



LIFE PACIFIC  
COLLEGE

# STUDENT HANDBOOK

2017-2018

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## Traditional Academic Calendar 2017-2018

<b>Important Dates</b>	<b>Fall Semester 2017</b>	<b>Spring Semester 2018</b>
New Student / Reentrant Registration	Completed by Registrar staff before semester	
Registration for Continuing Students	Completed by student during prior semester	
Last Day to Complete Application File	June 1	November 1
New Student Priority Registration	June 10	-----
Residence Housing Application Due	July 1	December 1
Re-Entrant Application Due	August 1	December 1
Tuition & Fees Due for all Students	August 1	January 4
Residence Hall & Campus Dining Opens	August 25	January 12
New Student Orientation	Aug 25 – 27	January 12 – 13
Classes Begin	August 28	January 16
Last Day to Add Classes	September 1	January 19
ASB Spring Conference	-	January 26-27
Last Day to Drop Classes	October 13	March 2
Senior Registration	November 6	April 9
Junior Registration	November 9	April 12
Sophomore Registration	November 13	April 16
Freshman Registration	November 20	April 23
Last Day of Classes	December 8	May 4
Final Examinations	December 11-14	May 7-10
Grades Due to the Registrar's Office	January 1	May 25
Baccalaureate	-----	May 11
Commencement	-----	May 12

### Holidays

#### Fall 2017

Labor Day September 4  
 Thanksgiving November 22-26  
 Christmas Break Dec 15 - Jan 12

#### Spring 2018

Martin Luther King Jr. Day January 15  
 President's Day February 19  
 Spring Break March 19-23  
 Good Friday March 30

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IMPORTANT PHONE NUMBERS

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**Emergency**

Fire/Police/Paramedics .....911  
San Dimas Hospital ..... 909.599.6811  
San Dimas Sheriff .....909.599.1261

**Hotlines**

Alcoholics Anonymous ..... 626.914.1861  
Celebrate Recovery ..... 949.581.0548  
Aurora Charter Oak Hospital and Recovery Center .....800.654.2673  
Project Sister (Rape Crisis) ..... 909.626.4357

**Suicide Crisis Intervention Center**

Toll-free in L.A. County .....877.727.4747  
Toll-free nationwide .....800.784.2433

**Campus Phone List**

Life Pacific College (main line) .....909.599.5433  
Academics..... Ext. 342  
Arts ..... Ext. 531  
ASB..... Ext. 316  
Distance Learning ..... Ext. 359  
Financial Aid ..... Ext. 322  
Library ..... Ext. 309  
Calling and Vocation ..... Ext. 355  
The Post/Reception ..... Ext. 301  
Registrar’s Office. .... Ext. 313  
Office of Residence Life..... Ext. 397  
Student Accounts ..... Ext. 319  
Office of Student Development (OSD) ..... Ext. 351

Students will be held responsible for all information conveyed in this handbook. The most updated version will always be available online. Policies and guidelines listed in the online version will always supersede those listed in any print publication. Students should treat this handbook as an informational guide and should refer to it when they have questions regarding policies and expectations.



# CAMPUS MAP



# STUDENT DEVELOPMENT

**Phone:** ext. 351

**Location:** Student Development Suite – 1<sup>st</sup> floor of Hamilton Hall

**Staff:** Senior Director of Student Development: Joshua Arnold, M.Ed.

**Email:** jarnold@lifepacific.edu

The Office of Student Development exists to advance the mission of Life Pacific College through programs and services that promote student success within the context of a transformative faith, living, and learning community.

Student Development's spectrum of care includes the Associated Student Body, Career Services, Commuter Services, the First Aid & Wellness Center, Calling and Vocation, New Student Orientation, Residence Life, Retention and Student Success, Student Care, Student Conduct, and First-Year Experience. Additionally, the Director of Student Development serves as the Deputy Title IX Coordinator for the College and liaison to Emmaus Road Christian Counseling.

The Office of Student Development seeks to maintain an environment that is congruent with the values of the College and promotes student learning and success. Specifically, OSD offers programs and services that support eight different dimensions of whole-person student development: academic growth, spiritual formation, identity development, emotional intelligence, vocation & calling, multicultural competence, physical health & wellness, and social responsibility.

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## ASSOCIATED STUDENT BODY (ASB)

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**Phone:** ext. 316

**Location:** 1<sup>st</sup> floor of Hamilton Hall (Building G)

**Email:** asb@lifepacific.edu, jarnold@lifepacific.edu

Every undergraduate student of Life Pacific College is a member of the Associated Student Body and represented by the ASB Executive Team and Cabinet. ASB seeks to represent the student voice and also serves as a student governing body. The fulfillment of these responsibilities is evident in activities, services, leadership and representation.

The Executive Team is elected or appointed in the spring semester to serve the following academic year. This team of five students serves as a liaison between the students and the college administration.

The ASB Cabinet is a group of volunteer student leaders selected by the Executive Team at the beginning of each semester.

The Cabinet is made up of four specific teams:

- The Activities Team: Led by the Activities VP. This team is responsible for building

community within the student body through the planning, coordinating and executing of ASB activities including intramurals, campus picnics, Welcome Week events and more.

- The Events Team: Led by the Events VP. This team is responsible for building community within the student body through the planning, coordinating and executing of ASB events including Fall and Spring Socials, Chivalry Night, and more.
- The Administration Team: Led by the VP for Administration. This team is responsible to carry out administrative and financial duties that support the mission of the Associated Student Body executive team. The VP of Admin works closely with the President in providing leadership to the ASB executive team
- The Marketing & Communications Team: Led by the VP of Marketing & Communications. This team is responsible for keeping the student body up to date and informed about events, activities, outreach, and other on campus happenings through the LPC Newsletter, flyers, e-mails, videos in chapel, and more.

### **ASB Mission Statement and Annual Theme**

The mission of the associated student body is to represent and advocate for the undergraduate student body, serve the student body with meaningful programming and events, and lead the student body with a Christ-centered vision.

Part of our mission at LPC is to develop students into leaders who serve God. This desire to serve God is the very thing that unites us. Some choose to serve through vocational ministry, some through business, some counseling, some by meeting social needs, and some through sports. Overall, one thing is certain; we serve God best by being in relationship with him. We invite everyone to join us this year as we seek to deepen and strengthen our relationships with God in order to best serve and restore our churches, our communities, and our world.

2017-18 Annual Theme: In All Things, Love. "I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit—just as you were called to the one hope that belongs to your call— one Lord, one faith, one baptism, one God and Father of all, who is over all and through all and in all." Ephesians 4:1-6.

### **New Student Orientation**<sup>[OBJ]</sup>:

New Student Orientation is a program that exists to create a smooth, safe and fun transition into Life Pacific College. The program seeks to make new students feel at home and allow parents to feel connected and involved with LPC. All new students are required to attend. Students enrolled in the Disciplines of Life course receive partial fulfillment of course requirements for participation in both orientation days. Welcome Week takes place during the first week that students return to school in the fall and spring. Each event is designed to welcome new and continuing students to the campus by providing opportunities for them to connect and meet new people.



### LPC Conference:

LPC Conference is a time for the entire Life Pacific College community to come together for worship and renewal. The ASB annual theme is highlighted at each Conference, which is designed to help set the tone for community life during the year. LPC Conference is a Ministry Formation requirement for all full-time students.

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#### EMMAUS ROAD CHRISTIAN COUNSELING

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**Location:** 1111 W Covina Blvd, Suite 120A (across the street from campus in the medical/dental building).

**Email:** [office.ercc@gmail.com](mailto:office.ercc@gmail.com)

**Phone:** 909-979-3722

**Hours:** By appointment, Monday-Friday 8am-8pm

Emmaus Road Christian Counseling is a non-profit organization contracted by LPC to provide confidential, professional counseling to all students. Counseling is provided **free of charge** by Marriage and Family Therapists, Social Workers and Clinical Psychologists who are currently in training at local Christian graduate schools. However, if students (and their families) would like to schedule an appointment with an MFT intern, they can do so a reduced rate. Contact [office.ercc@gmail.com](mailto:office.ercc@gmail.com) for more information.

ERCC welcomes students dealing with stress, relationship issues, addiction, identity issues, or any other area needing healing and support. Spiritual integration is an important part of the therapy process. ERCC is available to provide individual, couples, and group counseling.

Appointments are made via the ERCC website: [www.emmausroadcounseling.com](http://www.emmausroadcounseling.com) or via email, phone call, or walk-in sign ups. Necessary information includes name, year in school, name of previous ERCC therapist (if applicable), available schedule for sessions, and contact information (including telephone and e-mail).

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#### FIRST AID & WELLNESS CENTER

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**Location:**

First Aid & Wellness Center- 1<sup>st</sup> floor of Hamilton Hall (Building G)

**Email:** [cduzik@lifepacific.edu](mailto:cduzik@lifepacific.edu)

**Staff:** *Campus Nurse:* Carol Duzik, R.N.

**Hours:** See mobile app for current operating hours.

The First Aid & Wellness Center supports students by evaluating and providing initial care for illness and injury and serves as a reference for further care. The Wellness Center serves as an advocate for promoting optimal physical health and empowers our students to make healthy lifestyle choices. The First Aid and Wellness Center maintains limited business hours.

First aid care is also available to students with minor injuries and illnesses through the ResLife office, particularly during non-business hours. All ResLife personnel are CPR and first aid trained to provide minor care. For further questions about on-going medical care, or for referrals regarding health insurance, students should schedule an appointment with the campus nurse/director of the First Aid & Wellness Center.

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## CALLING AND VOCATION

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**Phone:** ext. 350, 355

**Location:** Student Development Suite – 1<sup>st</sup> floor of Hamilton Hall

**Hours:** please check with the Office for hours each semester (closed for lunch and during chapel)

**Email:** [azimmermann@lifepacific.edu](mailto:azimmermann@lifepacific.edu), [ministryformation@lifepacific.edu](mailto:ministryformation@lifepacific.edu), [outreach@lifepacific.edu](mailto:outreach@lifepacific.edu)

**Staff:** Director: AJ Zimmermann, M.Div.

Campus Chaplain: Amanda Hansen, M.Div.

Program Coordinator: TBD

The Office of Calling and Vocation encompasses multiple ministry aspects of the LPC campus. This includes chapels, ministry formation, outreaches, Foursquare licensing, internships and career services. This section includes information on chapel and ministry formation requirements for all students. Contact the Calling and Vocation office directly for information regarding Foursquare licensing and internships.

The College defines ministry in a broad sense—every Christian is a minister and ministry is not confined to the walls of the church or to those in official pastoral positions. LPC's focus is on developing leaders for ministry: the College is intentionally preparing students to be ministry leaders regardless of their vocation. It expects its graduates to see whatever field or vocation God has called them to as an intentional place for ministering the gospel to others.

### Chapel

LPC provides chapel services, conferences, and other events to contribute to the spiritual development of the students, faculty and staff. In addition, these times provide a unifying point for deepening Christian community.

The chapel program is developed by the Office of Calling and Vocation in conjunction with the Campus Chaplain and each semester's speakers and activities are spoken into by a chapel committee, consisting of staff and faculty. The College aims to bring individuals from a wide range of experience, with particular emphasis given to effective ministry. Specific topics and varied ministry models that specifically promote student development goals are featured.

Life Pacific College recognizes Chapel is not a replacement for church attendance. It is, however, a place where we as a worshipping community, honor the Lord Jesus Christ. Please respect others as you refrain from the following: talking during chapel use of either laptop or

cell phone, leaving early, doing homework, etc. Failure to comply with these guidelines will result in a loss of credit. Repetitive misconduct may result in Student Development Sanctions. Students are encouraged to be attendance and respectful participants during chapel.

### Chapel Attendance

Attendance is considered a vital part of each student's ministry training and is required for all LPC students. Students are expected to be aware of the following conditions regarding chapel attendance:

1. Attendance is required for all students regardless of their academic load.
2. Chapels will take place on Tuesdays and Wednesdays; attendance is required at both chapels.
3. Chapel attendance will be credited by scanning ID cards upon arrival. Students will not be able to scan their IDs card after the first 10 minutes of a required service. Students are required to remain throughout the entire service in order to receive credit for that day.
4. Students are responsible for keeping track of their own attendance and absences.
5. Personal absences are granted each semesters, and students must use the absences to cover any and all unforeseen personal circumstances that would cause them to miss chapel throughout the semester. Brief illness, personal travel days, employment or graduate school interviews, studying, etc. are all classified as personal absences. Each student is given 6 personal absences for chapel (3 if the student has an appeal for either Tuesday or Wednesday). Once you have reached your limit of personal absences you will be notified by the office of Calling and Vocation for next steps. Failure to comply, or excessive absences over the allotted amount with directly result in a failure for the Ministry Formation Chapel Requirement.
6. If an appeal is granted for one of the two chapel days, the student will be granted 3 instead of 6 chapel absences a semester.
7. Excusable absences may be granted for severe conditions or special situations which temporarily affect normal chapel attendance. Written verification for excusal is required. Examples of situations in which absences may be excused include: overnight hospitalization, family funeral, extended illness, or mandatory court appearances. Excuses for other circumstances of similar nature will be granted at the discretion of the Director of the Office of Calling and Vocation. Class trips or other activities approved by the Vice President of Academic Affairs will be considered excusable.
8. Students will receive a pass/fail Ministry Formation grade each semester based upon whether or not they have met the minimum attendance chapel requirements in conjunction with additional Ministry Formation requirements.

### Chapel Appeals

Students may turn in an appeal to be excused from chapel requirements if they meet the following criteria:

- \* Their work dictates that they cannot attend chapel. Employer verification must be provided.
- \* They commute more than 10 miles from campus and do not have class immediately before or after chapel. Documentation must be provided for verification.

In order to be excused from chapel requirements, students need to submit an appeal to the Office of Calling and Vocation by 4:30 p.m. on the Thursday of the first week of classes. Appeal forms can be found on Moodle. The following documents need to be turned in with the appeal:

- Signed letter from the student's supervisor on company letterhead stating the student's work hours OR
- A copy of the student's class schedule and a copy of directions from the school to student's home with the mileage highlighted.

It will be the student's responsibility to make sure all pieces of their appeal are turned in on time and together. Appeals must have all required documentation in order to be processed.

**NOTE:** Students who begin employment after the appeal due date will not be subject to this late fine. They will need to turn in the appeal within 10 working days from the start of their employment. No appeal will be automatically approved.

#### **APPEALS ARE VALID FOR ONE SEMESTER ONLY**

The Office of Calling and Vocation will notify students who have turned in an appeal of the decision by letter approximately seven working days after the appeal is submitted. If no response has been received within seven days, it is the student's responsibility to contact the office immediately. All correspondence will be sent to the student's LPC mailbox and email.

#### **Ministry Formation**

Involvement in practical ministry and service in a local church is a fundamental expectation for all LPC students regardless of major. The practical ministry component includes a wide variety of experiences that build skills and practical wisdom through involvement in local church life. Every student must participate in specific ministry activities during their time at LPC in order to fulfill Ministry Formation requirements.

Ministry Formation requirements are intentionally designed to give students practical experiences that complement their calling and ministry or vocational goals. As a core value of the College, it is imperative that students be active participants in their own growth and development through this process rather than merely attempt to fulfill a requirement.

#### **Office of Calling and Vocation Mission Statement:**

The Office of Calling and Vocation exists to promote the practical development of students into leaders who are equipped to serve and lead others in Foursquare, the Church in general, and the world.

#### **Ministry Formation Goals:**

*After completing the four-year ministry formation program, students will be able to:*

1. **Participate in the development of strong Christian character through the empowerment of the Holy Spirit.**
  - a. **Chapel Programs**
  - b. **Campus Chaplain, Associate Chaplains.**
2. **Communicate the Gospel in the Church, the workplace, and the world.**
  - a. **Community Outreach Hours**
  - b. **Local and Global Opportunities**
3. **Apply knowledge and skills learned from practical experiences in their intended vocational career.**
  - a. **Internships**
  - b. **Mentorships**

### **MINISTRY FORMATION PROGRAM REQUIREMENTS**

The Ministry Formation Program is required for all traditional degree-seeking undergraduate students who are enrolled in 6+ on-campus units. A student may appeal to be exempt from the Ministry Formation requirement on a semester-by-semester basis if they do not live within 10 miles of campus and are not enrolled in on-campus classes for any part of the semester. The following are the requirements for all students enrolled in the course (regardless of student leader status):

#### **Lower Division Students (Not Upper Division Approved):**

- **Regularly attend a local church** (may use 1<sup>st</sup> semester at LPC to find a church)
  - Tracked through the beginning and end of semester form (both are required)
- **Attend Chapel** (3-6 personal absences based on appeal)
- **Participate in 4-6 hours Community Outreach Hours**

#### **Upper Division Students (Upper Division Approved):**

- **Regularly attend a local church** (may use 1<sup>st</sup> semester at LPC to find a church)
  - Tracked through the beginning and end of semester form (both are required)
- **Attend Chapel** (3-6 personal absences based on appeal)
- **Participate in 2-4 Community Outreach Hours**
- **Participate in Vocational Mentoring** (4x semester)
- **Participate in Upper Division Major Specific approved internship.**

#### **Communication:**

The Office of Calling and Vocation's primary means of communication is the student's LPC email address.

#### **Church Attendance Policy:**

- All students enrolled in the Ministry Formation Program are required to attend a Christian Church each semester at Life Pacific College. The Office of Calling and Vocation defines "church" as a 501(c)(3) not-for-profit religious organization or recognized and verified by a denomination as a church plant, house church, simple church, etc... Students are required to attend a church that fits this description to receive credit for the Gm095 Ministry Formation Church Attendance. Students must attend church a minimum of 11 times per semester to be eligible to receive credit.
- What do I need to submit to demonstrate church attendance?

- Beginning of Semester Form – Found on Moodle, See course schedule below
- End of Semester Form – Found on Moodle, Se course schedule below
- What is the verification process for these forms?
  - Both the Beginning and End of Semester Forms are required each semester of Ministry Formation.
  - The Office of Calling and Vocation randomly selects 5-10% of student submissions for verification. The office, at its discretion, may conduct additional and non-randomized verifications as needed. Additionally, students who have failed chapel verification previously will be subject to audit in future semesters.

#### Chapel Attendance Policy:

- Chapel takes place every Tuesday and Wednesday from 10:20 am – 11:20 am on weeks 1-15 of the semester. Some chapels may be canceled to accommodate other events such as Preview. These instances, though few, will be communicated in advance. Students must have their Student ID card present to receive credit.
- How Many Chapels do I need to attend?
  - There is a total of 60 required chapels each semester.
  - Each student has 6 Personal Absences each semester, and students must use the absences for any and all unforeseen personal circumstances that would cause them to miss chapel. Brief illness, personal travel days, employment or graduate school interviews, studying, tardiness, etc. are all considered personal absences.
  - Students are ultimately responsible for keeping track of personal absences. Chapel Attendance Records will be available via email or through Empower. Chapel Attendance Records will be updated weekly.
- What is the Chapel Etiquette Policy?
  - Life Pacific College recognizes chapel is not a replacement for church attendance. It is, however, a place where we as a worshipping community, honor the Lord Jesus Christ. Students should respect others around them as they refrain from the following: talking during chapel, use of laptop, cell phone, or tablet, leaving early or arriving late, sleeping, homework, etc...
  - Violation of the chapel etiquette guidelines will directly result in loss of chapel credit for that day. Repetitive misconduct will directly lead to failure of the Ministry Formation Course for the semester.
    - 1<sup>st</sup> Offense in any semester – Loss of Chapel Credit for that day
    - 2<sup>nd</sup> Offense in any semester – Failure of the Chapel Requirement with 1-time make up opportunity
    - 3<sup>rd</sup> Offense in any semester – Failure of the MIN095 Ministry Formation Course that semester
    - 4<sup>th</sup> or more – continued failure alert status, probation, or dismissal from Life Pacific College.
  - For more information on chapel programs, please view the Moodle page and LPC Website.

