



# Student Handbook



Photo credit: Addy Wright

## 2024-2025

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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 STATEMENT**

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

Dear Students,

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

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

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

Sincerely,

Benjamin Hahn  
Dean of Students



# Academic Resources

## **ACADEMIC CATALOG**

catalog.alaskapacific.edu

Available online

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)**

Atwood Center 201

asc@alaskapacific.edu

(907) 564-8280

The purpose of the ASC is to provide Alaska Pacific University students and employees with the tools and resources necessary to promote student success including computer access, printing services, and tutors. The ASC is badge access only from 7 am-11 pm. If your APU ID Badge does not work to open the door, you must contact the IT HelpDesk 907-564-8350 (available M-F, 9 am-5 pm).

**Math Tutor Coordinator:** (907) 564-8278

Math tutors can assist with algebra, calculus, physics, statistics, and exam preparation. Check your APU email to get the current semester tutoring schedule. Tutoring staff are not available over summer break.

**Writing Tutor Coordinator:** (907) 564-8610

Tutoring in the fall and spring academic sessions is available at no extra cost for APU students seeking help at any stage in the writing process or with oral presentations. For in-person appointments or to receive comments by email, contact the Effective Communication Center: ecc@alaskapacific.edu

**ADVISING**

Grant Hall 222 A-C

advising@alaskapacific.edu

(907) 564-8329 or (907) 564-8967 or (907) 564-3485

**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 through Handshake.

Career planning services include:

- One-on-one Career Counseling: free to APU students and alumni. 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: dozens of positions are approved every week on Handshake, including on-campus and local jobs. Bulletin boards are updated in the Atwood Center lobby and outside the Career Services office in Grant Hall.
- Workshops and Information Tables: workshops are offered every semester, with topics such as informational interviews, salary negotiation, networking, and resume writing. Employers are invited to host job & information tables on campus throughout the year

### **Study Away**

Whether you want a semester in the tropics or a year in the fjords, APU Study Away can help you find a global experience that's right for you. Thanks to partnerships with EcoLeague, NOLS, and UArctic, APU students have a range of exchange options that blend seamlessly with financial aid and graduation goals. Ready for your next academic adventure? Get in touch and start exploring! (Career Services Office Grant Hall 222 D)

### **OFFICE OF ADVANCEMENT AND SPONSORED PROGRAMS**

The Office of Advancement and Sponsored Programs (OASP) serves Alaska Pacific University's present and future needs through advancing the mission and vision of the University. The specific functional offices within Office of Advancement and Sponsored Programs are detailed below.

#### **ADVANCEMENT**

Carr Gottstein 225

advancement@alaskapacific.edu  
(907) 564-8346

The Office of Advancement forges lifelong relationships, inspires philanthropy, and stewards resources to foster excellence within the APU community. The staff are dedicated to advancing the mission of the university and inspiring a community connected by a shared love of Alaska Pacific University. They serve APU's current and future needs by managing the University's relationship with donors and friends of APU, alumni, parents, and corporate partners toward cultivation and stewardship of gifts to APU. Their work has created

and funded scholarship opportunities, new capital projects, faculty chairs, programmatic support, and much more.

## **ALUMNI RELATIONS**

Carr Gottstein 217

alumni@alaskapacific.edu  
(907) 564-8282

In collaboration with members of the APU/AMU Alumni Association, the Alumni Relations office serves the present and future alumni through professional networking opportunities, service projects, Homecoming and Alumni Weekend, and various activities. We consider your enrollment in the APU Alumni Association as part of the graduation process to be a significant step in your journey. This will allow you to stay connected via the Alumni E-Newsletter and quarterly subsection.

The Alumni Association's vision is to strengthen APU's alum community by fostering integrated communication and networking and by promoting the university for future generations. Your role in this is significant, and we are proud to have our students as part of our community. Students can stay involved after graduation by serving on the Association Board, organizing regional chapters of the Association, and participating in alumni events.

