues an investigation or seeks formal disciplinary action. Interim remedial measures are also available to Respondent.

Interim remedial measures may include:

- Facilitating access to counseling and medical services;
- Guidance in obtaining a sexual assault forensic examination;
- Assistance in arranging rescheduling of exams and assignments and extensions of deadlines;
- Academic supports;
- Assistance in requesting accommodations through the appropriate office, if the Complainant qualifies as an individual with a disability;
- Voluntary changes in the Complainant's or Respondent's class schedule (including the ability to transfer course sections or withdraw from a course), work schedule, or job assignment;
- Voluntary change in the Complainant's campus housing;
- Escort and other safety planning steps;
- Voluntary agreement by the parties to a mutual "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals;
- Voluntary leave of absence;
- Referral to resources to assist in obtaining a protective order;
- Referral to resources to assist with any financial aid, visa, or immigration concerns; or
- Any other remedial measure that does not interfere with either party's access to education or employment opportunities can be used to achieve the goals of this policy.

In contrast, interim protective measures are typically only available when APU has an articulable factual foundation that would support the taking of a restrictive measure against a Respondent prior to the conclusion of the investigation.

Interim protective measures may include:

- Imposition of a "no contact order" prohibiting the Respondent or other individuals from having contact or communications with the Complainant or other individuals, or a requirement to have such contact only in specified circumstances and under monitoring;

- Change in the Respondent's class schedule;
- Change in the Respondent's APU work schedule or job assignment, including teaching, research, and service responsibilities;
- Paid or unpaid administrative leave for the Respondent;
- Withdrawal from sponsored research projects;
- Change in the Respondent's campus housing;
- Exclusion from all or part of campus housing;
- Exclusion from specified activities or areas of campus;
- Prohibition from participating in student activities or representing APU in any capacity such as playing on an official team; serving in student government; performing in an official band, ensemble, or production; participating in a recognized student organization; participating in Greek life activities; or participating in academic honor ceremonies;
- Interim suspension; or
- Any other protective measure that can be used to achieve the goals of this policy.

APU will also provide reasonably available remedial measures for Invitees or Third Parties, provided that the remedial measures are within the scope of that individual's relationship to APU.

Disciplinary Actions

A Student or Employee determined to have committed an act of Prohibited Conduct in violation of this policy or any other relevant APU policy is subject to disciplinary action. Disciplinary action may include – but is not limited to – informal counseling, a verbal warning, a letter of warning, implementation of a Performance Development Plan, unpaid suspension, or termination of employment from APU. Third Parties or Invitees who violate this policy may have their relationship with APU terminated and/or their privilege of being on APU premises withdrawn.

If a Student withdraws from APU, or an Employee separates from APU, at any time after a report has been made, APU may continue with any of the processes for informal or formal resolution, even without the Respondent's participation. The determination as to how to resolve the report once a Student or Employee is no longer affiliated with APU will be based on the Title IX Coordinator's assessment of the actions necessary to eliminate Prohibited

Conduct, prevent its recurrence, and address its effects, in consultation with other institutional officials as appropriate.

Free Speech and Integrity – APU is committed to the principles of free speech. Vigorous discussion and debate and academic freedom are fundamental to this commitment and may include speech that is offensive – for instance, speech that is controversial. That offensiveness, on its own, is not sufficient for the speech to constitute Prohibited Conduct. Rather, the conduct must be sufficiently serious to unreasonably interfere with an individual's ability to participate in employment or educational programs and activities from both a subjective and objective perspective. Such behavior compromises APU's integrity and tradition of intellectual freedom and will not be tolerated.

Conflict of Interest – A conflict of interest may arise when a member of the APU community uses or has the authority to use their position to improperly influence an APU decision, action or outcome with regard to the implementation and enforcement of this policy, including associated investigative and disciplinary procedures. It is the responsibility of all members of the APU community involved in any aspect of a report of Prohibited Conduct to disclose potential or actual conflicts as they arise to the Title IX Coordinator and/or Human Resources. APU community members who are covered by APU's Conflict of Interest Policy are reminded of their obligation to comply with the requirements of that Policy. In the event any individual with a responsibility identified in this policy is a witness or has a conflict of interest that would compromise that individual's objectivity in discharging that responsibility, APU will appoint a designee.

Violations of Law

Harassment is not only prohibited by APU but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at APU, employees may also choose to pursue legal remedies with the appropriate governmental entities at any time.