#### Community Outreach Hours:

Students must complete Community Outreach Hours each semester based on their Ministry Formation status (Lower Division or Upper Division). Lower Division Students are required to participate in 4-6 hours, and Upper Division Students are required to participate 2-4 hours.

- What qualifies for Community Outreach Hours?
  - The Opportunity must:
    - Meaningfully contribute to the mission of God's people
    - Not receive financial compensation
    - Not directly benefit LPC or LPC Personnel
    - Not benefit a family member
- Can I receive Community Outreach Hours for student leadership roles?
  - If a student is in a paid student leadership role, they are being compensated for their work, thus, ineligible to receive community outreach hours. However, student leaders are encouraged to model service to those they lead by inviting them to participate in Community Outreach opportunities.
- How can I find Community Outreach opportunities?
  - The Office of Calling and Vocation will actively seek to find Community Outreach opportunities. Hours may also be earned through some pre-approved LPC Events as well as participation in LPC Global Life trips.
- My Church did a missions trip this summer, can I count that for credit?
  - Unfortunately, Community Outreach Hours must be completed during the semester for which they are to be applied. Only students who participate in Summer LPC Global Life Trips are eligible to have hours credited to the following Fall semester. For more information on eligibility of these trips, contact the Global Life Office.
- Want to find out if an outside event will count for credit?
  - Email [Outreach@lifepacific.edu](mailto:Outreach@lifepacific.edu)

#### Vocational Mentoring:

In addition to the requirements outlined above, Upper Division Students are required to have a vocational mentor for four semesters.

- Who can be a Vocational Mentor?
  - LPC Staff or Faculty Member or a pre-approved mentor through your academic discipline and the Office of Calling and Vocation
  - The Vocational Mentor should be someone currently working in your intended vocational career.
- How many times do we need to meet?
  - Vocational Mentor meetings are formal, one on one mentor sessions. Vocational Mentors should be aware that you are meeting with them in this capacity.
  - Upper Division Students are required to meet with their mentor once a month, for a total of four times as semester.
- Can my supervisor be my Vocational Mentor?
  - It is possible that your supervisor can be your Vocational Mentor as long as you intend to enter that field.
- How do I report my mentor meetings?

- The Vocational Mentor Log on Moodle is required for students to submit.
- The Office of Calling and Vocation randomly selects 5-10% of student submissions for verification. The office, at its discretion, may conduct additional and non-randomized verifications as needed. Additionally, students who have failed the Vocational Mentor Log verification previously will be subject to audit in future semesters.

#### Internships:

All students are required to participate in an Upper Division Internship as part of your specific academic program.

- Participating in an approved internship does not exempt students from Ministry Formation Requirements. All internships must be approved by the Office of Calling and Vocation, Department Chair, Residence Life (if applicable), Student Conduct, Student Accounts, and the Registrar's Office. No credit will be given for internships completed outside of the Ministry Formation process, including past experiences.
- During the internship, the student is expected to engage in 150 hours of work which includes an online companion course. Each major has a congruent online course for students demonstrate academic learning and practical engagement.
- Can I appeal the internship course?
  - For more information on internship appeals, please contact the Office of Calling and Vocation. Upper Division students are required to participate in 2+ hours of outreach per semester.

#### Transitioning Churches

While LPC students are expected to remain committed to one home church during their college years, it is occasionally necessary for a student to change churches. If students are contemplating a change in their home church and are having a difficult time assessing whether or not they are doing so for the proper reasons, they are encouraged to speak with the Director of the Office of Calling and Vocation.

If a student is having difficulty making a decision about a new church to attend, s/he must notify the Director of the Office of Calling and Vocation. It is possible to be put on "transitional requirements" similar to requirements for first semester students. It is important for students who have come to a decision to transition from their home church that they "leave well," considering the impact they might have on those to whom they minister and to the role they have filled as they served. Notifying church leadership is also important.

#### Ministry Formation Credit

Completion of Ministry Formation is a requirement for all students at Life Pacific College. Each semester, all students are registered for Ministry Formation and will receive a P/F grade on their transcript at the end of the term. All requirements must be completed and submitted by the due date in order for a student to receive credit. The course number for Ministry Formation is found on the course schedule as MIN095.

#### Ministry Formation: Alert I, Alert II, Probation, Dismissal



LPC's mission is to develop transformational leaders for the church, the workplace, and the world. Ministry Formation prepares graduates to see whatever field or vocation God has called them to as an intentional place for ministering the gospel to others. Ministry Formation is considered to be an essential component of the student's educational experience and, therefore, is an academic and graduation requirement. It is the student's responsibility to complete and submit all materials. Failure to complete Ministry Formation requirements will result in the following:

**1<sup>st</sup> Time Failure: Ministry Formation Alert I**

- Does not limit academic eligibility
- Does not restrict on-campus employment eligibility
- May make student ineligible for Student Leadership Position at the discretion of the supervisor
- Current email from Registrar for Alert Status

**2<sup>nd</sup>-Time Failure in any semester: Ministry Formation Alert II**

- Does not limit academic eligibility
- Does not restrict on-campus employment eligibility
- May make student ineligible for Student Leadership Position at the discretion of the supervisor
- Current email from Registrar for Alert II Status, warning about Probation

**3<sup>rd</sup>-Time Failure in any semester: Ministry Formation Probation**

- Limits academic load to 12 units
- May restrict on-campus employment eligibility at the discretion of the supervisor
- Limits student eligibility for Student Leadership Positions
- A required meeting with VPAA and Director of Calling and Vocation, failure to attend will result in failure of the course

**4<sup>th</sup>-Time Failure in any semester: Ministry Formation Dismissal**

- Dismissal from the college for one semester and must petition with the Ministry Formation Committee to re-enter.

Campus Chaplain

Phone: TBD

Location: Campus Chaplain office – 1<sup>st</sup> Floor of Hamilton Hall (G)

Email: Amanda Hansen - ahansen@lifepacific.edu

The Campus Chaplain at Life Pacific College seeks to promote and provide pastoral care of students to enhance their personal and communal spiritual growth. The Campus Chaplain and Pastoral Care Team are available to meet to discuss pastoral care issues. The Campus Chaplain and Pastoral Care Team does not seek to replace the role of pastors in the local church but to provide care for students of Life Pacific College in conjunction with the local church and LPC Community.

**Phone:** ext. 392

**Location:** Director of Residence Life Office- Hamilton Hall (G Building)

- Every day: 7 p.m. - Midnight

**Email:** [reslife@lifepacific.edu](mailto:reslife@lifepacific.edu)

**Staff:**

- *Director of Residence Life:* Kristen Zimmermann- [kzimmermann@lifepacific.edu](mailto:kzimmermann@lifepacific.edu)
- *Assistant Director Of Residence Life:* James Rohwer- [jrohwer@lifepacific.edu](mailto:jrohwer@lifepacific.edu)
- *Part-time Resident Director:* Rick Meyer- [rmeyer@lifepacific.edu](mailto:rmeyer@lifepacific.edu)
- *Part-time Resident Director:* Yesenia Garcia- [ygarcia@lifepacific.edu](mailto:ygarcia@lifepacific.edu)

### Residence Life Mission

The Office of Residence Life strives to provide a rich community that partners with residents in their academic success, personal development, social connection, global awareness, and spiritual growth.

- LPC is committed to providing a residential experience that complements and supports the mission of the institution. Statistics show residential living has a significant impact on a student's undergraduate experience. In comparison to their commuting classmates, resident students are more satisfied with college life, are less likely to drop out, are more likely to participate in student activities, and have more interaction with other students and faculty.

### Residence Life Learning Objectives

- **Learning Objective #1: Academic Success**  
As students participate in the residence halls, they will be challenged and supported to become knowledgeable and engaged learners and leaders both in and outside the classroom. Our program will serve as a catalyst in teaching our students healthy academic habits.
- **Learning Objective #2: Personal Development**  
As students participate in the residence halls, they will be challenged and supported in discovering the value of their unique design and how they can use their gifts to benefit God's Kingdom. Students will also be challenged to live a life of healthy boundaries and discipline.
- **Learning Objective #3: Social Connection**  
As students participate in the residence halls, they will be challenged and supported in the development of intentional and authentic relationships. They will learn what it means to contribute and be a part of a rich community.

- **Learning Objective #4: Global Awareness**  
As students participate in the residence halls, they will be challenged and supported to increase their awareness of global and societal concerns, and learn how to actively respond in their communities.
- **Learning Objective #5: Spiritual Growth**  
As students participate in the residence halls, they will be challenged and supported in striving to continue to develop their spiritual identities, and grow in spiritual disciplines.

### **Residence Requirements**

Single students under the age of 23 who are enrolled in eight on-campus units or more are required to live on-campus. Students under the age of 23 whose parents live within 20 miles of the College may petition to live at home with their parents. If the student wishes to live somewhere other than with their parents at any point during the semester, he or she must submit a new petition to live off-campus. If space permits, students taking at least one on-campus course a semester may live on-campus.

Students who are 23 and older by move-in day, or who are married, or who have exhausted all of their financial aid and would still have an outstanding balance are not required to live in the residence halls. Those students living off-campus are expected to abide by the Community Life Agreement.

All students who intend to live in residence halls, regardless of age or unit load, are required to complete the Residence Hall Application and submit any required health forms. Priority is given to those students under 23 and enrolled in eight or more on-campus units. Living off-campus is considered a privilege, regardless of a student's age. The College reserves the right to rule concerning conduct or the appropriateness of off-campus arrangements and to revoke the off-campus living privilege of any student at any time.

### **Residence Life Staff**

The Director of Residence Life leads the Residence Life staff in providing students with a living environment to support their spiritual development, academic pursuits, and maximize their college experience. The staff is highly capable and well-trained to assist students in a variety of needs.

#### *Director of Residence Life (DRL)*

The Director of Residence Life supervises all Residence Life staff, oversees the maintenance and custodial needs of residence halls, and is responsible for the administration of all housing assignments. S/he is also responsible for the implementation of residents' meetings, activities and social events. The Director of Residence Life reports to the Senior Director of Student Development.

#### *Assistant Director of Residence Life (ADRL)*

The Assistant Director of Residence Life (ADRL), reporting to the Director of Residence Life, will help to provide support in the implementation of the mission and vision of the Residence Life. The ADRL provides support for all aspects of housing administration. Additionally, the ADRL will serve as the primary point of supervision, support, and care for all male resident assistants and male campus residents.

#### *Resident Directors (RD)*

Resident directors are full-time or part-time employees of the College who live in the residence halls. RDs supervise and care for the residents of their respective building, provide an additional level of support to their RAs, and assist with the implementation of the overall residence life program, including training and programming. RDs participate in an on-duty rotation to ensure there is always a professional staff member available to students, particularly outside of normal operating hours. Full-time Resident Directors will also assist in housing, student leader hiring, and supervision of student staff members. Resident Directors report to the Director of Residence Life.

#### *Resident Assistant (RA)*

Each floor of each residence hall is staffed with a Resident Assistant. RAs are returning students who are selected the preceding year to serve in this leadership role. They work directly with the students assigned to their living area, and give support to the director in the management and implementation of the Residence Life program. RAs perform evening and weekend duty responsibilities, help plan and implement social activities and are available to provide help and guidance for students in areas of spiritual growth and support.

#### *Quad Leader (QL)*

Each floor of the residence halls is divided into four quads. Each quad is also staffed with a Quad Leader. The Quad Leader is a returning student who, together with the RA, is responsible for translating the overall philosophy and objectives of the culture at LPC and the residence hall program. This is accomplished through implementation of a practical and meaningful set of services, activities, and programs for students living in his or her quad.

#### **Meal Plan Service**

See “Food Services (The Café)” in Student Services.

#### **Health Services**

See “First Aid and Wellness Center” in Student Services.

### **IMPORTANT HOUSING INFORMATION**

#### **1.0 Contract Period**

The terms of the residence hall agreement are for the entire academic year. Housing is provided based upon the following schedule:

Fall: Friday, August 25, 2017 – Friday, December 15, 2017

Spring: Saturday, January 13, 2018 – Friday, May 11, 2018

There is no housing during Christmas break. Please refer to “Summer Housing” for summer housing information.

- **Appeal for Cancellation**

The residence hall agreement may be cancelled prior to the first day of the contracted period with written notification to the Office of Residence Life. Returning students who have participated in Roommate Selection must submit a notification for cancellation in writing to the Office of Residence Life before June 1st. Students who petition to cancel their agreement after June 1st but before the first day of the contract period are subject to the loss of their \$200 security deposit.

- **Appeal for Contractual Release**

Because residence space is reserved for the entire academic year, it is expected that a student will remain in the residence hall for the agreed time period. If a resident student should need to be released from his/her contract during the semester, an Appeal for Contractual Release must be filed in the Office of Residence Life. All appeals will be considered under the following circumstances:

- End of student status.
- Change in marital status.
- Occurrence of special circumstance or unforeseen hardship.
- If an appeal is granted, Student Accounts will process a pro-rated refund based upon the above criteria and the student’s Final Residence Hall Checkout Form.

**NOTE:** A student is not released from the financial obligation to the residence hall agreement simply because the room is abandoned or if the resident is suspended (either from the residence halls or the College) due to academic or disciplinary action.

### 2.0 Damages

The resident agrees to be fully responsible and liable for any damage s/he, or a guest, may cause to the property of Life Pacific College. A Check-in Form is completed by the resident at move-in, and then used to compare the condition of the room for damages upon moving out. In addition, each student is responsible for an equal share of the cost of damages incurred in the bathrooms, quad hallways, and common area.

Any maintenance concerns should be addressed to the student’s RA. The plumbing and drainage systems are not equipped to handle garbage, food, sanitary napkins, etc. Students are also expected to refrain from any activity that has the potential for damaging the facilities.

### 3.0 Facility Use, Hours and Security

Residence hall entrances remain locked for security. Students returning to campus after 11 p.m. may need to be prepared to show their student ID to campus security officers. Students should keep their ID on their person at all times. Security officers will be on campus every night from 11 p.m. - 7 a.m.

#### 4.0 Fees

For the academic year, residents will pay \$3,995 per semester, which includes 19 meals per week. Students may choose to pay in full or, for an additional \$50 one-time charge, students may choose a payment plan of four equal payments. Reservations can be obtained by filing a Residence Hall Application with the Student Accounts office together with a \$200.00 deposit. All residents are responsible for payment of all housing fees. Non-payment may result in suspension or expulsion from housing. Single occupancy rooms may be applied for by students who are age 23 or older by move-in day, for an additional fee of \$908 per semester. Single occupancy rooms are subject to availability.

#### 5.0 Keys

Each resident is responsible for all keys issued at check-in. Each student will be issued a room key and a building key. Rooms should remain locked when not in use. Under no circumstances are keys to be duplicated or loaned to another individual. Report lost keys to the Office of Residence Life within 48 hours. A replacement charge will be issued for all lost keys.

#### 6.0 Liability

The College assumes no responsibility or liability for the personal property of students. This includes damage or loss due to fire, theft, flooding, etc., during the entire term of the housing contract, including college vacation periods during the year. The College recommends that students do not leave valuables in their rooms during extended absences. Students are strongly encouraged to carry some form of personal insurance.

#### 7.0 Refunds

Refunds are available for the following:

- Full refund of the security deposit (\$200) and reservation deposit (\$625) for new student applicants: if they are not accepted into the college program, or are accepted applicants who properly notify the Admissions Office of their intention to disenroll. Proper notification must be submitted in writing to the Admissions Office at least two (2) weeks before the first session of orientation.
- Full refund of the security deposit (\$200) for returning students who have participated in Roommate Selection: if proper notification for cancellation is given in writing to the Office of Residence Life. Proper notification is before June 1st. Students who petition to cancel their agreement after June 1st but before the first day of the contract period are subject to the loss of their \$200 security deposit.
- Full refund of security deposit and 75% of the reservation deposit: Accepted applicants who have not properly notified the Admissions Office of their intention to disenroll.
- Full refund of security deposit and 50% of the reservation deposit: Students moving out of the residence hall before the end of the first week of classes if they check out with the DRL and obtain approval from Student Accounts. Any damage charges incurred will be deducted from the \$200 security fee.

Students who move out of the residence hall after the first full week of classes and check out properly with their RA may receive a pro-rated refund for any payment made. Any damage charges incurred will be deducted from the \$200 security fee. The College also reserves the right to deny any refunds and collect full payment (if the student is on a payment plan) if the student is asked to leave the residence hall as a result of a suspension/dismissal from the residence halls or the College.

### 8.0 Residence Life Fines

The following list is the minimum amount a student may be charged for each offense. The final amount will be determined by the RA, RD, or DRL.

- Failure of room/bathroom inspection - \$25
- Possession of master key - \$100 (disciplinary action)
- Unauthorized room change - \$50 (and required to move back)
- Unauthorized move of college-owned furniture - \$50
- Removal of screens - \$50
- Sounding of false alarm - \$500 (disciplinary action, including possible criminal prosecution)
- Noise violation - \$25
- On-campus vehicle oil changes/repair - \$200
- Improper disposal of oil - \$500
- Propped exterior hall doors - \$100

### Service Fees

- Lost room key - \$50
- Exterior door key- \$15
- Lost bike key - \$5
- Locked out of room - \$5

### 9.0 Room Assignments/Changes

Room assignments for incoming students are made by the Office of Residence Life once a student's Residence Hall Application has been accepted. Stated preferences will be considered when possible and are taken in the order applications are received. Room assignments for returning students are requested by the student during Roommate Draw, which takes place in the spring and gives students the opportunity to choose their quad-mates/room-mates for the following year. All residence hall assignments are tentative and subject to change at any time based on the occupancy needs of the College. Requests for room changes may be made through the Office of Residence Life. Residents who desire to change rooms during the semester must meet with their RD and roommate (if applicable) to discuss the circumstances surrounding their request. Room changes will be granted at the discretion of the Director of Residence Life.

### 10.0 Summer Housing

Only students with on-campus employment or internships required by LPC student positions may live on campus throughout the summer. All summer students who are campus employees

and/or have LPC internships on-campus must be approved by their direct supervisors, Financial Aid Office, and the Residence Life Office. Students who are campus employees and/or have LPC internships on-campus will be allowed to stay on campus for free. Students must be returning to LPC as a student in the fall.