## **SPONSORED PROGRAMS**

sponsoredprograms@alaskapacific.edu  
(907) 564-8884

The Sponsored Programs office facilitates research administration of sponsored projects in collaboration with faculty and staff and community partners. Sponsored projects are externally-funded research, instruction, training, testing, service, or other scholarly activities in which a formal grant, cooperative agreement, or contract is entered into between APU and research agencies. Sponsored Programs supports the APU research community by providing guidance, oversight, and consultation, as well as serving as a formal institutional liaison throughout the life of the award. Sponsored Programs supports research students, staff, faculty, and external partners to enhance APU's capacity to successfully obtain and manage research projects that foster a better understanding of our world and its many rich cultures.

**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**

regoff@alaskapacific.edu

Registrar's Office: (907) 564-8210

Carr Gottstein 106

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 for 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 Research and Community Engagement.

### **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](http://www.ecoleague.org).

## **REGISTRATION**

Carr Gottstein 106

[regoff@alaskapacific.edu](mailto: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](mailto:regoff@alaskapacific.edu) from their APU email address.

## **STUDENT FINANCIAL SERVICES (SFS)**

Carr Gottstein 106

**Financial Aid** (907) 564-8341

[financialaid@alaskapacific.edu](mailto:financialaid@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 through 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/>

**Veteran Support Services (VSS)**  
veterans@alaskapacific.edu

Carr Gottstein 106

Alaska Pacific University is approved by the Alaska State Approving Agency (AKSAA) to train veterans and their eligible dependents. The Office of Financial Aid and the Registrar maintain all Veteran records and are School Certifying Officials (SCOs) serving as the primary contact for all students receiving Veterans' Educational benefits. All students must work toward an approved certificate or

degree and follow the current curriculum outlined for their objectives since only specific courses may be applied toward VA certification and graduation. Please refer to the academic catalog for more detailed information regarding Veteran Support Services and Veteran Education Benefits.

## **TRANSCRIPTS**

Carr Gottstein 106

regoff@alaskapacific.edu

Registrar's Office: (907) 564-8210

Regular Processing of electronic transcripts through Parchment is \$15.00 processing fee for each recipient (addressee). Paper transcripts mailed from Parchment will vary based on postal prices. 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.

## 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 clubs to meet. The SLC is also where ASAPU holds weekly meetings to discuss matters concerning the student body and APU community. Students, staff, and faculty 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 with a semester bus sticker to the bus driver in order to use the Anchorage bus system. To get an updated semester bus sticker, please stop by the IT Office (Grant Hall), Monday-Friday, 9 am-5 pm. The semester bus stickers are for currently enrolled students and active employees. If you were enrolled in the spring and are enrolled for the upcoming fall semester, but you are not taking summer courses, you are still eligible to get a summer sticker.

**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.

Students are permitted to utilize their meal plan balance for the purchase of food or beverages from the Ground Theory Coffee Cart. This balance cannot be redeemed for any apparel or accessories. Additionally, the balance allocated for extra food or drinks is non-transferable to any other individual and must be utilized solely by the account holder for whom it is intended. To ensure inventory management and product availability, students must adhere to a maximum spending limit of \$75 within a single business day.

**MAILROOM**  
mailroom@alaskapacific.edu  
(907) 564-8218

Grant Hall 111



APU has its own mailroom, located in the Campus Store, and each student must sign up for 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.

## **CONFERENCING & EVENTS**

Grant Hall 111

conferencing@alaskapacific.edu  
(907) 564-8078

APU Conferencing Services are located in Grant Hall 111 inside of the Campus Store. This department provides support for external and internal events occurring on the APU campus.

To move non-Campus Life furniture (outside of student housing) for student events or course events on APU campus, students and/or the assisting faculty/staff member must contact the conferencing department to inquire about availability and make the necessary arrangements preferably 1-week in advance.

**CAMPUS LIFE**  
**Campus Safety**  
(907) 564-8888

Atwood Center  
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**

StudentActivities@alaskapacific.edu  
(907) 564-8238

Atwood Center 107

The Campus Life Office offers activities for students, faculty, and staff that are designed to build community and provide recreation outside the classroom. Check your email for a weekly Campus Life Activities Newsletter to see what activities are happening each week!

