STATE AND FEDERAL POLICIES

Notice of Non-Discrimination

In accordance with Title VI of the Civil Rights Act of 1964, Point Loma Nazarene University does not discriminate on the basis of race, color, age, or national origin. Inquiries and appeals regarding compliance with this federal requirement may be directed to the Vice President of Student Life and Formation, Nicholson Commons, (619) 849-2215. Furthermore, as required by Title IX of the 1972 Education Amendments, Point Loma Nazarene University does not discriminate on the basis of gender in its educational programs, activities, or employment policies. Inquiries and appeals regarding compliance with the Title IX federal requirement may be directed to the Title IX Coordinator, Danielle Brown Friberg, Nicholson Commons 326A, (619) 849-2313, titleix@pointloma.edu. Point Loma Nazarene University also provides individuals with disabilities access to the programs, services, and activities of the University. Pursuant to Section 504 of the Rehabilitation Act, Titles I and III of the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and other applicable federal, state, and local laws and regulations, PLNU will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The Associate Dean of the Educational Access Center, EAC@pointloma.edu, provides advice and support to students with disabilities. Inquiries and appeals regarding compliance with these federal requirements may be directed to the ADA Coordinator, Dr. Holly Irwin, Mieras Hall, (619) 849-2706, ADA@pointloma.edu.

Reservation of Rights

Point Loma Nazarene University reserves the right to make changes in the academic catalogs regarding personnel listings, tuition and fees, majors and minors, course offerings, course sequencing, and other provisions and requirements relative to academic programs, within the student's term of attendance.

Education Records (FERPA) and Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Point Loma Nazarene University ("PLNU") receives a request for access. A student should submit to the Office of Records, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask PLNU to amend a record should write the Office of Records, clearly identify the part of the record the student wants changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy under FERPA.

If PLNU decides not to amend the record as requested, PLNU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before PLNU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Under FERPA, PLNU may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official includes persons employed by PLNU in an administrative, supervisory, academic, research, or support staff position (including security personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of PLNU who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PLNU.

Upon request, PLNU also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. PLNU will make a reasonable attempt to notify a student of these disclosures, unless the request or disclosure is initiated by the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by PLNU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202

FERPA also permits PLNU to disclose directory information without student consent. Accordingly, PLNU may, but is not required to, release directory information. PLNU has defined directory information as name, address (including electronic mail), photo, telephone number, date and place of birth, major field of study, dates of attendance, enrollment status, degrees, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree candidacy, and the most recent previous educational agency or institution attended. This information may be provided, upon review by the Director of Records, as public information to individuals who demonstrate a valid need for the information.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA requires PLNU to record such disclosures. Eligible students have a right to inspect and review the record of disclosures.

In addition to the above, FERPA permits postsecondary institutions to disclose PII from the education records without obtaining prior written consent of the student in the following circumstances:

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to specific requirements.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities. Such disclosures may be made in connection with an audit or evaluation of federal or California supported education programs, or for the enforcement of, or compliance with, federal legal requirements that relate to those programs.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, PLNU in order to:
  - develop, validate, or administer predictive tests;
  - administer student aid programs; or
  - improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to all FERPA requirements.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to FERPA's requirements. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, subject to FERPA's requirements, if PLNU determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of PLNU's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if PLNU determines the student committed a disciplinary violation and the student is under the age of 21.

Periodically, PLNU conducts formal and informal photo and video shoots (around the campus and at off-campus events and activities) for use in university publications, social media, promotional videos/commercials, and the PLNU Web site. Students who require that no identifiable image be used by the university must notify Marketing and Creative Services in writing prior to the second Monday of each semester. Students should email their request to photo-optout@pointloma.edu and include their full name and student ID number. In addition, PLNU may submit information about students' participation in school activities to media outlets. Students who require that their names be excluded from such stories must notify Marketing and Creative Services in writing prior to the second Monday of each semester.

Questions relative to FERPA policies should be referred to the Office of Records (https://www.pointloma.edu/offices/records/). To notify the Director of University Compliance and Registrar of an employee's failures by PLNU to comply with the requirements of FERPA, you can email compliance@pointloma.edu or file an online report (https://pointloma-advocate.symplicity.com/collections/compliance/01ce721acf586739e5a4ed72e2b709d2/).

