

# COMMUNITY LIVING RESPONSIBILITIES AND POLICIES

Common courtesy and personal responsibility are a part of community living. Each member of the PLNU community has an obligation to maintain an environment in which dignity and respect are manifested in our daily lives.

## Chapel Attendance

PLNU Chapel continues to be a university requirement and expectation for our community. Chapel is a witness to this university's desire to be a community that: is centered on the Lordship of Jesus Christ, seeks after the transforming work of the Holy Spirit in our lives, and gathers to give God praise in all circumstances and all times.

We have the opportunity to gather a minimum of 4 times per week. There are approximately 54 Chapel credit opportunities per semester. Additional Chapel credits may also be granted through special events, forums and/or special Chapels. There are a minimum number of Chapel credits a student must acquire each semester based on enrollment status. The flexibility of Chapel requirements creates room for students to manage the basic needs of illness, doctor appointments, and class requirements. The reduction of Chapel requirements for Juniors and Seniors accommodates for the increase of off-campus internships.

This semester the Office of Student Life and Formation will be offering a variety of Chapel engagements on Monday, Wednesday, and Friday mornings, and on Thursday evenings.

## Procedure

- Morning Chapel begins at 9:45 a.m. on Monday, Wednesday, and Friday, and is typically held in Brown Chapel. On Wednesdays, Chapel is offered at the Point Loma campus and the Liberty Station campus. Evening Time Out Chapel begins at 9 p.m. on Thursday in Brown Chapel. *Note: Chapel schedules will be adjusted to reflect our accommodation of CDC Guidelines; for the most current Chapel schedule, please visit [pointloma.edu/chapel](http://pointloma.edu/chapel) (<http://pointloma.edu/chapel/>).*
- To receive Chapel credit, students must scan in and out of Chapel using their ID card at the entrance doors. They must scan in no later than 9:50 a.m. for morning Chapel, 9:05 p.m. for Time Out Chapel and remain in Chapel for the entire Chapel service. A one-way scan will not be counted as a Chapel credit.
- Manual scans are available for those students who don't have their ID card with them, but are limited to 3 manual scans per semester. Manual scans recorded after three in a semester will not receive credit.
- Chapel attendance may be viewed through a student's Workday account located on the website ([workday.pointloma.edu/](http://workday.pointloma.edu/) (<http://workday.pointloma.edu/>)). On the student dashboard, select "Student Life" from the dashboard apps, then select Chapel Attendance. Students are responsible for checking their chapel attendance report on a regular basis. Any missing chapels that are not reported to [chapel@pointloma.edu](mailto:chapel@pointloma.edu), within 2 weeks of the attendance discrepancy will not be eligible for retroactive credit. If you have concerns within these parameters, you can communicate via email only at

[chapel@pointloma.edu](mailto:chapel@pointloma.edu). This account information is managed by the Office of Student Life and Formation.

## Attendance

**Students** enrolled in 12 or more units have the following requirements:

- Freshmen: 30/54 chapel credits per semester
- Sophomores: 27/54 chapel credits per semester
- Juniors: 23/54 chapel credits per semester
- Seniors: 20/54 chapel credits per semester

**Commuter students** without classes before 12:30 p.m. on Mondays, Wednesdays, Fridays or attending only Tuesday/Thursday classes will receive an automatic reduction to their chapel requirements:

- Freshman and sophomore commuter students are required to attend 18/54<sup>1</sup> chapels per semester.
- Junior and senior commuter students are required to attend 12/54<sup>1</sup> chapels per semester.

**For students 23 years<sup>1</sup> of age or older or students carrying less than 12 units, there is no required Chapel attendance. All students are welcomed and encouraged to come to all Chapels.**

<sup>1</sup> Students must be 23 years of age by the first day of class.

**Failure to meet the minimum requirements will result in Chapel fines:**

- 1 - 5 excessive Chapel absences will result in a fine of \$5 for each absence
- 6 or more excessive Chapel absences will result in a fine of \$20 for each absence (in excess of 5)

## Accountability

All students are expected to attend Chapel as required. Requirements are communicated via PLNU email, Workday student portal, and available at <http://www.pointloma.edu/chapel> (<http://www.pointloma.edu/chapel/>). Requirements are always on a per semester basis.

## Misrepresentation

Misuse of an ID card when scanning in or out of chapel (including either manual or electronic scans) will result in an automatic \$75 fine for each participating party. Each participant in violation of this policy will not receive credit for the chapel in question, and may be subject to other discipline.

## Academic Requests

The maximum student attendance requirement is 30, which averages twice a week. This can be fulfilled on Monday, Wednesday, Friday mornings and Wednesday night chapels with the additional options provided by the alternative chapel credit program provided by ASB. In addition, Juniors and Seniors have a lowered requirement to make room for the anticipated increase of internship hours.

When students are arranging internships, it is important that they include a plan to fulfill chapel requirements. The only way to request an exception or reduction in chapel attendance is for the professor to request such an action from the Provost. This reduction would then only be approved by the assessment of the Provost when an academic requirement necessarily prohibits a student from fulfilling the chapel requirement.