**MEDITATION ROOM & CHAPLAIN**

Atwood Center 104

(907) 564-8355

All Are Welcome! Alaska Pacific University continues the commitment to provide safe space for religious observance and spiritual exploration at the Jimmy Davis Meditation room. 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, faith formation activities, discussion and conversations along life's journey. 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 Counseling Psychology program who are completing their supervised training under the direction of a licensed professional. 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
- Orientation and Honors Assembly
- Disability Support Services

### **Disability Support Services (DSS)**

Atwood Center 113

dss@alaskapacific.edu  
(907) 564-8287

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 student-led in a post-secondary environment. Once contacted, Disability Support Services determines eligibility on an individualized basis through interactive dialogue with the student, a review of diagnostic reports, 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. The DSS Office will make a good faith effort to determine eligibility as soon as the request and any necessary documentation is received and provide reasonable accommodation(s), if approved.

Distance or online learning and teaching may be new territory for some students and faculty. Remember that DSS is a resource to support students, faculty, and staff. It is important to understand that the University is responsible for ensuring accessible courses, programs, and services. 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, 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

conferencing@alaskapacific.edu  
(907) 564-8078

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.

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 director of Auxiliary Services.

### **McMillen Student Center Mealtimes**

#### Monday - Friday

Breakfast 7:00 - 9:00 am

Lunch 11:30 - 1:30 pm

Dinner 4:30 - 6:30 pm

#### Saturday & Sunday

Brunch 10:30 - 12:30 pm

Dinner 4:30 - 6:30 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**

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 the kitchen manager 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

Please ensure you put recycling into the designated blue containers, located in each building (except North and South Atwood).

Recyclable items: plastics (numbers 1 & 2 only), aluminum, tin, and mixed paper. Cardboard can be recycled on-campus but must be placed in the proper receptacles (behind Grant Hall and at the start of the Row). Glass recycling is now being accepted in the dark gray bin 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.).

### **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

**Student ID Cards:** The IT department is where students will get their photo ID. The student ID is needed for entry to on-campus housing in North Atwood and Segelhorst. Students need a current APU ID to access both the People Mover bus system and the APU/UAA Consortium Library. The ID Cards must be scanned on an exterior door reader at least every 30 days to maintain access to the buildings.

**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. All official APU communications are sent via APU email addresses.

Microsoft 365 licensing is provided for all students while they have an active account. This includes 1TB of OneDrive storage, Exchange Online email which can hold up to 100GB of data, collaboration tools such as Teams and Planner, MS Forms, and the ability to download the full Office Suite to 5 personal devices.

Refer to [my.alaskapacific.edu](http://my.alaskapacific.edu) for frequently asked questions and self-support options.

### **KELLOGG CAMPUS**

Palmer, AK

kelloggcampus@alaskapacific.edu  
(907) 564-8613

The Kellogg Campus sits on over 800-acres 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, an outdoor, place-based homeschool program for K-8 students, Camp Kellogg, a nature-based summer day camp program, the Master of Science degree in Outdoor and Environmental Education program, and a variety of grant-funded agricultural education programs. Portions of the Kellogg Campus are leased to a local hay farmer. In 2018, the Trust finalized an agricultural land easement, preserving 74 acres of this campus as agricultural land in perpetuity.

The Kellogg Campus welcomes student groups and individuals to visit, volunteer, and participate in the stewardship of this land. During farm production months (May - Oct) the Kellogg campus can prearrange volunteer opportunities, for-credit practicums, and 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, and recreational events. Finally, students are welcome to submit proposals for junior and senior internships, practicums, and projects. Reach out to the Kellogg Campus Director for details and directions.

### **OUTDOOR PROGRAMS (OP)**

Atwood Center (basement)

op@alaskapacific.edu  
(907) 564-8614

Learn to whitewater kayak, sea kayak, stand up paddle board, packraft, fat tire bike, ice climb, rock climb, snowboard, ice skate,

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, let's plan it! Outdoor adventures, training sessions and workshops, and equipment rentals are offered for a reduced fee to APU students and employees.

### **Fitness Center**

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

### **Indoor Climbing Wall**

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**

OP equipment rentals include: inflatable kayaks, stand up paddleboards, packrafts, fat tire bikes, camping gear, cross country 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.