Student Consumer Complaint Process

The U.S. Department of Education has amended the Higher Education Act (HEA) authorizing the "Program Integrity Rule." This amendment provides, among other things, regulations associated with the federal student financial aid program that require colleges or universities authorized to offer postsecondary education in one or more states to ensure access to a complaint process 34 CFR (http://www.ecfr.gov/cgi-bin/text-idx/?c=ecfr&sid=09f5eb8ac02c547fef87c325e8c4f3f3&rgn=div5&view=tex
668.43(b) (http://www.ecfr.gov/cgi-bin/text-idx/?c=ecfr&sid=09f5eb8ac02c547fef87c325e8c4f3f3&rgn=div5&view=tex
that will permit student consumers to address the following:

1. Alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising;
2. Alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and
3. Complaints relating to the quality of education or other State or accreditation requirements.

To access a copy of PLNU's student complaint process, click here (https://drive.google.com/file/d/0B3hMXF5MXi6Ed3QtazBJOFhGV2s/view/?resourcekey=0-pYxRLDcZZeUDHxD_NngiFw).

An individual may contact the Department of Consumer Affairs of the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at:

Department of Consumer Affairs of the Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA, 95833

Website: http://www.bppe.ca.gov/enforcement/complaint (http://www.bppe.ca.gov/enforcement/complaint/)
Email: bppe@dca.ca.gov
Phone or fax: (916) 431-6959 PH, (916) 263-1897 FAX.

Religious Expression

Founded in 1902, Point Loma Nazarene University (PLNU) is a Christian university committed to the liberal arts and professional preparation. A combination of challenging academics, deep spirituality, and service-centered action prepares students for living purpose-filled lives and integrating knowledge with beliefs, values, and actions.

Being of Wesleyan heritage, and affiliated with the Church of the Nazarene, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life. We also strive to provide a learning and living environment that promotes safety, transparency, personal integrity, civility, mutual respect, and freedom from unlawful discrimination.

This integration of faith and learning is recognized by the United States and California Constitutions and many state and federal laws. For example, exemptions in Title IX (1) and the California Equity in Higher Education Act(2) recognize the right of religious educational institutions such as PLNU to incorporate religious beliefs into all aspects of university life and maintain faith-based standards of behavior to which all community members voluntarily agree to follow. A full statement

of PLNU's mission and community expectations for faculty, staff and students can be found at:

Student Standards of Conduct: Graduate and Professional Students (https://pointloma-public.courseleaf.com/handbooks/grad-handbook/community-expectations/)
Why PLNU (https://www.pointloma.edu/why-plnu/)

1. 20 U.S.C. Section 1681(a)(3).
2. Cal. Ed. Code Section 66271.

Veterans Benefits and Transition Act of 2018

In compliance with the Veterans Benefits and Transition Act of 2018, Point Loma Nazarene University permits [1]covered individuals to attend or participate in the course of education during the period beginning on the date in which the individual provides to PLNU a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which the US Department of Veteran Affairs (DVA) provides payment for a course of education to PLNU.
2. The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student.

PLNU will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other PLNU facilities, or require that a covered individual borrow additional funds, or any covered individual because of the individual's inability to meet his or her financial obligations to PLNU due to the delayed disbursement funding from the DVA under chapter 31 or 33.

To qualify for this provision, students are required to:

1. Submit a Certificate of Eligibility (CH33) or VRE Authorization (CH31) to PLNU no later than the first day of a course.
2. Provide a written request to use CH33 entitlement, or have a VRE Authorization on file for CH31 for each term student is requesting to use benefits.
3. Submit a signed PLNU VA Student Agreement form, one time, upon first requesting benefits.

If there is a difference in the amount of the student's financial obligation to PLNU and the amount that the student is eligible to receive from the DVA, the student may incur an additional fee or may be required to make an additional payment to make up the difference.

For more information, please see PLNU's Veterans officer.

[1] A covered individual is any individual who is entitled to educational assistance under chapter 31, Veteran Readiness and Employment, or chapter 33, Post 9/11 GI Bill®[2] benefits.
[2] GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)

State Authorization and Student Location

State authorization is a formal determination by a state that Point Loma Nazarene University (PLNU) is approved to conduct activities regulated by that state. In certain states outside California, PLNU is not authorized to enroll students in online (distance education) courses and/or offer internships within that state. Student location is based on where a student is physically located while taking courses. Students taking face-to-face courses are located in California, regardless of their home state at the time of application.

If a student moves to another state after admission to a program and/or enrollment in an online course, continuation within the program and/or course will depend on whether PLNU is authorized to offer distance education courses in that state. If a student wishes to conduct an internship outside California, they must select a state where it is permitted. It is the student's responsibility to notify PLNU of any change in their physical location, other than incidental travel. Refer to the State Authorization (https://www.pointloma.edu/offices/office-educational-effectiveness/disclosures/) map to view which states allow online (distance education) and/or internships outside California.