

*Traditional  
Undergraduate*



**VANGUARD  
UNIVERSITY**

23 / 24

*student handbook*



# Undergraduate Student Handbook

## 2023-2024 Edition

*The mission of Vanguard University is to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit-empowered life of Christ-centered leadership and service.*

**Truth Φ Virtue Φ Service**

*Student Affairs exists to shape campus culture, promote community, and foster student success.*

Welcome to Vanguard University. The experiences you have here and connections you make will sharpen you as a person and will clarify God's calling on your life. At Vanguard, we value the stories of our students and look forward to learning more about you.

Choosing to be part of the Vanguard community, like any community, brings with it certain rights and responsibilities. Entering this community requires allowing yourself to be known and immersing yourself fully in campus life including upholding our community standards. These standards, requirements and expectations reflect our affiliation with the Assemblies of God denomination and help to facilitate a strong Christian community. This handbook is your guide to understanding your experience in the life of our community. It is expected that all students will read through this material and refer to it as necessary.

At Vanguard, you will encounter rigorous academic programs, intentional learning opportunities and faculty, administration, and staff who desire to walk life with you. This strong liberal-arts education will help to develop you holistically and help you to become the person God created you to be. We hope you will enter into the full joy of life in community including the many vibrant programs, and ministries available to you this year.

Thank you in advance for the impact you will make on our community. May we be forever changed by our dynamic community and the spiritual vitality we experience in fellowship with one another.

Amanda Lebrecht  
Vice President for Student Affairs

*Vanguard reserves the right to make changes and periodic updates to this document at any time. It is the responsibility of each student to become familiar with the contents of the Student Handbook and to abide by the academic, social, and spiritual responsibilities of the members of the University community.*

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# THE UNIVERSITY AND WHAT VANGUARD REPRESENTS

## University Mission, Vision, and Identity Statement

### University Mission:

The mission of Vanguard University is to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit-empowered life of Christ-centered leadership and service.

### University Vision:

Vanguard University will be the source of Christian Higher Education for Orange County. We will accomplish this vision through the following student-focused strategies:

- **Accessibility** - pave clear pathways to a Vanguard education.
- **Affordability** - make the Vanguard educational experience financially attainable.
- **Facilities** - build facilities that enhance the quality of the Vanguard experience.
- **Success** - Cultivate resources and support for academic and career achievement.

### University Identity Statement:

Affiliated with the General Council of the Assemblies of God, USA (Springfield, MO) through the Southern California District of the Assemblies of God (Irvine, CA), the university embraces the Assemblies of God doctrinal statement and its Pentecostal heritage of Spirit-empowered life and thought. Faculty, staff, and students display considerable diversity in denominational affiliation, cultural expression, and academic pursuits. Together they affirm the authority of Scripture, the Lordship of Jesus Christ, and belief that human nature, though marred by sin, enjoys nevertheless the potential of personal redemption through God's salvation in Jesus Christ. From this Evangelical and Pentecostal perspective, the Vanguard community commits itself to global Christian witness and to faithfully serving our communities, our nation, and our world in Christ's name, embracing the values of **Truth, Virtue, and Service**.

The University believes that scholarship in the arts, sciences, and professional studies illuminated by Christian truth fosters the intellectual development, moral maturity, and spiritual vitality of students. A Vanguard education, therefore, promotes the integration of faith, learning, and living. The University is committed to providing professor-mentors that live in dynamic community with students. A hallmark of a Vanguard education is the emphasis on the relational and collaborative nature of learning. Caring and supportive relationships among students, faculty and staff provide opportunities for persons to share their faith journeys, to explore their hopes, and to nourish their souls. The community provides a safe and exciting place where we believe the Holy Spirit inspires and empowers scholarship, creative expression, witness, service, and exploration of God's world.

## Overview

Vanguard University (VU) is a private, coeducational, comprehensive university of liberal arts and professional studies that believes its Spirit-empowered Christian community provides a supportive and challenging environment in which to pursue a quality education. The University assumes that it is essential to offer educational opportunity within a context of free inquiry and academic integrity. Such opportunity includes examining the Christian heritage, the claims of Christ, the charismatic involvement of the church, and the revelation of God. VU is a community that encourages individual integrity and responsibility in accordance with biblical Christianity and its social and ethical implications. As a small community—approximately 2,200 within the student body, faculty, staff, and administration—the University offers a relational culture where professor mentors serve students. The student/faculty ratio is 17:1. Most classes are small, which allows opportunity for academic inquiry and the personal interaction which is invaluable for learning.

## History

During the Summer of 1920, Harold K. Needham, D. W. Kerr, and W. C. Peirce opened a school to prepare Christian workers for the various ministries of the church. The new institute, Southern California Bible School, moved from Los Angeles to Pasadena in 1927. In 1939 it was chartered by the State of California as a college eligible to grant degrees, and it became Southern California Bible College—the first four-year institution of the Assemblies of God. In 1943 the college received recognition by the government for the training of military chaplains. It moved to the present campus in 1950. The name was changed to Southern California College nine years later when majors in the liberal arts were added to the curriculum. Regional accreditation and membership in the Western Association of Schools and Colleges were granted in 1964. In 1967 the College received recognition and approval of its teaching credential program from the California State Board of Education. In June, 1983 the Graduate Studies Program received approval from the Western Association of Schools and Colleges. A Degree Completion Program was started in 1994 for adult

learners. On July 1, 1999, university status was achieved when Southern California College registered with the Secretary of State's Office as Vanguard University of Southern California. The University is comprised of the College and the School for Graduate and Professional Studies. In addition to its founding president, Harold K. Needham, Vanguard University has had the able leadership of nine presidents: Daniel Kerr, Irvine J. Harrison, John B. Scott, O. Cope Budge, Emil A. Balliet, Wayne E. Kraiss, Murray W. Dempster, Carol A. Taylor and Michael J. Beals. For one hundred years, Vanguard University has been a leader in educational innovation within its denomination, preparing students for all types of ministry and professional vocations. As a Christian university, Vanguard is constantly seeking to expand its influence and service through education that provides excellence without compromise for the glory of Jesus Christ.

## Institutional Core Values

The vision that guides the Vanguard community is rooted in the University's heritage as an institution of the Pentecostal tradition which was birthed out of the Azusa Street Revival in Los Angeles, California, at the turn of the twentieth century. From its inception, the movement generated a multicultural, multiracial, and gender-inclusive community of Spirit-empowered Christian believers who were committed to peacemaking and reconciliation. With global consciousness, these foremothers and forefathers of a renewed Christian faith carried the good news of the gospel around the world. A strong commitment to cultural diversity, racial reconciliation, and gender equality is a consequence of Vanguard University being deeply grounded in the faith tradition that brought the University into existence. Moreover, these core values continue to define the institutional vision that pulls the Vanguard community forward toward its mission and educational targets and goals. Within this Christian context of inclusiveness, the University aims to provide a quality educational experience marked by the pursuit of truth, the cultivation of virtue, and the desire for service. These three values inherent in the Vanguard University educational experience—**truth**, **virtue**, and **service**—are enshrined in the University motto and embossed on its official seal.

**TRUTH** - As members of the Vanguard community we strive to:

- pursue truth by understanding the Word of God and by knowing Christ, who is Truth;
- develop critical and creative thinking skills for careful, reasoned, and independent analysis of competing ideas;
- engage in scholarship with integrity and excellence; and
- explore, participate in, and contribute to our cultural, intellectual, and spiritual heritage.

**VIRTUE** - As members of the Vanguard community we endeavor to:

- honor God and commit ourselves to the person and model of Jesus Christ;
- develop personal integrity and character by applying biblical values to our lives;
- understand and accept the responsibilities of living in a free society; and
- transcend the limitations and errors of the prevailing culture, and through a wholeness of vision, choose and hold to the path for a righteous life.

**SERVICE** As members of the Vanguard community we work to:

- develop our talents to their potential and discern God's purpose for our lives;
- strengthen the skills necessary for effective communication of ideas and for a productive place in society;
- prepare students for diverse vocations, graduate programs, and leadership roles; and
- exercise civic responsibility, respect cultural and individual differences, and care for others.

In order to develop continuously as an inclusive community growing in truth, virtue, and service, the University invites its members to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real-life challenges which they face as citizens of the twenty-first century.

## Institutional Learning Outcomes

Vanguard University has six Institutional Learning Outcomes to demonstrate core competencies: integration of faith and learning, cultural competency and citizenship, communication, critical thinking, holistic living, and information competency. Further discussion can be found in the Core Curriculum section of the University Catalog.

## Faith Confession

As a Christian comprehensive university of liberal arts and professional studies, informed by its evangelical persuasion and Pentecostal heritage, Vanguard University affirms the following confession of faith. We believe:

- the Bible to be the inspired and only infallible and authoritative Word of God.

- that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- in the deity of our Lord Jesus Christ, in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal, future return to this earth in power and glory to rule over the nations.
- that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- that the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who seek it.
- in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## Religious Expression Disclosure

Vanguard University is a private, coeducational, comprehensive university of liberal arts and professional studies that believes its Spirit-empowered Christian community provides a supportive and challenging environment in which to pursue a quality education. The University assumes that it is essential to offer educational opportunity within a context of free inquiry and academic integrity. Vanguard is a community that encourages individual integrity and responsibility in accordance with biblical Christianity and its social and ethical implications. Vanguard is committed to providing a learning and living environment that promotes safety, transparency, personal integrity, civility, mutual respect and freedom from discrimination. As a Christian university affiliated with the Assemblies of God, USA (Springfield, MO) through the Southern California District of the Assemblies of God (Irvine, CA), Vanguard is exempted from certain provisions of federal Title IX of the Education Amendments of 1972 and the California Equity in Higher Education Act that are not consistent with its religious tenets and mission. These exemptions may apply to, but are not limited to, requirements in the university's community standards, housing policies, admissions processes, and employee hiring and general employment practices. VU retains all rights afforded under federal law and the laws of the State of California.

## Clery Act Notification

Vanguard University, in Compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (formerly the Campus Security Act), provides prospective employees, students and their parents access to its Annual Security Report. The report describes the University's safety and security services and procedures and provides crime and disciplinary referral statistics for the three previous years.

To obtain a copy of this report, please go to our website at <https://www.vanguard.edu/resources/campus-public-safety>. Students may also obtain a copy of this report by calling (714) 668-6163, or mailing a request to:

Campus Public Safety  
Vanguard University  
55 Fair Drive  
Costa Mesa, CA 92626

## Crime Awareness and Campus Security Act of 1990

Public law 101-542, The *Student Right-to-Know* and *Campus Crime Act* requires colleges and universities receiving federal funds to make available yearly campus security policies, crime prevention programs, and specific campus crime statistics to current students and employees, as well as to any applicant for enrollment or employment, upon request. This includes making the community aware of crimes committed on campus within a reasonable amount of time. When crimes do occur, the campus community will be notified by one or more of the following methods: Campus Public Safety Alert Notices, TITAN Alerts, chapel announcements, and e-mail. In addition, all these policies and statistics are available at Campus Public Safety. A copy of the most current report is available at the following web site: <https://www.vanguard.edu/resources/campus-public-safety>.

## Drug-Free Schools and Communities Act of 1989 (Public Law 101-336)

The University annually distributes to all students and employees the policies, programs, and procedures regarding its prohibition against the unlawful possession, use, or distribution of drugs, drug paraphernalia, or alcohol by students and employees in conformity with this Act.



## Notice of a Drug-Free Workplace

In accordance with the intent of the Drug-Free Workplace Act of 1988, Vanguard University hereby advises all employees, including student workers and students, that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on Vanguard University property or within its workplaces is a specific violation of federal laws and institutional rules.

The Vanguard University Counseling, and Health & Wellness Center has available resources to assist in alcohol abuse counseling, drug counseling and drug rehabilitation assistance. These resources include information pamphlets and referrals to rehabilitation centers that are available to students, employees, and their immediate families.

Any employee or student found violating these federal regulations will be subject to disciplinary sanctions/actions consistent with local, state and federal law and the policies of Vanguard University, including any violation of code of conduct or student conduct, up to and including expulsion or termination of employment and referral for prosecution; unless the employee or student successfully participates in a Drug-Abuse Rehabilitation Program, after the successful completion of which, may involve reentry to the University.

Be advised that under the Drug-Free Workplace Act (1988), the institution is required to notify the appropriate Federal Funding Agency within ten days after receiving voluntary notice from an employee, or otherwise receiving actual notice of a conviction or violation of substance abuse under these regulations.

## Statement on Diversity

Vanguard University believes a core component of our purpose is to cultivate Spirit-empowered and Christ-centered leaders of the 21st century through Scripture teachings and practices which promote Diversity and Inclusion. Through our mission, vision and institutional learning outcomes we purposely strive to cultivate an inclusive community that fosters respect for people, participation in advocacy and awareness of social justice related issues. As members of the Body of Christ, we actively engage in the exploration and celebration of differences amongst our individual community members. This commitment to diversity is grounded not simply in the current cultural zeitgeist but in what the Christian scriptures have to say about: (1) all human beings being created in the *imago Dei*—image of God—(Genesis 1:27; 9:6); (2) the come and coming kingdom of God being made up of “a great multitude that no one could count, from every nation, tribe, people and language” (Revelation 7:9); and (3) the present need for the members of Christ’s body to recognize their need for one another in order to accomplish the will of God (1 Corinthians 12:12-26). Moreover, this commitment to diversity is further fueled by the clear teaching of Scripture that God wills that his people care deeply about justice and boldly advocate for the fair and loving treatment of all members of society (e.g., Exodus 23:6; Leviticus 19:15; Psalm 140:12; Proverbs 29:7; Ezekiel 22:29; Amos 5:12; Matthew 12:18; 23:23).

The term *diversity* is defined by differences in physical appearance, ability, background, perspectives, and beliefs. At Vanguard University, we believe that a biblically and theologically informed understanding of diversity mandates that we do our best to overcome any form of discrimination with respect to race, ethnicity, socio-economic status, national and geographical origin, religion, ability, gender, political ideology, participation or non-participation in the military, and age.