### **RECREATIONAL PROGRAMS**

Moseley Sports Center

moseley@alaskapacific.edu  
(907) 564-8314

The Recreation Programs at Alaska Pacific University include a comprehensive lineup of aquatic fitness, recreation, 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 saltwater pool and full-court gymnasium. Call or visit the website to find out about hours of operation.

Recreational 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 access to downtown Anchorage, the ocean, and the Chugach mountains. This trail system is

accessible year-round and is primarily used by runners, walkers, and bikers during the 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:

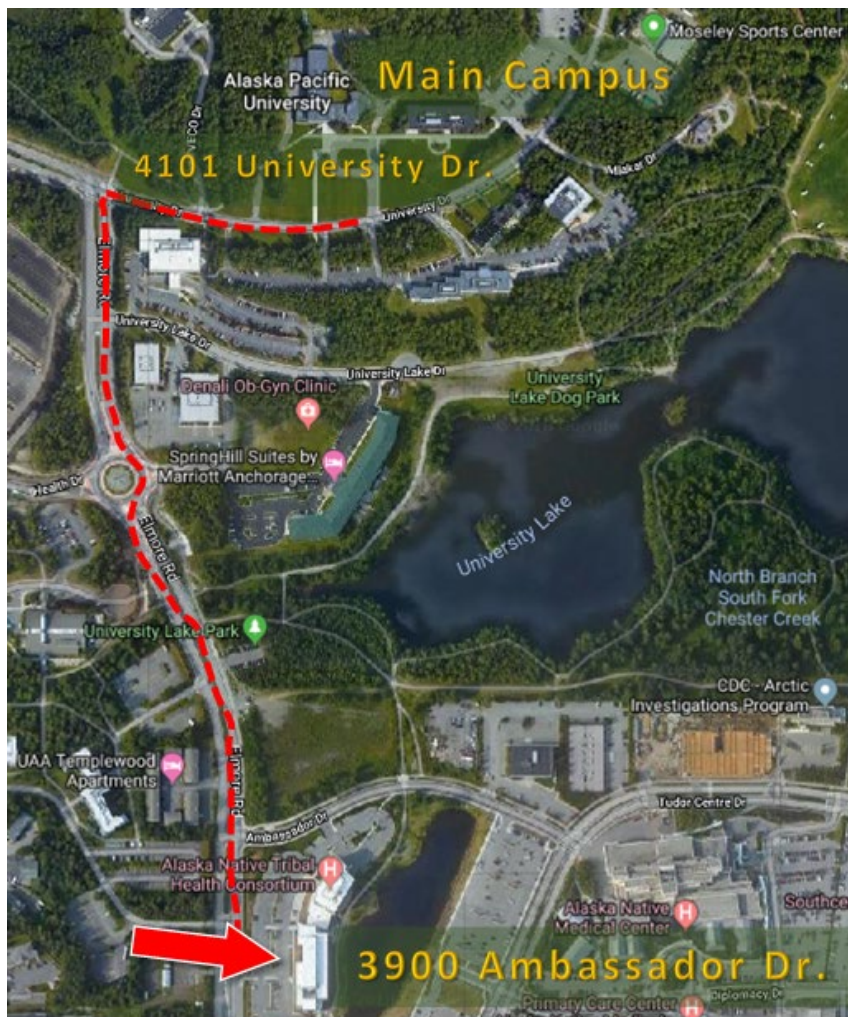
- Immunizations
- Contraceptive counseling
- Tuberculosis (TB) screening
- Treatment for minor illness and injury
- Women's and men's health appointments
- Routine and pre-participation physical exams
- Sexually Transmitted Infection (STI) screening and treatment
- Stable chronic disease management (i.e.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

## STUDENT HEALTH CLINIC DIRECTIONS MAP

3900 Ambassador Dr. (3rd floor)

(907) 729-1500



## Policies and Procedures

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

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

### **ACADEMIC INTEGRITY & PLAGIARISM**

Grant Hall 101

Provost Office: (907) 564-8261

provost@alaskapacific.edu

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.

Pets are not permitted in the University residences, including student rooms, suites, and units. The only exception to the pet policy is fish in

an aquarium no larger than 10 gallons. Fish tanks should be regularly maintained. Pets of guests may not "visit" suites or units, even on a temporary basis. Visiting pets must be on a leash and left in vehicles or outside with supervision. If any unauthorized pet is kept in a resident's room, judicial action will be taken and a \$500 cleaning and fumigation fee will be immediately charged to the resident.