## RESIDENCE LIFE POLICIES

### 1.0 Alcoholic Beverage Containers

No alcoholic beverage containers, including cans and bottles, will be permitted anywhere on campus. (See Community Life Agreement)

### 2.0 Balconies

In keeping with city aesthetic ordinances and LPC standards, residents of balcony rooms (Hamilton Hall only) are required to keep the balcony area neat and clean and are prohibited from hanging clothing, towels, and blankets in public view. In addition, residents are not permitted to place residence hall furniture (metal closets, desks, etc.) on the balcony, or use this area for storage (i.e. bikes, sporting equipment, hammocks, etc.). Plants and neatly kept patio furniture are allowed. Students may not climb on or over balconies or on rooftops for any reason.

### 3.0 Bicycles

For security purposes, all bicycles should be chain-locked (students must provide their own locks) and tagged with the student's name and room number. The College currently provides designated bike enclosures on campus (adjacent to Hamilton Hall) where bicycles may be parked or stored. A key to the enclosures may be obtained from the ResLife office. No bicycles are permitted in buildings, passageways, stairwells, stairwell landings or living areas by order of the San Dimas Fire Department. The College is not responsible for the loss, damage or theft of bicycles. Bicycles must be taken home or stored elsewhere during summer months. Any bike that is determined to have been abandoned will be donated to charity or discarded.

### 4.0 Care for Public Areas

All public areas are to be treated with care and respect. If the condition of any public area is altered or abused, the person(s) responsible will be fined repair charges and disciplinary action will be taken. Personal Items left in public areas will be turned in to the on-campus lost and found.

### 5.0 Changes to Rooms and Furnishings

Residents may not make substantive or significant changes to their room, including but not limited to rewiring, tinting windows, building shelves or lofts, and wallpapering. Residents are not permitted to take apart the residence hall furniture.

### 6.0 Checking-In

Due to the volume of students moving in during this time it is important that the resident follow the outlined move-in procedures:



- On the scheduled move-in date, the Residence Life Office will provide each incoming student with a Check-in Form which includes the student's room assignment. Students who move in prior to their approved move in date will be subject to a \$50 fine and possible disciplinary action.
- The student must check his or her assigned room and list any noted damages, including the location and extent of the damage, on the Check-in Form. (Damages may include the following: pinholes, nail holes, scratches on walls, doors or furniture, water damage, carpet damage, etc.)
- The student must then return the Check-in Form to the Office of Residence Life.
- A Residence Life staff member will go over the terms of the Residence Hall Agreement and the Check-In Form with the student to answer any questions.
- The student must sign the Residence Hall Agreement and the Check-in Form before final approval will be given and a key issued to move in.

Failure to complete and turn in the Check-in Form may result in loss of residential privileges and/or partial or complete loss of the room deposit refund upon checkout at the end of the semester or year.

### 7.0 Checking Out

It is the responsibility of each resident to schedule an appointment in advance with his or her RA in order to officially check out of his/her room.

**NOTE:** Rooms must be completely empty and all clean-up assignments (including quad cleaning assignments and personal cleaning responsibilities) must be completed before going through the check-out procedure.

Due to the volume of students moving out during this time, it is important that all residents follow the outlined procedures:

- Make an appointment for a check-out time with the RA. If a mutually agreeable check-out time is unavailable, the RA will make alternative arrangements.
- Complete the Check-out Form with the RA. (**NOTE:** Forms must be completed with all of the information requested, including the resident's forwarding address before accepted by the RA).
- Turn in all keys to the RA.
- The RA will list any initial damage(s) to the room/quad on the Check-out Form and determine appropriate charges. The resident must sign the form and the RA will sign it before the student is cleared to depart.

Check-outs performed during the week are permitted between the hours of 8:00 a.m. and 9:00 p.m. No check-outs will be performed after 9:00 p.m.—no exceptions.

Residents who fail to properly check out within the time specified will NOT be cleared and will incur one or more of the following:

- An hourly charge after the designated check-out date and time (\$25.00 per hour).
- \$50 "improper checkout" fee.

- Forfeit of resident security deposit (\$200) to be applied to any unpaid residence balance, damage repairs and/or cleaning costs

(NOTE: If this expense exceeds the security deposit amount, the remaining expense will be added to the resident’s student account. Non-returning students will be billed accordingly and a hold will be placed on that student’s account which may result in the denial of transcripts, etc.).

The Office of Residence Life will submit the damage charge(s) listed on the Check-out Form to Student Accounts no later than two weeks (14 days) following final checkout. For a student who is not planning on returning to the residence halls, Student Accounts will mail all charges/refunds to the student at the address listed on the Check-out Form.

The \$200 housing deposit will roll over from year to year. When a resident chooses not to return to the dorms, the deposit or any portion thereof will be applied to any unpaid balances, damage repairs or cleaning costs. Any remaining amount will be refunded to the student.

### 8.0 Cleanliness and Inspection of Room/Bathroom

Students are responsible for keeping and maintaining a healthy and clean living environment. Vacuum cleaners are available on each residence hall floor. Regular bathroom checks and inspections of rooms for cleanliness, safety, and appropriate decorations will take place (see 18.0 Health and Safety Checks).

### 9.0 Damages and Repairs

Any damage to student rooms or residence hall common areas should be reported to a residence hall staff member immediately. Should damages occur to the student’s room in excess of the \$200 deposit, an additional fee will be charged to his or her account to cover the expenses of the damage(s). The estimated costs for repair/replacement and cleaning are as follows:

Cleaning of room \$200	Room mirror (Hamilton Hall) \$36
AC lock box \$25	Bath mirror \$250
AC return grill \$20	Lavatory \$250
AC supply grill \$20	Towel rack \$25
AC thermostat \$300	Shower door \$100
Exterior door \$150	Shower partition \$75
Exterior door lock \$250	Shower soap dish \$25
Exterior door frame glass \$100	Shower faucet handle \$100
Interior door \$100	Toilet partitions \$300
Interior door lock \$200	Toilet door \$100
Exterior stairway light \$75	Toilet cabinet \$50
Interior wall light bulb \$5	Toilet bowl \$150
Interior wall light globe \$25	Toilet tank \$75
Interior ceiling light fixture \$100	Toilet seat \$30
Wall scrapes, scratches (each) \$10	Toilet paper dispenser \$75
Wall switch \$5	Toilet seat cover dispenser \$75

Wall plug \$5  
Window (small) \$75  
Window (large) \$150  
Window blind (each) \$4  
Hole in wall (small) \$50  
Hole in wall (large) \$100  
Pinholes in wall \$20  
Metal storage closet \$250  
Bed frame (per part) \$100  
Mattress \$250  
Desk \$500  
Night stand \$100  
Sliding glass mirror \$150

Bowl brush \$5  
Plunger \$7  
Tool hanger \$50  
Mop \$20  
Broom \$15  
Dust Pan \$3  
Bissell sweeper \$100  
Iron \$30  
Ironing board \$40  
Iron and ironing board hanger \$25  
Small carpet stain \$20  
Large carpet stain \$50

The repair cost for any damages in a student room will be shared by the occupants of that room unless an individual assumes responsibility for the damages. All damage fees will be added to students' accounts. Persons determined responsible for damages occurring in common areas will be held financially responsible and may be subject to further community life sanctions.

#### 10.0 Door Locking

It is important, for security reasons, the main doors and end doors to each hall/floor are locked 24 hours a day. Doors may not be propped at any time, unless special approval is given.

#### 11.0 Electrical Appliances

Residence rooms are designed as sleep-study areas. Therefore, food preparation must be kept to a minimum. Leftovers or unsealed food products should be stored in a refrigerator in sealed in a container for health and cleanliness concerns.

Because of the limitations of electrical circuits, and for safety reasons, only the electrical appliances listed below are approved for use in the residence rooms. Each of the appliances must be U/L approved, used with great care, and never be left unattended when in use.

#### Acceptable Electric Appliances:

Small coffee pot  
Small hot pot  
Reading lamp  
Hot-air popcorn popper  
Sewing machine  
Clock  
Lighted make-up mirror  
Small hair dryer  
Heating pad  
Curling iron/straightener/hot rollers  
Computer

Fan  
TV  
DVD and VCR player  
Desktop computer, laptop, computer, or personal tablet.  
Computer peripherals (including printer)  
Small refrigerator up to 2.0 cubic feet per person OR one single 4.0 cubic foot refrigerator per room (a .2 cubic foot variance is acceptable)

#### Unacceptable Electric Appliances

Air conditioner  
Broiler or toaster oven  
Electric sauce pan  
Electric skillet/plate  
Lightweight multi-plug extension cord  
Microwave  
Blender, juicer  
Electric blanket  
Espresso machine  
Oil popcorn popper  
Candle warmer  
Space heater  
Toaster  
Any appliance not clearly marked as U/L approved  
Any appliance with an exposed heating element  
“George Foreman” type cooker  
Any appliance not on the “acceptable electrical appliances” list

#### 12.0 Empty Rooms

At the end or beginning of a semester, it is possible that rooms will open up after consolidation occurs. These rooms are to remain empty to be used for emergency situations: extreme roommate conflicts, individuals with health or mental issues, or other various RD-appointed uses. It is the goal of LPC to be good stewards of all resources. Keeping the room open will save on utilities and other energy-related costs.

#### 13.0 Entertainment Units

Students are free to have radios, stereos, TVs, and DVD players in their rooms. Home entertainment systems and subwoofers are not permitted. The amplification should be controlled and kept at room volume so that neighbors both inside and outside the building are not disturbed. Speakers must not face out or be placed in the windows. Failure to keep the noise level of sound equipment confined to one’s room may result in the removal of equipment from the room.

#### 14.0 Firearms/Weapons

The possession and/or use of weapons or firearms on school property or at any institutional function or event is strictly prohibited.

#### 15.0 Fire Safety Equipment

Tampering with fire alarm systems or fire protection equipment (e.g. fire extinguishers) will result in a \$500 fine, jeopardized status as a member of the LPC community, and risk of criminal prosecution.

#### 16.0 Flammables

At no time may any flammables be stored in or around living areas. Candles, oil lamps, lighters, matches, and/or incense may not be burned in any residential unit. Live Christmas trees and wreaths, as well as large decorative Christmas lights, are not allowed in residence halls.

#### 17.0 Guest Housing

Students are responsible for their guest(s). Guests will be expected to abide by all college policies, including the Community Life Agreement. Guests who do not abide by community standards will be asked to leave. Additionally, the host student may be held responsible for the behavior of their guests.

Occasionally, a resident may wish to have an overnight guest. Permission to do so must be obtained a minimum of 24hrs in advance from the student's roommate, RA, and RD. The student must obtain (and complete) an Overnight Guest Registration Form from found at <http://lifepacific.edu/residence-life>. Guests will be permitted to stay for no more than three nights (separate or concurrent). Residents who do not follow the guest housing policy, allow a guest to remain in their room longer than the three-night policy without receiving clearance from the Director of Residence Life and/or are repeat violators may be subject to disciplinary action.

**NOTE:** Guests will not be permitted during move-in weekend or the week of finals.

Individuals under the age of 18 are not permitted to stay in the residence halls overnight, with the exception of prospective students registered with the Office of Admissions. Prospective students must be at least juniors or seniors in high school and will be assigned to an approved host. Approved hosts are those that have been trained by the Office of Admissions to host overnight guests. Prospective students may stay in the residence halls for up to two consecutive nights, except for official events such as Fall Preview Days, in which case out-of-town guests may arrive the day immediately before the start of the event and remain in the residence halls for one night after the conclusion of the event. All minor guests must submit a permission slip/liability waiver signed by their parents in order to stay overnight in the residence halls, unless they are attending an admissions event with a host church (in which case, the host church assumes all responsibility/liability for their students).

#### 18.0 Health and Safety Checks

Throughout the year there will be one health and safety inspection conducted each semester in the residence halls. Additional inspections may be conducted at the discretion of Residence Life Professional Staff. The purpose of a health and safety inspection is to discover and eliminate health and fire hazards in order to ensure the wellbeing of the resident. However, the staff may also take note of, and follow up on, violations of the Community Life Agreement or Residence Life Policies. Residence Life staff may conduct inspections with or without the presence of a resident. However, Residence Life will do their best to give notice to residents in advance.

#### 19.0 Housekeeping

Residents living in the residence halls are responsible to help keep their floor and common area cleaned. Resident Assistants will be responsible for cleaning and vacuuming floor hallways and common areas once a week.

#### 20.0 Laundry Rooms

Debit/Credit card operated washers and dryers are located in the laundry room on the 1st floor of each building. Sensitivity to other residents is a priority. Clothes left in, on or around the machines for 24 hours or more will be removed. Inoperable machines should be reported to the RA. LIQUID BLEACH IS NOT ALLOWED in the residence halls or in the laundry room; only powdered bleach may be used.

#### 21.0 Lofts

Students are not permitted to build or buy lofts for any residence hall area.

#### 22.0 Musical Instruments

Practice rooms can be reserved in the Hicks Student Center for playing musical instruments. Instruments should not be played in the residence halls if they can be heard outside a closed room door.

#### 23.0 Open Common Area

Except during open common area hours, individuals, other than authorized college personnel, are not to enter the student rooms, hallways or stairwells of the residence halls of the opposite sex without prior permission of the DRL/RD. Common Areas located on the first floor of Canning, Cadonau, and Hamilton Hall will be open to both males and females from 7:00am to midnight every day, with the exception of winter and summer break.

#### Open Common Area Hours and Rules

1. All common areas all floors will be open for both males and females during the times listed:
  - i. Friday: 7 p.m. - Midnight
  - ii. Saturday: 7 p.m. - Midnight
  - iii. Sunday: 7 p.m. – 10 p.m.
2. Open Common Area Rules
  - i. All overhead lights must stay on during open common area hours.
  - ii. Door must remain open.

- iii. When sitting on furniture, residents must keep their feet on the ground at all times.
- iv. Residents must keep an open, inviting, and respectful environment.
- v. Residents of the opposite sex should, under no circumstances, enter the quad or bathroom areas.

**NOTE:** Any hour or rule violation is a serious offense, and could result in disciplinary action and the forfeiting of open common-area privileges.

#### 24.o Pets

Residents are not allowed to keep pets of any kind. This includes but is not limited to dogs, cats, birds, reptiles, rodents, turtles, fish or sea creatures. Residents also may not feed and/or temporarily keep animals in or around living areas. Full-time residential staff may be exempt.

#### 25.o Quiet Hours

“Quiet Hours” are from 10 p.m. – 7 a.m. Noise should be confined to one’s personal room during quiet hours. Residents and guests should demonstrate consideration for others at all times.

#### 26.o Residence Hall Meetings

Hall and floor meetings will be held periodically to communicate important information, to make critical decisions and to set goals that the residents of the floor want to accomplish during the year. Residents are required to attend. Permission for an absence must be secured from the Resident Director/Director of Residence Life in advance of the meeting time; otherwise, sanctions and/or fines will be administered.

#### 27.o Room Furniture

Each room in the residence hall is furnished with a bed, desk and dresser. Each quad is provided with an ironing board and iron. College-owned furniture may not be moved into or out of rooms. Violators will be fined a minimum of \$50 and face possible disciplinary action. Bunk beds and desks may not be disassembled.

Personal furniture will not be allowed to be substituted for college-owned furniture. Couches, oversized chairs or love seats must not exceed five feet in length. Shelves are to be of solid construction only and are limited to six feet in height. ResLife personnel reserve the right to determine whether or not a piece of furniture is acceptable.

**NOTE:** Earthquake hazard prohibits shelves constructed from boards and bricks/blocks. For earthquake safety, all shelving units must remain on the floor and may not be stacked on other furniture. No furniture may be placed on the upper bunk.

#### 28.o Room Search Policy

LPC reserves the right for authorized personnel to enter any room at any time for the purpose of inspection, repairs, address emergency or health risks, provide health and safety for residents, address noise violations (turn off music left on etc.), to investigate given reasonable

cause, violations of the CLA or Residence Life policies. . Prohibited items may be confiscated. A room search will be approved by the Senior Director of Student Development, Director of Campus Safety or Director of Residence Life. Rooms may be searched based on reasonable suspicion of a CLA violation, Residence Life Policy, health and safety violation, or in an emergency situation. Tours for guests or prospective students may be occasionally take place with only brief notice.

### 29.o Storage

There is no storage available beyond a student's room. Students may not store any of their belongings in the residence halls during the summer. No provision is made for the storage of bicycles during the summer. Items remaining in a student's room after checkout may be disposed of at the resident's expense, be donated to charity, or become property of the College.

### 30.o Theft

All students should take precautions against theft. Students are advised to keep rooms locked at all times. Students are encouraged to obtain renters insurance to cover losses while in student housing. If a theft should occur, students should report it immediately to the RA. Students may also assist by notifying the RA or campus safety personnel of any suspicious people on campus.

### 31.o Trash

Trash is to be disposed of in the dumpster nearest the student's housing assignment. If the one closest to the student's residence is full, please use others available within close proximity. All cartons or cardboard boxes should be broken down and flattened. The resident is responsible for removing or disposing of items from community grounds that are too large to fit in dumpsters. It is illegal to dispose of refrigerators, couches and computers in dumpsters.

The give-away boxes in the laundry rooms are for clothing only, and are not a general donation area for unwanted goods.

### 32.o Window Decorations

In keeping with city aesthetic ordinances and LIFE standards, windows may not be covered, painted, tinted, or have flashing or obtrusive lights, decorations, or inappropriate objects displayed. The ResLife staff reserves the right to deem any display as inappropriate.

Window screens must remain secured at all times. If a window screen is removed or missing the room residents will be held responsible. Throwing any object out of a window is prohibited. The use of windows as entrances or exits is strictly prohibited except if instructed to do so in emergency situations. Violators of any of the above will incur a fine of up to \$50 and face possible disciplinary action.

## RESIDENCE HALL EMERGENCY PROCEDURES

### ACTIVE SHOOTER



In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. When in an active shooter situation, keep in mind there could be more than one shooter. Try to remain calm and use these guidelines to help plan a strategy for survival.

If the shooter is outside of the building:

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so safely, contact police by dialing 911 from a phone.
- If you are able to do so safely, get all individuals on the floor out of the line of fire.
- If you are able to do so safely, move to a safe place in the building and remain there until an “all clear” instruction is given by police or authorized personnel.

If the shooter is inside the building:

- If it is possible to flee the area safely and avoid danger, do so.
- If you are able to do so safely, contact police by dialing 911 from a phone.
- If possible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Get down on the floor or under a desk and remain silent.
- Get bystanders on the floor and out of the line of fire.
- Wait for the “all clear” instruction from police or authorized personnel.

### **BOMB THREAT**

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities.

In the event you receive or overhear a bomb threat:

- Contact police immediately by dialing 911 from a phone.
- Activate the fire alarm.
- Clear the area as quickly as possible.

If you find a suspicious object:

- Do not touch the object.
- Activate the fire alarm.
- Do not use elevators.
- Clear the area as quickly as possible.
- Do not return to building unless directed to do so by campus personnel.

### **EARTHQUAKE**

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case. The best earthquake instruction is to take precautions before the earthquake by securing or removing objects above you that could fall during an earthquake.