## Chapel Behavior

- Each person is expected to appropriately participate in the Chapel experience in accordance with PLNU's Core Values and Student Conduct guidelines found in the Undergraduate Student Handbook. This includes, for example, refraining from conversation, standing when asked to stand, and demonstrating respect for those who are leading Chapel.
- Each person is expected to listen attentively to each chapel speaker as an act of hospitality and grace. Reading magazines, notebooks or books, using digital players, smartphones, notepads or computers, and doing homework are inappropriate during Chapel.
- Food is not to be consumed in Chapel. Beverages in non-disposable containers are allowed.
- Abuse of the Chapel facility by putting feet on the furniture or defacing the property is not appropriate.

Failure to cooperate with the above guidelines may result in any of the following consequences:

- Warning - The person confronted may be verbally warned.
- Severe or Repeated Violations - Incidents may be reported to the Office of Student Life and Formation resulting in a meeting with the University Chaplain and/or Dean of Students.
- Review of Enrollment - Continued disrespect in Chapel, or lack of follow through on consequences will result in a review of the person's continued privilege of enrollment at PLNU. Consequences may include suspension or de-enrollment.

## Computer Use

Point Loma Nazarene University encourages the use of technology for learning, communication, and collaboration. It is the responsibility of anyone using Point Loma Nazarene University's (PLNU) technology resources to use them in a responsible, legal, and ethical manner. Users must respect the rights and privacy of others and act in compliance with all University policies and standards as well as federal, state, and local laws.

The University reserves the right to restrict the use of its computer facilities and limit access to its networks when faced with evidence of violations of University policies or standards, of contractual obligations, or of federal, state, or local laws. The University has the right to remove or limit access to material posted on or transmitted by its computers. By connecting to the campus network, the user agrees to the terms and conditions of this Acceptable Use Policy.

Actions which are detrimental or inappropriate when accessing University and Internet resources include, but are not limited to, the following:

- Sending harassing, intimidating and/or threatening messages through electronic mail or other means
- Using foul or abusive language on the network or any electronic communication
- Use of University computers, systems, and/or services for commercial purposes or unauthorized financial gain
- Unauthorized solicitation for charity or other benefits
- Initiating or encouraging the promulgation of chain letters, unauthorized automated or mass postings, or other types of unauthorized large-scale distributions
- Accessing and/or disseminating pornography

- Copying for oneself or distributing to others commercial or other copyrighted software or proprietary data which has not been placed in the public domain or been distributed as freeware
- Installing and/or using personal wireless access points on the University network
- Removing any computer equipment (hardware, software, data, etc.) without authorization
- Intentionally intercepting, disclosing, or using any electronic communication to which authorized access is not explicitly provided; authorized access includes mail directed to or from an individual and those messages intended for public consumption (news groups, bulletin boards, broadcast messages)
- Providing others with access to one's personal computer account(s) or gaining or attempting to gain access to the personal computer accounts, files, or electronic information of others or to accounts, files, or systems to which authorized access has not been explicitly granted
- Supplying or attempting to supply false or misleading information or identification in order to access another user's network account or information
- "Hacking" or related behavior attempting to compromise University computer security or the security of remote systems accessed through University equipment or systems
- Unauthorized access to or use of data, systems, or networks, including any attempt to probe, scan or test the vulnerability of a system or network to breach security or authentication measures
- The unauthorized manipulation of University computer systems, programs, or data
- Tampering with or obstructing the operation of the network or computer systems owned by the University, students attending the University, or other third parties
- Using an unauthorized IP address
- Monitoring or sniffing of data on any network or system without express authorization of PLNU Information Technology Services
- Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities
- Interference with service to any user, host, or network, including, without limitation, mail bombing, flooding, deliberate attempts to overload a system, and broadcast attacks
- Use of University computers, systems, and/or services to perpetrate fraud, misrepresentation, or illegal activity
- Any act chargeable as a violation of local, state, or federal law, whether or not charges are brought by civil authorities

Sanctions imposed as a result of violations of this Acceptable Use Policy may include, but are not limited to the following:

- Network resource suspension or termination
- Suspension or termination from the University
- Monetary reimbursement to the University, individuals, or entities as appropriate
- Prosecution under applicable civil and/or criminal laws

The Office of Student Life and Formation will adjudicate student violations of this Acceptable Use Policy.

Information Technology Services maintains the PLNU networks and monitors technology resources in accord with University, local, state, and federal laws and regulations.

## Leave of Absence

### Voluntary General Leave of Absence and Medical Withdrawal

Currently enrolled full-time students in good academic/conduct standing may apply for a one semester Leave of Absence from their program of study. A "Leave of Absence" is when a student is still enrolled in the university during their leave or time away from the university, and where the student does not need to reapply for admission into the university when they want to return to the university. The maximum Leave of Absence allowed is one academic term (Fall or Spring), not to exceed 180 days in any 12-month period. Students receiving financial aid will continue to be considered "in-school status" only for institutional aid. Students receiving federal or state financial aid will not be considered "in-school status" for Title IV loan repayment purposes.