Our commitment to diversity stems from our belief God created everyone with dignity with a plan to be connected to others and only judged by Him. Therefore, in humility we teach the importance of respect for every individual’s unique story and interpretation of the world from their historically and culturally different purview. We are purposeful in fostering an environment where students feel empowered to share their perspectives, experiences, practices, values and beliefs. Though committed to the authority of Scripture, the lordship of the risen Jesus, and the need to do our best to “keep in step” with the Holy Spirit, we aim to function as an inclusive community which welcomes authentic dialogue and critical thinking toward the development of the cultural competency skills necessary for successful leaders committed to lives of truth, virtue, and service in a global society.

Without losing sight of our commitment to the fulfilling of the Great Commission (Matthew 28:18-20), Vanguard staff, faculty, and administration, strive to excel in the curricular and co-curricular collaboration required to expose our students to the diverse ideologies and complex issues of twenty-first century pluralistic society. We will employ best practices to cultivate an atmosphere of cultural appreciation and awareness of the intersectionality among the various layers of diversity. Our student programming, discussion forums, trainings, and seminars will generate understanding and prepare students to succeed spiritually, morally, missionally, professionally and personally in the global marketplace, where people, perspectives and practices may vary from their own. Finally, Vanguard University will equip our students with the tools to live out Micah 6:8, “...to do justly, to love mercy and to walk humbly with God.”

## Statement on Human Sexuality

Vanguard University is a Christian institution situated in the Pentecostal tradition and affiliated with the Assemblies of God. As such, we align ourselves with principles and statements consistent with our identity and affiliation. We affirm the Assemblies of God position that: *the consistent sexual ideal in the Bible is chastity for those outside a monogamous heterosexual marriage and fidelity for those inside such a marriage.*

As we seek to fulfill our institutional mission: “to pursue knowledge, cultivate character, deepen faith and equip each student for a Spirit-empowered life of Christ-centered leadership and service” we integrate grace and truth in the pursuit of education and discipleship. This integration of grace and truth in every dimension of Vanguard’s community life is neither permissive nor judgmental. It motivates redemptive action in the embrace of persons and process toward transformation and wholeness.

To this end, the policies and practices that guide our community life are rooted in the truthfulness of the biblical narrative, focused on the Lordship of Jesus Christ, dependent on the transforming power of the Holy Spirit and committed to the dignity of all persons.

## Statement on Sexual Harassment

Refer to the [Title IX Policy for All Students and University Personnel \(BT.30.I.001\)](#) for more information.

## UNIVERSITY POLICIES

### FERPA

#### Student Privacy Rights

The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of educational records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading statements. FERPA prohibits agencies and educational institutions from releasing confidential information about a student without the student's consent unless they are releasing that information to provide financial and award information to federal, state and campus personnel who have a legitimate need to know this information. Records may be released to a Authorized User, including a parent or guardian, only after receiving student authorization. Students can add an Authorized User by following the links below.

**Authorized User Access** lets students designate their parents or guardians as authorized users, allowing them access to information like financial aid status and award information, tuition charges, payment plans, grades, and other important notifications.

**For tuition charges and payment plans [CLICK HERE](#)**

**For financial aid, grades, and notifications [CLICK HERE](#)**

#### Privacy Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Vanguard University has established guidelines regarding access to and release of educational records. In short, FERPA allows Vanguard to release “directory information” without consent or knowledge of the students unless the student has notified Vanguard in advance that such information is not to be released. Directory information may include the following: photo, name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

All students are provided with a Vanguard University email address which is the primary method of communication. Students are responsible for checking this email regularly to stay updated on important information and deadlines.

## Student Grievance Process

Students currently enrolled at Vanguard University who feel they have been unfairly dealt with in any area of the University can follow administrative procedures to address concerns and/ or complaints.

For concerns and/or complaints that are academic in nature:

1. Contact the appropriate Chair/Director in the department which the concern and/or complaint exists.
2. If the grievance is unresolved, it will escalate to the respective Dean in which the Chair/ Director reports.
3. If preliminary procedures fail to resolve the concern and/or complaint the student may submit an appeal in writing stating the nature of the grievance, the evidence upon which it is based, and the redress sought. The grievance can be filed on a [Vanguard University Complaint Form](#).
4. The final decision for appeals made in all student academic matters resides with the Provost/VPAA, who serves as the Chief Academic Officer of the University.

For concerns and/or complaints that pertain to student life (which includes housing and student conduct):

1. Contact the appropriate Director in the department which the concern and/or complaint exists.
2. If preliminary procedures fail to resolve the concern and/or complaint the student may submit an appeal in writing stating the nature of the grievance, the evidence upon which it is based, and the redress sought. The grievance can be filed on a [Vanguard University Complaint Form](#).
3. The Vice President for Student Affairs will review and act to bring formal resolution to the stated grievance in the matter of student life issues.
4. If satisfactory action is not achieved, the final appeal may be directed to the University President.

It is expected that currently enrolled students will fully utilize any/all of the University's administrative procedures to address concerns and/or complaints in as timely a manner as possible. On occasion, however, a student may believe that these administrative procedures have not adequately addressed concerns. In those select cases, the following independent procedures are provided.

Students currently enrolled at Vanguard University may also file a concern and/or complaint through the WASC Senior College and University Commission (<http://www.wascsenior.org/comments>) if they feel the University is not in compliance with the [WSCUC Standards of Accreditation](#) and Commission policies.

In accordance with California Education Code Section 94874, Vanguard University is contracted with the Bureau for Private Postsecondary Education (Bureau), for the Bureau to review and act on complaints concerning the institution. An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at:

*Mailing Address:*

*Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818*

*Physical Address:*

*Bureau for Private Postsecondary Education  
1747 North Market Blvd., Suite 225  
Sacramento, CA 95834*

*Telephone (916) 574-8900*

*Toll Free (888) 370-7589*

*Fax (916) 263-1897*

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

The Office of the Attorney General for the State of California is authorized to investigate and prosecute violations of State consumer laws, including laws relating to deceptive advertising, credit, charitable solicitations, telecommunications, telemarketing and sales. The Office cooperates with other States, the Federal Trade Commission and other federal agencies in addressing national consumer protection issues. Further, the California Department of Justice Office of Consumer Protection litigates cases that are referred to the Department by other State agencies.

Complaints may be filed with the California Department of Justice Office of Consumer Protection at: <http://oag.ca.gov/consumers>.

## Health Insurance for Students

Due to recent health care reform, Vanguard University will no longer offer health insurance effective July 1, 2017. Under the Affordable Care Act, health insurance is a requirement for most Americans and fines may be implemented to those who remain uninsured. Here are some potential options for securing your health insurance:

If under 26 years of age, you are most likely eligible for coverage through your parents' plan(s), even if you are married.

Regardless of age, all Americans may enroll for coverage through Covered California at <http://www.coveredca.com/>.

Regardless of age, all immigrants with satisfactory status may enroll for coverage through Covered California at <http://www.coveredca.com/>.

If you are employed other than by Vanguard, you may want to check with your employer to see if coverage is available as a benefit of your employment.

**Please note:**

- Your health insurance must remain continuous throughout your tenure at Vanguard University.
- Regardless of cause, you are personally responsible for your medical expenses, including premiums, copays, and deductibles.
- Vanguard University's Health Center is available as a supplement to your existing health care plan, but does not negate the health insurance requirements of either the Affordable Care Act or Vanguard University.

Good health is vital as you seek to pursue knowledge and live a Spirit-empowered life, so it is important to investigate your options and remain compliant.

## Mandated Leave of Absence Policy

While Vanguard University provides a wide range of services to support and address the mental and physical health of students, in some circumstances a student is unable to perform the basic academic and/or non-academic activities of student life, or the level of care required for a particular student exceeds the resources and staffing that a university can be expected to provide. Under such circumstances, a mandated leave of absence may be necessary. Additionally, those students whose psychiatric, psychological or medical condition jeopardizes the lives or safety of others, or whose actions significantly disrupt the activities of the University community may be placed on a mandated leave.

The Vice President for Student Affairs may place a student on a Mandated Leave of Absence following an individualized assessment of a student in which the University determines in the exercise of its judgment that a student reasonably meets one or more of the following criteria. The student:

1. presents a substantial risk of harm to others or has engaged in threatening or violent activities;
2. significantly disrupts the educational or other activities of the University community;
3. is unable or unwilling to carry out substantial self-care obligations or to participate meaningfully in educational activities; or
4. requires a level of care from the University community that exceeds the resources and staffing that the University can reasonably be expected to provide for a student's well-being

This policy will not be used in lieu of disciplinary actions to address violations of Vanguard University rules, regulations, or policies. A student who has engaged in behavior that may violate rules, regulations, or policies of the University community standards may be subject to the University conduct process. A student may be required to participate in the conduct process which may coincide with placing the student on a Mandated Leave of Absence. A student who is placed on a Mandated Leave of Absence while on academic and/or disciplinary status will return on that same status.

Before a Mandated Leave is considered, efforts may be made to encourage the student to take a Leave of Absence as described in the Academic Policies portion of the Student Handbook. A process for readmission to the University may still be required of a student electing a Leave of Absence to determine his/her readiness to return to school.

Prior to placing a student on a Mandated Leave of Absence, the Chairperson of the Student CARE Committee will consult with the members of the Student CARE Committee, which includes University representation from Disability Services, Campus Public Safety, Health Center, Counseling Center, Residence Life, and other areas as needed.

The student will be notified in writing of the decision to place him or her on a Mandated Leave of Absence. The student may appeal the Student CARE Committee's decision by submitting a written appeal to the Vice President for Student Affairs within seven (7) days of receiving the written decision.

Placement on a Mandated Leave of Absence is not disciplinary, and a student who wishes to take a Leave of Absence rather than being placed on Mandated Leave of Absence will ordinarily be allowed to do so. Transcripts and other external reports will not distinguish between Leave of Absence and Mandated Leave of Absence. However, an incident that gives rise to a Mandated Leave

of Absence may subsequently result in disciplinary action. Official University letters of recommendation may note any unresolved conduct matter that is pending.

A student who has been placed on Mandated Leave of Absence is subject to the same rules regarding financial aid and financial obligations (room, board, tuition, etc.) that apply to an undergraduate granted a Leave of Absence. Any student on a Leave of Absence must remain away from Vanguard, as instructed by the Vice President for Student Affairs and the Director of Campus Public Safety. The student may not participate in student activities until they are readmitted into Vanguard University in good standing.

A student who has been placed on a Mandated Leave of Absence and who subsequently petitions to return to the University will be required to demonstrate to a member of the Student CARE Committee that the circumstances that led to the placement on Mandated Leave of Absence have been satisfactorily addressed. Any disciplinary matter must be resolved before a student on a Mandated Leave of Absence will be allowed to return. The decision whether to allow a student to return to the University rests with the Vice President for Student Affairs.

## Public Notification Policy

### Campus Sex Crimes Prevention Act

In accordance with the Campus Sex Crimes Prevention Act (CSCPA), Megan's Law, and Costa Mesa Police Department, this policy will be the guiding factor in notifying the Vanguard University community of registered sex offenders associated with Vanguard University.

All persons required to register with a local law enforcement agency as a sex offender, according to California Penal Code 290, who enroll in class, make deliveries, or work on the Vanguard University campus 30 days or more in one year, must register at the Costa Mesa Police Department (CMPD) as being associated with Vanguard University.

CMPD will evaluate the classification of the offender according to California's Serious Sex Offender, CMPD will inform the Campus Public Safety Department of the registration.

According to CSCPA and Megan's Law, Vanguard University will notify the campus community of the sex offender's registration. This notification will include the name of the offender and may include a photo and a summary of the offender and prior convictions. Vanguard University will make an effort to contact and inform the offender of the intent to notify the community before notification is made. Notification to the community may be made by using copies of flyers supplied by CMPD, flyers developed by the University, campus wide email, flyers in campus mailboxes, establishing a web page on Vanguard's intranet, and or the Vanguard University newspaper. All persons who wish to view the registered sex offender information may call CMPD at (714) 754-5079 to make an appointment.

The purpose of the notification is not to cause undue hardship to a student seeking an education at Vanguard University or to create a hostile work environment. The purpose of this policy is to keep the Vanguard University community informed for their safety, and to comply with local and federal law.

## ACADEMIC POLICIES AND SERVICES

### Academic Integrity and Dishonesty

Vanguard University is a community of Christian scholars. When students join our college community, they are expected, as apprentice scholars, to search for truth with integrity and accuracy. This quest requires humility about our abilities, respect for the ideas of others, and originality in our thinking. Since Vanguard University is a Christian community, the integrity of our scholarship is rooted in the integrity of our faith. We seek to be followers of Christ in the classroom, in the library, and at the privacy of our computers.

Academic dishonesty is considered a serious breach of trust within the Vanguard community, as it both violates the regard for truth essential to genuine learning and Christian consistency, and disadvantages those students who do their work with integrity. It demonstrates a deep disrespect for fellow students, the faculty, the University, and one's own commitment to the integrity that should mark the life of the practicing Christian. Academic dishonesty may consist of **plagiarism, cheating, or falsification**. The Office of the Provost is to be notified immediately of instances of academic dishonesty.



## I. Plagiarism

Students have a responsibility to understand plagiarism and to learn how to avoid it. They should refuse to allow fellow students “to borrow” or to use an assignment without proper citation, encourage fellow students to do their own work, and refrain from completing assignments for their fellow students. If a student helps another plagiarize in these or other ways, he or she is equally guilty of academic dishonesty.