During an earthquake:

If indoors:

- Seek protection under a desk, under a table, or in a doorway.
- Stay away from windows, shelves, and heavy equipment.

If outdoors:

- Move quickly away from buildings, utility wires, and overhead wires.
- Avoid downed power lines.
- Do not attempt to enter buildings until advised to do so by college personnel.

Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage. Make sure to protect yourself at all times, evaluate the situation, and call 911 for emergency assistance.

## **EVACUATION**

In case of an emergency on campus where evacuation is necessary, occupants will be notified by the following:

- Audible alarms and flashing lights in buildings so equipped.
- Verbal notice from Facilities staff, Campus Safety, and/or other authorized personnel.

Upon receiving orders to evacuate:

- Walk – do NOT run – to the nearest safe exit.
- Proceed to designated evacuation site instructed by college personnel.
- Notify floor leader or emergency personnel if you know of someone who is disabled, injured, or missing.
- Wait for instructions to re-enter the building.

## **FIRE**

If you discover a fire in your building or floor:

- Manually activate the fire alarm system.
- Immediately exit the building, closing doors behind you.
- Once evacuated, head to the gazebo toward the Hicks Student Center.
- Contact fire department (911).
- Follow all instructions given to you by firemen and/or other authorized personnel.

**NOTE:** If it is safe to do so and if you are trained in the use of fire equipment, attempt to extinguish the fire.

If you are caught in smoke:

- Drop to your hands and knees and crawl toward exit.
- Stay low, as smoke will rise toward ceiling.
- Take shallow breaths through your nose and use a filter such as a shirt or towel.

## **POWER OUTAGE**

In the event of a power outage on campus:

- Contact the LPC Emergency Line by dialing 909-706-3111 (x511) from a phone.
- Remain calm.
- Comply with all instructions given to you by police and/or other authorized personnel.
- Turn off any equipment that was still in service in order to avoid power surges.
- Please do not use lighters, candles or other types of open flames for lighting purposes.
- Turn off all light switches.

# STUDENT SERVICES

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## BOOKSTORE

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The College contracts with an online textbook distribution company, MBS Direct, to provide students with a virtual bookstore for textbook purchases. Book delivery can take up to 2 weeks, making it imperative that students plan ahead and order their books before arrival to campus. Students who do not have the required textbooks on the first day of classes should order required textbooks using the expedient shipping option. **NOTE:** Professors will not consider failure to order books on time a legitimate excuse for late work or a lack of participation. The bookstore can be accessed any time at [www.mbsdirect.net](http://www.mbsdirect.net).

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## CAMPUS DINING

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**Phone:** ext. 333

**Location:** Academic Building (1<sup>st</sup> floor)

**Office Hours:** 9:00am – 4:00pm, Monday – Friday

**Meal Hours:** (See below)

**Email:** [cafe@lifepacific.edu](mailto:cafe@lifepacific.edu)

**Staff:** Director of Campus Dining: Mike Adams ([madams@lifepacific.edu](mailto:madams@lifepacific.edu))

Office Manager: Ginny Drews ([gdrews@lifepacific.edu](mailto:gdrews@lifepacific.edu))

Sous Chef: Gary Huyck

Sous Chef: Steve Gonzalez

Sous Chef: Kortni Sims

### The Cafe

#### **Meal Hours:**

#### **Monday – Friday**

**Continental Breakfast:** 6:45 a.m. - 8:00 a.m.

**Lunch:** 11:45 a.m. - 1:30 p.m.

**Dinner:** 5:30 p.m. - 6:30 p.m.

#### **Saturday & Holidays**

**Brunch:** 9:00 a.m. - 10:00 a.m.

**Dinner:** 5:00 p.m. - 6:00 p.m.

#### **Sunday**

**Breakfast:** 8:00 a.m. - 9:00 a.m.

**Dinner: 5:00 p.m. - 6:00 p.m.**

The Café is not open during Fall Study Break, Thanksgiving Break, Christmas Break, Spring Break, Easter Sunday and the summer.

### **ID Cards**

All students, faculty and staff are required to present their LPC ID card when entering the Café. Students may request up to two meal passes per semester to use in the event that they lose their ID card. Students can contact the Campus Dining Office Manager at [gdrews@lifepacific.edu](mailto:gdrews@lifepacific.edu) or 909.599.5433 ext. 333 to receive these two passes. Once these meal passes are used, no more will be issued. Students, faculty, or staff who do not have their ID card or meal pass will need to pay at the door. Lost cards may be replaced at the Library for a \$15 fee.

### **Resident Student Meal Plans**

The meal plan for on-campus students is a nineteen (19) meals a week plan. Students who do not exercise this benefit should note that absences from meals are considered preferences of the student and are not reasons for exemption from any charges. These meals do not roll over week to week, but reset weekly regardless of use with Saturday breakfast being the first meal of the week. Unused meals may not be used by guests or other students.

Please note that all on-campus students are required to participate in the meal plan for their type of residence. Appeals may be made in cases of extreme food allergies or other severe health issues related to diet. Such allergies or health issues must be supported with documentation from the student's physician. Please contact the Office of Campus Dining for more information about the appeal process.

### **Non-resident Students**

Non-resident students may contact Student Accounts to purchase meals for their ID card in bulk. They may also pay at the door. Non-resident students may not make use of any of the food or beverage stations in the Café without presenting a meal pass or paying for a meal at the door.

### **Guest Meals**

Guests of students may purchase meals at the door with cash, debit, or credit cards. The Café is unable to accept personal checks.

### **At the Door Meal Prices\***

Breakfast \$6.00

Lunch \$7.00

Dinner \$8.00

\*Meals may be purchased at the door with cash, debit, or credit cards. The Café is unable to accept personal checks.

### **Dining Protocol for The Café Food Stations**

LPC's foodservice is comprised of two types of food stations within the Café dining room: Ticketed Stations and All-You-Care-To-Eat Stations. When students swipe their ID card (or pay) at the front entrance they may choose to eat from one of the two Ticketed Stations available. These stations offer freshly-prepared hot entrées and sides.

In addition to the Ticketed Stations in the dining room, there are four All-You-Care-To-Eat Stations available. These stations are open for students to eat from in addition to the Ticketed Stations. These self-serve style stations do not require tickets – any student who swipes his/her ID card (or pays) at the front entrance may eat from these stations. The All-You-Care-To-Eat stations are not available to guests or non-resident students unless they have purchased a meal at the front entrance.

## **Ticketed Stations**

### **Front Line (Open all meals)**

This station serves a variety of rotating meals. The menu includes well-known favorites and international cuisine. Food at this station is ready to go when students present their ticket to the Café staff server. Students who choose the Front Line may eat from this ticketed station once per meal time.

During breakfast the Front Line serves as our All-You-Care-To-Eat Continental spread and tickets are not required.

### **Short Order Grill (Open Lunch and Dinner, Monday-Friday)**

This station offers a variety of staples available daily as well as a rotating menu of specials. Staples include many vegan/vegetarian options and as well as many other healthful choices. The rotating specials menu is put together by our innovative chefs each week.

Food at this station is made-to-order for each student. Students who choose to eat at the Short Order Grill will fill out an order slip provided at the front entrance of the Café. They will then give this order slip to the Café staff server at the Short Order Grill. Once the food is prepared the server will call the ticket numbers and students may pick up their meal. Because food from the Short Order Grill is custom made for each customer, students should expect a short wait for their food as with any other fast-casual style dining concept. Students who choose the Short Order Grill may eat from this ticketed station once per meal time.

## **All-You-Care-To-Eat Stations**

### **Salad Bar (Open Lunch and Dinner)**

The Salad Bar offers a variety of make-your-own salad options. Offerings include vegetables, fruit, dressings (both full flavor and low-calorie options), nuts, and freshly chopped lettuce.

### **Fresh Fruit Bar (Open all meals)**

The Fresh Fruit Bar offers a variety of whole fruits and fresh cut melon.

### **Deli Bar (Open Lunch and Dinner)**

The Deli Bar offers a variety of make-your-own sandwich options. Offerings include meats, tofu, vegetables, sauces, and preservative-free breads.

### **Cereal Bar (Open all meals)**

The Cereal Bar offers a rotating variety of cereals and granola. Milk is also available at all meals.

### **Café Etiquette & Fines**

Upon request, The Café will provide a “to go” meal for on-campus students who are working during the regularly scheduled meal times. Any students who have difficulty attending meal times regularly due to work or church should contact the Office of Campus Dining to set up a meeting where a specific plan can be developed to ensure the student’s nutritional needs are being met.

Resident students may not provide food for non-resident students or guests and may not allow others to use their student ID card to enter The Café for a meal. All food must be eaten within the facility, except for special-event meals intended to be taken outside. No uneaten food, dishes, utensils, etc. may be taken outside of The Café for any reason. Food being transported in a Café-provided to-go container is the only exception.

Students should maintain proper etiquette and conduct in The Café at all times. Shirts and shoes must be worn to all meals. Pajamas may not be worn in The Café at any time. Students dressed inappropriately will be asked to leave. Throwing objects (food, utensils, etc.), taking food/utensils out of The Café, or sneaking into The Café will result in a referral to the Director of Student Development for disciplinary action.

Repeat offenses may result in loss of campus dining privileges without refund.

## **The Loop Coffee & Tea**

**Location:** Hicks Student Center

**Hours:** Monday-Friday: 7 a.m. – 12 p.m. & 1 p.m. – 9 p.m., Saturday & Sunday: Closed

At the heart of LPC’s campus are The Loop Coffee Shop and Student Lounge. The Loop Coffee & Tea strives to keep a global mind by purchasing locally-roasted, direct trade coffee and eco-friendly products while providing students with great coffee and tea. The coffee shop also collects money for social causes or missions of the staff’s choosing.

## **The Loop Student Lounge**

**Location:** Hicks Student Center

**Hours:** 7 a.m. – 2 a.m.

The Loop lounge is designed to be a dedicated space for students to promote socializing, group meetings, class projects and to do homework outside of the residence halls and Library. The Loop may occasionally be closed for a college-sponsored event. Anyone wishing to use The Loop to host an event must contact the Campus Dining Office Manager (ex. 333) to obtain permission. Permission is granted based upon availability and student usage.

### **The Loop Etiquette and Policy**

All students are welcome and invited to use The Loop. All students are expected to treat the area respectfully, recognizing that it is a communal space for all to use. Any damages in The Loop caused by inappropriate use will be charged to the offending student(s).

The TVs in The Loop Lounge are preset to specific channels and are not to be changed, at any time. The Loop's Media Room is equipped with a big screen HDTV and is available for watching satellite TV and movies. The Media Room can be reserved for watching a favorite TV show or for simply relaxing and watching a movie with friends. To reserve the Media Room, please see contact information for the Campus Dining Office Manager listed above. All movies must be pre-approved by the Campus Dining Office Manager; only movies rated PG-13 and below are allowed. Exceptions to the PG-13 rule may be requested via an approval meeting held prior to the time the movie would be shown. Video games are not allowed to be played on the Media Room TV at any time.

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## INFORMATION TECHNOLOGIES

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**IT Administrator:** Marlon Estella

**Email:** mestella@lifepacific.edu, ITSupport@lifepacific.edu.

**Support Hours:** 8:00 a.m. – 4:00 p.m. Monday – Friday (closed on public holidays)

Information Technologies (IT) provides the following services to students:

- Internet and computer access.
- Student email accounts.

Any questions or problems with these services should be directed immediately to IT by submitting an email to ITSupport@lifepacific.edu. Unresolved requests for assistance should be reported to IT Committee by emailing itcommittee@lifepacific.edu.

### **Internet & Computer Access**

Computer and internet access is designed to provide students with technological resources to enhance their education. Campus technology is available to all students on campus free of charge. This includes access (with a password) to all public, on-campus computers and a free LPC email account. Internet lines and WIFI are available in each dorm room, and wireless internet is also available throughout the campus.

Computers are available for student use in the Library, and operate on Microsoft Windows and the latest Microsoft Office suite. Students will need to bring their own USB flash-drives in order to save their work, or students may save onto their Microsoft OneDrive account.

### **Wireless Network Policies**

Student wireless access in the dorms and on-campus are designed to support the educational purposes of students. As such, wireless access policies do not permit gaming systems or entertainment devices to be connected to the wireless network. Entertainment devices should be connected through a landline in a dorm for internet access.

### **Email Accounts**

Each student will be provided an LPC email account upon enrollment. Students are encouraged to check their email accounts daily, since this is the official form of communication between faculty, staff, and students. Students will be held responsible for any information distributed via email regardless of whether or not they checked their account. Students who are experiencing difficulties with email should notify IT immediately.

### **Password Resets and Changes**

Office 365 will not allow for password resets by a user. Students who have any issues with their campus log in password should contact the Library or the IT Administrator. In addition, any password changes must be made through a campus connected computer (classrooms, or library) or. Please allow up to 3 hours for any password changes to take effect.

### **Peer to Peer File Sharing & Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

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LIBRARY

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**Phone:** Ext. 309

**Location:** Simonson Center (north side)



**Hours:** Monday-Thursday 7:20 a.m. - 10:30 p.m., Friday 7:20 a.m. – 5 p.m., Sunday 3 p.m. - 9 p.m. (the library is closed during chapel hours and on Saturdays; special hours/closures, such as end-of-semester extended hours and holidays, will be posted).

**Email:** library@lifepacific.edu

**Staff:** Librarian: Gary Merriman

Assistant to the Librarian: Michaela Allen

Instruction-Reference Librarian: Steve Jung

Resources in the Life Pacific College Alumni Library are made available partly through the generosity of LPC alumni and friends. The staff is available to help all patrons with finding books, periodicals (approximately 80 current journal and magazine subscriptions), and other media in the library.

The Library currently subscribes to 15 databases covering a wide range of subject matter, with specific emphasis on religion/theology, business, and psychology. There are approximately 150,000 eBooks to choose from, as well as, additional online resources to help students with their research needs.

The library also provides multiple study environments ranging from the individual to group study, and from quiet to moderate noise levels. Each study space is covered with wireless access and multiple electrical outlets. There are ten computers available for student use, and one computer dedicated to the Online Public Access Catalog. Each computer is loaded with the Microsoft Office Suite and Genogram.

Class instructors may place materials on reserve at the circulation desk (located immediately inside the library entrance) for one- or two-hour in-library use, or one-, two-, or five-day overnight use.

### Checkouts & Fines

A current Life Pacific College ID card is necessary to check out library materials. Up to eight items (five per subject) may be checked out for up to three weeks at a time. New Arrivals may be checked out for two weeks at a time. Audiovisual items may be checked out for one week at a time.

- Reserve Materials: overdue fine is 50 cents per hour.
- Audiovisual Collection: overdue fine is 10 cents per item per day or portion thereof; fine is reduced by half if paid at the time an overdue item is returned.
- Books: overdue fine is 25 cents per item per day or portion thereof; fine is reduced by half if paid at the time an overdue item is returned.

### Other Services

- Copier/printer (located on east side of the library by the back staircase): 10 cents per page.
- Missed exams may be made up in the library (at each professor's discretion): \$2.00 each.

- Students who are registered in the Life Challenge program may take their exams in the library at no charge.

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## STUDENT ACCOUNTS

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**Phone:** ext. 319

**Location:** Simonson Center

**Hours:** Monday-Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 12 p.m. (closed for lunch and during chapel hours)

**Email:** bhuyck@lifepacific.edu

**Staff:** *Director of Student Accounts– Becky Huyck*

Payments such as tuition, room & board, and fees are received by Student Accounts.

Students are expected to develop and maintain financial responsibility. Consequently, transcripts, registration and participation in graduation ceremonies will not be approved until a student's account balance is paid in full.

Students are required to check their student box and email regularly for important information from the Finance Office. Finance Office staff are always available to counsel and assist students regarding financial matters.

### Refunds

Refunds will not be considered until a student has completed the withdrawal process through the Registrar's Office. Any appeals to these policies are discussed below. Students who have been dismissed may be subjected to a 100% penalty at the discretion of the Student Development Committee.

Tuition will be refunded according to the following schedule:

#### *On-Campus Courses*

- Through the first full week of classes 100%
- Through the second week of classes 90%
- Through the third week of classes 80%
- Through the fourth week of classes 70%
- Through the fifth week of classes 60%
- Through the sixth week of classes 50%
- Through the seventh week of classes 40%
- AFTER the seventh week of classes 0%

#### *Audit Units*

- Through the first full week of classes 100%
- AFTER the first full week of classes 0%

### Online Courses

- Through the first full week of classes \$15.00 penalty, 100% refund
- Through the second week of classes 75%
- Through the third week of classes 50%
- Through the fourth week of classes 25%
- AFTER the fourth week of classes 0%

### Housing

Housing will be refunded on a pro rata basis. See residence life section.

### Student Services Fee

Fees such as the Student Services Fee and other applied fees will not be refunded unless exceptional circumstances exist.

### Exceptional Circumstances (Appeals)

Appeals to these policies will only be considered when exceptional circumstances exist. Any appeal must be made in writing and submitted to the Director of Student Accounts in the Finance Office within one week of the student's official withdrawal date through the Office of the Registrar. Appeals should include the student's contact information, reason(s) for appeal, and substantiation of exceptional circumstances.

Exceptional circumstances which prevent completion of classes might include illness, injury, or involuntary call to active military duty. Written documentation substantiating the exceptional circumstances will be required prior to consideration of an appeal by the Finance Committee. Injury or illness will require substantiation by a medical provider. The decision regarding the appeal will be returned to the student by written letter within one week from the appeal's submission by the Finance Committee.

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## FINANCIAL AID

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**Phone:** 909-599-5433 x322

**Location:** Simonson Center

**Hours:** Monday-Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 12 p.m. (closed for lunch and during chapel hours)

**Email:** lperez@lifepacific.edu

**Staff:** Director of Financial Aid: Luci Perez

### Applying for Financial Aid

by going to [HYPERLINK "http://www.fafsa.ed.gov"www.fafsa.ed.gov](http://www.fafsa.ed.gov). Prior to starting the online application process, students will need to establish a Federal Student Aid Log In and Password (FSA ID), which is accessible through the FAFSA website. Award letters generally arrive 2-3 weeks from the date the online application was completed. Requests for supplemental documents may delay the receipt of a student's award letter.

Additionally, information and forms regarding institutional, federal and state scholarships, grants, and loans may be obtained from the Financial Aid Office or from [www.lifepacific.edu/financialaid/](http://www.lifepacific.edu/financialaid/). Students are encouraged to check their mail and LPC email accounts regarding important information provided by the Financial Aid Office.

### What Circumstances Can Affect My Financial Aid Eligibility

Following are several typical circumstances that will affect a student's financial aid status:

- Withdrawal from all classes.
- Dropping below the initial enrollment status for which one was awarded (i.e., from full-time status [12 or more units] to half-time [6-8 units]).
- Failure to meet the Satisfactory Academic Progress Requirements.

### Satisfactory Academic Progress Policy

as part of determining eligibility for financial aid. The U.S. Department of Education has minimum requirements to which Life Pacific College adheres. These requirements include:::

- Maintaining an institutional and semester GPA of no less than 2.0.
- Making progress toward completing of degree.
- Completing degree within a specific time frame.