Students who wish to apply for a Leave of Absence form should obtain an application from either Student Life and Formation or the Office of Records. The application must be signed by the university officers indicated, a length of leave proposed, and the application returned as indicated. Any courses proposed to be taken for credit during an approved Leave of Absence must have prior written approval. Upon return to campus, students with Junior or Senior classification must schedule an appointment for a graduation check in the Office of Records.

The completed Leave of Absence form is filed in either the Office of Student Life and Formation or the Office of Records. Failure to return to campus and resume taking courses following the approved Leave of Absence period will result in an administrative withdrawal from the university as of the start date of the Leave of Absence. This withdrawal may also have financial aid implications, such as the expiration of a loan's grace period which may cause a student loan to immediately be in repayment, and may affect a student's eligibility for further financial aid.

- **Filing Dates:** Current students must file for a Leave of Absence by the close of Priority Registration.
- **Notification Dates:** A decision regarding a Leave of Absence application will be communicated by the end of the last week of classes via university email.

Point Loma Nazarene University cares for its students. Therefore, when medical situations arise that impede the ability of the student to function in relation to academics and/or community, professional staff will work with the student and the student's medical providers and family members to assess whether the student should be granted a voluntary medical withdrawal or Leave of Absence. A "withdrawal" is when a student is no longer enrolled in the university during their withdrawal or time away from the university, and where the student needs to reapply for admission into the university when they want to return to the university. Voluntary medical withdrawal and leave procedures are intended to assist in developing support systems, simplify re-entry into the university, and provide structure during a stressful event.

Students who take a voluntary medical withdrawal and who receive financial aid will no longer be considered "in school status" for institutional aid. Students who take a voluntary medical withdrawal and who receive federal or state financial aid will not be considered "in-school status" for Title IV loan repayment purposes. Upon return to campus, students are subject to availability of course offerings and course sequencing.

The Dean of Student Care and Counseling, Melanie Wolf, in consultation with other university officials, is responsible for the administration of this policy.

### Involuntary Medical Withdrawal, Leave of Absence or Safety Interventions

When necessary to maintain a safe and healthy campus environment, the university may impose safety interventions or require a student to be placed on an involuntary medical withdrawal or leave of absence. The university has established a Safety Intervention Policy ([https://drive.google.com/file/d/1oMaiHzPtsAcNLcQ5zQy3z\\_a3yBFSPEEd/view?usp=share\\_link](https://drive.google.com/file/d/1oMaiHzPtsAcNLcQ5zQy3z_a3yBFSPEEd/view?usp=share_link)) that describes the criteria and process the university will use before making such decisions that limit the student's access to programs and activities.

When presented with credible information that a student has engaged or threatened to engage in behavior that poses, or may reasonably pose, a significant risk to the health or safety of individuals or to the university community, the university will conduct an individualized risk assessment to make a determination about the student's continued participation in academic and extracurricular programs and activities. Depending on the nature and immediacy of the risk, the university may take interim action, including temporarily removing the student or restricting the student's access to some or all of the university's campuses, housing, resources, services, or other activities. Initial actions may also include contacting law enforcement officials and a student's parents/guardians.

Throughout the risk assessment process, the student will be provided with opportunities to participate and provide information relevant to the question of whether the student poses a significant risk of harm. The student may be required to submit medical information from treating licensed health care providers and/or undergo an independent medical assessment. In conducting the risk assessment, the university will consider whether there are any reasonable accommodations or other mitigating measures that would allow the student to remain enrolled and safely continue to participate in some or all campus activities.

The risk assessment process may result in no limitation on a student's access to programs or activities. The process may also result in the student agreeing to take a voluntary leave of absence or withdrawal or comply with other measures to reduce the risk of harm. In situations where the university determines the student poses a substantial safety risk and a voluntary agreement is not reached, the university may determine that a safety intervention or involuntary leave of absence or withdrawal is necessary to prevent harm to the health and safety of individuals or of the university community. Safety interventions may include, but are not limited to, housing relocation, compliance with a behavioral contract, reduced course load, other academic adjustments, consultations with licensed health care providers, compliance with licensed health care provider recommendations and treatment plans, or restrictions on participation in campus programs or activities.

A student seeking to return to the university after an involuntary withdrawal or leave of absence will be required to demonstrate that the student can participate in the university's programs without posing a threat to the health or safety of individuals or to the university community. The student will also be required to demonstrate that all conditions and requirements for return or readmission have been satisfied. Finally, a student seeking readmission to the university after a withdrawal will be required to demonstrate that the student meets all relevant academic requirements for readmission.