### A. Definitions

To plagiarize is to present someone else’s work—his or her words, line of thought, or organizational structure—as our own. This occurs when sources are not cited properly, or when permission is not obtained from the original author to use his or her work. By not acknowledging the sources that are used in our work, we are wrongfully taking material that is not our own. Plagiarism is thus an insidious and disruptive form of dishonesty. It violates relationships with known classmates and professors, and it violates the legal rights of people we may never meet. Another person’s “work” can take many forms: printed or electronic copies of computer programs, musical compositions, drawings, paintings, oral presentations, papers, essays, articles or chapters, statistical data, tables or figures, etc. In short, *if any information that can be considered the intellectual property of another is used without acknowledging the original source properly, this is plagiarism.*

At Vanguard University, we define three levels of plagiarism:

1. **Minimal plagiarism** includes, but is not limited to, doing any of the following without attribution:
  - a. inserting verbatim phrases of 2-3 distinctive words;
  - b. substituting synonyms into the original sentence rather than rewriting the complete sentence;
  - c. reordering the clauses of a sentence;
  - d. imitating the sentence, paragraph, or organizational structure, or writing style of a source;
  - e. using a source’s line of logic, thesis or ideas.
2. **Substantial plagiarism** includes, but is not limited to, doing any of the following without attribution:
  - a. inserting verbatim sentences or longer passages from a source;
  - b. combining paraphrasing with verbatim sentences to create a paragraph or more of text;
  - c. repeatedly and pervasively engaging in minimal plagiarism.
3. **Complete plagiarism** includes, but is not limited to, doing any of the following without attribution:
  - a. submitting or presenting someone’s complete published or unpublished work (paper, article, or chapter);
  - b. submitting another student’s work for an assignment, with or without that person’s knowledge or consent;
  - c. using information from a file of old assignments;
  - d. downloading a term paper from a web site;
  - e. buying a term paper from a mail order company or web site;
  - f. reusing or modifying previously submitted work (e.g., from another course) for a present assignment without obtaining prior approval from the instructors involved.

### B. Consequences

**Minimal plagiarism:** When instances of minimal plagiarism are detected, the instructor can use these situations as an educational opportunity to discuss with the student the nature of plagiarism and the values of a scholarly, Christian community. At the professor’s discretion, assignments may be rewritten and resubmitted, with or without a grade penalty. Repeated instances of minimal plagiarism may, at the professor’s discretion, be treated as substantial plagiarism.

**Substantial plagiarism:** For a first offense, the student typically receives a failing grade on the assignment that has been plagiarized, and a Report of Academic Dishonesty is submitted to the Associate Provost/Dean of the College. For a second offense, the student typically receives a failing grade in the course, and a Report of Academic Dishonesty is submitted to the Associate Provost/Dean of the College. For a third offense, the student typically is recommended for expulsion from the University. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the University.

**Complete plagiarism:** For a first offense, the student typically receives a failing grade in the course, and a Report of Academic Dishonesty is submitted to the Associate Provost/Dean of the College. For a second offense, the student typically is recommended for expulsion from the University. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the University.

## II. Cheating

Cheating is obtaining or helping another to obtain credit for work accomplished by deceptive means. Cheating includes, but is not limited to:

1. talking or communicating through signals with another student during a quiz or exam;
2. using unauthorized materials such as electronic devices or cheat sheets to obtain information for a quiz or exam;

3. copying or sharing information during a quiz or exam;
4. taking, using, sharing or posting an exam or answers to a quiz or exam (before, during or after the quiz or exam);
5. leaving during a quiz or exam in order to obtain information;
6. claiming credit for work not accomplished personally;
7. giving false data about the procedure used to take a quiz or exam or complete an assignment.

### **III. Falsification**

Falsification is the alteration of information, documents, or other evidence in order to mislead. Examples of this form of academic dishonesty include but are not limited to:

1. fabrication or falsification of data, analysis, citations or other information for assignments, exams, speeches or any other academic work;
2. forgery or unauthorized alteration of official documents, credentials, or signatures;
3. misrepresentation of one's academic accomplishments, experiences, credentials, or expertise;
4. withholding information related to admission, transfer credits, disciplinary actions, financial aid, or academic status;
5. submitting the same work in more than one class without the authorization of the instructors.

#### **Consequences for cheating and falsification:**

1. If a student has been dishonest in any way in completing an academic assignment, the student typically receives a failing grade in the exercise and a Report of Academic Dishonesty is submitted to the Office of the Associate Provost/Dean of the College.
2. The above is understood to be a minimal degree of discipline. A faculty member may, if he or she has announced the policy, give the student an F in the course for any type of academic dishonesty.
3. A second violation or instance of dishonesty in the same or different course may result in expulsion from the university.
4. A student who feels that he or she has been unfairly accused or unjustly treated may appeal to an ad hoc committee comprised of the Associate Provost/Dean of the College, the Chair of the Department of the student's major, and an additional resident faculty member of the student's choosing. The final appeal in all student academic matters is to the Provost, who serves as the chief academic officer of the University.

## **Academic Resource Center (ARC) and Disability Services (DS)**

### **Academic Success Coaching Team**

The Academic Success Coaching team offers a holistic view of student success and academic intervention. The Academic Success Coach (ASC) is a model for effective organization, time-management, study skills, and executive functioning. ASC's are responsible for imparting a feeling of ownership and sense of agency over one's academic journey, so the client is better equipped to navigate their academic journey. One-to-one Academic Success Coaching can be requested by completing the following form: <https://vanguarduniversity.wufoo.com/forms/wclwp5s089tnyv/>. With questions, please contact the Assistant Director of the Academic Resource Center at 714-966-5452, [academicsuccess@vanguard.edu](mailto:academicsuccess@vanguard.edu) or visit the Academic Resource Center located in Smith 112.

### **Office of Disability Services**

The Office of Disability Services provides reasonable academic, dietary, or housing accommodations for students with disabilities and works to address access issues. If you have a temporary or permanent disability that requires classroom accommodations (this can include but not limited to; attention-related, learning, mental health, vision, hearing, physical or other health conditions), please contact The Office of Disability Services at 714-619-6550 or [disabilityservices@vanguard.edu](mailto:disabilityservices@vanguard.edu). For more information, please check out: <https://www.vanguard.edu/resources/disabilityservices>.

### **Tutorial Center**

At the Tutorial Center, students are viewed as one-of-a-kind learners with unique learning styles and individual needs. Tutoring is provided at no cost to the student. As our tutors are students themselves, these appointments will be scheduled on a first come, first served basis. One-on-one tutoring can be requested by filling out a request form: <https://vanguarduniversity.wufoo.com/forms/qudu6u11ijx3bf/>. With questions, please contact the Assistant Director of the Academic Resource Center at 714-966-5452, or visit the Academic Resource Center located in Smith 112.

### **Writing Center**

The Vanguard Writing Center is committed to helping undergraduate and graduate students in all disciplines. Students may bring any writing assignment to the center, where they will receive informed, thorough, one-on-one feedback from a peer consultant. The

Writing Center can help students at any stage of the writing process, including organizing notes, developing outlines, revising thesis statements, improving organization, or assisting with final editing. To book an appointment for a writing consultation, please visit [vanguard.mywconline.com](http://vanguard.mywconline.com). With questions, please contact 714-996-6349, or visit the Writing Center in Smith 113.

## Leave of Absence Policy

A *Leave of Absence* (LOA) is considered an approved Leave of Absence that allows Federal Student Aid (Title IV Aid) recipients to temporarily leave attendance from Vanguard University. LOA's may only be granted for periods of up to 180 days (approximately 6 months) within a 12-month period. To qualify, students must be in good academic standing, and apply in advance of the time period they wish to be on leave. A request for leave of absence may be made with the Office of the Registrar. Students taking a leave of absence are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. A leave of absence is not intended for students wishing to withdraw during the current semester.

Any student granted a leave during the add/drop period (as outlined in the University Catalog) for the semester will be dropped from any classes that the student is enrolled in. If the leave is granted after 75% of the semester the student may, with faculty approval, receive an Incomplete for one or more courses. If an Incomplete is not deemed appropriate, a grade of "W" will be issued. No refund of charges will be made for courses in which an Incomplete is given. No credit is earned for any course in which a "W" is issued. Refunds, if any, will be granted based upon the University's refund policy as found in the University course catalog.

**Military Leave** is available for any student separated from the military or active reservist who, due to documented deployment or drilling, need to leave the University during the semester without completing their current coursework, or to withdraw from the University for up to two (2) consecutive terms. Students on military leave are not regarded as having permanently withdrawn from the institution and need not apply for readmission. For more information, contact the [School Certifying Official](#).

## Office of Global Education and Outreach

VU understands that as essential as academic excellence is, a life of Christian discipleship filled with generosity, service, and love for our neighbors is just as important. The Office of Global Education and Outreach (GEO) focuses on university efforts in the areas of local outreach, global outreach and study abroad efforts.

### Outreach

GEO works to connect VU students to the local and global community to learn, love and serve as an expression of the work of the Kingdom of God. Partnering with multiple organizations, students have the opportunity to participate in relationships and service to those in regular proximity to VU community and those overseas. These partnerships also help students discover where they are most passionately committed to see transformation and renewal in the lives of those around them. No matter the major, there are domestic and international efforts that can deepen your Christian walk while advancing your academic and professional goals.

### Study Abroad

Academic credit for college-sponsored study trips conforms to WSCUC guidelines. One-unit hour is granted for each week of study, with an additional unit hour possible if academically warranted. All college-sponsored study trips and semester abroad programs are run through the Office of Global Education and Outreach. There are various programs that span from two-week study intensives to full semesters, allowing students to study abroad in any academic season.

Students should consult with their academic advisor, Department Chair, and study abroad personnel for counsel on either Vanguard or off-campus study abroad programs. Please see the "Off-Campus Study Programs" section of the University Catalog for more detailed information on study abroad programs offered through VU. Students wishing to study abroad through an institution other than Vanguard should contact the Office of Global Education and Outreach for appropriate paperwork and approval.

## Veterans Education & Training Benefits

Vanguard University is an approved degree-granting institution recognized by the U.S. Department of Veterans Affairs as being eligible to receive benefits. Veterans and/or their dependents seeking educational training may qualify to use Title 38, Chapters

30, 31, 33, 35, and 1606/1607. Refer to the [U.S. Department of Veterans Affairs](#) for eligibility criteria. All final decisions regarding eligibility education and training benefits are determined by the U.S. Department of Veteran Affairs, not Vanguard University.

Vanguard University is a full Yellow Ribbon Program participant, a provision of the post-9/11 Veterans Education Assistance Act of 2008. Vanguard University awards eligible students up to half the net cost of tuition not covered by the standard cap set annually by the U.S. Department of Veterans Affairs. In order to receive Yellow Ribbon funds, the student must be one hundred percent (100%) eligible under Post 9/11 (Chapter 33). For more information on the Yellow Ribbon Program, contact the [School Certifying Official](#).

### **Military Service Credits**

Vanguard University recognizes and uses the American Council on Education (ACE) [Military Guide](#) to the Evaluation of Educational Experiences in the Armed Services in determining the value of learning acquired in military service, and awards credit for appropriate learning acquired in military service at levels consistent with ACE Guide recommendations when applicable to a service member's program. Undergraduate students accepted into the College, or the School for Professional Studies will be awarded one (1) physical education credit (to a maximum of 8 credits) for every six (6) months of active service completed, provided an honorable discharge was received as indicated on veterans VA-form DD-214. Vanguard University grants up to 30 credits for certain types of military experience and educational training. The veteran must provide an official military transcript to the [Office of the Registrar](#) for official evaluation.

### **Enrollment Certification**

Vanguard University electronically certifies education and training benefits with the U.S. Department of Veteran Affairs. To claim full education and training benefits, it is the students' responsibility to request an enrollment certification with the School Certifying Official prior to the start of each term the attend. To request an enrollment certification, the student must complete the [Enrollment Certification Form](#). Students enrolled in non-traditional or accelerated format courses will be certified according to the start and end date of each course as it is considered a non-standard term for enrollment certification purposes. Veteran and dependents utilizing Post 9/11 educational benefits enrolled in accelerated format credit hours will have a Rate of Pursuit determined by the Department of Veteran Affairs for each course they are enrolled in based on non-standard term calculations. Students who are approved by the U.S. Department of Veteran Affairs to receive Yellow Ribbon funding, must complete the university's [Yellow Ribbon Application](#) at the beginning of academic year. Again, this benefit is only available to students who are one hundred percent (100%) eligible under Post 9/11 (Chapter 33). Questions, contact the [School Certifying Official](#).

### **Using Education and Training Benefits for Dual Enrollment**

Students who wish to use their education and training benefits from the U.S. Department of Veteran Affairs at a secondary institution of higher learning (e.g. Community College), must contact the [School Certifying Official](#) to request a "Letter of Authorization" *prior* to enrolling in courses at the second institution. The School Certifying Official will work closely with the university's Academic Transfer Analyst and Academic Program Chair to verify that the course(s) of interest can be applied toward the academic degree program and will be accepted by Vanguard University.

### **Priority Enrollment**

Vanguard University is a priority enrollment school for current students using education and training benefits through the U.S. Department of Veteran Affairs or Department of Defense. For more information, contact the [School Certifying Official](#).

### **Academic Progress**

Students receiving education and training benefits through the U.S. Department of Veteran Affairs will be placed on probation if their cumulative grade point average (GPA) drops below the graduation requirement for their academic program being attended as outlined below. Students who are placed on probation or fail to make academic progress towards graduation will be reported to the U.S. Department of Veteran Affairs and may be at risk of having their education and training benefits denied or delayed.

- 2.00 (C average) Bachelor of Arts (B.A.), Bachelor of Music (B.M.), Bachelor of Science (B.S.), Bachelor of Science in Nursing (B.S.N.) degree in The College, Professional Studies or Traditional Education program.
- 2.67 (B- average) Master of Theology (M.A.T.) degree
- 3.00 (B average) Master of Arts (M.A.), Master of Science (M.S.), or Master of Science in Nursing (M.S.N.)

Probationary status will continue until the student has raised his/her cumulative GPA to the minimum requirement. The university reserves the right to terminate an individual's education and training benefits if he/she remains on Probationary status for two (2) consecutive terms; and the U.S. Department of Veteran Affairs will be notified of university's action.

### **Military Leave of Absence Policy**

Military Leave is available for any student separated from the military or active reservist who, due to documented deployment or drilling, need to leave the University during the semester without completing their current coursework, or to withdraw from the University for up to two (2) consecutive terms. Students on military leave are not regarded as having permanently withdrawn from the institution and need not apply for readmission. For more information, contact the [School Certifying Official](#).