For more information regarding the College's satisfactory academic progress policy as it pertains to receiving federal and state financial aid, please visit the Financial Aid homepage on the Life Pacific College website at [www.lifepacific.edu/finaid](http://www.lifepacific.edu/finaid) or contact the Financial Aid Office.

### Withdrawals and the Federal Refund Policy

/he withdraws from the College. The amount of federal aid earned is based on the amount of time the student attended classes; it has no relationship to the student's incurred institutional charges. Before a student receiving federal aid withdraws from school it is advisable that s/he speaks to the Financial Aid Office to determine any financial impact.



he was initially awarded. Changes in a student's enrollment status can directly affect both the amount of financial aid a student receives AND cause delays in processing. cause delays in processing. cause delays in processing. cause delays in processing.

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## STUDENT EMPLOYMENT

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Students who wish to seek on-campus employment should complete a Student Employment Application online by visiting <http://www.lifepacific.edu> and accessing the application in the "Other/Jobs" section. Inquiries regarding available opportunities can be directed to the Office of Campus Dining. While the Office of Campus Dining may be made aware of available on-campus job opportunities, students are also encouraged to inquire directly with the department manager(s) of the office(s) for which they wish to work.

**To be eligible for on-campus employment, a student must:**

- Maintain a prior semester and cumulative GPA of 2.5 or higher while enrolled in a minimum of 12 units.
- Be in good standing with the institution.
- Complete the appropriate application, including references.

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THE POST

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**Phone:** ext. 301

**Location:** Hicks Student Center (entrance on southwest corner)

**Hours:** Monday-Friday 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m. (actual hours may vary; please check The Post for the most current hours of operation)

**Email:** [info@lifepacific.edu](mailto:info@lifepacific.edu)

**Staff:** Manager: *Mandy Vieyra*, ext. 312

The Post is available to students for the following services:

- Sending faxes.
- Buying stamps, dropping off stamped mail, and picking up packages.
- Buying Scantrons and envelopes.
- Leaving assignments for professors.
- Lost and found items.

**NOTE:** Students should turn in assignments directly to their professor whenever possible and consult with the professor regarding appropriate ways to submit assignments (some professors may not accept work submitted through The Post). Students will receive an email receipt for their records when they turn in an assignment to The Post.

### Mail Service

Student mailboxes are located in The Post. Every student is assigned a mailbox and is responsible to check his or her box for official college correspondence, personal mail, and returned assignments. Mailbox assignments last for the duration of a student's schooling. Students are not to tamper with the appearance of their mailboxes in any way; if this occurs, appropriate disciplinary action will be taken.

**NOTE:** Students will be held responsible for all college communication delivered to their boxes, regardless of whether or not they have checked their boxes. Students are encouraged to check their boxes on a daily basis.

### Sending & Receiving Mail

Mail is distributed weekdays before 5:00 p.m., except on holidays. Mail to be sent out should be dropped off at The Post before 4:30 p.m.; it will go to the Post Office on the following business day. Students should include their full name, return address, and box number to ensure that mail does not become undeliverable.

To receive mail at LPC, students should request that family and friends address envelopes and packages in the following manner:

Student Full Name (no nicknames, please)

Box Number

1100 W. Covina Blvd.

San Dimas, CA 91773

Mail distribution may take longer for mail with no specified box number. Mailboxes are to be kept clear of all extraneous materials. Overly full mailboxes make mail especially hard to deliver. Mailboxes belonging to graduates and non-returning students will be emptied prior to the beginning of the following semester.

When a student receives materials that will not fit into the mailbox, s/he will receive a notice and may then pick up the material in The Post during normal office hours.

**NOTE:** It is a federal offense to tamper with materials in another person's mailbox and anyone doing so will be subject to disciplinary action.

#### **Posted Materials & Intercampus Mail**

Permission to distribute or post flyers, advertisements and any other communication materials (including mass mailings) must be obtained from the Office of Student Development prior to any posting or distribution. Only authorized personnel will be given access to student boxes.

Students who wish to distribute intercampus bulk mail (i.e. invitations, notes, etc.) need to sort and bundle the mailings before dropping them off at The Post. If more than 5 items are to be distributed, they must be sorted by mailbox number in alphabetical, then numerical order, and rubber-banded together.

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#### DISABILITY SERVICES

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**Staff:** *Dr. Gayle Samples, Director of Life Challenges*

The 1990 *Americans with Disabilities Act (ADA)* mandates equal opportunity for students to participate in or benefit from the services offered by a place of public accommodation. This mandate is inclusive of private universities. ADA-qualified individuals must have a physical or mental impairment which substantially limits one or more major life activities. (Major life activities involve caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning (which includes any type of diagnosed learning disability), and working.) Moreover, a qualified disabled student must meet the academic and technical standards requisite for admission or participation in an education program or activity.

#### **Student Responsibilities:**

Student who are aware or suspect, that they meet ADA qualifications should take the following steps:

- Fill out the Disability Accommodation Application (application available online at <http://lifepacific.edu/academics/academic-resources/#students-with-disabilities>).
- Submit an application and formal documentation by a doctor on letterhead stating the specific disability (dated within the past 3 years) to the Academic Affairs Office.
- This form will be sent to the Director of Life Challenges, who will contact the student to schedule a meeting to discuss an accommodation plan.
- Students whose disability is long-term will need to submit a Disability Accommodation Application at the beginning of each academic year. They also should meet with the Director of Life Challenges at the beginning of every semester to develop accommodations for their classes.
- If it is necessary for a student to be tested or assessed for a disability, it is the student's responsibility to obtain this testing from an outside source, such as a licensed psychologist or qualified educational therapist. At this time, LPC does not provide psychological or educational testing.

#### **Office of Academic Affairs Responsibilities:**

It is the responsibility of the Academic Affairs Office to serve as the starting point for any student who wishes to file a Disability Accommodation Application. The Director of Life Challenges or designee will meet with ADA-qualified students to discuss reasonable accommodations for their academic success at Life Pacific College. After the meeting, the Director of Life Challenges or designee will recommend accommodations. Life Challenges will also house all records of each qualified ADA student separate from other educational records.

In the event that a student's disabilities will affect his/her ability to fulfill chapel requirements, the Academic Affairs Office will seek to provide reasonable accommodations. Chapel requirements will not be waived.

Students with severe diet restrictions that have been documented by a licensed physician may submit the Disability Accommodation Application for Café accommodations and/or meal plan adjustments.

**NOTE:** It is not the responsibility of Life Pacific College to provide any testing or assessments for a student who may have a qualifying disability.

Reasonable accommodations include the following:

#### **ACADEMICS:**

- Allowance for the presence of a note-taker.
- Allowance for the presence of a tape recorder.
- Allowance for the presence of a scribe for tests.
- Oral recitation of test questions.
- Additional time for in-class assignments (time and a half for most circumstances; double time is the maximum time allowed for physical disabilities).

- Additional time for tests (time and a half for most circumstances; double time the maximum allowed for physical disabilities).
- Priority registration.
- Taking tests (at no charge) in the Library.

**CHAPEL:**

- Allowance for the presence of an interpreter.
- Reserved seating for easier access.

**NOTE:** It is not the responsibility of the Academics Office to change any technical requirements of classes, to give course waivers, or to provide the necessary items of accommodation. Students in need of items such as audio recorders, etc. are responsible to procure these items.

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VETERANS AND WAR ORPHANS

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Life Pacific College is approved for the training of veterans, war orphans, and members of the reserves. Veterans may receive advice with respect to their possible benefits and requirements from the Registrar’s Office or from the government agency that handles certification listed below:

Bureau for Private Postsecondary and Vocational Education  
 400 “R” Street, Suite 5000  
 Sacramento, CA 95814  
 (916) 445-3427

V.A. students with a semester grade point average (GPA) below 2.00 for three consecutive terms or a cumulative GPA below a 2.0 for two consecutive terms will not be certified for V.A. educational benefits until they achieve a cumulative GPA of 2.00.

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VOTER REGISTRATION INFORMATION

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Life Pacific College encourages students to register to vote. As Christians, we recognize human government as an ordinance of divine appointment, and teach obedience to it as a sacred duty, within its legitimate sphere. Furthermore, the 1998 Higher Education Act requires all post-secondary institutions to make a good-faith effort to distribute voter registration forms to each degree or certificate-seeking student who attends classes on campus. The following information is provided to assist students to register to vote either in California or in their home states.

Voters must be U.S. citizens and at least 18 years old at the time of the next election. College students may register either in California using their college residential address or at home using their permanent home address. (**NOTE:** P.O. boxes are not permitted as residential/home addresses for voter registration purposes.) On-campus students should list the address of the



College as their home address. Those living off-campus should use their off-campus street address.

California voter registration forms are available on-line at [www.cavotes.org/vote/register](http://www.cavotes.org/vote/register). Forms are also available at post offices, libraries, city hall, or department of motor vehicle offices. For information regarding California registration deadlines, please see the California State Board of Elections website: [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections).

# ACADEMIC LIFE

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## GRADING AND ACADEMIC REQUIREMENTS

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### Student Unit Classification

Freshman: 0 - 28 units.

Sophomore: 29 - 58 units.

Junior: 59 - 89 units.

Senior: 90+ units.

Audit: Student is not taking class for credit.

First Time: Student who has not previously attended another college (post high school).

Transfer: Student who has previously attended another college.

Continuing: Current student, enrolled during the previous academic term at LPC.

### Academic Freedom and Responsibility

As an institution of higher education, it is the goal of the College to pursue and disseminate truth. Accordingly, trustees, administration, faculty, staff, and students are free to question assumptions and to consider alternatives in the course of their pursuits and communication in the classroom, in casual and formal conversation, and in written communication. At the same time, as a Christian institution, this College believes the Scripture to be inspired by God and, therefore, to be the norm against which all “truth” is to be measured.

Since human reasoning is fallible, all perceived “truth” is not necessarily God’s truth; only that which is consistent with the Scriptures is God’s truth. Therefore, the College emphatically rejects indoctrination, whether it results from eliminating the Scriptures as a norm, or whether it results from restricting the free pursuit of ideas. Thus, both the faculty and students of the College are free to pursue and disseminate truth, and have the responsibility to measure their conclusions against the Scriptures, within the context of the Declaration of Faith of the International Church of the Foursquare Gospel.

Any concern or complaint regarding the Academic Freedom policy should be referred to the due process and grievance procedure.

### Academic Probation

placed on Academic Probation are restricted from serving as student employees, residence assistants, or student officers, and are limited to 12 units. Financial aid status also may be impacted.

Students on Academic Probation are required to participate in the Principles of Christian Scholarship program by enrolling in PCS I. If students leave the College while on probationary status and later return, their academic status will remain unchanged.

Students on Academic Probation may be permitted to enroll in up to 13 units to accommodate the PCS I course, at the discretion of the Registrar. Students entering the College on Academic Probation may be allowed to take up to 14 units to accommodate the PCS I and Disciplines of Life Seminar classes, at the discretion of the Registrar. The academic committee has the discretion to limit someone who has been on probation twice to only 6 units.

### **Continued Academic Probation**

Students on Academic Probation who raise their GPA and make satisfactory academic progress at the conclusion of the first term on probation but have not reached a 2.0 cumulative GPA may be placed on a second semester of Academic Probation and may be required to continue to participate in the Principles of Christian Scholarship Program. Students who successfully pass PCS I may be enrolled in PCS II. Students who fail or received a D in PCS I may be required to retake the course. Students who at the conclusion of the second term on Academic Probation are able to bring their GPA to a 2.0 or above will be taken off of Academic Probation; those who do not achieve a GPA of 2.0 by that time will face Academic Dismissal. Students who are on a second semester of Academic Probation may not be eligible to receive federal or institutional funds.

### **Academic Dismissal**

Students who receive a failing grade in the first semester will be academically dismissed. New students who come in on Academic Probation must earn at least a 1.5 in the first term in order to remain enrolled. If a continuing student's GPA has not improved at the end of his/her first term on Academic Probation, or if the student has a third consecutive semester with a semester GPA below 2.0, the student will be academically dismissed and may not continue taking classes for credit. When academic dismissal occurs, a student must wait at least one semester before applying for reentrance to the College and must meet all dismissal requirements (which always includes a minimum of 9 academic units completed with a grade of C or better).

Students who receive three failing grades in ministry formation at any time are subject to ministry formation dismissal. Students will receive the stipulations for reentry in a letter following their dismissal.

### **Appeal**

Students who are affected by these policies and believe that they can present facts/evidence unknown to the academic committee may appeal to be reinstated. To appeal, they must submit a written statement to the Academic Affairs Office including: (1) reasons for the unsatisfactory progress, (2) a plan to maintain acceptable academic standing, and (3) methods for anticipated success toward educational goals. If an appeal is granted, they will be eligible to return under probationary status.

### **Academic Integrity**

The following penalties apply to students who are caught in academic dishonesty: The following penalties apply to students who are caught in academic dishonesty: The following penalties apply to students who are caught in academic dishonesty: The following penalties apply to students who are caught in academic dishonesty: The following penalties apply to students who

are caught in academic dishonesty: The following penalties apply to students who are caught in academic dishonesty: The following penalties apply to students who are caught in academic dishonesty:

- 1<sup>st</sup> offense: Lose assignment, Vice President of Academic Affairs (VPAA) notified.
- 2<sup>nd</sup> offense: Lose the class, Director of Student Development notified by Academic Affairs Office. Formal meeting with the VPAA.
- 3<sup>rd</sup> offense: Suspension, or dismissal by Student Life Committee.

Lack of integrity is evidenced by:

- \* *Cheating*: using unauthorized material or information in any academic exercise. Projects or papers must be original work by the student submitting the work, and may not be work done for another course unless there is prior approval by the instructor. Unless otherwise stated by the professor either in class, in the course outline, or in the assignment instructions, all assignments, including exam situations, assume individual and unassisted work (no collaboration is allowed).
- \* *Plagiarism*: (From *MLA Handbook for Writers of Research Papers*- sixth Edition, pp. 66-75) own, and presenting another's line of thinking as though it were one's own (p. 71). If a student is in doubt as to whether he or she is committing plagiarism, s/he should cite the sources used (p. 73). should cite the sources used (p. 73). should cite the sources used (p. 73). should cite the sources used (p. 73).
- \* *Fabrication*: inventing or falsifying any information or citation in academic work.

Anyone who assists another student in the above is equally responsible. Reference to this policy can also be found in the Student Standards of Conduct.

## Examinations

). In the event that a student has an extenuating circumstance, an appeal must be submitted to the Academic Committee. If the committee approves the appeal, an IN Contract will be issued. No early final examinations will be given.

[OBJ]

December 1st for December graduates and May 1st for May graduates. May 1st for May graduates. May 1st for May graduates. May 1st for May graduates. May 1st for May graduates. May 1st for May graduates. May 1st for May graduates. May 1st for May graduates. May 1st for May graduates. May 1st for May graduates.

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OFFICE OF ACADEMIC AFFAIRS

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**Phone:** ext. 341

**Location:** Academic Building (2<sup>nd</sup> floor)

**Hours:** Monday - Friday 7 a.m. – 4 p.m. (closed during Tuesday and Wednesday chapel hour and for lunch)

**Email:** ayenney@lifepacific.edu

**Staff:** *Vice President of Academic Affairs: Dr. Michael Salmeier*

*Dean of Institutional Effectiveness: Brian Tomhave*

*Assistant to the Vice President of Academic Affairs: Aaron Yenney*

*Faculty Assistants: Christa Hansen & Jared Bjur*

Life Pacific College values the pursuit of academic excellence. Students choosing to attend the College are committing themselves to pursuing their studies with excellence and vigor.

Students are strongly encouraged to familiarize themselves with the following sections in order to know what is expected of them within the classroom setting. To make an appointment with the Vice President of Academic Affairs (VPAA) contact Aaron Yenney at extension 341.

### **Class Attendance**

Students are expected to attend classes regularly. Faculty members are authorized to develop and implement attendance policies that may affect student grades. Faculty members will inform students of attendance policies for specific classes in the course outline, distributed on the first day of class.

Faculty reserve the right to withdraw any student from class who is no longer progressing in the class due to prolonged absence (three or more consecutive weeks) or who has, at any time after the midpoint of the course missed 50% of the scheduled class time to that point. This would be recorded as a withdraw fail, or “WF,” grade regardless of the date the Faculty initiated the withdrawal. The Registrar’s Office will notify students who have been withdrawn from a class and are no longer permitted to attend. Any appeals should be addressed to the Academic Committee.

Students interested in withdrawing from a class should adhere to appropriate Schedule Adjustment or Withdrawal procedures. A withdraw pass, or “WP,” grade may be recorded for any student who initiates his or her own withdrawal prior to the drop deadline.

### **Absences**

determined by the professor. Consult the specific Course Outline to determine the attendance policy for each enrolled course. Attendance is recorded from the first day of class of the semester. If a student enters a class after this date, the classes missed may be counted as absences. At the instructor’s discretion, a student may attend another available section of the course for instruction missed because of an absence, but this may not always cancel the absence points.

A student who leaves class after roll has been taken may be counted absent. This does not apply to appointments scheduled by administrative offices. A student who leaves class after roll has been taken may be counted absent. This does not apply to appointments scheduled by

administrative offices. A student who leaves class after roll has been taken may be counted absent. This does not apply to appointments scheduled by administrative offices. A student who leaves class after roll has been taken may be counted absent. This does not apply to appointments scheduled by administrative offices.

Students participating in events sponsored by the College (i.e. athletics, music teams, etc.) may be granted excused absences for events and travel. An excused absence does not count toward a student's total absences for any particular class. However, students are still responsible to turn in homework due, stay informed on anything assigned that day, and make arrangements with the professor to make up any in-class assignments missed.

In order to be authorized as an excused absence, the following process must be followed:

- Student must fill out online form to apply for excused absence.
- Upon advisor/coach approval, a form letter will then be sent to the student indicated the absence. Students must discuss missed class work with their professors, and get this form initialed before their planned absence.
- There will be no retroactive excused absences.
- After professor signatures are received, the student is to return the form to the Academic Affairs Office at which point the absence will be considered excused.
- Students are permitted excused absences for no more than four class sessions for courses that meet 2-days-per-week or two block class sessions.

### **Tardiness**

tardiness.Course Outline to determine the professor's policy concerning tardiness.Course Outline to determine the professor's policy concerning tardiness.Course Outline to determine the professor's policy concerning tardiness.Course Outline to determine the professor's policy concerning tardiness.Course Outline to determine the professor's policy concerning tardiness.

### **Professor Absence**

If a professor does not arrive within 15 minutes of the class period AND if no message has been given via the Academic Affairs Office, then students may leave the classroom.

### **Visitors to Class**

as some courses or particular class periods are not conducive to visitors. A visitor may visit a class twice during a semester. as some courses or particular class periods are not conducive to visitors. A visitor may visit a class twice during a semester. as some courses or particular class periods are not conducive to visitors. A visitor may visit a class twice during a semester. as some courses or particular class periods are not conducive to visitors. A visitor may visit a class twice during a semester. as some courses or particular class periods are not conducive to visitors. A visitor may visit a class twice during a semester. as some courses or particular class periods are not conducive to visitors. A visitor may visit a class twice during a semester.