Full details about the criteria and process used by the university to conduct a risk assessment, as well as a student's appeal rights, can be found in the Safety Intervention Policy ([https://drive.google.com/file/d/1oMaiHzPtsAcNLcQ5zQy3z\\_a3yBFSPEEd/view?usp=share\\_link](https://drive.google.com/file/d/1oMaiHzPtsAcNLcQ5zQy3z_a3yBFSPEEd/view?usp=share_link)). Questions about the policy can be referred to the Vice President for Student Life and Formation.

## Missing Student Notification Policy

This policy establishes the procedure at PLNU in the event a residential student is reported or suspected to be missing. A student may be considered missing at any time the student's absence is for 24 continuous hours and is contrary to their usual pattern of behavior. If you are concerned that a student is missing, please contact the Department of Public Safety at (619) 849-2525.

### Procedure

- When a student is reported missing, the Department of Public Safety (DPS) will initiate an investigation into the welfare of the student. A student will not be considered missing until unaccounted for 24 continuous hours. If there is indication of foul play or the absence is atypical behavior for the student, an investigation may be implemented before the 24 hours. The investigation will include a good faith effort to make contact with the student or their designated emergency contact.
- If the investigation fails to locate the missing student, DPS will contact the San Diego Police Department and file a missing person report. The San Diego Police Department will take over the investigation.
- If the reported missing student is under the age of 18 and is not emancipated, DPS will immediately make a good faith effort to contact the custodial parent or legal guardian.
- Each student at PLNU will be informed and given the opportunity during each semester registration process to designate a confidential emergency contact person. This person will be contacted by PLNU in the event a residential student is determined to have been missing for over 24 hours.

## Payment of Accounts

Students are expected to settle their student accounts promptly and in accordance to the schedule set forth in the catalog and university/student communications. Failure to make satisfactory arrangements for this settlement by the due date will result in a late fee being charged on the student's account. Any continued failure to settle the account will result in the placing of a financial hold on the student's official records and will ultimately result in the cancellation of the student's enrollment. If a hold is placed on a student's official records, the student will not be permitted to register for classes, participate in room draws for on-campus housing, or receive a diploma until the account is paid in full. The university reserves the right to withhold its degree or diploma from any student who has outstanding financial obligations to the university, student organizations, or to others in the university community (including fines and charges).

## PLNU Copyright

The purpose of this copyright policy is to provide PLNU staff, faculty, students, and affiliates of PLNU with basic information regarding copyright compliance and PLNU's position relative to the copyright laws.

Point Loma Nazarene University (PLNU) respects the intellectual property rights of others and makes every attempt to uphold all copyright laws.

PLNU does not tolerate the violation of copyright laws by any Staff, Faculty, Student, or affiliate of PLNU.

Willful violation of copyright laws may result in disciplinary action for employees and students of PLNU and, where such violations are of such a nature that they constitute a crime under federal law, they may be prosecuted.

All parties submitting material on PLNU premises, property, virtual property, official PLNU websites, internal portals, third party portals contracted with PLNU (such as iTunes U), referred to collectively as "PLNU venues", are required to comply with all copyright laws.

Individuals uploading or acquiring material posted to or authenticated on PLNU venues agree to hold PLNU harmless for any errors created and to indemnify PLNU for any damages that result from the uploading or acquisition of said material, including but not limited to any violation of the copyright laws.

Material or content in third party web pages linked to official PLNU web pages are not under the control of PLNU and therefore are not governed by PLNU's copyright policies. Third party web page content is subject to the copyright policies of those web pages. PLNU is not responsible for content and material on third party web pages.

For more information, please consult the guide to Copyright on Campus (<https://libguides.pointloma.edu/copyright/>). For additional questions or concerns, please email [copyright@pointloma.edu](mailto:copyright@pointloma.edu).

## Residential Life

The purpose of the residence hall is to provide a living, learning environment that enhances a student's entire educational experience. The following policies support this effort:

**Aerials, Antennas, (Outside) and Cable** - No outside aerials for radio or television are permitted. Students may not run cables of any kind outside of the confines of their room.

**Air Conditioners** - The wiring in the halls is not adequate for air conditioning units. However, electric fans that are less than 5 years old are permitted. Keep in mind that overloaded circuits present the danger of fire.

**Babysitting/Childcare** - Babysitting is not permitted in the residence halls, including the common areas.

**Building Decorating** - Due to the increased fire hazards/risks that they present, hay, leaves, sticks, live Christmas trees, large posters, lava lamps, halogen lamps, or flammable items are not permitted anywhere in University buildings. The use of fire-retardant decorations is desired in decorating residence halls or other buildings.

**Candles and Incense** - The possession and/or burning of candles, incense and items of similar nature in residence halls is prohibited by both University regulations and California ordinance.

**Changes to Rooms** - No changes to rooms are allowed. (e.g., painting, hardware, fixtures, etc.) In addition, students are not permitted to build lofts of any kind in the residence halls. Furniture may not be modified.

**Christmas Trees** - Cut Christmas and/or live trees are not permitted in the residence halls. This includes Flex Housing apartments.