## **VETERANS SUPPORT and SERVICES**

Vanguard University has a primary mission to consistently engage our student Veterans in the pursuit of academic and personal success, including spouses and dependents. Our Veterans are engaged in activities both on and off campus. With over 30 degrees and certificates through our Graduate, Undergraduate, and Professional Studies programs, we have a place for you as a student Veteran. Our student Veterans are currently enrolled across all three programs, with priority registration offered. Our Professional Studies program has four majors consisting of 5 and 8-week cohorts which allow many of our Veterans to keep full time employment while attending class one night a week. Vanguard University believes in building relationships immediately with our student Veterans. We have a dedicated Veterans Courtyard of Honor that shows Vanguard's commitment to respecting and honoring your service to our Nation. Now we want to continue this honor by learning your story, while listening to your aspirations for your education and life after graduation. For more information, contact the [School Certifying Official](#).

### **Military Spouse Programs**

Vanguard University participates in the Department of Defense MyCAA program. MyCAA offers courses and programs for military spouses focused on pursuing a certificate, license, or certification in a portable career field or occupation. Specific programs, registration, and educational planning is available on the MyCAA portal and Vanguard University website.

## **Withdrawal from the University**

The University desires to establish a clear process for students who choose to withdraw from the University. In order to do so, the student must complete the following steps:

1. Contact the Office of the Registrar and complete a withdrawal application and submit to the Office of the Registrar.
2. A student withdrawal application is incomplete until the Office of the Registrar approves in writing the request to withdrawal from the institution.
3. If a student does not return at the conclusion of the LOA, their enrollment status will be changed to Administrative Withdrawal, retroactive to their last date of attendance at Vanguard University.
4. Should an enrollment verification letter from Vanguard University be needed while on an LOA, request should be submitted to the Office of the Registrar: [Records@vanguard.edu](mailto:Records@vanguard.edu)
5. The Office of the Registrar is required to report LOA and Administrative Withdrawal statuses to the National Student Loan Data Service (NSLDS). Students are subject to lenders' loan repayment policies while on these statuses.
6. Your Federal Student Aid will be cancelled while you're on an approved LOA; however, aid for subsequent semesters will not be cancelled unless the Office of the Registrar notifies the Financial Aid Office of your student withdrawal.
7. Contact the [Financial Aid Office](#) for more information regarding your Federal Student Aid eligibility.

## **CAMPUS PUBLIC SAFETY**

Campus Public Safety helps preserve public peace and order and protects all University personnel, students, and property from crime and safety hazards. Campus Public Safety Officers are trained and registered through the Bureau of Security and Investigative Services. Staff members' power of arrest is outlined in the State Penal Code as private persons' arrest. In their attempt to maintain a safe environment for all members of the University community, it is important that respect and courtesy be given to the staff members as they perform their duties in a routine, professional, and efficient manner. In addition to helping maintain a safe environment, Campus Public Safety and the Residence Life Department reserves the right to enter any facility, including on campus student residences, at any time there is reasonable cause to do so.

### ***Contacting Campus Public Safety***

Telephone Ext. 6799

Emergency Cell Phone (949) 244-0098

In addition, the Campus Public Safety website provides students with resources for routine and emergency safety needs at <https://www.vanguard.edu/resources/campus-public-safety>.



## Bicycles on campus

For security purposes, all bicycles should be secured with a **U-bolt** locking device. Vanguard University provides designated areas where bicycles are to be parked or stored. Motorized scooters may not be parked in these areas. Bicycles are not permitted in buildings, passageways, or unapproved living areas by order of the Costa Mesa City Fire Department. Bicycles in unauthorized areas will be removed and the owners will be assessed a \$15 fine (\$25 repeated offense).

The University is not responsible for the loss, damage or theft of bicycles. The Costa Mesa Municipal Code requires all bicycles to be registered. Students should visit the Campus Public Safety Office to register any bicycles. Campus Public Safety will register bikes and forward the application to the Costa Mesa Police Department. **All bikes on University property must be registered and display a proper bicycle license.** A notice will be placed on all unregistered bicycles. The bicycle owner will be directed to report to Campus Safety to register the bicycle. Unregistered bicycles will eventually be impounded. The bicycle will be released to the owner upon being registered.

Vanguard University Campus Safety has partnered the Costa Mesa Police Department and the Project **529 Program** to give bike owners a quick and easy way to register their bikes. Bike registration is no longer a requirement in the City of Costa Mesa; it is required in order to have your bike on campus.

Project 529 is the largest bicycle registration database that allows residents to register their bikes, by providing contact information and uploading photos, to help with identification in the event that it is lost or stolen. By registering, you increase your chances of having your bike returned.

With your permission, when you register your bike through Campus Safety, we will add your bike's information to the 529 Program database.

Help prevent bike theft by following the safety tips below:

- Always lock your bicycle to a secure object like a bike rack or something secure that cannot be easily broken, cut, or removed.
- Make use of bike lockers when available.
- Consider adding a tracking device to your bike.
- Consider using a Project 529 shield, a tamper resistant bike decal with a unique 7-digit code.
- Use a U-lock to secure your bike frame and wheel to a bike rack.
- Store your bike inside your residence or in a garage where it can be hidden from public view; make sure your garage or storage is secured and checked on regularly.

All unclaimed bicycles at the end of the semester without a bike permit will be impounded as abandoned and will be disposed of in accordance with California Law.

## Emergency Procedures

The emergency procedures listed below serve as a minimum explanation of the emergency procedures for the campus. For more detailed instructions, please refer to the Campus Public Safety webpage under emergency procedure <https://www.vanguard.edu/resources/campus-public-safety> or reference a red Emergency Preparedness Binder located across campus. Emergency procedures can also be found in the Titan App under: Resources / Site Files.

**Step #1:** Call the appropriate emergency number depending on the situation, OR send a message via the TITAN app.

- 911 (from campus phone, must dial 9-911)
- Campus Public Safety ext. 6799, (949) 244-0098.
- When the dispatcher answers, state: ***"THIS IS AN EMERGENCY."***
- Be prepared to give the dispatcher your name, location, and the phone number you are calling from

**Step #2:** Respond according to the type of emergency listed:

### ***Medical***

- Do not move the victim, unless unavoidable.
- If you are trained and certified, and comfortable to do so, administer First Aid.
- If the person is suicidal or shows signs of suicidal tendencies, contact Campus Public Safety.

### ***Fire***

- If you hear a fire alarm, evacuate the building immediately.
- Do not use an elevator.
- Walk, don't run!
- If you discover a fire, activate the nearest fire alarm. Check doors for heat (top and bottom) with back of hand. If hot, do not open! Wait for emergency personnel to respond. Open window if available to do so. Yell for help.
- Fire extinguishers are located in all buildings. Familiarize yourself to their locations prior to emergencies.
- Do not attempt to fight large fires.
- For small fires (wastebasket size) only—use a fire extinguisher.
- If fire grows larger, alert others and move away from the fire. Close (but do not lock) all doors behind you as you move away.
- If trapped in heavy smoke, drop to your hands and knees and crawl toward the nearest exit.
- If you are trapped by a fire, place cloth material around/under the door. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from a window.
- If your clothing catches fire, DO NOT RUN! **STOP—DROP—ROLL!**

### ***Earthquake***

- DUCK, COVER, AND HOLD. Do not use an elevator. Remain calm, do not rush outside.
- During the shaking:
  - A. If inside, take cover under a desk or table near an interior wall.
  - B. If outside, move away from windows, tall objects and overhead lights.
- After the shaking stops:
  - A. Do not use telephones except for life-saving situations.
  - B. If you smell gas, evacuate the building immediately.

### ***Crime in Progress***

- Do not interfere with the criminal, except for self-protection or the protection of others.
- If possible, get a good description of the criminal, weapon, method, and direction of travel.

### ***Bomb Threat***

- Take all threats seriously. Evacuate and contact authorities.
- After the threat, if you see a package or unknown object in an unusual place, DON'T TOUCH IT!

### ***Gas Leak***

- Open the windows. Do not light matches or turn on lights.
- Leave building.
- Notify Campus Public Safety, RD, or Facility Services immediately.

### ***Chemical Spills***

- Do not attempt to clean up a spill yourself. Be prepared to evacuate the building.
- Call Facility Services.

### ***Active Shooter***

- Run – Evacuate the premises if there is an accessible escape route. Call 911 when you can.
- Hide – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Fight – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.
- See Vanguard's Active Shooter Video on the Campus Safety Webpage: <https://www.vanguard.edu/resources/campus-public-safety>

### ***Safety Tips***

- Be familiar with emergency procedures and all possible exit routes in a building.
- Keep hallways clear and door locked.
- Do not overload electrical circuits.
- Report problems with smoke detectors or fire alarms to your Resident Director.

### ***Crime Prevention Tips***

- Avoid walking in isolated areas.
- Do not open residence hall room doors to strangers.
- Keep all doors closed and locked. Do not leave doors propped open.
- Do not leave valuables in room.

### ***Earthquake Preparedness***

- Be familiar with emergency procedures, evacuation routes, and potential hazards to avoid.
- Identify the phone number of a contact person outside Southern California.
- Put together a personal emergency kit (contact Campus Public Safety for guidelines).
- Maintain an earthquake-safe environment:
  - A. Move heavy objects down from high shelves.

- B. Secure tall bookcases and cabinets.
- C. Anchor desktop computers down with anchor pads or Velcro.
- D. Relocate beds and furniture away from windows.

## Fire Drill Instructions

### Residence Facilities:

Fire drills are conducted at intervals during the school year. When the alarm sounds, each student should leave the residence facilities immediately and go to designated evacuation areas: locations are posted at floor exits. DO NOT ATTEMPT TO USE ELEVATORS. Exits should be kept clear at all times.

Fire lanes must be kept clear of vehicles. If a vehicle is parked in a fire lane, the violators are subject to a fine or tow-away of their vehicle.

### Classrooms:

If a fire alarm sounds when students are in class, students and employees are required to evacuate the building and remain at a safe distance from the building until recalled.

Sounding a false fire alarm is both dangerous and illegal. Offenders may be suspended, turned over to the Costa Mesa Police Department for prosecution, and assessed any charges attributable to the false alarm.

## Found Property

Campus Safety stores all property that is found on campus. Anyone who finds an item on campus should bring it to the Campus Safety Office. The item will then be logged into the Found Property inventory, and a picture will be taken to be uploaded to the Found Inventory section of the Campus Safety website. Click the following link to search for found items: [Found Items Inventory](#). If an item is not found in the pictures section, you can search the entire inventory report by clicking here: [Found Items Report](#). This report lists the items held by Campus Safety. To claim an item, you will be asked for your student ID, proof that the item is yours (e.g., picture with you and item, a password, description of special markings, or any other proof of ownership) and you must sign a Release Report Form. It is Campus Safety's policy to store items for a 30-day period. After the 30-days the item will be donated or discarded. Items valued at \$100 or more will be turned over to Costa Mesa Police.

## Parking Enforcement

Parking on campus is considered a privilege, which can be revoked if the University's rules and regulations are not observed. In order to provide an effective, fair means for encouraging observance of the University's parking regulations, the following fines for violations have been set:

Improper parking /In road .....	\$60
15 minute parking violation.....	\$45
Loading zone violation .....	\$40
No parking permit .....	\$60
Fire lane violation.....	\$75
Disabled parking violation.....	\$250
Reckless driving (may include speeding) .....	\$75
Failure to stop.....	\$60
No parking zone.....	\$50
Designated reserved parking.....	\$50
Other: as indicated by issuing Officer.....	\$40
72 hour tow notice abandoned .....	\$50
Boot removal fee.....	\$100
Improper use of permit.....	\$100

A *Parking Citation* can be appealed online within seven (7) days from the time you received the ticket. If the appeal is denied, a student may request a review of the appeal by the Operations Supervisor of Campus Public Safety. The Operations Supervisor of Campus Public Safety will have the final decision for Parking Citation Petitions. Payment of citations can be made at the [Citation Payment](#) link found in the Campus Safety website. There are Early Payment Discounts offered if a citation is paid within 5 days of the date the citation was issued. If you chose to appeal a citation and appeal is denied you are no longer allowed the discount.

### **Citation Appeals**

There are two levels of appeals. The first level of appeals can be done within (7) days from the time you received the ticket. An appeal can be made by following the link found on the citation or by clicking on the following link: <https://www.permitsales.net/VanguardU/violations>. If you fail to appeal your citation within the 7-day time period your citation will be upheld, and you will not be allowed to appeal citation.

The second level of appeal is done only if the first appeal is denied. You are then allowed to request a level two appeal hearing. This appeal requires that you be present to appeal in front of a board, comprised of the Director, Assistant Director of Campus Safety, and a student representative from SGA. The appeals board will have the final decision. To request a level two hearing go to Campus Safety Website or click on the link: [Level Two Appeal](#). Once you have requested a hearing you will be contacted by the Campus Safety office to schedule a time and date for your hearing. If you request a hearing and you fail to appear at your scheduled time and date the citation will automatically be upheld.

### **Parking Lot Enforcement**

The speed limit for all parking lots has been set at 10 MPH. Please be considerate of other drivers and pedestrians. Those found to be driving recklessly and placing others at risk of injury may have their driving privilege revoked. A copy of the VU Parking and Traffic Regulations are available in the Campus Public Safety Office or on-line via the Campus Public Safety web page at <https://www.vanguard.edu/resources/campus-public-safety>. Vehicle owners are responsible for the information contained within the regulations.

The State of California has a financial responsibility law. It is the vehicle owners' responsibility to maintain proper insurance coverage. Out-of-state students are required by law to secure a California Driver's License and register their vehicle with the State of California within 10 days if the student registers to vote or establishes residence and secures off campus employment in California.

Vehicles must have current license plates and be in running order to be parked on campus. Any vehicle not meeting these standards will be towed at the registered owner's expense regardless of whether the vehicle has a valid University permit or not. Students may not leave their vehicles parked on campus during the summer unless they are residing in campus housing.

Temporary vehicle summer storage may be available if the student is a member of a mission trip sponsored by Vanguard University. The vehicle owner must make storage arrangements with Campus Public Safety prior to leaving their vehicle. <https://www.vanguard.edu/student-portal/forms/student-break-parking-form>. The vehicle must also have a valid Vanguard permit.

Due to the limited parking spaces on campus, motorcycles are to be parked in designated areas on campus. Recreational Vehicles (RVs) may not be used as personal vehicles except by prior approval.