### **Classroom Etiquette**

for counseling or disciplinary action related to inappropriate classroom behavior or dress.

Director of Student Development for counseling or disciplinary action related to inappropriate classroom behavior or dress.

### **Personal Liability**

allowed to utilize personal equipment during class which will assist them in their learning, the College assumes no responsibility or liability for the personal property of students. This includes damage or loss due to accidents, theft, fire, earthquake, etc., at all times on or off campus. The College recommends that students not leave personal belongings unattended and are strongly encouraged to consider carrying some form of personal insurance if the student's family's policy does not provide this type of coverage. policy does not provide this type of coverage. policy does not provide this type of coverage.

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### REGISTRAR'S OFFICE

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**Phone:** ext. 313

**Location:** Academic Building (2<sup>nd</sup> floor)

**Hours:** Monday-Thursday 9 a.m. – 4 p.m., Friday 9 a.m. – 12 p.m. (closed during Tuesday and Wednesday chapel hour and for lunch 12 – 1 p.m.)

**Email:** [registrar@lifepacific.edu](mailto:registrar@lifepacific.edu)

**Staff:** Registrar for Traditional Programs: Jeff Gable, ext. 321

Senior Registrar for Adult and Graduate Programs: Amber Burnett, ext. 324

Assistant to the Registrar: Kaeli Parrish, ext. 305;

Registrar Office Assistant & Special Programs Coordinator: Lori Gonzalez, ext. 359;

Incoming Student Advisor: Christine Stryhanyn, ext. 323

Student Assistant: Justice Comeaux, ext. 313

**Academic Advising** and is required for all upper division students with their assigned advisors. Advising is also available in non-registration periods by appointment through the Registrar's Office. During registration periods, advising is available for all lower division students and required for upper division students with assigned advisors. Advising is also available in non-registration periods by appointment through the Registrar's Office. During registration periods, advising is available for all lower division students and required for upper division students with assigned advisors. Advising is also available in non-registration periods by appointment through the Registrar's Office. During registration periods, advising is available for all lower division students and required for upper division students with assigned advisors. Advising is also available in non-registration periods by appointment through the Registrar's Office. During registration periods, advising is available for all lower division students and required for upper division students with assigned advisors. Advising is also available in non-registration periods by appointment through the Registrar's Office. During registration periods, advising is available for all lower division students and required for upper division students with assigned advisors. Advising is also available in non-registration periods by appointment through the Registrar's Office. During registration periods, advising is available for all lower division students and required for upper division students with assigned advisors. Advising is also available in non-registration periods by appointment through the Registrar's Office.

**NOTE:** While academic advisors are available to help guide students, final responsibility for completing program requirements rests with the individual student.

**Registration** All students are expected to register on the dates set aside for this purpose. The procedures for registration will be provided i

All students are expected to register on the dates set aside for this purpose. The procedures for registration will be provided in registration packets distributed to students as the time to register approaches.

#### **Schedule Adjustments**

(noon) Pacific time. Students may add or drop courses online via their student web portal without charge up until the deadline to add a course arrives. Students who choose to adjust their schedules through the Registrar's Office may be charged a \$5 fee if the schedule adjustment could have been accomplished via their student web portal.

After the add deadline, all schedule adjustments must be made in the Registrar's Office and will accrue a tuition penalty, according to the Institutional Financial Penalties described in the current College Catalog. A "WP" or Withdraw Passing grade is assigned if the course is dropped before the drop deadline (this grade does not affect GPA). A "WF" or Withdraw Fail grade is assigned when a student drops a course after the deadline or if a professor is forced to withdraw a student from his/her course after three weeks of absence (this grade affects GPA).

**Withdrawal from College** Students who need to withdraw from the College must the " **HYPERLINK** "<https://lifepacific.wufoo.com/forms/qfepbgi1kjlrej/>" Student " form (available online) and will be required to meet with the Director of Student Development prior to withdrawing. Financial accounts must be settled and all business finished before the withdrawal is considered complete. Students failing to follow proper procedures in withdrawing will receive a "WF" in every course dropped. Transcripts will not be furnished until accounts are paid in full. Students withdrawing from the College of their own volition before the drop deadline of the current semester will receive a "WP" grade for every registered class. Students withdrawing from the College after the drop deadline of the semester will receive a "WF" grade for every registered class, unless extenuating circumstances merit an appeal to be granted by the Academic Committee.

Refunds of tuition because of withdrawal, when applicable, will be given after the student completes proper procedures of withdrawal.



# CAMPUS POLICIES

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## INTRODUCTION

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Life Pacific College is committed to the transformational development of Christian leaders for the Church, the workplace, and the world. We celebrate and pursue this mission in all we do, both inside and outside the classroom. Our community exists to uncover, study, share, and practice what is true. We strive to understand the world in light of the life, death, and resurrection of Jesus Christ. This understanding gives us a distinctive worldview and purpose as an institution of biblical learning.

As a community, we choose to pursue biblical qualities and habits of the heart that should mark the lives of all believers, such as love that is genuine, abstaining from evil, pursuing good, being fervent in spirit and constant in prayer, hospitality, patience, kindness, living in harmony with one another, humility, and compassion (Romans 12:9-21). We also reject those practices that the Bible teaches are destructive, such as anger, malice, slander, profanity, dishonesty, greed, drunkenness, and sexual impurity (Col. 3:5-8, 1 Cor. 6:9-10).

Relationships are an integral part of our expression of the wisdom and truth contained within the gospel message. Jesus commands us to love God with all of our heart, soul, and mind and to love our neighbors as ourselves (Matthew 22:37-40). We are also commanded to consider the needs of others before our own (Phil. 2:3). These are essential practices of our common life together.

While we live, learn, work, and play together at Life Pacific College, we promise to honor a specific set of values and expectations designed to help everyone thrive and succeed. We call this the Community Life Agreement, denoting our mutual responsibilities to one another. While informed by Scriptures, the Community Life Agreement also includes practices that have been adopted by our community because we believe they contribute to the flourishing of all students.

We recognize that sincere Christians may hold divergent views regarding these expectations. However, we believe these values are essential to our time together at Life Pacific College. Therefore, all students are responsible for abiding by the Community Life Agreement for the entire duration of their enrollment.

Life in community is a worthy, but challenging endeavor. No one does it perfectly. Part of our commitment to students is to walk alongside them through a process of grace-infused accountability. As a community of Christ-followers, we understand that the gift of forgiveness and the offer of a second chance are important realities in the growth process. When a student makes a behavioral choice that does not align with our community values, the student is encouraged to confess and seek assistance and support through the Offices of Student Development or Residence Life.

## Definitions

To make the process as clear as possible for all involved, a glossary of terms is provided:

- “College” refers to Life Pacific College.
- “Student” includes all persons taking courses at the College, both full- and part-time.
- “Faculty member” means any person hired by the College to conduct classroom activity.
- “College official” includes any person employed by the College.
- “College premises” refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used or controlled by the College.
- “Policy” is defined as the written regulations of the College found in, but not limited to, the student handbook and college catalogs. The official and most current version of the Student Standards of Conduct is found online at [www.lifepacific.edu/OSD/handbook.html](http://www.lifepacific.edu/OSD/handbook.html).
- “Violation” refers to any behavior that is unacceptable as described in the Student Standards of Conduct.
- “Guests” applies to all guests of LPC community members whose hosts may be held accountable for the conduct of said guests.
- “Educational records” refers to all records regarding a student’s status at the College, including but not limited to a student’s transcripts and disciplinary file.

## Administrative Discretion

The College reserves the right to involuntarily withdraw any student from the College at the discretion of the Senior Director of Student Development, or his or her designee, as deemed necessary for the physical or spiritual safety or well-being of the student or others.

The College also reserves the right to alter this handbook. The Community Life Agreement supersedes all previous handbooks, and the policies in the latest electronic version will be controlling in all student conduct issues.

## Rights and Freedoms: Academic Freedom and Responsibility

As an institution of higher education, it is the goal of the College to pursue and disseminate truth. Accordingly, trustees, administrators, faculty, staff and students are free to question assumptions and to consider alternatives in the course of their pursuit and communication.

At the same time, as a Christian institution, LPC believes the Bible is inspired by God and is therefore the norm against which all “truth” should be judged; only that which is consistent with the Scriptures is God’s truth. Therefore, this College emphatically rejects indoctrination, whether it is that which results from eliminating the Scriptures as a norm or whether it be that which results from restricting the free pursuit of ideas. Thus, both the faculty and students of this College are free to pursue and disseminate truth, but have the responsibility to

measure their conclusions against the Scriptures within the context of the Declaration of Faith of the Foursquare Church.

#### **Rights and Freedoms: Right of Access to Records**

With a few exceptions provided by law, students at LPC may see any of their educational records upon request. Students must formally submit a request to access their records to the appropriate office and allow at least three days for their request to be processed. Access will be granted, however, no later than 45 days after the request. Students further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records. Students may waive their right of access to recommendations and evaluations in the cases of admissions, application for employment, and nomination for awards.

#### **Rights and Freedoms: Disclosure of Student Records**

With certain exceptions by law, LPC cannot release information concerning students, other than directory information, from their educational records to anyone other than college officials without written consent of the student as long as that student is a member of the LPC community. Students can file a permission form with the Registrar's Office to release specified information to specific parties. Doing so may help expedite a student's application process with prospective employers, graduate school enrollment, etc.

#### **Rights and Freedoms: Right to Process**

Students whose behavior violates the Community Life Agreement will be treated justly and fairly. The disciplinary process of the case will be conducted in a timely and reasonable manner. The process involves three components:

- **Notification:** A student has the right to proper notice of the policy s/he allegedly violated and when his or her case will be heard.
- **Right to be heard:** A student has the right to present his/her viewpoint and position and provide supporting information, and to have it considered by a college official.
- **Information:** Decisions in a student conduct case are based upon a simple preponderance of the available supporting information.

#### **Rights and Freedoms: Right to Notify**

Life Pacific College has the right to disclose any information from the educational records without prior written consent to a parent of students who are dependents for federal income tax purposes (proof of dependency is required prior to release of records). In addition, LPC may disclose to the parents of a student his or her violation of any federal, state, or local law or any rule adopted by LPC governing the possession or use of alcohol or a controlled substance if the student is under age 21. Finally, the College may disclose information from the educational records of a student to his or her parents in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

#### **Disciplinary Process**

The disciplinary process at Life Pacific College is designed to hold students accountable in a manner that is respectful, developmental and redemptive. Therefore, all alleged violations of community standards are reviewed through “discipline meetings” with students, and not through efforts intended in any way to mimic court legal proceedings. Decisions made regarding an alleged violation are ultimately based upon what the College considers to be a “reasonable belief” of what occurred, and not upon “rules of evidence” similar to that of a court legal system.

The disciplinary process at LPC consists of three components: investigation, hearing, and the imposing of sanctions. At times, the investigation and hearing can occur simultaneously. With the exception of suspendable offenses, all sanctions will be issued by the Senior Director of Student Development. Suspendable offenses will be reviewed by the Student Development Disciplinary Committee.

Students are expected to assume responsibility for their actions and to cooperate fully with the process. Community members are reminded that all portions of the disciplinary process are confidential which may result in unanswered questions regarding an outcome. As a united community, the College implores students to take care in resisting the temptation to spread gossip and rumors in light of the understanding that they may not have the full story.

Students going through the discipline process are permitted to have an advisor of their choosing. The person may accompany the student in their hearing and in meetings with the Student Development Disciplinary Committee, but may not actively participate in the investigation or hearing (posing questions, speaking on behalf of accused, etc.). The Senior Director of Student Development or Student Development Disciplinary Committee members reserve the right to dismiss the advisor from the process at any time and reschedule the meeting, if necessary.

The Senior Director of Student Development serves as the chief student conduct officer for the College, working with the Director of Residence Life and a Student Development Disciplinary Committee to resolve all disciplinary matters.

### **The Imposing of Sanctions**

The purpose of sanctions is to help students understand their actions in the context of the College and Christian community and to encourage appropriate behavior in the future. Disciplinary personnel are encouraged to decide sanctions that are commensurate with the misconduct and are, when appropriate, developmental and redemptive in nature. Some sanctions may need to be more punitive due to the seriousness of the offense. As a biblical institution of higher education, the practices of repentance and forgiveness are essential and necessary to living out our values, particularly as a grace-based community. The student conduct system, by design, recognizes the importance of these values in the reconciliation process. Therefore, two students can experience different resolutions for similar violations, by virtue of their attitude and response throughout the disciplinary process, as determined by the wisdom and professional judgment of the adjudicating person or committee. The following

sanctions, or combination of sanctions, may be imposed upon any student found to have violated the Community Life Agreement (not listed in prescribed order):

- **Warning:** verbal or written warning to the student that s/he is violating or has violated the Community Life Agreement.
- **Loss of privileges:** denial of specific privileges (including leadership positions) for a designated period of time.
- **Fines:** previously established and published fines may be imposed.
- **Restitution:** compensation for damages, loss and/or injuries. This may take the form of appropriate service and/or monetary or material replacement.
- **Community Service:** an assignment of appropriate community service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her misconduct.
- **Parent/Guardian Notification:** notification of parents or guardians in certain cases of alcohol or drug policy violations, abuse or injury to self.
- **Discretionary Sanctions:** participation in classes or assignments designed to address decision-making and consequences of behavioral choices within a Christian educational community; mandatory drug or alcohol assessments, or other related discretionary assignments.
- **Disciplinary Probation:** designated for a specific period of time and includes the probability of suspension or expulsion if the student is found to be in violation of any college policies during the probationary period.
- **Suspension:** separation of the student from the College for a specified period of time (conditions for readmission may be required).
- **Provisional suspension:** imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by his/her continued presence (this suspension will be for a stated period of time and followed by a student hearing).
- **Expulsion:** permanent separation of the student from the College.

### Appeals

Students wishing to appeal a disciplinary decision must do so in writing within two class days of the date of the decision. Students may appeal for one or more of the following reasons:

- To determine whether all hearing processes were conducted in conformity with prescribed procedures, or that deviations from the prescribed procedures did not significantly alter the outcome of the case,
- To consider new information, not available at the time of the original hearing, sufficient to alter a decision, or
- To determine if sanctions assessed were appropriate or disproportionate to the violation. Student conduct cases are not dismissed due to procedural errors. Rather, students may request an appeal if they believe a procedural error substantially altered the outcome of their case.

The person(s) hearing the appeal may uphold or modify the decision made. If the contested decision was given by the Senior Director of Student Development, the Disciplinary Committee will determine if a student is eligible and hear the appeal.

In cases where the decision has ultimately resulted in the termination of student status, the student may request that his or her written appeal be forwarded to a Special Appeal Committee (SAC) for review. The SAC is an ad hoc committee.

Students may also submit a written appeal if they desire consideration of an exception to stated college policies, procedures, and regulations. All appeals shall contain the following items that apply to the particular petition made:

- Name.
- A clear statement of the nature of the grievance/appeal.
- The evidence on which the grievance/appeal is based.
- Why this constitutes capricious or arbitrary action on behalf of a staff or faculty member or why this situation constitutes an exception to be made.
- What has been done to resolve the grievance.
- The desired outcome(s).

### **Disciplinary Probation**

Students may not represent the College in an official capacity while serving on disciplinary probation. Students may elect to disclose their probationary status to their immediate supervisor(s) and seek permission to continue in their role.

Students who choose to exercise this option agree that their supervisor(s) may contact the Office of Student Development for additional information about the nature of the violation. If approved, the student will be conditionally eligible to continue in their role, provided they remain in good standing during their probationary period.

### **Disciplinary Suspension**

Students who have been suspended from the College are not permitted to access college property, including the main campus and any sites under direct control of the College, or attend official college events and functions, without the expressed, written permission of the Director of Student Development. In some cases, exceptions may be granted on a case-by-case basis that allow students to access particular buildings or offices for specific reasons under limited conditions. Accessing the campus or attending official campus events without permission will be considered criminal trespassing and may be subject to additional sanctions and/or criminal prosecution.

The Student Development Discipline Committee will often recommend different conditions that a student must meet in order to be considered for re-admittance. In such cases, fulfillment of all conditions are necessary but do not automatically guarantee re-admittance. The Student

Development Discipline Committee reserves the right to approve or deny reenrollment, on a case-by-case basis, based on their own professional judgment.

### **Non-Disciplinary Resolution**

Students are encouraged to seek help from all appropriate offices, including the Office of Student Development, for behavior that may constitute a violation of the Community Life Agreement without fear of reprisal. Students who seek help on their own volition before an incident is discovered will generally be supported through a non-disciplinary process of support and accountability, except when prohibited by federal or state law.

### **Grievance Policy: Formal Complaints**

If a student has a serious concern about any specific area of the College, such as a policy or a college official, s/he is obligated first to make an attempt to dialogue with the appropriate individual directly. If the student is unsatisfied with an answer given, s/he may issue a formal complaint in writing, describing the nature of the complaint and desired resolution, to the respective department supervisor. All concerns will be reviewed and, if necessary, an appointment may be initiated by the department supervisor. Formal grievances should be directed to the following departmental supervisors:

The College prohibits retaliation against any student based upon the student's filing of a grievance or participation in the investigation of any grievance. Any act of retaliation may result in disciplinary action up to and including suspension or expulsion from the College. Students or employees may file a complaint with the Director of Human Resources if they feel that they have been subjected to retaliation.

*Vice President for Academic Affairs- Dr. Michael Salmeier, D.Phil.*

Faculty and Academic Personnel, the Library, Emmaus Road Counseling Center, Registrar's Office, Office of Student Development, Residence Life, Calling and Vocation, Dining Services, The Loop, Campus Post Office, & Facilities.

*Vice President for Enrollment Management- Angie Richey, M.A.*

All Admissions, Marketing, and Advancement Personnel.

*Chief Financial Officer - Todd Eskes, M.B.A.*

Financial Aid, Student Accounts, Contract Services.

Students are encouraged to resolve complaints through the formal grievance process. However, an individual may also contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

<http://www.bppe.ca.gov>

Telephone: (916) 431-6924

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COMMUNITY LIFE AGREEMENT

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Life Pacific College has chosen to set itself apart for the purpose of training and equipping Christian leaders to serve in the Church, workplace, and the world. Students, by their voluntary membership in this community, individually and collectively agree to:

- Abide by all the regulations of the College (see below).
- Use personal discretion involving activities which may not contribute to an individual's flourishing or may reflect poorly on the campus community.

All students represent Christ and Life Pacific College wherever they are, and are expected to abide by community standards, both on- and off-campus, when school is in session and during breaks. Community standards are in place for the purpose of moving students toward Christian maturity and creating an environment that is conducive to academic learning and personal growth and development.

#### **Abuse of Campus Processes**

Students whose behaviors, active or passive, impede any campus process (including the disciplinary process, admissions process, etc.) will be subject to disciplinary action. Such behaviors may include:

- Failure to obey the summons of a college official.
- Failure to fully disclose all information to a college official (especially during an investigation or the disciplinary process).
- Falsification, lying, hiding, distorting or misrepresentation of information to any staff or faculty member.
- Attempts to influence the testimony of another.
- Attempts to disrupt an individual's participation in the disciplinary process.
- Forgery, alteration or misuse of campus documents, records or identification.