**Courtesy and Quiet Hours Policy** - 24/7 Courtesy Hours have been designated in the residence halls because people study, work, play and think at varying times of the day or night. Residents have the right to expect others to maintain an environment conducive to growth and learning.

Quiet Hours begin at 10 p.m. and end at 10 a.m. These hours are designed to encourage optimal sleep habits for students. These hours are also in line with residential noise ordinances for the city of San Diego.

Residents have the right to expect others to maintain an environment conducive to growth and learning. The Residence Hall staff expects the cooperation of all residents in maintaining Courtesy Hours and Quiet Hours, and empowers all residents to encourage their peers to uphold this policy.

Please do not play your stereo, radio or television so loudly that it disturbs others (during Courtesy Hours) or so that it can be heard outside your rooms. Residential Life staff have the right to confiscate stereos, radios, televisions, or any other noise-producing device, which is played above acceptable noise levels.

If the offending noise is the result of a gathering of people, one verbal warning will be given. If the noise persists, the group will be asked to disperse. Students who violate the Courtesy Hours Policy may face disciplinary action.

**Dart Boards** - Dart boards may not be installed in rooms or lounges; their installation and use damages walls and doors.

**Décor (Exterior)** - All exterior decorations should be in accordance with the PLNU Student Handbook as well as the mission of PLNU. Decorations, including but not limited to banners, flags, pictures, etc. should be used on and facing the interior of the student room. Decorative items cannot be displayed in the hallway or outside the living space, including the exterior surface of the doorways, the walls, outward facing windows or balconies.

**Décor (Interior)** - Ornamental use of items identifiable as alcoholic beverage bottles/containers is not permitted. Any décor that conflicts with the goals and objectives of the university are not permitted. Residence hall lounge furniture may not be moved into residence hall student rooms. Only outdoor furniture is allowed on Flex apartment balconies.

**Electrical Appliances - Approved:** Students may use the following electrical devices in their rooms: clocks, electric fans, floor lamps, shavers, microwaves, stereo equipment (300 watt maximum), hair dryers, curling irons, television sets, and computer equipment. Approved small kitchen appliances include: microwaves (800 watt maximum), refrigerators (4.4 cubic feet maximum), microfridges, coffee pots, and electric tea kettles.

**Electrical Appliances -Not Approved:** Personally owned lava lamps, space heaters, halogen lamps, room air conditioners and any small kitchen appliance not listed on the approved list above. These items are **not** permitted because of the possibility of power failures, overloaded electrical circuits, and fire hazards.

Electrical appliances as well as all extension cords must be UL approved, and must not be older than 10 years old.

Too many appliances attached to an extension cord can create a fire hazard. Heavy-duty extension cords are required for distances of more than six feet. A power strip is required when using more than two appliances at any wall receptacle.

Electrical appliances may not be mounted to University property. Christmas lights must be UL approved, fused, and in-line style. Christmas lights may not be placed on metal Christmas trees.

**Electric Transportation Devices** - Electric transportation devices (skateboard, bike, scooter, etc.) may not be charged in or around residence halls due to the risk of fire. Students may use them on campus but must find other places to charge these devices. Charging these devices in the residence halls may result in a \$100 fine and/or the confiscation of the device.

**Entry Into Student Rooms** - PLNU has enacted the following procedural guidelines as to the entry into and searches of university-owned and managed student rooms and student vehicles parked on campus.

Reasonable entry and search situations (including in some situations viewing the contents of a student's photographs and/or electronic devices) in which PLNU personnel will enter student rooms or vehicles parked on campus include, but are not limited to, instances in which there is reasonable cause to believe that:

1. a university policy is being violated
2. a student or other individual is a threat to themselves or others
3. an emergency situation exists that requires the identification of a particular object to be located in the room or vehicle
4. for safety inspection.

Confiscated items that are contrary to the Student Handbook will not be returned or reimbursed.

**Furniture - Residence Hall Furniture Policy** - The nature of residence halls make them vulnerable to bed bugs. PLNU conducts regular inspections for bed bugs in order to ensure that dorm furniture is not infested.

In order to ensure that the residence hall is not impacted by bed bugs, students are not allowed to bring the following items to campus:

- Any upholstered furniture, which includes but not limited to: couches, chairs, bean bags, and upholstered storage bins
- Any furniture with upholstered attachments that cannot fit into a university dryer which includes: futons and "papason" chairs
- Any pillows or cushions that are too large to fit in a dryer

Before bringing items that can fit into a university dryer, however, students must:

- Visually inspect all items prior to moving them into a residence hall
- Pre-treat items prior to arrival to PLNU by placing them in a large capacity dryer on the highest setting for a minimum of 30 minutes
- Items must never be stored outside or in a garage prior to arrival at PLNU or while at PLNU

We also ask that suitcases used previously for foreign travel be left at home as well as all used backpacks, duffel bags, and bedding be pretreated prior to arrival at PLNU.

Helpful information about what to bring and what not to bring can be found in the Student Handbook or on the Residential Website.