### **Towing / Vehicle Immobilizer**

Violations are accumulative and tracked by Campus Public Safety. Vehicle owners who accumulate more than three violations risk having the vehicle towed off campus at the owner's expense or having a vehicle immobilizer (also known as a boot) placed onto their vehicle. The vehicle immobilizer will only be released once the owner has paid the outstanding citations and the boot removal fee of \$100. Repeated violations may result in the loss of their parking privilege on VUSC property. Once placed on a vehicle, the violator must pay the \$100 fee via Rydin <https://www.permitsales.net/VanguardU/violations>. The hold will appear as a citation ("immobilizer removal"). Once paid, the student will need to contact Campus Safety and advise them of the payment. Campus Safety will then remove the hold.

### **Lot Designations & Restrictions**

The following is a listing of parking lot designations and restrictions. Restrictions are enforced Monday–Sunday, 24/7 "Open" indicates that spaces are available for any vehicle displaying a valid Vanguard permit. "Staff", "Visitor" or NMC indicates that some spaces in the lot are restricted.

<b>Scott Lot</b>	Visitor parking & open parking with VU permit
<b>Church Lot</b>	Open parking – for anyone displaying a VU permit
<b>Central Lot</b>	Open parking – for anyone displaying a VU permit
<b>West Lot</b>	Open parking – for anyone displaying a VU permit
<b>Smith Lot</b>	Visitor parking & open parking with VU permit
<b>Vanguard Centre Lot</b>	Open parking – for anyone displaying a VU permit

VUSC reserves the right to increase the fine schedule per violation at any time. VUSC will notify the community of the change in the schedule and the date the new schedule will be implemented.

## TITAN Emergency Communication Platform

As a new student you should have received a TITAN APP invite. If not, please download the APP from the TITAN website @ [www.titanhst.com](http://www.titanhst.com). Click “login” in the upper right corner of the page. Enter your Vanguard email and click on “I forgot my password.” You will be directed to a page where you can click on “reset your password.” We recommend you use your Vanguard password. You can visit the training modules section to see how to use the TITAN emergency communication APP.

## Vehicle Registration

All students (on campus and commuting students) are required to register cars, motorcycles, motor scooters, and other motorized vehicles. Students are only allowed to register one vehicle per permit. Students may only have one vehicle on campus at a time. Trailers and off-road vehicles are not permitted on campus. Any vehicle not displaying a valid parking permit will be issued a parking citation fine and is subject of being towed.

Student parking permits are available for purchase online **only** via the Campus Public Safety web page at [www.vanguard.edu/parking](http://www.vanguard.edu/parking). Student parking permits are valid two weeks prior to the start of instruction. Annual student parking permits are valid at the start of the fall semester and end with the summer semester. A link to temporary parking permit is emailed at the time the order is fulfilled and will be valid allowing enough time for the physical permit to arrive by mail. The person to whom the permit is registered will be responsible for all violations issued.

### Purchase Permits

<u>Session/Semester</u>	<u>Permit Fee</u>
Annual-TUG	\$240
Fall or Spring-TUG	\$120

### Temporary Parking Permits

Temporary permits are for vehicles without semester permits such as students that didn’t buy a permit for the semester, or for visitors and guests. There are 5 kiosks around campus for the distribution of temporary permits for your convenience. The cost of the temporary permit is \$5.00 for a 24-hour period. You can purchase your permit at the kiosks with credit cards only. All you will need is your license plate number and a credit card, there will be no receipt given at the end of your transaction as your license plate will be your permit. There is a re-new by phone option which allows you to add more time to permit.

Kiosk locations are:

There are five kiosks throughout campus. Two are near the Scott building on the west and east corners. One is in front of the Smith building. The other is located in the Catalina Lot in the island in front of the Mail Center. There is also one in the West Lot in between the soccer and softball fields.

### Proper Display of Parking Permits

Please ensure your permit is properly displayed in order to avoid a citation. Permits are to be suspended from the vehicle’s rear-view mirror, facing the windshield and in full view. Daily permits should place the receipt on the center dashboard of the vehicle, face up, fully visible, and not obstructing the vehicle identification number.

### Where to Park

Student parking permits are valid in general lots. For locations of general lots, please see the [campus map](#).

### Lost, Stolen, or Damaged Permits

VUSC is not responsible for lost or stolen permits. Permits can be repurchased online via the Campus Public Safety web page at [www.vanguard.edu/parking](http://www.vanguard.edu/parking).

### Visitor, Guest and Event Parking

The University requires a valid parking permit to be displayed at all times while parking on the VUSC campus.

- Visitors Parking Stalls: Visitor stalls are for visitors to the University only, **not** for staff, faculty, or Vanguard students.



- **Guests:** If you are an invited guest of the University and parking will be provided to you, please contact the person or department you will be visiting for permit and parking instructions.
- **Event Attendees:** If you are attending an event on campus, please consult with your event host for parking instructions. You must have a valid permit to park on campus.

## COMMUNITY LIVING VALUES

### General Expectations of the Vanguard Community

#### Voluntary Commitment

These expectations apply to each student while he or she is enrolled in a University program (Traditional Undergraduate programs) or residing in University housing and includes students studying abroad. Each student is expected to exercise restraint in these matters even when he or she is not under direct University jurisdiction. It is fitting that behaviors while not enrolled may affect a student's ability to re-enroll or continue at the University. These rules apply to on and off campus behavior and for the whole academic year, from the beginning of the fall semester or as soon as a student moves into on-campus housing or participates in university activities, until the completion of the spring semester including all vacation periods (Thanksgiving, Christmas, Spring break, etc.). The same expectations apply for all summer programs, such as summer courses, outreach trips, summer housing, etc.

#### Compliance with the Law

As Christians and members of society, all students are expected to comply with local, state, and federal laws when enrolled in a VU academic program, living in University housing, or engaged in any University sponsored activity. Students should expect the University to cooperate with law enforcement agencies and to initiate conduct proceedings when violations of such laws occur, if the infraction also violated VU behavioral and community standards. Students arrested or charged with a crime while enrolled or residing at VU must report this information to the Vice President for Student Affairs within 72 hours.

#### Violation of Law and University Response

The University reserves the right to review actions taken by civil authorities regarding any student or student organization. University conduct proceedings may be instituted against a student charged with violation of a law and may, at the sole discretion of the University, be carried out prior to, concurrently, or following civil or criminal proceedings. Violations occurring during non-enrolled periods may be considered by the University in determining whether a student will be eligible to continue his/her enrollment in the University and if so, under what conditions.

**Biblical standards.** Students shall not participate in or associate with practices known to be morally wrong by Biblical standards.

**Appearance:** It is necessary to maintain some minimal regulation consistent with respect for one another and in conformity with civic health and safety codes. Students may be shoeless on lawns or in residence halls, but not in the library, classrooms, administrative offices, or the Café. Swim wear is limited to water and shirts are to be worn in public settings. Students' casual and formal attire should reflect good taste and modesty.

**Knowing Presence Contribution:** Students may be held accountable for an incident if they directly participated in a violation. Students must refrain from being in an environment in which other students are violating community standards (such as consuming alcohol) or local, state, and federal laws.

### Community Standards (Student Code of Conduct)

*Enrolled students could be subject to disciplinary action if they or their guest participate in any of the following behaviors. The following behaviors are to be avoided:*

1. **Non-Compliance.** Failure to comply with an appropriate request of a University official or representative. This may also include, but not limited to, the following behaviors:
  - a. Failure to obey the summons of a university official.
  - b. Failure to fully disclose all information to a university official during an investigation or the conduct process.
  - c. Falsification, lying, hiding, distortion or misrepresentation of information relevant to or requested in connection with and during an investigation or the disciplinary process.
  - d. Disruption or interference with the orderly conduct during an investigation or the conduct process.
  - e. Attempting to influence another person in order to obstruct an investigation during a conduct process.

- f. Engaging in harassment, retaliation, or intimidating behavior of a community member involved in an investigation or in the conduct process.
  - g. Failure to comply with any and all sanctions imposed as a result of the conduct process.
  - h. Failure to Evacuate. Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative.
2. **Acts of Dishonesty, including but not limited to the following:**
- a. **Misrepresentation.** Misrepresentation of oneself, or an organization, to an agent of the University.
  - b. **Forgery.** Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to campus officials.
3. **Misuse of Property**
- a. **Unauthorized Use.** Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the University or a member of the campus community. This includes unauthorized possession, duplication or use of keys to any university premises.
  - b. **Vandalism/Pranking.** Unauthorized alteration of property from its original condition, placement and/or presentation, including graffiti, paint, alteration to landscaping, etc.
  - c. **Breaching Security Systems.** Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, tampering with identification card access, tampering with cameras, permitting unauthorized access to another, etc.
  - d. **Misuse or Tampering with Emergency Equipment.** Illegitimately engaging alarm pull stations, discharging fire extinguishers, disengaging smoke detectors, hanging or wrapping objects from fire sprinkler systems, propping open fire doors, or removing fire protection devices. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.
4. **Theft.** Attempted or actual theft of and/or damage to property of the University or property of a member of the University community on or off campus.
5. **Fighting, Violence, or Harm to Others.** Physical abuse, fighting, verbal abuse, violence, intimidation, coercion, and/or other conduct which threatens or endangers the health, physical or emotional or safety of any person.
- a. **Threats.** Any threatening or intimidating actions, language, social media posts, and/or behaviors whether acted upon or not which threatens or endangers the health, physical and/or emotional well-being of an individual. This includes behavior that can be interpreted as threatening on social media.
  - b. **Bias or Discrimination.** Any intentional or unintentional act or behavior directed toward an individual or group based on any facet of the individual's or group's identities is prohibited.
  - c. **Harassment.** Intimidating another individual through the threat of physical or emotional harm or endangerment of health, by means of an unwelcome advance, verbal abuse, written or verbal threat, telephone call, internet message, or text message, etc. Continued harassment might be considered "stalking" and may be subject to criminal charges by California law. Hostility or aversion toward an individual based upon race, color, gender, national origin, age, disability, sexual orientation or any other basis protected by federal, or states laws is considered harassing behavior if it is severe, pervasive, objectively offensive, and impairs a person's ability to participate in the University's educational programs, activities, living environment, or employment. Harassment could also be considered as the creation of a hostile environment through oral, physical, written, graphic or visual conduct that is offensive or discriminatory based on the previously stated attributes. A violation may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff.
  - d. **Hazing.** For more information, see the policy outlined in this manual. Vanguard University does not tolerate actions of retaliation which is defined as an act of communication intended:
    - i. as punishment or retribution against someone for reporting hazing behaviors.
    - ii. to improperly influence the investigation of, or response to reports of hazing behaviors
6. **Disruption to the Community and/or Inappropriate Behavior.** Students may not engage in behavior that causes significant mental or emotional strain to other members of the community or jeopardizes the educational process of others. A violation may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff.
- a. **Activism:** Activism against Vanguard University community standards is a violation.
  - b. **Quiet Hours:** 24/7 Courtesy hours have been designated in the residence halls. The right to sleep, study and work supersedes the privilege to entertain oneself or others. Residents are expected to respectfully address issues that are related to the violation on a personal level and contact a staff member if this fails.
    - i. Campus quiet hours are in effect from 11:00PM to 7:00AM per Costa Mesa Noise Ordinance.
    - ii. Residence hall quiet hours are from 11:00PM to 11:00AM.
      - 1. Noise, which is audible beyond the confines of one's room, is prohibited.
      - 2. Drums and amplified musical instruments should not be played at any time in Residence Halls.

7. **Obscene Behavior or Language.** Obscene behavior, language, music, or dress will not be tolerated. This includes but is not limited to the possession of display of pornographic and/or sexually suggestive material, and derogatory racial/ethnic material in any form on university-owned or leased premises, or personal property (e.g. vehicles, electronic devices, clothing, tattoos, etc.).
- a. **Inappropriate Media:** Students are to avoid media that is degrading to gender, ethnicity, and sexuality. Media containing excessive violence, sexual content, nudity, profane language, and degrading humor is not recommended for the spiritual and emotional development of VU students and must conform to Vanguard community life standards.
8. **Sexual Behavior.**
- a. **Sexual Stewardship:** Vanguard University expects students to practice sexual stewardship and abstain from sexual intimacy outside of heterosexual marriage. The university recognizes it is healthy, important, and necessary for students to process their sexuality as part of their development; we desire to provide spaces for such conversation. While upholding a commitment to the statement on human sexuality, we understand that issues of sexuality, orientation, and gender identify are challenging especially for those who experience same-sex attraction, gender dysphoria, or identify as LGBTQ+. We commit to journeying with students with love, respect and conviction.
  - b. **Cohabitation:** Student cohabitation with a member of the opposite sex, including but not limited to spending the night together and/or living together in the same residence, is not permitted, both on and off campus. This provision does not prohibit students from living with family members.
  - c. **Inappropriate Sexual Behavior.** Inappropriate sexual behavior includes, but is not limited to adultery, same-sex romantic intimacy or sexual behavior, pornography usage, and unmarried sexual behavior.
  - d. **Sexual Misconduct.** Sexual misconduct includes, but is not limited to: sexual assault, sexual harassment, sexual exploitation, inappropriate sexual behavior, nonconsensual sexual contact (or attempts to commit same).
  - e. **Transgender Behavior:** The University considers attempts to disassociate or change one's **birth** sex as a violation of the community standards.
9. **Unauthorized Recording.** No student may make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity. Students are also expected to respect the reasonable expectations of privacy of other individuals within the University community. Accordingly, students are not permitted to make an audio or video recording of private, nonpublic conversations and/or meetings on University premises, without the knowledge and consent of all participants subject to such recordings.
10. **Misuse of Electronic Resources** as outlined in the Computer Usage Guidelines under Student Responsibility.
11. **Gambling.** Any activity that involves betting, wagering, or games of chance for which there exists the potential of personal or financial loss. ("Drawings" are permitted when entry into the drawing is free, an entry fee is optional, or a gift of equal or greater value is received upon paying an entry fee).
12. **Prohibited Substances**
- a. **Alcohol.** Refrain from the possession, purchase, use of alcoholic beverages, and/or the possession of alcohol paraphernalia on or off campus. Students who possess, distribute, distribute to underage persons, or who are found to have been in an environment where other students were drinking may be held accountable within the conduct process. Students present on campus while under the influence of alcohol are subject to conduct process, even if their consumption was off campus.
  - b. **Tobacco and Similar Substances.** Refrain from smoking on or off campus; refrain from use and possession of all forms of tobacco, including, but not limited to, cigarettes, e-cigarettes, cigars, snuff, pipe tobacco, chewing tobacco, vaping, and hookah. This policy also pertains to any accessories that may go with items listed above.
  - c. **Cannabis and Other Drug Use.** Refrain from the use on or off campus of all illegal or prohibited drugs and non-medical narcotics or hallucinogenic drugs, and the possession of drug paraphernalia. Students, who possess, distribute, and/or use narcotics (including medical cannabis, misuse of prescription drugs, Salvia, any form of hallucinogens, etc.) or other intoxicants are subject to the conduct process. Students present on campus while under the influence of narcotics are subject to conduct process, even if their consumption was off campus. Although California State law permits the use of cannabis, federal laws prohibit cannabis use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of cannabis for any purposes, including medical, is therefore not allowed.
13. **Gatherings Involving Alcohol or Drugs.** Persons who host or in any way assist or promote a gathering (on or off campus) that includes alcohol, illegal drug usage, or other prohibited substances will be subject to the conduct process. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the substances. This includes being in the presence of alcohol or illegal drugs without consuming.