#### **Alcohol and Drugs**

Students are not permitted to possess, use/consume or distribute alcohol or alcohol paraphernalia, illegal drugs or drug paraphernalia, synthetic forms of drugs, prescription drugs for which the student does not have a valid prescription, or any other form of controlled substance at any time while enrolled at LPC (including all semester breaks).

Students are not permitted to possess or consume medicinal marijuana, even with a valid prescription or authorization card. Please refer to Appendix B for information on LPC's federal compliance with the Drug Free Workplace Act as well as a more thorough explanation of the policy.

Students who provide alcohol or drugs to other students, particularly minor students, may be subject to more severe disciplinary action and possible criminal prosecution.



### **Breaking the Law**

Students who break the law, either on- or off-campus, will be subject to investigation and disciplinary action. When a student is charged by a federal, state or local authority, the College will not request special consideration for that individual because of his or her student status. The College will cooperate fully with law enforcement agencies in the enforcement of the law. Students charged with a crime during continued enrollment at LPC must report this information to the Director of Student Development within five days of being charged. Depending on the severity of the offense, students may be placed on an interim suspension pending a formal investigation.

### **Cohabitation**

Students are not allowed to live with or engage in overnight stays with members of the opposite sex in the same living arrangements (e.g. same house, apartment, hotel room, etc.), except related students living in the home.

### **Fighting, Violence and Endangerment**

Any behavior or conduct which threatens or endangers the health or physical and/or emotional safety of an individually, including one's self, will result in disciplinary action. This includes any threatening or intimidating actions and/or language, whether or not acted upon.

### **Gambling**

All gambling (monetary and/or commodities), on- or off- campus, including online, is prohibited.

### **Harassment**

Harassment or intimidation of a community member or the threat of physical or emotional harm in any communicated form will never be tolerated. Any harassment should be reported to a Resident Advisor, Director of Residence Life, Senior Director of Student Development, or Senior Title IX coordinator (see section on sexual harassment).

### **Hazing**

Any form of hazing and initiation is illegal, whether voluntary or involuntary and will result in disciplinary action. The College takes any alleged forms of hazing very seriously. The following are some (but certainly not all) forms of hazing:

- All forms of physical activity deemed dangerous or harmful.
- The application of foreign substances to the body.
- Depriving students of sleep.
- Forcing, pressuring, requiring or coercing students to consume alcohol or foreign or unusual amounts of substances.
- Nudity or forcing students to dress in a degrading manner.
- Psychological hazing: any act which is likely to compromise the dignity of a student; cause shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

### **Hosting Disruptive Gatherings**

No student living on- or off-campus may host any disruptive party, gathering or event which disturbs or impacts the peace of another. This includes, but is not limited to, disturbing the peace of others, excessive noise, violent, offensive, disorderly behavior or quarrelsome conduct. Any host or student who participates in such an activity will be subject to disciplinary action. If alcohol or other intoxicants are involved in such parties, gatherings or events, suspension or expulsion from the College may occur.

### **Inappropriate Computer Usage**

The College monitors inappropriate computer and online usage. Activities that are prohibited include viewing pornography, gambling and piracy. Life Pacific College does not condone or tolerate the unauthorized copying of licensed computer software and other media, which is considered a theft and a violation of federal law. Anyone who violates this policy may be subject to disciplinary action and could face additional costly civil or criminal liability.

### **Inappropriate Dating**

The College prohibits inappropriate dating, including but not limited to single students dating married persons, married students dating anyone other than their spouse, or students dating someone of the same gender (see Appendix A).

### **Inappropriate, Lewd, Indecent, or Obscene Behavior or Language**

Inappropriate, lewd, indecent, or obscene behavior, language, music or dress will not be tolerated. This includes, but is not limited to, the possession or display of sexually suggestive material, and derogatory, sexist, racial/ethnic material in any form on college-owned or leased premises, including computers.

### **Inappropriate Sexual Behavior**

Students who engage in inappropriate sexual behavior will be subject to disciplinary action. The following are examples (but certainly not all) forms of inappropriate sexual behavior:

- Sexual relations outside of marriage, including any type of intercourse or fondling of sexual organs (see “Marital Relationships” below).
- Displays of public affection that might be deemed inappropriate (i.e. heavy kissing and/or groping) whether done in a public or private setting.
- Sleeping or lying with members of the opposite sex.

### **Knowing/Presence Contribution**

Community accountability is of the utmost importance at LPC. Students are always encouraged to speak directly with a person who they know is involved in activities that are in violation of the Community Life Agreement. If resolve cannot be reached, they are expected to speak with an appropriate staff or faculty member.

Members of the LPC Community not only commit to upholding our shared values, but also holding one another accountable in love. Failure to confront or report known violations of the Community Life Agreement may result in disciplinary action.

### **Misrepresentation**

Students who misrepresent themselves to be an agent of the College or who misrepresent their organization to be an agent of the College will be subject to disciplinary action.

### **Non-compliance**

Students are required to comply with the request of a college official, law enforcement officer, campus safety official, or a Residence Life staff member acting in accordance with their duties, or the failure to comply with any and all sanctions imposed.

### **Pornography**

Possession, display, or distribution of pornographic materials or images is prohibited.

### **Pranks**

Participation in any activity, on- or off-campus, that results in damage, endangerment of an individual's well-being, or a general disregard for college or private property, or involves a violation of college policy, is prohibited.

### **Safety Equipment**

The illegal use, possession of, or tampering with safety equipment, such as fire alarms, smoke detectors, fire doors, door locks, latches, etc., on college premises, is prohibited and may result in criminal prosecution and a mandatory fine. Related actions such as the propping of locked doors and permitting unauthorized access to another person is also prohibited.

### **Sexual Assault**

Acts of sexual aggression, including nonconsensual sexual intercourse, nonconsensual sexual contact, or any attempt to do the same, are prohibited and will not be tolerated. For more information, please consult the "Sexual Assault Policy" under "Additional Policies."

### **Sexual Harassment**

The College is committed to fostering a positive learning, working and living environment. Any type of behavior by staff, faculty or students that constitutes sexual harassment will not be tolerated. For more information, please consult the "Sexual Harassment Policy" under "Additional Policies."

### **Skating**

Students are not allowed to participate in activities such as skateboarding, roller-skating, or rollerblading anywhere on campus property.

### **Theft**

The taking of property of another without his or her consent is prohibited. This includes the digital or intellectual property of others.

### **Throwing Objects from Structures**

Students are prohibited from unauthorized throwing, propelling, dropping, or otherwise causing objects or substances to fall, from balconies, windows or rooftops.

### **Tobacco**

The possession of or use of tobacco products including, but not limited to, cigarettes, cigars, hookah, chew, snuff or smoking substitutes (such as clove cigarettes, e-cigarettes, or vaping), and smoking paraphernalia are prohibited while a student is enrolled at the College (including all semester breaks).

### **Unauthorized and/or Misuse of College Property**

Unauthorized entry into, unauthorized use of, or misuse of college property or property belonging to a member of the college community, regardless of the purpose or intent is prohibited.

### **Unauthorized Motorized Vehicles**

No unauthorized motorized recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, go-carts, mopeds, mini-bikes, or any motorized vehicle or bike not licensed for use on public streets.

### **Vandalism**

Unauthorized alteration of any public or private property is prohibited.

### **Weapons**

Possession and/or use of any type of explosive, dangerous chemical or deadly weapon on campus property or at a college campus function will subject a student to disciplinary action. The term “deadly weapon” includes, but is not limited to, any type of firearm (air gun, revolver, pistol, etc.), any knife with a blade longer than five inches, any razor with an unguarded blade, martial arts weapons, any metal pipe or bar used or intended to be used as a club, metal knuckles, etc.

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## **ADDITIONAL POLICIES**

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### **Sanctity of Human Life Statement**

Life Pacific College believes in the sanctity of life whereby each individual person, being created in the image of God, has the right to live out his or her life fully from the point of conception until the time of natural death. Based on these biblical beliefs and convictions, LPC seeks to preserve the life of every person at each stage of their lives, especially the vulnerable, innocent, and the elderly. Therefore, all members of the LPC community, including students,

faculty, and staff, will not participate in or support practices that may end life prematurely, such as abortion at any stage of life, the use of abortifacient drugs, the destruction of pre-born life in medical research or procedures, suicide or euthanasia. Members of the LPC community agree to exercise great care and discretion in their personal selection of family planning methods that do not prematurely end a human life. As a Christian community that values the dignity and worth of all human life, we will provide support to those involved in an unplanned pregnancy through various academic and student support services. Furthermore, LPC is committed to preparing students who will address the social conditions that often contribute to the tragic choice of ending a life early within their communities.

### **Student Communication Policy**

It is of the utmost importance that students remain informed and connected to the College. Faculty and staff at Life Pacific College communicate pertinent and official information in one of two forms: email and printed materials placed in student boxes. Students are expected to check both on a daily basis, knowing that most materials are time-sensitive. All students will be held responsible for any information disseminated via email and/or student boxes regardless of whether or not they have checked their account/box.

Students are also expected to use these forms of communication responsibly. Students who wish to communicate to the student body via email must submit a copy of the email to the Office of Student Development for approval. Approvals will be granted on a very limited basis.

Students who wish to submit mass mailings for advertisement or solicitation purposes must first obtain approval from the Office of Student Development. Solicitation of goods or services on campus property without prior approval of the OSD is prohibited.

### **Posting Policy**

All flyers, posters and advertisements without on-campus departmental sponsorship must obtain approval from the Office of Student Development before being posted on campus property. Any posting without an OSD stamp will be taken down.

It is the responsibility of the advertising party to take down all postings in a timely fashion after their event. If the posting has no event date indicated, the OSD will only grant approval for a two-week period. At the end of the period, the posting will need to be re-submitted for approval to remain posted.

The following are approved locations for postings: Café, Office of Student Development, The Post, Chapel, and the Academic Building. Each location has a designated area for postings. Anything found outside of those designated areas will be taken down, and offending parties may be subject to a fine. For more details, please inquire at the Office of Student Development.

Anyone wishing to post materials in the residence halls must obtain permission from the Office of Residence Life. Glass entrance doors to the residence halls are reserved for dorm-related information only. All other materials will be taken down.

### **Social Dancing Policy**

Social dancing has not been a part of Life Pacific College's history and tradition. The College recognizes, however, the emerging and diverse social and cultural viewpoints existing in the Foursquare Church worldwide. Scripture admonishes us to be sensitive to believers of differing convictions so as not to bring unnecessary offense (Romans 14). Social dancing is generally not permitted on campus. It may not be sponsored or planned as an activity by any official student group on or off campus without obtaining permission from the Senior Director of Student Development.

### **Sexual Harassment/Assault- Title IX Information**

Life Pacific College affirms a commitment to Christian values and works to provide a campus community environment free from harassment. LPC also is committed to recognizing, upholding, and enforcing the laws of the United States and the State of California. Violation of those laws shall not be condoned on the campus or at any activity held off campus by any constituency. It is the policy of LPC, in keeping with its efforts to establish an environment in which the dignity and worth of all members of the community are respected, that any sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below. The College's sexual harassment policy applies equally to all individuals classified as a student, faculty, or staff member. Any reported incident of possible sexual harassment or assault will be investigated promptly.

Harassment violates federal and state laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education Amendments of 1972, which prohibits harassment of students as a form of discrimination that denies or limits a student's ability to participate in or benefit from the College's programs. Inquiries about the College's sexual harassment policy should be directed to the Title IX Coordinator by contacting either the Office of Student Development (students) or the Office of Human Resources (employees).

The Title IX Coordinators are the designated agents of the College with primary responsibility for coordinating Title IX compliance efforts. The Title IX coordinators' responsibilities are crucial to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation. The coordinators are responsible for developing and implementing the grievance procedures recommended by Title IX legislation. Those procedures include notification and investigation of complaints; providing educational materials and training for the campus community; coordinating investigations of complaints; safeguarding a fair and neutral process for all parties; and monitoring all other aspects of the College's Title IX compliance. Further, the Senior Coordinator oversees the College's harassment policy in relation to Title IX law.

Adoption of procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator can assist persons alleging sexual harassment or discrimination in filing their grievance(s) and/or oversee the step-by-step procedure to be sure that appropriate time frames are met, or such persons may work directly with the university officer who directly handles sexual harassment and discrimination cases.

In carrying out this responsibility, the coordinators may work in concert with other college officials. If the Senior Title IX Coordinator does not conduct the investigation of complaints, he or she should receive information about any grievances filed related to Title IX compliance. This procedure allows the institution to identify any patterns or repeat offenders that may be missed otherwise. The Senior Coordinator should also receive sufficient information throughout the process so that s/he can provide necessary guidance or information to ensure that the institution carries out its responsibilities under Title IX.

The Director of Human Resources will serve as the Senior Title IX Coordinator for the College, and will be the primary point-person for grievances between employees. The Senior Title IX coordinator will coordinate on-going training and education for all employees and will ensure that all applicable laws and internal policies are followed.

The Director of Student Development is designated as a deputy coordinator and will conduct all investigations involving students. The senior coordinator and deputy coordinator will conduct a joint investigation for cases involving a student and employee of the College. The deputy coordinator will provide all training and education for students. As the person leading the investigation on behalf of students, the deputy coordinator would report his/her findings to any disciplinary committee (if applicable) but will not have a “vote” concerning a finding of responsibility or sanctions.

Senior Title IX Coordinator: Chief Financial Officer- *Heidi Bonadie, ext. 385*

Deputy Title IX Coordinator: Senior Director of Student Development- *Joshua Arnold, ext. 351*

### **Sexual Assault Reporting Procedures and Victim Rights**

As defined under California law, sexual assault is a general term which covers a range of crimes, including rape. Sexual contact is considered non-consensual and, therefore, rape when the person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent. Furthermore, any sexual contact that involves the threat or use of force, violence, or future retaliation and duress is considered rape.

The State of California defines consent as the “affirmative, conscious, and voluntary agreement to engage in sexual activity.” It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked

at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Individuals who are asleep or unconscious, incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity, or are otherwise unable to communicate due to a mental or physical condition cannot give consent. Furthermore, individuals under the age of 18 are not legally able to give consent in the State of California.

Life Pacific College does not condone or tolerate sexual assault. A student who is a victim of sexual assault on- or off-campus, or at the hands of anyone affiliated with the College should report the incident immediately to the appropriate Title IX Coordinator. Transportation to a hospital will be arranged if necessary or deemed appropriate. The following procedures will then be initiated in order to ensure the safety and care of the victim:

- With the consent of the victim, the proper law enforcement agencies will be notified in order to report the assault.
- With the consent of the victim, the Director of Residence Life will be contacted if s/he is an on-campus resident. The College will also assist the victim should s/he wish to procure different housing due to the nature of the incident.
- Campus Safety will be notified of the event in order to ensure proper reporting and record keeping. The name of the victim, however, will not be released.
- The victim may request extra supportive measures in terms of his/her studies including, but not limited to, extra time to complete assignments, tutorial assistance, and individual counseling with professors.
- The victim will be apprised of any disciplinary action against the alleged perpetrator if this person is a fellow student or college employee.

### **Sexual Harassment Policy**

Life Pacific College takes its heritage, background and theological standing very seriously. Therefore, it will not tolerate any action that demeans the value of another person. As a result, the College condemns any type of behavior that constitutes harassment, or related retaliation, of or by any employee or student. Life Pacific College will take any complaint regarding this type of conduct very seriously. Efforts will be made to resolve all situations in a timely fashion. Members of the college community should be aware that anyone found responsible for sexual harassment will be subject to the strictest sanctions, including possible dismissal or termination of employment.

Behaviors that violate this policy include, but are not limited to:

- Verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance.
- Behavior that creates an intimidating, hostile, or offensive educational or working environment.

### **Three Types of Sexual Harassment**



Hostile Environment: A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent, and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. Purely verbal conduct rarely will be sufficient to establish a hostile environment. The determination of whether an environment is "hostile" must be based on all circumstances. These circumstances could include:

- The frequency of the conduct.
- The nature and severity of the conduct.
- Whether the conduct was physically threatening.
- Whether the conduct was humiliating.
- The effect of the conduct on the alleged victim's mental or emotional state.
- Whether the conduct was directed at more than one person.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance.
- Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or by mere discourtesy or rudeness.
- Whether the speech or conduct is protected expression under the First Amendment, or deserves the protection of academic freedom.

Any single incident of sexual assault is considered to immediately create a hostile environment and should therefore be viewed as sexual harassment under this policy.

\* Quid Pro Quo sexual harassment exists when there are:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Submission to or rejection of such conduct results in adverse educational or employment action.

\* Retaliation: For purposes of this policy, "retaliation" means:

- The student was engaged in protected activity (i.e., serving as a witness or complainant in a sexual harassment complaint); and
- A faculty member or other person with authority over the student was aware of the activity; and
- The student suffered an adverse educational action, and
- There was a causal connection between the student's protected activity, the faculty member's awareness of the protected activity, and the adverse educational action. An adverse educational action is any educational action that significantly interfered with the student's access to educational programs or activities.

Technically, a co-worker or fellow student cannot retaliate because neither has authority over the person who suffered an adverse employment or educational action. However, the College may sanction a faculty, student, or staff member who harasses or intimidates a person because of the person's participation in a protected activity, as described above.

Harassment or intimidation includes, but is not limited to, threats or actual violence against the person or his or her property, ridicule, taunting, bullying, or ostracism. This policy incorporates languages suggested by Tom Trager, associated counsel to the University of Colorado, and Brett Sokolow, from NCHERM.

## Marital Relationships

### A. Marriage

The College defines marriage as the exclusive, legally-binding, covenantal relationship, intended to be permanent, between one man and one woman, established by God for the welfare and happiness of humankind, to mirror his love for us in Christ, to refine our character, to allow for joyful participation with God in the creative process through procreation, to secure the stability necessary for the nurture of children produced by the marital union, and to reflect the unity of the triune God.

### B. Divorce

While the College holds to the biblical tenant that marriage is intended as permanent, we understand that in our broken human condition, divorce may sometimes be an unavoidable last resort.

- **Students who enter the College having been divorced:** If someone applies for enrollment who has been through a divorce, he or she will be informed that acceptance into the College is one matter, while the act of licensing with the International Church of the Foursquare Gospel is a separate matter that must be considered and approved by the denomination.

In consideration of the health and welfare of Life students and this community, students will be required on the entrance application to give information regarding the circumstances of divorce and any sort of restoration process. If the College requires further understanding about the situation, the Office of Student Development will contact the student. A comprehensive recovery process is a priority; therefore, recommendations may be given prior to admittance into the College based individually on the student's circumstances.

- **Students who get separated or divorced while enrolled in school:** If a student enters into a separation or divorce while enrolled in classes or during an extended school break, the student may be required to withdraw from school while he or she is going through either a restoration or divorce process. After the entire process has been resolved re-admittance as a student will be considered by an ad hoc committee.