Behavior that violates this policy also may violate the laws of the local jurisdiction in which the incident occurred and subject a respondent to criminal prosecution by the presiding authority. An individual can choose to make a report to external law

enforcement at any time and doing so does not preclude the individual from making a report to APU. Both processes can be pursued if an individual chooses to do so. APU encourages individuals to report an incident which may be a violation of Alaska State Law to external law enforcement. Prompt reporting to external law enforcement is important in a criminal prosecution.

Students, Faculty and Staff studying, working, or engaging in other APU activities outside the State of Alaska are governed by the applicable laws regarding sexual assault and other criminal offenses implicated by this policy.

Behavior that violates this policy also may subject a respondent to civil or criminal liability. Please note that the preponderance of the evidence standard used by APU is not the standard used for criminal culpability in most jurisdictions and a determination of responsibility under this Policy does not equate with a finding of a violation of criminal laws.

Related Policies and Additional Resources:

APU Code of Conduct; Students Rights and Code of Conduct; APU Student Handbook; APU Staff Handbook; APU Faculty Handbook Chapter 5; Conflict of Interest Policy; Corrective Actions Policy; Nepotism Policy, Whistleblower Policy, Title IX Procedures.

ONLINE COMMUNICATION & PUBLIC ACCESS Atwood Center 116
Dean of Students Office: (907) 564-8287
DOSOff@alaskapacific.edu

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
Dean of Students Office: (907) 564-8287
DOSOff@alaskapacific.edu

Atwood Center 116

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: (907) 564-8287
DOSOff@alaskapacific.edu

Atwood Center 116

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

Incident Report (IR) is submitted to the Campus Life Office and Dean of Students Office

Administrative Conference is scheduled to present and discuss information: Informal meeting between the Director of Campus Life and Dean of Students. Determination is based on preponderance of the evidence.

Was there a violation of the Code of Conduct?

No

Yes

Respondent meets with the Director of Campus Life and/or the Dean of Students.

Was the respondent found responsible?

No

Yes

Respondent is notified.

Respondent is notified of the determined sanctions. A respondent has 15 business days from the date of their sanction letter to submit an appeal with the Dean of Students.

Case is closed and all records are retained in the respondent's file.

Code of Conduct

Any and all University codes, regulations, rules, and policies.

Respondent

Any student charged with a violation of the Student Code of Conduct.

Complainant

A member of the community who makes a written complaint to the University. This could be the University.

Preponderance

When the evidence proves it is more likely than not that the alleged incident occurred.

Sanction

Includes responses or requirements given by the University in response to a violation of the Student Code of Conduct.

SERVICE & ASSISTANCE ANIMALS

Atwood Center 113

Disability Support Services Office: (907) 564-8287

dss@alaskapacific.edu

The Disability Support Services (DSS) Office supports and advocates for students who experience disabilities. DSS coordinates support services and reasonable accommodations for APU students who experience disabilities, and provides resources for the University and community. Alaska Pacific University recognizes the importance of allowing people who require the use of service or assistance animals to receive the benefit of the work, tasks, or therapeutic support provided by such animals on campus. However, service animals, assistance animals, and pets are not the same.

Service Animal: A service animal is a dog (and in certain circumstances, a miniature horse) that has been individually trained to do work or perform tasks for an individual with a disability. In compliance with the Americans with Disabilities Act of 1990 (ADA), 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 students with a disability.

Assistance Animal: An assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. An assistance animal does not have to be professionally trained and is not considered a service animal as defined by the ADA.

Pet: A pet is an animal kept for ordinary use, pleasure, and companionship. Campus Life residential housing programs have separate policies regarding pets.

Do I have to register my Service or Assistance Animal?

It is encouraged, but not required, that students who need the assistance of a service animal on campus register with DSS.

Please note however, that students requesting to have an assistance animal, including an emotional support animal, must register with DSS prior to arriving on campus.

Use of Service & Assistance 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 assistance 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 animals of any kind within APU housing, except officially approved pets, service animals, or assistance animals.

Expectations, Rights, and Responsibilities

- The care and supervision of all animals is the responsibility of the individual with the animal.
- If the animal is not under control of its owner or handler and the individual does not take effective action to control it; the animal is not housebroken; the animal's presence poses a direct threat to the health or safety of others or the animal has a history of such behavior; or the animal's presence fundamentally alters the nature of a program or service, the individual may be asked to remove the animal.
- All dogs must be leashed or harnessed, unless the dog is a service animal and the restraint interferes with the animal's work or the individual's disability prevents using these devices.
- Animals may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, parking meters, posts, etc.
- Alaska state law requires dogs, cats, and ferrets to have rabies vaccinations, and the Municipality of Anchorage requires dogs to be licensed. Additional documentation regarding health and vaccination of animals may be required by law.
- Individuals with service and assistance animals are not charged extra fees or deposits, however all individuals with

animals will be held responsible for any damage caused by their animals.