**14. Weapons: Most weapons are not permitted on campus. The following list provides an example of what is NOT permitted (16590 California Penal Code):**

- Any knife with a fixed blade longer than 2 ½ inches, switchblade, butterfly knife, belt buckle knife, dirk, dagger, cane sword, pen knife, lipstick knife, or any knife that opens automatically or has more than one sharp edge.
- Any gun without permission and in accordance with the California Penal Code
- Nunchaku
- Metal knuckles
- Tasers or any conducted electronic weapon

**The following list provides examples of what IS permitted on campus (22810 California Penal Code):**

- Pepper spray as long as it is for self-defense, not larger than 2.5 ounces and has a “warning” label that states, “WARNING: The use of this substance or device for any purpose other than self-defense is a crime under the law. The contents are dangerous — use with care.”
- Pocket knife, as long as it does not open automatically and has only one sharp edge

**The following list provides examples of Replica or Toy Weapons that ARE permitted on campus.**

- Water guns and handmade play weapons must be decorated with bright colors, so they can be identified from a distance as safe.
- Use of these weapons is limited to outside recreation. They are not permitted in academic or administrative areas of the campus.
- If one of these items is perceived as dangerous or intimidating by a member of the community, Campus Public Safety Officers, or an administrator will ask the owner to remove it from the public areas of the campus.

**The following list provides examples of Replica or Toy Weapons that ARE NOT permitted on campus**

- Air soft guns, realistic replica weapons, paintball guns, toy guns in the shape or form of actual weapons.
- Any item used as a weapon or with intent to use as a weapon is prohibited.

**Possession of any non-permitted weapon on Campus will be subject to disciplinary action which may be processed criminally and/or through the Student Conduct process.**

- 15. Willful Portrayal of Violating Known Standards.** Students are to avoid posting in any format, online or in person, items that give the appearance of violation of community standards.
- 16. Violation of On-Campus Housing Policies.** Students are to comply with all housing policies as listed in the Student Handbook. Students living in residence halls are responsible for their guests and may be subject to the conduct process for violations by guests.
- a. **Open House Policy.** Members of the opposite sex are only permitted in residence hall areas during open hours as listed in the Residence Life section of this handbook. Room doors must remain open and students may not lie together on beds or couches.
- 17. Violation of any University policy, rule, or regulation** published in hard copy or available electronically on the university website.
- 18. Violation of any federal, state or local law.**

## **Amnesty Through Responsible Action Policy**

In cases where individuals are incapacitated due to alcohol and/or other drugs, it is imperative that someone calls for medical assistance. In the interest of student safety, this program serves to remove or reduce punitive consequences faced by students in violation of the Student Code of Conduct.

Amnesty Through Responsible Action allows the student who requires medical assistance to receive medical attention from a fellow student. This policy protects the assisting student from sanctions applied due to violating the Student Code of Conduct.

- Anytime a student requires emergency evaluation and/or treatment at a medical facility for an overdose of alcohol and/or other drugs, the student will be required to meet with a staff member from the Office of Residence Life to discuss the incident and to connect with appropriate resources and support.

- The student will also be required to complete any assigned educational programs/interventions in addition to completing any necessary follow-up meetings with the Residence Life staff.

When a student calls on behalf of an impaired individual during an emergency, remains with that individual until assistance arrives, fully cooperates with emergency responders, and attends any follow-up meeting(s) requested by university staff, the caller will not be subject to disciplinary actions as outlined in the Student Handbook. However, failure to call for assistance in an alcohol and/or drug-related emergency is a very serious matter and will be considered an “aggravating circumstance” factored into disciplinary action against the student should conduct violations occur in relation to the incident.

## Computer Usage Guidelines

### General Use Guidelines

As an educational institution, VU is firmly committed to the discovery of truth, the life of the mind, and the free interchange of ideas. The University recognizes that in order for the best learning to take place, students will be exposed to hostile, offensive, and even subversive ideas, so that the students can confront and wrestle with the whole range of ideas and philosophies in the intellectual marketplace. It is therefore the position of the University that students should use maturity and self-discipline in accessing potentially offensive material.

At the same time, VU is more than just an educational institution. It is a spiritual community committed to nurturing its members, providing them with good values and an atmosphere as positive and wholesome as possible.

The Information Technology Department, therefore reserves the right to regulate or prohibit access to obscene, pornographic, and unlawful materials (such as by way of the internet) and distribution of such materials over the campus network.

Students using University computing and network resources are required to use them in a manner consistent with the University's standard of conduct. The framework of responsible, considerate, and ethical behavior expected by the University extends to cover the use of campus facilities and network resources and networks throughout the world to which electronic access has been provided by the University. Computing and network resources and user accounts are owned by the University and are to be used for university-related activities only. Computer equipment and accounts at VU should be used for legitimate instructional, research, and administrative or other approved purposes. By enrolling at the University students agree to abide by the guidelines listed herein and in the official Technology Use Policy.

### Student Computing and Network

VU makes available computing and network resources for use by the University's students. VU students have certain privileges. They include:

- Use of Campus LAN, Wireless LAN, and intranet
- E-mail
- Use of internet

### Campus Printer Kiosks

Vanguard University provides several print kiosk stations on campus that feature high quality laser printers. Print transaction can be made via the <http://print.vanguard.edu> website from either the wired or wireless network anywhere on campus by uploading supported documents to the Web Print tab and selecting the kiosk location desired. Documents will not be charged or printed until they are released by logging in to the kiosk or remotely under the Jobs Pending Release section of <http://print.vanguard.edu>. This allows students to print from their room or wirelessly and not worry if their print job will be accidentally removed by another student. For kiosk locations please visit the web page at <https://www.vanguard.edu/student-portal/it>.

### Student Responsibilities

To protect the quality and reliability of computing and network resources, students must observe the following responsibilities. This list is not comprehensive, but it includes the responsibilities that students accept whenever they choose to use the University's computing resources and/or network, which the University provides:

- Student use of the campus network, the internet, and e-mail must be consistent with the mission and character of VU. VU's information technology resources may not be used for any unauthorized purpose or for any activity that is harmful, illegal, obscene, or harassing.
- Students must not apply for a user-ID under false pretenses. Once a student has received a user-ID for access to the VU network, e-mail and computer systems on that network, he/she is solely responsible for all actions taken when that user-ID is used.



- Students must not share or use another person's user-ID, password or e-mail account. Students should never leave a terminal or PC while logged on and leave it unattended for more than a few minutes. Students should never write down their user-ID and password. Students should also change passwords frequently.
- Students must not intentionally seek information about, browse, copy, or modify a file belonging to another person, whether at VU or elsewhere, unless that student has been granted explicit permission by the owner of the file.
- Students are authorized to use only computer resources and information to which they have been granted access. Students who encounter or observe a gap in system or network security should immediately report the gap to the manager of that system. Abuse of a discovered gap rather than reporting it can result in disciplinary action.
- Students that are not certain they have permission to copy, compile or manipulate software or data should assume that they do not have permission.
- The University's policies on harassment apply equally to electronic displays and communications as they do to more traditional means of display and communication. Students must not display or transmit images, sounds or messages that could create an atmosphere of discomfort or harassment for others.
- Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as printed documents.
- Students are not permitted to send spam e-mail to faculty, staff, or students on campus. Email regarding official VU business or events must receive approval through the IT Department and be routed through the division or department sponsoring the event.
- Use of the network folder is a privilege for academic purposes. Students are expected to stay within the space limits posted in the main lab.
- Students must not degrade computing or network performance in any way that will prevent others from meeting their educational or university business goals. Academic work by students takes precedence over personal usage.
- Students are not permitted to use or connect their personal network equipment to the Vanguard Network including wireless routers, network switchers or network hubs. VUIT will provide additional switches if necessary.
- Students must not create or willfully disseminate computer viruses. All students should be sensitive to the ease of spreading viruses and should take steps to ensure all files are virus-free.
- Students must not install any additional software on VU computer equipment.
- Equipment and supplies for VU labs should be treated with care. Any student who abuses equipment or takes supplies from the labs will lose lab privileges and be charged the cost of repair or replacement. Any student who steals equipment will be prosecuted under the law.
- Copyrighted programs, songs, movie files, and printed documentation may not be copied, downloaded, distributed to others, or used on any machine outside of the computer labs, unless permitted under the terms of the software licenses between VU and the software manufacturers. Unauthorized copying and downloading is theft. Moreover, students with personal computers on campus are expected to not participate in software pirating or use pirated software. This includes downloading copyrighted digital media (mp3's, etc.).
- The files and programs of other people are private property. It is unethical for students to read, alter, or copy such private programs or files, unless they have explicit permission to do so by the owner.
- Members of the VU university community are expected to observe federal, state and local laws which govern computer and telecommunications use, as well as the University's own regulations and policies as outlined in the Student Handbook. Unlawful computer abuse may be prosecuted under California Penal Code Section 502. Penalties can range up to a \$10,000 fine and up to three years in prison.

## Confidential Reporting

If a member of the community becomes aware of a violation of the community standards committed by a VU student, they are encouraged to report this information to the Office of Residence Life at:

- [https://cm.maxient.com/reportingform.php?VanguardUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?VanguardUniv&layout_id=1)

In turn, if a member of the community is generally concerned about the health, welfare, safety or well-being of a student, they are encouraged to share their concern with the Student CARE Committee team at:

- [https://cm.maxient.com/reportingform.php?VanguardUniv&layout\\_id=16](https://cm.maxient.com/reportingform.php?VanguardUniv&layout_id=16)

## Childcare on Campus

Due to liability risks and insurance limitations, facilitating on-campus childcare is not permitted in the Residence Halls.

## Dancing Policy

Social Dancing is not allowed on Vanguard University's campus; it is however permitted at University-sponsored off-campus events. These dances are permitted granting that the host has filled out the proper Dance Proposal Form and has been approved by the Director of Student Engagement.

The Director is responsible to communicate University standards and expectations to all groups that request to sponsor a dance. The Director will act as a guide in this approval process. Helpful guidelines have been established to ensure that campus dances are consistent with the Student Handbook and uphold the high standards we have for University events.

Dance Proposal Forms are available in The Bridge and must be submitted to the Director at least one month before the intended event date. This time period allows for adequate review of all proposals including evaluation of conflicts with the University Tiered Events Committee. The dance proposal form includes guidelines for staff attendance, musicians and DJs, general atmosphere, and other dance-planning procedures to uphold the spirit of the guidelines in the Student Handbook. The responsibility to uphold these guidelines and confront breaches of those guidelines falls under the sponsoring organization as well as the staff or faculty member advising the organization.

## Drug and Alcohol Testing Policy

Students who are suspected of using a prohibited substance, including marijuana, may be required to drug-test in order to demonstrate their compliance with student conduct sanctions and university regulations. These tests will be paid for by the student. Students who are suspected of being under the influence of alcohol while they are enrolled at the University may be subjected to an alcohol blood-level screening test.

## Fireworks

Fireworks or other explosive devices are not allowed on the University campus. Violators will be subject to disciplinary actions and possible prosecution in accordance with Municipal or State Codes.

## Hazing Policy

*Hazing* means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term *hazing* does not include customary athletic events or school-sanctioned events.

Hazing is not permitted at Vanguard University and is a criminal offense in violation of California law. Regardless of motive or intent, any student participating in a hazing/prank type activity, which potentially endangers or adversely affects the physical and emotional well-being of another member of the community, can expect immediate and serious disciplinary action.

Vanguard's policy is based upon the proposition that students are entitled to be treated with consideration and respect. Vanguard regulations on hazing are synonymous with state law as stated below (Calif. Penal Code §245.6):

- It shall be unlawful to engage in hazing, as defined in this section.
- A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine or imprisonment.
- Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment.
- The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization or which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- Prosecution under this section shall not prohibit prosecution under any other provision of law.

## Personal Property

VU is not liable for the loss of money or personal belongings by any person or for damages done to property belonging to any individual. Liability coverage does not extend to personal property. Personal property coverage is available under most homeowners' or renters' insurance policies. The University is not liable for any injury which occurs during an unsupervised activity.

## Pregnancy Policy for Unmarried Students

If a student becomes pregnant, she, or someone she knows, is encouraged to talk with a Vice President, Associate Dean of Residence Life, Resident Director or another Student Affairs staff member. The Student Affairs office is ready to help and offer support to those involved and effectively work through the complexity of needs that a pregnancy presents. Additional confidential support through the Vanguard Counseling Center and other campus services are available, along with academic support. While some students in these circumstances may choose to leave the university temporarily, it is our hope that any student who chooses to continue in classes during the pregnancy will find this to be a supportive and redemptive community.