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 animal's owner or handler shall be responsible for the immediate and proper disposal of animal waste. The default area for any animal relief is the tree line at the edge of the woods. Animal waste must be disposed of in dumpsters. Office, suite, and common area trash receptacles must be avoided as a place to dispose 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.

## **ANTI-HARASSMENT, SEXUAL MISCONDUCT, TITLE IX**

Compliance and Risk Office: (907) 564-8890

titleix@alaskapacific.edu

Alaska Pacific University does not discriminate on the basis of race, color, religion, gender, ethnic or national origin, disability, age, marital status, veteran status, membership in uniformed services, gender identity, 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.

Title IX of the Education Amendments of 1972 prohibits discrimination (including sexual harassment and sexual violence) based on sex in APU's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

Please read the full Anti-Harassment and Sexual Misconduct Policy and Title IX Grievance Procedure found on APU's Title IX website (<https://www.alaskapacific.edu/history/consumer-information/title-ix-compliance/>) for more information regarding APU's anti-harassment and sexual misconduct policy and procedure, including definitions and examples of discrimination and harassment, complaint and reporting procedures and guidelines, and the investigation and resolution processes.

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 the Policy; and tracking and reporting annually on all incidents in violation of the 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](mailto:rmeyer@alaskapacific.edu)

**Title IX Deputy:** Eric Johnson  
Atwood Center, Office #108  
4455 University Drive  
Anchorage, AK 99508  
Phone: (907) 564-8299  
Email: [ejjohnson@alaskapacific.edu](mailto:ejjohnson@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](mailto: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](mailto:kawyrick@alaskapacific.edu)

Concerns about APU's application of the Policy may be addressed to the Title IX Coordinator, the Deputy Title IX Coordinators, **United States Department Office for Civil Rights (OCR)** ([www.ed.gov/ocr](http://www.ed.gov/ocr), [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481), **U.S. Equal Employment Opportunity Commission (EEOC)** ([www.eeoc.gov](http://www.eeoc.gov), [info@eeoc.gov](mailto:info@eeoc.gov) or 800-669-4000), **Alaska State Commission for Human Rights (HRC)** ([www.humanrights.alaska.gov](http://www.humanrights.alaska.gov), [hrc@alaska.gov](mailto:hrc@alaska.gov), or 800-478-4692) and/or **Anchorage Equal Rights Commission (AERC)** ([www.muni.org/departments/aerc](http://www.muni.org/departments/aerc), [aerc@muni.org](mailto:aerc@muni.org), or 907-343-4342)

**ONLINE COMMUNICATION & PUBLIC ACCESS** Atwood Center 116  
Dean of Students Office: (907) 564-8287  
[DOSOff@alaskapacific.edu](mailto: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** Grant Hall 105B  
Compliance and Risk Office: (907) 564-8890

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**

Atwood Center 116

Dean of Students Office: (907) 564-8287

DOSOff@alaskapacific.edu

### 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, religion, gender, ethnic or national origin, disability, age, marital status, veteran status, membership in uniformed services, 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