## Title IX Exemption Disclosure

Life Pacific College is a Christ-centered learning community that exists for the transformational development of students into leaders prepared to serve God in the Church, the

workplace, and the world. Our identity as a Christian institution within the Foursquare tradition, characterized by a diverse community of Spirit-empowered students, scholars, and practitioners whose hearts and minds are devoted to Christ and His Kingdom, is central to all that we do and teach.

As a Christian institution, we affirm the divine creation of humanity in the image of God (Gen. 1:26-27). The image is shared by all humans equally and, therefore, all individuals are equally valuable. We do not tolerate any form of illegal discrimination or harassment and are committed to providing a learning and living environment that promotes dignity, student safety, transparency, personal integrity, civility, and mutual respect.

While the college does not exclude students from attendance limit educational activities based solely on sexual orientation or gender identity, our biblical beliefs regarding human sexuality and gender do inform and animate many of our policies and practices. Therefore, LPC has applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12. Furthermore, LPC is also exempted by the state from California Education Code 66270, to the extent the application of California Education Code 66270 is not consistent with the institution's religious tenets.

Life Pacific College maintains the view that all official student data (including, but not limited to admissions applications, enrollment data, alumni records, and transcripts) and decisions (including, but not limited to housing assignments and the application of other residential policies) will reflect a student's sex at birth.

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#### APPENDIX A- SEXUAL ORIENTATION AND GENDER IDENTITY STATEMENT

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Life Pacific College's stance regarding sexual orientation and gender identity should be understood in relation to LPC's values. These values are:

- **Scripture** as our authoritative guide for faith and practice and the foundation for how we think, learn, live, and minister. (2 Tim. 3:16)
- **Grace-based community** exemplified by excellence organizationally, and Christ-like character individually. (Eph. 2:11-22; John 15; Romans 8:28-30; Gal. 5:22-25/Eph. 5:15-20)
- **Foursquare heritage** and its appeal for moderation in doctrine and practice, a Spirit-empowered lifestyle, and an interdenominational mission to take the Gospel to the ends of the earth. (Titus 1:7-9; Eph. 4:11-13, Acts 1:4-8)
- **Global awareness** displayed through valuing diversity, understanding our place in the world, the far-reaching impact of decisions and actions, and innovatively engaging the world (1 Cor. 12:12-31; Matt 28:19-20; John 17:15-19)

These values frame our dialogue regarding SOGI in the follow ways:

- In keeping with our value on Scripture, we believe we must yield to the guidance of Scripture, interpreted in its historical, cultural, literary, and canonical context in addressing sexual orientation and gender identity.
- In keeping with our value of a grace-based community, we recognize that only by grace can we live Christlike lives, but that such grace is available through the power of the Spirit to demonstrate Christ's humility, holiness, and submission regardless of our sexual orientation or gender identity.
- In keeping with our Foursquare heritage of moderation in doctrine we will seek to avoid extremism in our responses to these topics and the persons involved, looking always for ways to respond that do not hinder but rather advance the spread of the Good News regarding Jesus Christ.
- In keeping with our value for global awareness, we recognize and respect perspectives and interpretations<sup>1</sup> on these topics that differ from our own. Likewise, we value the diversity of the Church where people across the SOGI spectrum who are committed to living for Christ find love, acceptance, and forgiveness. We acknowledge that the decisions we make and the practices we employ in relation to sexual orientation and gender identity have far-reaching impact in our world and community.

In addition, we believe it is necessary to specify two assumptions, displayed in the position statement that follows, we hold in relation to interpreting Scripture:

- Scripture must be interpreted within its context and, thus, may not directly parallel the context and issues in which we find ourselves. Regardless, since Scripture is our authoritative guide we seek to apply principles embedded in the biblical text to our context.
- We must consider the whole of Scripture rather than rely simply on isolated texts. A singular text may apply only to one type of situation but if Scripture has a consistent voice on an issue it is more likely to yield principles that transcend context and culture.

### **Biblical/Theological Position**

LPC's biblical/theological position on SOGI topics is formed around four areas for theological development: the creation of humanity, marriage and sexual activity, humanity's fall, and living in grace and hope. These areas provide principles for guiding pastoral care of students and staff, as well as, for establishing policies and practices.

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<sup>1</sup> For a resource presenting reasoned, but opposing positions on the topic of homosexuality and the Bible, see Dan O. Via and Robert A. J. Gagnon, *Homosexuality and the Bible: Two Views*. Minneapolis: Fortress, 2003. For evangelical authors affirming same-sex relationships see Mark Achtemeier, *The Bible's Yes to Same-sex Marriage: An Evangelical Change of Heart*. Revised edition. Louisville: Westminster John Knox, 2015; James V. Brownson, *Bible, Gender, Sexuality: Reframing the Church's Debate on Same-Sex Relationships*. Grand Rapids: Eerdmans, 2013; and Matthew Vines, *God and the Gay Christian: The Biblical Case in Support of Same-sex Relationships*. New York: Convergent Books, 2014. For evangelical authors affirming a traditional view see Denny Burk and Heath Lambert, *Transforming Homosexuality: What the Bible Says about Sexual Orientation and Change*. Phillipsburg, NJ: P&R Publishing, 2013; Kevin DeYoung, *What Does the Bible Really Teach about Homosexuality*. Wheaton, IL: Crossway, 2015; Robert A. J. Gagnon. *The Bible and Homosexual Practice: Text and Hermeneutics*. Nashville: Abingdon, 2001; and Walter Webb, *Slaves, Women and Homosexuals: Exploring the Hermeneutics of Cultural Analysis*. Downers Grove, IL: IVP, 2001.

### *Creation of Humanity*

- Scripture affirms the divine creation of humanity in the image of God (Gen. 1:26-27). That image is shared by all humans equally and, therefore, all individuals are equally valuable. Differences in sexual orientation or gender identity do not change this.
- The same text affirms God's creation of humans in biologically-gendered (male and female) pairs. This does not deny the humanity of an unmarried person—the male and the female were each made in the image of God, while humankind as a whole also presents the divine image.
- The command to the original pair to be “fruitful and multiply” supports the necessity of biologically-gendered pairs. The command is reaffirmed after the flood (Gen. 9:1), indicating it is a continued expectation for humanity.
- While Scripture sometimes supports gender roles (i.e., patriarchal society) it also at times undermines those roles (i.e., women leaders), indicating gender roles may be cultural rather than a divine prescription.
- However, since Scripture never undermines biological sex at birth as a core distinction between males and females (Jesus affirms creation of ‘male and female’—Matt. 19:4; Mark. 10:6), an individual's sex at birth is left as the prime factor in determining gender identity.

### *Marriage & Sexual Activity*

- The command to ‘be fruitful and multiply’ indicates that God intended for humans to engage in sexual intimacy and that this is a good thing (it is included in a blessing—Gen. 1:28). However, this does not indicate that the only purpose of sexual intimacy is procreation. Indeed, the reference to a man leaving his father and mother, clinging to ‘his wife’ and the two becoming ‘one flesh’ (Gen. 2:24) affirms sexual intimacy—as an action exclusively between a heterosexual, monogamous pair—separately from procreation.
- Creation of a single pair (rather than any other combination of males and females) along with the language of Gen. 2:24 denotes that sexual activity was intended to exist in a mutually and exclusively committed pair of male and female. This conclusion is supported in that the man in Gen. 2 finds his equal counterpart only in the biologically-complementary woman rather than in any other created being. Further, Jesus (Matt. 19:3-6) cites Genesis 2:24 when questioned about the acceptability of divorce, affirming it as a foundational text on marriage.
- Through the texts above along with images such as God being a jealous God (Exod. 20:5; Deut. 4:24; Josh. 24:19), Israel's marital unfaithfulness to Yahweh (Hosea), proverbial instructions concerning faithfulness in marriage (Prov. 2:17; 5:15-18), and the Church being presented as a spotless bride of Christ (Eph. 5:25-27; 2 Cor. 11:2) among others, Scripture affirms marital exclusivity. As a result, only sexual intimacy inside a marriage between a man and woman is appropriate. While the biblical text includes accounts of sexual activity outside of what is intended (polygamy, adultery, etc.), and these accounts do not always pass direct judgment on the behavior's appropriateness, the results of the actions (David with Bathsheba, the rape of Tamar, Solomon's many

wives, etc.) provide clear evidence that those actions are detrimental and thus do not meet God's expectations for human sexual relations.

- Scripture's consistent affirmation of sexual intimacy only within the exclusive confines of marriage between one man and one woman prevents one from assuming the limits Scripture places on acceptable sexual activity are merely cultural (in contrast to what Scripture does with gender roles).
- Some argue that where Scripture provides injunctions against or presents as sinful same-sex sexual activity (for instance Gen. 19:1-11; Lev. 18:22; 20:13; Deut. 23:18-19; Judges 19; Rom. 1:27; 1 Cor. 6:9), it was not addressing sexual intimacy as seen today among committed same-sex couples. However, the consistent voice of Scripture (as outlined above) on sexual intimacy indicates the basic principle applies even there—only sexual activity inside a marriage between one man and one woman is appropriate.
- Scripture affirms celibacy as the appropriate action for all those not in a marriage between one man and one woman—Jesus (Matt. 19:6) described voluntary celibacy as a choice some make for the sake of God's kingdom and Paul (1 Cor. 7) insists that any who cannot control themselves sexually (i.e., practice celibacy) should marry.
- Celibacy does not keep the person from experiencing intimacy. Intimacy can be found in faithful, life-long, platonic friendships. Such friendships are modeled in Scripture by David with Jonathan (1 Samuel 18:1-5; 19:1; 20:17, 41)<sup>2</sup> and Jesus with his disciples (see especially the 'beloved' disciple—John 13:23; 19:26; 21:7).

#### *Fall of Humanity*

- Genesis 3:14-24 affirms that the original pair's disobedience had immediate effects on them (pain in childbirth, difficulty in working the field) and creation (the serpent goes on its belly, lowered productivity of the land). Further, the text presents a disconnection between God and His creation in the original pair being sent from the garden where God and His creation had communed.
- Romans 8:18-25 indicates that the long-term effect of the fall and separation is all creation (including humans) groaning in longing to be set free from the decay and futility it experiences. Therefore, creation and all created beings are no longer in their ideal state and the human propensity towards sin along with the effects of sin on creation continue until the final "redemption of our bodies."
- Since Scripture affirms that the fall's effect is experienced by everyone (all have sinned and fallen short of God's glory—Rom. 3:23) all people experience states and desires that are less than ideal—inconsistent with God's original intent. Those states and desires need to be reordered.

#### *Living in Grace and Hope—Christ-like Life*

- Since, as indicated above all creation and all created beings experience the decay and futility brought about by the original pair's disobedience, all humanity is in need of redemption. *That is true regardless of our sexual orientation or gender identity.*

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<sup>2</sup> For a discussion of whether Jonathan and David's relationship should be seen as homosexual see Richard M. Davidson. *Flame of Yahweh: Sexuality in the Old Testament*. Peabody, MA: Hendrickson, 2007. Pp. 165-167.

- This redemption is accomplished by grace (for by grace we have been saved), and while we experience some portion of redemptive wholeness now through the dynamic presence of the Holy Spirit, ultimate wholeness for each of us awaits the “restoration of all things” (Acts 3:19-21).
- In the present we are to be conformed to the image of Christ (Rom. 8:28-30). Christ’s holiness, humility, and compassion set the model toward which the Spirit shapes our character as we yield to the Spirit (Rom. 8:9-17; Gal. 5:16-26). This means that all our activities, including sexual ones, must be re-ordered to align with Christ.
- Grace, not simply as an allowance for being out of alignment with Christ, but positively as the power to live for Christ and in conformity with His will, is available to everyone who responds to Christ.
- Scripture clearly recognizes we live our lives ‘less than ideal’ and unmistakably indicates that there is no condemnation for those “in Christ Jesus”—those who have committed themselves to Christ (Rom. 8:1). Nevertheless, Scripture never lowers the expectation that we seek conformity with the ideal. Thus, irrespective of the orientation for the desires we experience sexually, we are called to submit ourselves to the Spirit to live in conformity to the ideal, even where that means not being able to act upon the desires we have when others can. This also indicates that where we experience states (for instance when our sense of our gender does not match the biological gender of our birth) that do not match the ideal we yield ourselves to the Spirit to live in conformity to Christ.
- Regardless, we choose to love others as Christ has loved us—without condemnation and yet with continual encouragement to live as God intended. This means that all our words and actions toward others must be seasoned with grace and compassion, coming alongside and encouraging each other towards Christ. Demeaning, abusive, and dehumanizing actions and words do not reflect the love for God and others to which we are called.

### **Pastoral Response**

These theological convictions drive our pastoral response—a call to discipleship. All of us, regardless of our sexual orientation or gender identity, are called to submit the entirety of who we are and what we do to the lordship of Christ. As Christ followers our identity is found in Christ and not in our sexuality or any other area we or society may wish to use to define us. As such, our response to sexual topics of all kinds (adultery, polygamy, pornography, promiscuity, gender identity, homosexual sexual activity, birth control, divorce, etc.) is first that of self-reflection and repentance in light of the reality that we are all sinners—we are all living less than the ideal of Christ. We all must let the light of God’s word (Scripture) shine into the depth of our own lives and submit all our sexual desires and activity to God and His ideals. We are all called to a life centered wholly and completely in Christ. We cannot let our sexuality or gender identity stand between us and God.

Our response must always be a response of great compassion and grace. It is God’s love that led Him to reconcile humanity to Himself despite humanity’s disobedience. It is God’s love and grace that draw us to God. As God so richly bestowed His grace on us through His son Jesus, we

are called to extend that grace and love to others, especially in their brokenness. It is often in how God acts toward our areas of brokenness where we most clearly see God's grace and love for us. God's strength is revealed in our weakness, as we submit our weaknesses to Him.

Therefore, as those called to be leaders in the Christian community, our response is to walk alongside each other in our brokenness in order to learn, live, and grow in holiness as we are transformed by Christ and the Holy Spirit into Christ-likeness. We believe Christ invites us all to walk with Him and one another as we pursue holiness in every area of our lives. God's kindness draws us to repentance. We do not seek holiness to find God's love; rather it is His love that makes us holy. The transformation in our thinking and actions can happen in a moment of God's healing touch or it can take a lifetime of endurance. In fact, it may not fully happen in this lifetime, but we know when we see Him face-to-face we will all be transformed fully and finally into the likeness of Christ.

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#### APPENDIX B- DRUG AND ALCOHOL

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This section is included to provide students with information on Life Pacific College's federal compliance with the Drug-Free Workplace Act. Definitions of intoxicants and illegal substances are given.

**Federal Mandate:** On November 18, 1988, Congress passed the Drug-Free Workplace Act requiring contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Compliance with this required certification is a precondition for receiving a contract or grant from a federal agency. The federal government then mandated, on October 1, 1990, that there will be no illegal drug use by students, staff or faculty on college campuses anywhere in the United States.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess or use controlled substances at college work sites and/or while performing college activities, events or business.

**Basis for the Policy:** LPC is the oldest institution of higher learning of the Foursquare Church. As such, the Foursquare Church Statement of Faith serves as a guide for the philosophy of this policy. Our doctrinal statement includes: We believe in the practical outworking of the life of Christ in the believer so that it will be manifested in good works and holy living.

Students at LPC are committing themselves to training and discipleship toward these good works and holy living. Therefore, because of the known impairing of judgment and harmful effects, students are required to abstain from these substances at the very least during their enrollment. This abstinence allows each student to focus on his or her academic studies as well as personal and spiritual growth and development.



**Compliance for Students:** LPC makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, and for the purposes of this handbook, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol on campus or during any school-related business or event. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including possible suspension or expulsion.

In addition to sanctions imposed by the College, students may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession and distribution of illicit drugs and alcohol. Penalties for violations of such statutes vary depending on the type of drug, the amount of the drug involved, the type of violation involved, and, in the case of alcohol, the age of the person involved.

Alcohol/drug abuse counseling, treatment, rehabilitation and referral information for Los Angeles County is available in the Office of Student Development as well as in the "Reference" section of this handbook under "Important Phone Numbers."

**Definitions:** The use of illegal drugs and tobacco and the abuse of alcohol may have serious health consequences, including damage to the heart, lungs and other organs. Alcohol-related accidents are the number one cause of death for persons aged 15-24. The most significant health risk, besides death, is addiction. Chemical dependency is a disease that, if not arrested, is fatal.

Illegal drug use or possession may involve, but is not limited to, the following substances:

### **Alcohol**

Even low doses of alcohol significantly impair the judgment and coordination needed to operate vehicles. Small amounts also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, memory, and the ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and the liver.

If combined with other depressants that affect the central nervous system, even low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome and other birth defects.

### **Anabolic Steroids**

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include aggressive behavior known as "road rage"

and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

The College will conduct a biennial review of its alcohol and drug regulations to determine their effectiveness, and will implement changes as needed to ensure that the sanctions developed are consistently enforced.

### **Cannabis: Marijuana, THC, Hashish, Hashish Oil, Synthetic Marijuana**

Physical effects of cannabis include increased heart rate and appetite, bloodshot eyes, and dry mouth and throat. Use of cannabis may impair or reduce the ability to drive an automobile or perform tasks requiring concentration and coordination. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long-term use may result in possible lung damage, reduced sperm count and motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

### **Cocaine/Crack**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart and respiratory rates, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects also include insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

### **Hallucinogens: PCP, LSD, etc.**

Phencyclidine (PCP) interrupts the functions of the neocortex, possibly resulting in self-inflicted injuries. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses may produce convulsions and coma as well as heart and lung failure.

Lysergic Acid Diethylamide (LSD), mescaline, and psilocybin cause delusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased. Use of hallucinogens can cause psychological dependence.

### **Prescription Drugs (without being authorized by a doctor)**

Taking medication prescribed for someone else is never advisable. Because drugs may affect each person differently, it is possible that a drug that works for one person can trigger an adverse reaction in someone else. The most frequently misused medications are: opioid painkillers (e.g., OxyContin and Vicodin); central nervous system (CNS) depressants used for anxiety and sleep disorders (e.g., Valium and Ativan); and stimulants that treat attention deficit hyperactivity disorder. Opioids can cause choking, changes in mood, decreased cognitive

function, interruptions in the menstrual cycle, infertility, slowed breathing, coma or death if there is a severe slowdown in breathing. CNS depressants — sedatives and tranquilizers — can cause memory problems and lead to seizures. Using some stimulants even in the short term can trigger paranoia; high doses can cause an increase in body temperature and abnormal heartbeat. There is also a risk of cardiovascular problems and fatal seizures. When prescription drugs are misused, the risk of addiction jumps exponentially. Discontinuing the drug results in withdrawal symptoms — physical symptoms like nausea, shaking, sweating and nervousness. Withdrawal from opioids results in symptoms such as bone pain, insomnia, vomiting and uncontrolled leg movements. Stimulant withdrawal can produce depression, exhaustion and sleep problems. Withdrawal from some sedatives and tranquilizers can lead to life-threatening consequences.

### **Stimulants: Amphetamines, Crank, Ice, Methamphetamines**

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis, including hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

### **Tobacco/Nicotine/Vapors**

Immediate effects include relaxation and increased confidence and metabolism. However, smokers are more likely than nonsmokers to contract heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weight. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.

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