*Note: A student whose property introduces a bed bug infestation may be financially liable for all or part of the cost of mitigating measures, and their property may be confiscated.*

**Hanging Items from the Ceiling** - Due to fire safety reasons, nothing is allowed to be attached to the ceiling, or hung over the ceiling or lights. Additionally, nothing may be hung from the automatic fire sprinkler system pipes or other pipes in rooms.

**Health and Living Environment** - When a student presents with symptoms caused by any disorder or illness that may create a health or learning risk to any student, the university may require the student's family to remove the student from the residence hall until an assessment of the student has been completed, a plan of support/treatment is developed by University officials, resources for the support/treatment have been reviewed, and a consistent accountability plan has been established. All conditions of the plan must be met by the student in order to remain enrolled at the University.

Failure to follow communicated health guidelines will be considered a violation of the Student Handbook and can result in student conduct sanctions up to and including loss of housing privileges or suspension. These sanctions will be communicated by a Resident Director or the Dean of Students.

**Housekeeping** - Each residence hall (except for Flex and Colony Housing) has a housekeeping staff that is responsible for the cleaning of public lounges, hallways, and bathrooms. They are only expected to clean that which is a result of normal everyday residential living. Additional cleaning beyond the norm, such as the results of pranks or carelessness, will be the responsibility of these residents in that living area. Please note that all hair following haircuts should be cleaned up immediately. Flex and Colony Housing apartments are to be cleaned by the occupants.

**Impediment to the Growth of Others** - PLNU reserves the right to remove students from housing and/or the institution if they are an impediment to the growth, health or safety of other students, faculty or staff.

**Mandatory Hall Meetings** - Students are expected to participate in any mandatory hall meeting called by a Residential Life staff member - Resident Directors (RDs) and/or Resident Assistants (RAs). Mandatory meetings are primarily called to discuss, promote and educate residents about safety and other important community issues. Failure to attend these meetings can endanger the resident, as well as other hall members in the event of an emergency. These meetings are extremely important to each student, and failure to attend may result in a follow up meeting with the RD or a fine. Each student is responsible to report any scheduling conflicts to his or her Residential Life staff member in advance of the meeting, and to schedule an alternate meeting.

**Medical Necessity for Needles and Sharp Objects in Residential Housing** - Students who require the use of needles, syringes, lancets, or other sharp objects must register their medical need with the Educational Access Center (EAC) prior to moving into university housing or immediately upon receiving a medical diagnosis that necessitates the use of such items. The student will be required to provide appropriate documentation from a licensed healthcare provider. Residential Life will be notified.

Students are required to store needles and sharp objects in a secure and safe manner to prevent unauthorized access. A lockable container should be used for storage. Needles and sharp objects should only be

used within the privacy of the student's residence to minimize the risk of injury or exposure to others.

Students must dispose of needles, syringes, lancets, and other sharp objects in approved sharps containers. These containers must be puncture-resistant, labeled, and used only for the disposal of sharps. Students are responsible for ensuring that sharps containers are properly sealed and disposed of through appropriate medical waste disposal methods. Students may take their approved container to the Wellness Medical Center for assistance with disposal.

In case of accidental injury or exposure to a sharp object, the student should immediately seek medical attention and report the incident to Residential Life and the Educational Access Center (EAC).

Failure to comply with this policy may result in disciplinary action in accordance with the university's residential and student conduct policies. The university reserves the right to conduct periodic inspections to ensure compliance with this policy.

**No Pets or Animals are Permitted** - The only exceptions: a) are fish in a tank that is no larger than ten gallons (Keep in mind that tanks must be unplugged over Christmas and Spring breaks.); b) service or emotional support animals, approved in advance according to the university's Service Animal and Emotional Support Animal Policy ([https://drive.google.com/file/d/1EDzkrISsr7535wGGuwmgh0aiP-v7soYD/view/?usp=share\\_link](https://drive.google.com/file/d/1EDzkrISsr7535wGGuwmgh0aiP-v7soYD/view/?usp=share_link)).

**Objects Thrown From Windows** - Do not throw, shoot, bat, sling, or hang any objects from residence hall windows. This includes items such as water balloons, water, debris, bottles, or cans. Such objects may seriously injure someone. A damage fee will also be assessed for removal of screens and any damage to public spaces.

**Occupancy** - Residence halls are closed during Christmas and Spring breaks. The right of occupancy does not include these periods.

**Residence Hall Damage** - Damage of PLNU property will result in a charge to the individual, as well as possible disciplinary action.

**Residence Hall Overnight Guests** - The residence halls are designed and provided for the accommodation of registered students at Point Loma Nazarene University, and only at the residence hall to which they are assigned. Visitors will be permitted to stay overnight in a residence hall for a maximum of three nights per semester. In all cases, the Resident Director of the residence hall must be advised in advance, and register the guest.

**Residence Hall Visiting Hours** - Visiting Hours in the residence hall rooms or units by persons of the opposite sex is permitted only in designated areas and during specified hours. Residential Life staff will communicate Visiting Hours at the beginning of each semester.