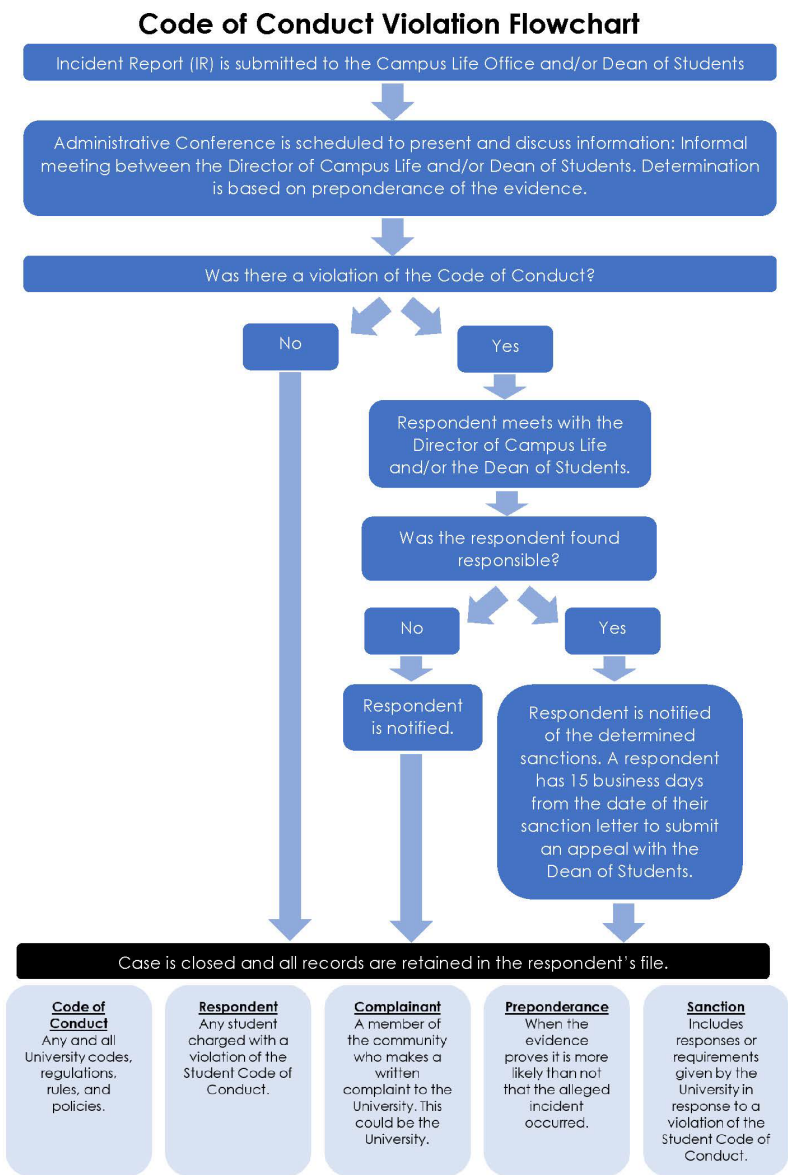
Dean of Students Office or other members of the APU community may file an incident report alleging a violation of the Student Conduct Code.

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.



## **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 students who experience disabilities, and provides resources for the University 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.

### **Definitions**

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

**Service Animal:** A service animal is a dog (and in certain circumstances, a miniature horse) that has been 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 a student 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.

Do I have to register my Service Animal?

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

Please note however, that students requesting to have an assistance animal, including an emotional support animal, must register with and be approved by DSS and the Director of Campus Life prior to the animal arriving on campus.

#### Do I have to register my Assistance or Emotional Support Animal?

Students requesting to have an assistance animal, including an emotional support animal, must register with and be approved by DSS prior to the animal arriving on campus. No animals, with the exception of approved pets (Pet section of this handbook below) or service animals, are permitted on campus without prior approval from DSS and the Director of Campus Life.

#### 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.

#### **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 by its owner or handler and the individual does not take immediate and 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.
- If a student is concerned about exposure to an animal (e.g., the individual experiences severe allergies), that individual may request an accommodation through Disability Support Services. 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.
- 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. The default area for any animal relief is the tree line at the edge of the woods. Animal waste must be disposed of in dumpsters. Office, suite, and common area trash receptacles must be avoided as a place to dispose of animal waste.
- Students who have an animal should meet with the Director of Campus Life or the Disability Support Services Coordinator to discuss procedures for identifying proper waste disposal areas on-campus.
- 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.
- 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. The student is ultimately responsible for the cleanliness, grooming and health of the animal.
- Service and assistance animals may not be left alone overnight or for a period of time greater than eight (8) consecutive hours.

- For emergency purposes, Campus Life will place a picture of registered animals on the suite door, identifying that an animal lives in the suite.
- Animals are not allowed in food preparation, serving or dining areas, or any public area where classes, meetings, group studying, or social activities are taking place, or in laboratories using chemicals or involving hazardous procedures.