- The animal's owner or handler shall be responsible for the immediate and proper disposal of animal waste.
- Individuals other than the owner or handler should not touch, feed, or otherwise distract service animals. They are working animals who must remain attentive to their duties.
- If an individual is concerned about exposure to an animal (e.g., the individual experiences severe allergies), that individual may request an accommodation through Disability Support Services (if a student). APU is committed to balancing the needs of individuals with the needs of the University community and appreciates the cooperation of all students, faculty, staff, and visitors.
- Service and assistance animals cannot be left under the supervisory care of any individual on campus except for the owner or handler.
- Assistance animals should not leave the owner's room, unless it is to relieve the animal, or in case of a building emergency.
- Assistance animals must be in good health and well-groomed.
- Service and assistance animals may not be left alone overnight or for a period of time greater than eight consecutive hours.
- For emergency purposes, Campus Life will place a picture of registered service or assistance animals on the suite door, identifying that a service or assistance animal lives in the suite.
- Pets will not be allowed at any time in any kitchen, food serving or dining area, or any area where classes, meetings, group studying, or social activities are taking place, or in laboratories using chemicals or involving hazardous procedures.

Relief Areas

The default area for 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 indoor 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 or handler. The owner or handler may be asked to remove their animal from campus.

Unattended or Unrestrained Animals

When an animal is not restrained or left unattended, a reasonable attempt will be made to locate or contact the animal's owner or handler. If attempts to find the animal's owner or handler 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 to when it is in the immediate vicinity of the owner or handler, and either on a leash of six feet or shorter, in a cage/carrier, or, in the case of a certified Service Animal, voice-controlled by a person competent to govern the behavior of the animal.

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 or handler of the animal that caused the damage.

To Report a Violation

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

STUDENT SERVICE FEES

Atwood Center 116

Dean of Students Office: (907) 564-8287

DOSOff@alaskapacific.edu

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

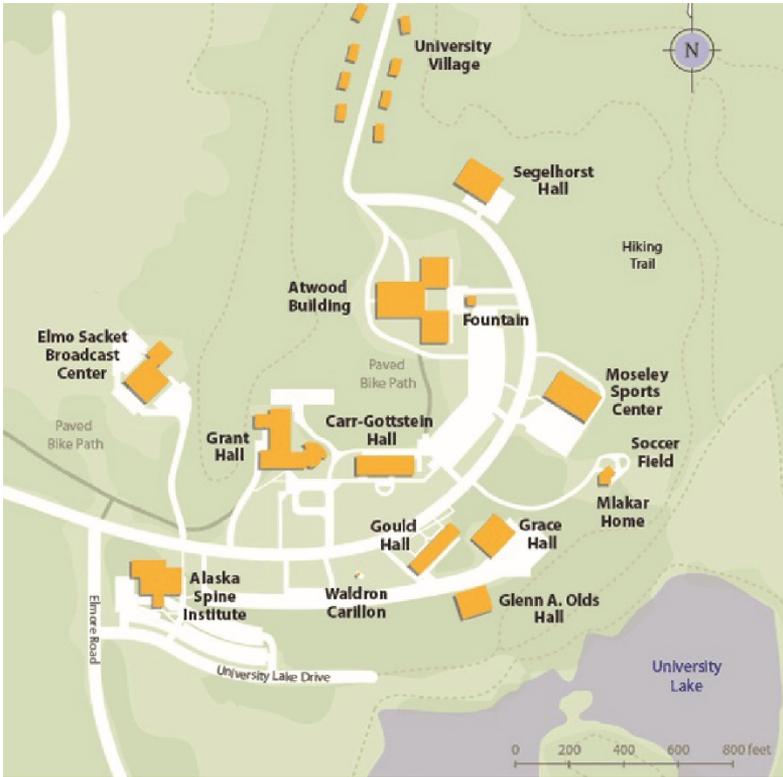
Atwood Center 116

Dean of Students Office: (907) 564-8287
DOSOff@alaskapacific.edu

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 / Mailroom)	564-8218
Campus Life	564-8299
Campus Safety	564-8888
Chaplain	564-8355
Climbing Wall / Weight Room	564-8308
Conferencing & Events	564-8323
APU/UAA Consortium Library	786-1871
Counseling and Wellness Center	744-4488
Dean of Students	564-8287
Dining Services	564-8230
Disability Support Services	564-8287
Facilities and Maintenance (On-call)	564-8320
Financial Aid	564-8341
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)	564-8613
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
Student Health Clinic	729-1500