#### Violation of Visiting Hours

- First Offense: Documented warning.
- Second Offense: \$50 fine.
- Third Offense: Student will lose their Visiting Hours privileges and be fined \$100.
- Additional Offenses: Student Conduct Response.

**Residential Life Health and Safety Inspections** - Residential Life Health and Safety inspections may be conducted two or more times each

semester in the residence halls and apartments. Additional inspections may be conducted at the discretion of the Resident Director.

A Residential Life Inspection is principally to discover and eliminate health and fire hazards in order to ensure the well-being of the resident. However, the staff may also take note of, and follow up on, violations of the Student Handbook. It is also an opportunity to communicate any room or building concerns directly to the Resident Director and Resident Assistant. Residents are encouraged to be present during the inspection. However, if a resident is absent, the inspection will still proceed at the scheduled inspection time.

Residential Life Inspections are generally preceded by at least a twenty-four hour posted notice. However, such notice is not required.

Any health and safety violations found in an inspection will be re-addressed within twenty-four hours in a follow-up inspection.

**Room Reassignment** - The university reserves the right to move students at any time. The reasons for changing a student's room include, but are not limited to:

- Consolidating space following the withdrawal of other students
- Resolving conflicts that could not be mediated
- Improving a student's chance of success at PLNU
- Improving the health of a resident area
- Creating space for on-going housing improvement or construction
- Student safety
- Supportive measures in accordance with the Title IX policy (for more information visit <https://www.pointloma.edu/title-ix> (<https://www.pointloma.edu/title-ix/>))

**Residential Student Interpersonal Conflict** - In order to best support the development of students at PLNU, we do not regularly facilitate room changes. Students gain real life skills and perspective by working through conflicts with roommates. In the rare case that a room change is necessary due to a student conduct violation, medical condition, or roommate conflict that has gone through the mediation process and is irreconcilable, a Residential Director may facilitate a room change in collaboration with the Assistant Director for Housing.

**Sports and Recreation** - With the many intramural and other informal recreational opportunities provided by the Athletic Department, it is not permissible for students to participate in these activities in the residence halls and apartments. All damages that occur as a result of hockey, baseball, basketball, soccer, golf, etc. in the residence hall will result in punitive, as well as compensatory, fines.

**Window Screens** - Most residence halls/houses are equipped with window screens. For reasons of health, safety, and security—**Do not** remove them. You and your roommate are solely responsible for damage to screens in your room. A fine will be assessed for any screen that is removed.

## Residential Life Housing

PLNU houses unmarried, undergraduate students 22 years old or younger.

Since Point Loma Nazarene University is a residential campus, all freshmen, sophomore and junior students are required to live on campus. Exceptions to this policy are:

- A student who lives at home with his/her parents
- A student who is 23 years of age or older
- Students who are married. PLNU does not provide housing for married students.
- Students working in a live-in work arrangement (not applicable for freshmen and sophomore students)
- In some housing cycles, juniors are permitted to live off campus. Juniors can apply for off campus living, and will be notified by the PLNU Office of Residential Life.

Any requests for an exception must be filed with the Office of Residential Life.

Students who would like to apply to move off campus must:

- Be a junior or senior in the year in which they are applying for off campus approval.
- Not have had disciplinary sanctions in the previous two semesters.
- PLNU Student-Athletes should refer to additional information found in the Student-Athlete Handbook.
- A student who will be a graduating senior in the following academic year and who elects to live off campus must do so within the designated window of opportunity set forth by the Office of Residential Life.
- Juniors or seniors with financial difficulties will be referred to the PLNU Office of Student Financial Services for the purpose of a financial evaluation.

A student should take no action to move off campus until written permission to the student's official PLNU email account from the Office of Residential Life is granted. Signing a lease for an off campus living arrangement or making other arrangements does not break or terminate the contract that a student has with Point Loma Nazarene University. Housing cannot be guaranteed for seniors and even when available is limited.

Once a student moves off campus s/he must change his or her address and phone in the student portal within 10 days in order to avoid room and board charges.

## Statement of Parental Notification and Involvement

One of our goals at PLNU is to help students realize their full potential as independent adults who are well equipped to make wise choices. Since our primary relationship is with the student, PLNU's policy is to encourage students to tackle problem-solving as much as possible and to take responsibility for their choices.

Although families may be separated by distance, they are still a major influence on students' lives and their success.

Each semester students notify the university of the names of individuals with whom their personal information may be shared and the scope of the information (financial, grades, health, other). Parents should discuss these important decisions with their students.

PLNU follows all applicable federal and state regulations on information sharing about students. Family members may view the full text of the FERPA (Family Educational Rights and Privacy Act) policy. Additional information about this federal law may be found at the United States Department of Education website.

PLNU reserves the right to notify parents/guardians regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, PLNU reserves the right to contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. PLNU also reserves the right to designate which university officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act.