Violation of these regulations may result in confiscation of the animal and/or administrative or disciplinary action to the owner. When an animal is not restrained or not attended, a reasonable attempt will be made to locate the animal's owner. If attempts to find the animal's owner are unsuccessful, Campus Life will contact the City of Anchorage Animal Control which will remove the animal from APU property. An animal is restrained or attended when it is in the immediate vicinity of an owner, and either on a leash of six feet or shorter, in a cage/carrier, or, in the case of a certified service animal, voice-controlled by a person competent to govern the behavior of the animal. To be considered attended, an animal may not be left fastened to a stationary object. APU will seek restitution for any animal-related damage to university-controlled property, facilities, or grounds. The repair or replacement cost of damaged property is the sole responsibility of the owner of the animal that caused the damage.

### **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](mailto:studentaccounts@alaskapacific.edu)).

### **WEAPONS FREE CAMPUS**

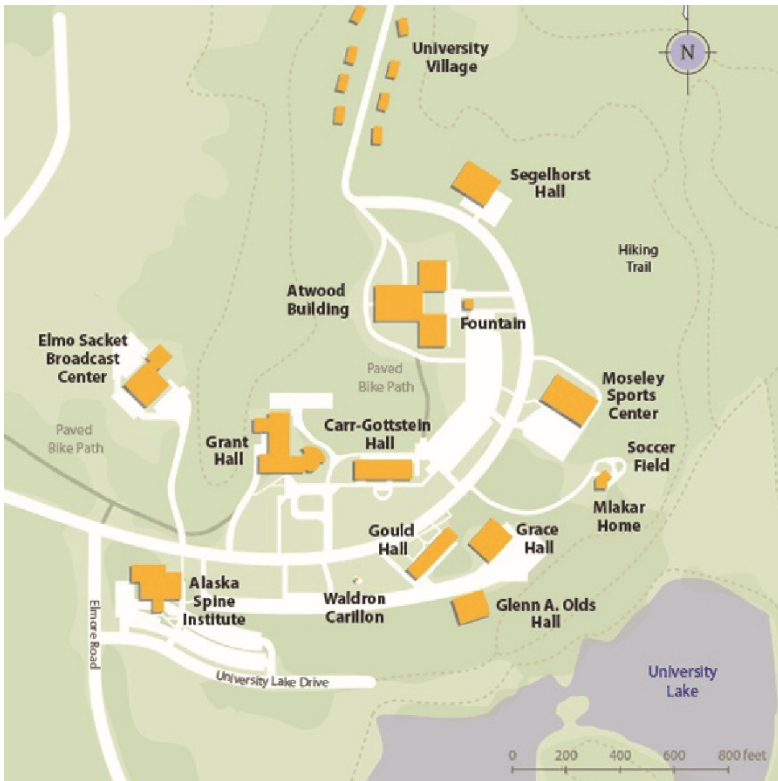
Atwood Center 116

Dean of Students Office: (907) 564-8287  
[DOSOff@alaskapacific.edu](mailto: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	907-564-8280
Admissions	907-564-8248
ASAPU (Student Government)	907-564-8283
Base Camp (Campus Store / Mailroom)	907-564-8218
Campus Life	907-564-8299
Campus Safety	907-564-8888
Chaplain	907-564-8355
Climbing Wall / Weight Room	907-564-8308
Conferencing & Events	907-564-8323
APU/UAA Consortium Library	907-786-1871
Counseling and Wellness Center	907-744-4488
Dean of Students	907-564-8287
Dining Services	907-564-8230
Disability Support Services	907-564-8287
Facilities and Maintenance (On-call)	907-564-8320
Financial Aid	907-564-8341
Human Resources	907-564-8265
Information Technology Help Desk	907-564-8350
Institute of Business and Public Policy	907-564-8234
Institute of Culture and Environment	907-564-8291
Institute of Health and Wellness	907-564-8225
Kellogg Campus (Palmer, AK)	907-564-8613
Moseley Sports Center	907-564-8314
Nordic Ski Center	907-564-8906
OP Gear Room	907-564-8614
Outdoor Programs	907-564-8308
President's Office	907-564-8220
Provost's Office	907-564-8261
Registrar's Office	907-564-8210
Student Accounts	907-564-8352
Student Activities	907-564-8238
Student Health Clinic	907-729-1500