## RESIDENCE LIFE & HOUSING POLICIES AND PROCEDURES

The University is committed to providing a quality residential experience in a Christ-centered environment that encourages the personal development of students. The residence life experience provides students with the opportunities to:

- Pursue their academic goals
- Test their judgment and reflect on their behavior
- Evaluate information regarding contemporary issues in light of scriptural principles
- Develop interpersonal skills through cooperative living in a community setting
- Identify university resources and receive assistance from appropriate personnel
- Develop quality relationships
- Develop acceptance, understanding, and appreciation for diverse cultural backgrounds
- Assess attitudes, values, interests, and goals so that appropriate choices can be made
- Know and integrate the Bible with all areas of life

## Residence Life Personnel

The Associate Dean of Residence Life (ADRL) supervises the Residence Life Department. Resident Directors (RDs) are University staff members whose chief task is to facilitate community life in the residence facilities. RDs are available for care and seek to build and strengthen the personal development and interpersonal relations among resident students. Each RD has the concern that VU residence living will be a pleasant and meaningful experience.

The Assistant Director of Housing oversees all housing assignments for University residences. The Assistant Director of Student Care & Conduct oversees emotional care and conduct case management for Residence Life.

Resident Assistants (RAs) are student leaders who live in the residence facilities and are present to assist the Resident Directors. RAs facilitate peer communications and see that a positive living/learning environment exists as free as possible of disturbing elements, which can hamper residence living.

## Residence Life Requirements

All single, freshman and sophomore traditional undergraduate students under 21 years of age, who are not living at home with their parent(s) or legal guardian(s) are required to live in residence to the extent that rooms are available. Students who are 21 years of age or older, including juniors and seniors, may also be required to live on campus if they are on disciplinary probation. Housing is not guaranteed for junior and senior students and is dependent on space available. It is intended that Residence Life shall serve to develop Christian character, self-control, and thoughtful consideration of the rights of others. Students in residence agree to abide by all regulations in effect. All students (and their guests) are required to observe the "Rules, Restraints, and Responsibilities" of community membership at Vanguard University, found in the "Rules, Restraints, and Responsibilities" section in this handbook.

Students will be held responsible for the actions of their guests. For more information about housing at Vanguard, please visit <https://vanguard.starrezhousing.com/StarRezPortal/FCFF85CD/1/1/1/Home-Home>.

All single, freshman and sophomore traditional undergraduate students under 21 years of age wishing to live off-campus with their parent(s) or legal guardians(s) must receive prior authorization from the Residence Life Office by submitting an Off-Campus Housing Petition each year. Students are advised not to enter into a lease agreement before obtaining approval for off-campus status. Having a lease in place will not be a factor for consideration of a request. On and off-campus students may not live with a member of the opposite gender other than their spouse and/or sibling (as long as sibling does not have another roommate of same gender). Off-campus students are also subject to the “Rules, Restraints, and Responsibilities” of community members found in this handbook.

### **Part-time Undergraduate Students**

During fall and spring semester at least seven (7) units must be maintained in order to receive consideration for on-campus residency, though full-time, traditional undergraduate students receive priority consideration.

### **Graduate and Professional Studies (PS) Students**

Housing is not typically available for Graduate and Professional Studies students. At times, exceptions may be made. Graduate and PS athletes with housing scholarships may be eligible for on-campus housing on a space-available basis and may not reserve a room during housing registration. Graduate and PS students who choose to live on campus will be required to abide by the community standards for traditional undergraduate students as outlined in this handbook under “Rules, Restraints, and Responsibilities”.

### **Housing Term**

Vanguard University housing operates on an academic year housing contract. Students wishing to live on campus will sign a housing contract each year during Housing Registration during the spring semester. The amount of \$200 must be paid as a deposit to secure a space in campus housing. Leaving housing at semester is considered a breaking of this contract and is subject to a break of lease fee of \$500. Students graduating at semester or studying abroad in spring are not subject to this fee.

## **Residence Halls**

### **On-Campus Residential Areas**

Huntington Hall, Laguna Hall, Newport Hall, Balboa Hall, Catalina Hall, and Vanguard Centre are the official residence areas of the University. All rooms are furnished as listed below and all have private bathrooms. The University reserves the right to assign a new occupant to fill a vacancy, to make changes in room assignments, to adjust furniture, and to re-assign a student in the residence facilities. Attempts are made to satisfy resident student preferences for housing and roommate assignments; however, this is not always possible. Please read the section on Vacancies for further information.

#### **Laguna Hall**

Laguna Hall is designed for freshman and sophomore traditionally aged students. Laguna Hall is a seven-story traditional residence facility with triple occupancy rooms adjoining a common hallway. The hall shares a common spacious lobby with Huntington Hall.

#### **Huntington Hall**

Huntington Hall is designed for freshman and sophomore traditionally aged students. Huntington is a traditional Residence Hall with double and triple occupancy rooms adjoining a common hallway. While the building houses men and women, floors remain single gender. Huntington Hall is seven stories and shares a common spacious lobby with Laguna Hall.

#### **Catalina Hall**

Catalina Hall is designed for freshman and sophomore traditionally aged students. Catalina Hall is a traditional Residence Hall with triple occupancy rooms adjoining a common hallway and is four stories. While the building houses men and women, floors remain single gender. Residents can take advantage of the spacious and updated lobby and lounge on the first floor which opens to a private courtyard,

#### **Newport Hall and Balboa Hall**

Newport and Balboa Halls are designed to house students, male and female of at least junior status or 21 years or older. Returning students in good standing are given priority in these facilities. Kitchenettes in Balboa Hall are reserved for students needing disability accommodations. Accommodations are made through the Office of Disability Services.

### **Vanguard Centre**

Vanguard Centre is comprised of campus apartments located near the University. The apartments house male and female students of at least junior status or 21 years or older. Returning students in good standing are given priority in this facility.

### **Floor Meetings**

Each residence hall RD and RA staff typically hold mandatory floor meetings approximately two times per semester. These meetings are mandatory for all resident students of Vanguard University, and are held throughout the fall and spring semesters. Since the meetings are mandatory, students are held responsible for all information communicated at these meetings.

## **Residence Life and Housing Policies and Procedures**

### **On-Campus Housing Process**

Complete the On-Campus Housing Application at <https://vanguard.starrezhousing.com/StarRezPortal/FCFF85CD/1/1/1/Home-Home>.

- **New Students:** The housing portal is available to new students only after remittance of the \$300 enrollment deposit and the \$200 housing deposit for on-campus students.
- **Returning Students:** Housing applicants are required to remit a \$200 housing deposit. This deposit must accompany the initial residence application to reserve university housing each year. The deposit will be refunded to students at the end of the academic year less any damage charges of Residence Life fees. The deposit is refundable to applicants who decide to not utilize campus housing, if the Residence Life office receives written notification of withdrawal/cancellation of their housing application on or before May 1 for the fall semester by completing the Housing Cancellation Form. Housing deposits are non-refundable after May 1.
- **Spring Term Students:** Housing applicants for spring term are required to remit a \$200 housing deposit. This deposit must accompany the initial residence application to reserve university housing each year. This deposit will be refunded to students at the end of the academic year less any damage charges of Residence Life fees. The deposit is refundable to applicants who decide to not utilize campus housing, if the Residence Life office receives written notification of withdrawal/cancellation of their housing application on or before January 1 for the spring semester by completing the Housing Cancellation Form. Housing deposits are non-refundable after January 1.
- Room assignments will be made and posted on the student portal by August 1 for students with completed Housing Applications.

### **Check-In Procedures**

Students may move into their room assignment only on their designated move-in day at their self-selected check-in time. Upon arrival, students will receive their room key and complete a room inspection form. Forms must be returned at the first Mandatory Floor Meeting of the year or within the first week of checking into housing. Each resident is responsible for all damages to the room they occupy (and common areas) as a result of unexpected wear. It is important that the condition of the room and furnishings be indicated accurately on the inspection form. By completing this form, students are agreeing to the current condition of the room. If students do not fill out the inspection form within the listed timeframe, they are accepting the condition of the room as acceptable and without damage. Failure to complete the form will result in liability for any cleaning, repairs, and /or replacement costs incurred at the time of check-out. Students will be charged for damages as they are reported to Residence Life. All repair charges will be billed equally to room occupants unless otherwise noted.

### **Bed Bug Inspection Notice**

Vanguard University regularly upkeeps facilities to ensure a safe and habitable environment for students. As part of routine upkeep, all residence hall rooms are inspected and/or treated for bed bugs prior to resident arrivals before the fall term. Each room is certified as bed bug free. 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. Students must report bed bugs to the Office of Residence Life and Facilities immediately upon discovery. They will be asked to adhere to all ensuing protocols and processes for inspection and pest control service.

### **Check-Out Procedures**

Non-graduating residents must vacate residence rooms no later than 7:00 PM the Friday of final exams in fall and 7:00 PM the day after finals in spring. Graduating seniors must vacate residence rooms no later than 5:00 PM the day following Commencement ceremonies. The only exceptions are those who have been approved for Christmas housing (if offered) or summer housing. Exceptions must be cleared by the Assistant Director of Housing or Associate Dean of Residence Life. Students who fail to meet this deadline or do not follow check out procedures will be charged an improper check out fee. In addition, all late check outs will be assessed \$15 per hour until they properly check out of the room. In checking out, follow these steps:

- 1) Follow all instructions emailed, posted and/or given by the RA during a Mandatory Floor Meeting.
- 2) Clean the room.
  - All personal belongings must be removed from the room.
  - The room needs to be vacuumed and dusted.
  - All furniture must be clean and in the standard layout given to the students from Residence Life.
  - Everything from the walls must be removed.
  - Kitchen appliances and private baths must also be clean.
  - Students are responsible to ensure that the common areas are clean and cleared of personal belongings
- 3) Have all belongings out of the facility and key turned in before the deadline.
  - a. Keys should be returned with the proper key envelope to the key box located in the residence hall. A replacement fee of \$100 will be assessed to the student's account for non-returned or copied keys.
- 4) The \$200 housing deposit will be refunded subject to completion of the check-out procedure and subject to payment of losses or damage (if any) to VU property. The deposit may also be used to repair common area damages in which individuals are not identified as responsible. Failure to properly clean the room will result in a room cleaning charge of up to \$75 against the housing deposit. The cost of repairing damages beyond the amount of the deposit will be charged to the student's account. Roommates are jointly responsible for any financial liability stemming from room damage unless responsibility for specific damage is noted by residents upon checkout. Housing deposits will be returned no later than February 1 for fall, and June 15 for spring. Resident students should contact the Office of Accounting Operations for procedures to have the deposit returned.
- 5) Any personal belongings left behind after the resident students officially checks out of housing, or is left in the room or common areas beyond the approved housing agreement provisions, may be discarded without notice by the University and incur any associate fees.

### Changing Rooms

Possible room changes may be discussed with the Resident Assistant or the Resident Director ten days after the fall semester has started and must be approved by the appropriate Resident Director prior to any move. A Room/Roommate Petition Form must be completed on the Housing Portal. If the petition is approved, you will receive official communication from the Residence Life office with your room change instructions and transition timeline. Room changes within the last two weeks of the semester will not be accommodated. Changing rooms without approval will result in a \$100 fine. The University reserves the right to assign a new occupant to fill a vacancy, to make changes in room assignments, and to re-assign or remove a student from the residence facilities.

### Vacancies

Regardless of any vacancy, all furniture must remain in the room and usable on short notice.

- Students with a vacancy in their room should be prepared to receive another roommate at any given time at the discretion of the Residence Life Office.
- All vacancies are given equal priority for roommate placement. No priority will be given to protect any vacancy.
- Any resident that makes it impossible/undesirable for an assigned roommate to stay in the room or enter a vacant space will be referred to the conduct process. This policy pertains not only to the moving of personal belongings but also may pertain to the attitude of current residents of the room. Sanctions could include buyout of the vacancy created by the student's action.

### Cancellations

The housing contract is for the entire academic year. Housing cancellations can be communicated to the Residence Life Department in writing by completing the Housing Cancellation Form by clicking on the following link: <https://app.laserfiche.com/forms/housingcancellation?customerid=281502724>

**Housing Deposit:** Prior to Housing Registration, a \$200 housing deposit must be paid in order to secure a spot, as explained in the section On-Campus Housing Process. In order for the deposit to be refunded, the Residence Life Office must receive notice of cancellation from the student in writing by May 1. Students that choose to cancel housing after this deadline will not receive the refund of the housing deposit regardless of reason for cancellation. No exceptions.

**Refunds:** Refunds will be given based on the refund chart published in the Course Schedule less the housing deposit. Students that cancel housing after being checked-in to a room must follow all Express Check-Out Procedures. Students must move out of housing within 48 hours of termination of the Housing Contract unless written agreement is obtained by the Residence Life Office.

**Break of Lease Fee:** Students who cancel housing between the fall and spring semester and prior to the 100% refund date must pay a break of lease fee of \$500. Students no longer qualifying for housing are not subject to this fee. Students



living in campus housing that would like to apply to move off-campus for the spring semester must submit an Off-Campus Petition to the Residence Life Office.

For any additional questions, please contact [housinginfo@vanguard.edu](mailto:housinginfo@vanguard.edu).

### **Students Requesting Accommodations**

All students requesting living area accommodations must do so with the Office of Disability Services which can be reached at [disabilityservices@vanguard.edu](mailto:disabilityservices@vanguard.edu). The Office of Disability Services will inform Residence Life regarding reasonable accommodations. Examples of reasonable accommodations include: Low Occupancy, Single Room, Lower Floor, Kitchenette, Physical Modifications, Furniture, Emotional Support Animal (ESA), Air Conditioning, and Meal Plan Accommodations. Specific roommate and building assignments are not considered reasonable accommodations and may not be accommodated.

**Animals:** This includes assistance animals that may be used by individuals with disabilities. Students with approved service or support animals must sign and abide by the Service Animal/ESA Guideline & Agreement form given to them by the Office of Disability Services. Any violations of the guidelines may result in immediate removal of the animal from Vanguard University's campus housing. Damages created by the animal are the sole responsibility of the student. All requests for accommodations must be submitted to the Office of Disability Services by deadlines set by that office to be properly accommodated.