Parents will find various sources of information about how they can support their students' goals at PLNU from these sources:

- Parent and Family Network
- Campus Events Calendar
- NSO Parents Info

## Student Health Insurance

PLNU is committed to creating an environment where students are safe and healthy. For the safety of the community and the well-being of our students, it is vital that individuals living on campus have access to quality health care in the event of illness or accident.

Considering this commitment to a healthy community, undergraduate students that are registered for classes on the main campus must have valid comprehensive health insurance coverage. For each year of enrollment, students must have proof of active health insurance on the student portal, even if they are studying abroad and regardless of the number of units enrolled.

The University highly recommends that students validate their health insurance on the portal prior to New Student Orientation and the start of classes. If you are a new or readmitted student, you can use the portal to upload a copy of the front and back of your current insurance card. If you are a continuing student and your card or insurance plan changes, you can upload a new card to the portal. Contact the Wellness Center for assistance with the process for changing or updating your insurance card on the portal (619-849-2574, Monday - Friday 8:00 a.m. - 4:30 p.m. Pacific Standard Time; [sdwellnesscenter@pointloma.edu](mailto:sdwellnesscenter@pointloma.edu)).

## International Student Health Insurance

To assist with health insurance coverage that satisfies the requirements of the Affordable Care Act for all international students, the University provides a competitive, affordable international student health insurance plan through Relation Insurance Services. All international students (undergraduates, graduates and student-athletes) are automatically enrolled into the program for each semester of study at PLNU. Visit <http://www.4studenthealth.com/plnu> (<http://www.4studenthealth.com/plnu/>) to download brochures, ID cards, review plan benefits and more. For questions about the international student health insurance plan contact Relation Insurance Services at (800) 537-1777 (Monday-Friday, 8:00 a.m. to 5:00 p.m. Pacific Standard Time) or the Wellness Center (Monday - Friday 8:00 a.m. - 4:30 p.m. Pacific Standard Time); [sdwellnesscenter@pointloma.edu](mailto:sdwellnesscenter@pointloma.edu), 619-849-2574).

## Mandatory Student Accident (MSA) Plan

Point Loma Nazarene University is pleased to provide a Mandatory Student Accident plan (MSA). MSA insurance is supplemental coverage for medical expenses incurred for accidental injury. The MSA does not

provide coverage for general health, preventative services or sickness related costs.

PLNU has partnered with Relation Insurance Services to provide valuable accident coverage for all undergraduate students registered for classes on the main campus and graduate student-athletes. The mandatory annual cost of the plan is billed per semester; costs are included in the tuition billing statement. The plan provides coverage whether or not college is in session, 24 hours a day, seven days a week. The effective date of coverage for enrolled students is August 1, 2020 to August 1, 2021.

Click here to download a plan brochure, benefit snapshot, claims form and more. For questions about MSA enrollment or submitting claims forms, contact Relation Insurance Services at (800) 537-1777 (Monday-Friday, 8 a.m. to 5 p.m. Pacific Standard Time). The Wellness Center is available for on campus assistance (Monday - Friday, 8 a.m. - 4:30 p.m. Pacific Standard Time); [sdwellnesscenter@pointloma.edu](mailto:sdwellnesscenter@pointloma.edu) or call 619-849-2574.

## Student Information

At the beginning of each school year, as part of the new and returning student check-in process, students will be asked to verify cell phone, emergency contact information, and other important contact information on their Student Web Portal. Commuter students will also need to verify their local address. A student's failure to do so within the first two weeks of school may result in a hold being placed on the student's university account until the information is provided. Changes of address, or any other personal information, that occur during the semester must be reported through the Student Web Portal within 10 days of the change.

## Student Vehicle and Parking

The Department of Public Safety (DPS) is responsible for the enforcement of parking and traffic regulations on campus and has the authority to issue citations. Regulations are contained in the University Vehicle Code (UVC), which is maintained by DPS and available in its office and on its website.

The UVC requires all vehicles operated by students be registered with DPS and display a valid permit. All drivers must obey posted road signs and traffic rules, in accordance with both the UVC and CVC.

As outlined in the Freshman Vehicle Policy, first-year residential students are **not permitted** to bring vehicles to campus, nor may they park in the surrounding neighborhood. The full text of this policy, including definitions, can be found in the UVC.

Owners who wish to leave a vehicle on campus during Academic Recesses, including during periods of university-sponsored travel, must register their vehicle for storage with DPS in advance. All vehicles, bicycles, trailers, etc. left on campus without approval from DPS will be subject to being towed or impounded at the owner's expense.

Citations issued by DPS must be paid online by the due date at <http://plnu.thepermitstore.com>. Unpaid fines are doubled and placed on the student's account. Repeat offenses may result in referral to the Traffic Review Board, which may issue further sanctions, including community service and/or the revocation of on-campus vehicle privileges. All citations can be appealed up to 14-days after the notice is issued by going online to <http://plnu.thepermitstore.com>. The full text of this policy can be found in the UVC.