**Room Placement:** Vanguard University Housing places students in rooms based on birth sex as provided to the Housing Office by the Registrar. In an instance where a student may request an accommodation to this policy, please contact the office of Disability Services to request support. Vanguard University recognizes the complexity of such a request; we desire to be a community where all persons are treated with dignity and respect.

**Dining Accommodations:** Students living in Laguna, Huntington, Catalina, Balboa and Newport halls are required to participate in the meal plan. Alternative dietary options to accommodate food allergies and intolerances are available in the Bruce Lindsay Cafe. To inquire about available items that best suit your dietary needs please contact the Cafe general manager, Katy Cvitanich at [katy.cvitanich@cafebonappetit.com](mailto:katy.cvitanich@cafebonappetit.com). However, students with disability-related dining needs may be eligible to be exempted from this requirement and/or placed in a kitchenette based on availability.

### **Christmas Break Hall Closing**

All residential students are required to vacate campus housing for the duration of Christmas break. Students leaving for Christmas break are expected to leave their room in good condition and may be required to return their key using the Express Check Out process. Details will be communicated to all residential students via the Assistant Director of Housing and/or their Resident Assistant. There are financial consequences for not following the communicated procedures.

### **Christmas Break Housing for University Required Activities**

Some students may be permitted to remain in the residence halls based on the Office of Residence Life and other campus departments approval for participation in University sanctioned events or programs. Students required to stay in campus housing over Christmas break may be required to relocate to another room or accept a temporary roommate during the Christmas Break housing period at the discretion of the Assistant Director of Housing and Resident Director. All approvals for Christmas Break housing will be communicated to students from the Residence Life Office via the Assistant Director of Housing.

On campus residence facilities will be closed beginning at 7:00PM the Friday of finals week and will re-open at the time specified by housing, the Saturday prior to classes resuming for the spring semester.

There is no official food service plan provided during the Christmas Break period.

### **Spring Break Housing**

Housing facilities will not close during spring break, so students may continue to live in the residence halls if they choose. There is no food service available during spring break.

### **Summer Housing**

Summer housing is available for current Vanguard students enrolled in summer courses and is a privilege for returning students who wish to remain on-campus over the summer break. Priority is given to students enrolled in summer courses at VU and students staying for the entire summer. Students may not be eligible for summer housing if they are on disciplinary probation and/or carry a balance on their student account. Students must be enrolled for the upcoming fall semester to be eligible for summer housing (exceptions granted to graduating seniors enrolled in summer courses). Summer housing assignments are not officially confirmed until applicants receive email notification from the Assistant Director of Housing. Clearance with the Office of Accounting Operations is required prior to the student being able to relocate to summer housing. Summer housing applications are available starting February 15 and must be submitted by March 25.

### **Summer Housing Cancellation Policy**

Students who cancel their Summer Housing application after April 1 will be charged a \$100 cancellation fee.

### **Room Unlocks**

Occasionally, students may become locked out of the residence room. A student who has become locked out of their room should first contact his/her Resident Assistant to gain entrance into the room. If a student is unable to locate his/her Resident Assistant or if the RA is not available, he or she may contact Campus Public Safety at 714-966-6799. The CPS officer will request to see some identification and will verify that the student is the listed occupant in the room before unlocking the door. Students will be assessed a \$5 fee for an RA, or a CPS room unlock.

### **Lost Key**

Students who have lost their keys may request a replacement from the Residence Life Office. A \$100 replacement charge will be assessed to the student's account. Loss of master key will result in a \$100 fine per door that must be rekeyed, if necessary.

## **Community Living Expectations**

It is expected that all residents will treat each other and the halls with respect and care. Living in community is a privilege and should be treated as such. While striving to be a good neighbor, each resident should adhere to behavior and decor that allows fellow residents to study, sleep and relax in a comfortable atmosphere and upholds our code of conduct.

### **Room Decor**

Our hope is that students' rooms will become a home to them. Students are encouraged to make it attractive and comfortable; however, the room must be left in the same condition as when it was first moved into. Room décor should be acceptable, appropriate and agreed upon by all roommates.

- No more than 10% of the walls may be covered.
- No paint, wallpaper, contact paper or other adhesive projects may be used on walls or university furniture.
- Small finishing nails, tacks, or push pins may be used to apply decoration to walls only (limited to 3-5 holes per wall). Cinder Block wall may use 3M/command strips, poster putty, or blue painter's tape. If the adhesive hangers do remove paint or damage the walls in any way, the occupants of the room will be responsible for the damage. Excessive amounts of holes in the walls will result in accrued damage charges.
- Decorations can only be hung from walls (not attached to or suspended from ceilings) and must be a minimum of 1 foot from the ceiling and at least 3 feet from all four sides of a fire extinguisher or fire alarm pull station. Decorations are prohibited on fire doors and may not hang or adhere to anything from the fire sprinkler systems, including sprinklers and pipes.
- Residents may not use adhesive LED lighting along the ceiling or windows as these nearly always cause excessive wall damage.
- University furniture may not be stacked on top of each other or any other object unless it is designed to be securely stacked. Residents may not intentionally alter any University furniture.
- Residents may not use alcohol, alcohol containers, and/or drug paraphernalia as room decorations.
- Residents are responsible for any damage to furniture and property if furniture is used other than its intended design.
- All damages to the room are the responsibility of the occupants assigned to the room.

### **Fire Hazards**

Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following represents an effort to address the basic safety regulations in the residence hall.

Common hallways/areas must be free of clutter and/or obstacles that could potentially hinder evacuation routes. For example, bikes, surfboards, furniture, and other large objects cannot be stored in hallways or common areas.

Electrical appliances must be UL approved. The burning of candles or incense; the use of kerosene or propane lanterns or lamps; and the storage of combustible fuels, paints, or oils is not permitted in residence halls and is subject to disciplinary action. Halogen lamps, lava lamps, and extension cords are not permitted. Anything that produces an open flame is not permitted. Students should not tamper with existing electrical equipment, lighting, wiring, and switches. Room decorations should consist of fire-retardant materials. Exceptions must be approved by the Resident Director.

Students are required to observe all fire alarms and evacuation procedures. Failure to respond appropriately to fire alarms (including fire drills) is subject to conduct fines.

Hanging anything from fire sprinklers or pipes in residence halls is prohibited and is a fire code violation. Students may be held responsible for damages caused by hanging items from fire equipment.

## **Furniture**

- **Room Furniture**

Each room is fully furnished to meet the needs of students. Beds, mattresses (twin XL), desks, desk chairs, and a dresser are provided in each residence hall room. Furniture is not to be removed from the room or the student will be charged a fine of \$25 per furniture item (and a replacement cost if not returned). The beds provided by the University are designed to sleep one person only. Bed rails for bunk beds in Catalina or Vanguard Centre will be provided upon request of the student (request to be made to the Assistant Director of Housing). Balport, Huntington, and Laguna have standard bed rails for all beds that can be lofted or bunked by residents without Residence Life Office approval.

- **Lounge Furniture**

Furnishings in the lounge areas are not to be removed. Any person violating this policy will be fined \$50 per piece (and replacement costs if not returned). No additional furniture may be permanently added to any common space without permission. Furniture left in lounges may be discarded without warning and charged to the student(s) responsible.

- **Bed Bunking Procedure**

Residence Hall beds will be bunked, debunked, and adjusted by Residence Life staff personnel only in Catalina and Vanguard Centre to ensure proper bunking and safety of residents. Students in Laguna, Huntington and Balport may adjust their bed heights without approval. Students can request bunking, debunking, or height adjustments during the first two weeks of school through StarRez Housing Portal free of charge. Any requests placed after the first two weeks will result in a \$25 charge. Residence Life staff will reset beds to standard set up upon check-out at the end of the academic school year. Residence Life is not responsible for any damage or injuries resulting from improper use of furniture or adjustments made by unauthorized personnel. If beds are bunked, debunked, or adjusted without approval, students may be subject to disciplinary action.

## **Storage**

Vanguard University does not provide extra storage space, other than the space within the resident student's assigned room, and appropriate resident storage closets (NH & BH). Students may not store personal belongings in rooms and closets over the summer break. Items stored in common areas or stairwells may be discarded by University staff without notice.

## **Personal Appliances**

- **Cooking Appliances**

Most student rooms are not designed as cooking facilities and therefore food preparation in the residence facilities is not permitted. Vanguard Centre, limited rooms in Balboa Hall with full kitchen facilities, and the Newport kitchen are an exception to this rule.

Permitted items: Only appliances such as popcorn poppers, coffee pots, blenders, and compact refrigerators and microwaves are allowed in student rooms.

Kitchenette style spaces are designed for food preparation and may have "George Foreman" style grills.

Balport quad spaces are not considered kitchenettes.

Prohibited items: Hot plates, toasters, crockpots, rice cookers, potpourri burners, electric skillets, electric saucepans, broiler ovens, sandwich grills, toaster ovens, full-size refrigerators or other such electrical appliances are not acceptable.

- **Refrigerators in Rooms**

Vanguard University does allow for resident students to keep refrigerators in University rooms; however, there are some restrictions:

- a) Refrigerator can be no larger than 4.5 cubic feet
- b) No more than two refrigerators per room
- c) Residence Life reserves the right to require students to remove refrigerators if these restrictions are not observed. Also, the University reserves the right to require residents to remove/unplug refrigerators if they disrupt electrical power to the residence halls

- **Satellite TV and Air Conditioning Units**

Personal satellite TV dishes and/or air conditioning units may not be secured to University property, nor shall the installation of such systems obstruct egress routes from residence halls, cause a safety hazard, or alter the intended design

and construction of the facility. This condition applies to other appliances not described herein, but are deemed a risk, hazard, or in violation by University officials. Each building can sustain a limited number of free-standing air conditioning units. If students wish to keep a free-standing air conditioning unit in their residence hall room, they may submit a request to the Assistant Director of Housing. All requests will be approved on a first-come first-served basis. If approved, students may keep a free-standing air conditioning unit in their residence hall room for an additional charge of \$50 per semester to defray energy expenses. Unapproved units found in rooms may be confiscated without warning. The University reserves the right to require residents to remove/unplug air conditioners if they disrupt electrical power to the residence halls.

### **Room Inspections**

Since residence hall living involves sharing facilities with other students, a broad sense of responsibility must be maintained. The University reserves the right to make periodic health and safety inspections. The University also maintains master keys to all residence halls and reserves the right to inspect rooms by authorized personnel at any time without prior notice. Our policy is to lock any door behind us if a room will be left unoccupied.

### **Right to Enter**

VU reserves the right for authorized personnel to enter any unit at any time for purpose of inspection, repairs, or other official business of which the resident will be informed at time of entry, if present. Tours for guests or prospective students may be necessary on very brief notice. If at any time there is reasonable cause to believe that an occupant is using his/her residence room in a manner inconsistent with appropriate University regulations, a search may be made by a University representative to gather evidence for use in conduct proceedings.

### **Restricted Areas**

- **City Hall Property**

Students are prohibited from walking, riding skateboards, bicycling, parking their vehicles or in any other way utilizing City Hall parking lots or property and are subject to fines if they do so.

- **Roofs of Buildings**

Students known to have been climbing on buildings without proper authorization or known to have been involved in defacing them will be assessed the cost of repairs and subject to severe disciplinary action (suspension). This includes unauthorized access to roofs and ledges of all buildings.

### **Open House Policy**

University policy does not allow any individual to enter the living area (halls or rooms) of those of the opposite sex except for designated times such as Open House visitation. Occasionally, University personnel may do so, but only after announcing their intention to enter. In the interest of student safety, Campus Public Safety personnel may patrol residence facility hallways. After 11:00 PM, Campus Public Safety will not announce their presence to avoid disturbing sleeping residents

During open hours, community expectations must be followed at all times. Open House visitation hours for each residence hall are communicated to resident students at the mandatory floor meeting and are posted in various places in the residence halls. Each resident student is responsible to become familiar with the Open House visitation hours. The Residence Life staff monitors Open House. Violations of Open House policies may result in other disciplinary action.

### **Open House Expectations:**

- Room doors must be completely open when members of the opposite sex are together in a residence hall room during Open House Visitation hours or if a member of the opposite sex is in an opposite sex room by himself or herself during open house hours (Laguna Hall, Huntington Hall, Balboa Hall, Newport Hall, and Catalina Hall).
- Member of the opposite sex may not lie together on/in a bed or couch. If on the bed, students (and or student and guest) must be sitting or in upright position.
- Resident students are responsible to keep track of the time for when open house visitation hours are over. Students of the opposite gender must be completely out of the building/floor/room/quad at the time open house ends.

### **Open House Visitation hours:**

The Open House visitation hours for each residence hall are communicated to resident students at the mandatory floor meeting and are posted in various places in the residence halls. Each resident student is responsible to attend the mandatory floor meeting and become familiar with the Open House Visitation hours. Open House hours may be adjusted over holiday and break periods. There is no Open House when classes are not in session. Residence Life staff reserves the right to cancel Open House visitation hours at any time.

**Open House Hours for Laguna, Huntington, Catalina, Balboa, Newport, and Vanguard Centre:****Catalina, Laguna & Huntington**

Monday -Thursdays.....7pm-11pm

Friday-Sunday.....4pm-12am (midnight)

**Balboa & Newport**

Everyday.....12 noon-12am (midnight)

**Vanguard Centre**

Everyday.....10am-1am

**Guest Privileges**

Occasionally a resident may wish to have an overnight guest. Permission to do so must be obtained in advance by using the guest registration page in the Housing Portal.

Approved guests can stay up to three nights on-campus per semester total. Visitors who are under the age of 18 may not stay unless they are prospective students connected to a visit with the Admissions Office. Guests should make arrangements with Campus Public Safety for a temporary parking permit if necessary. Host will be held responsible for any guest behavior that violates our community standards, including anything that would result in fines or damages to University or private property. Guests are not permitted to have in their possession a key to the resident host's assigned room. Campus Public Safety officers do not unlock residence hall doors for non-student guests.

University officials reserve the right to require non-student guests to vacate campus property.

**Throwing Objects**

For safety purposes, no objects (including liquids) may be thrown from a residence facility or into a residence facility. Throwing objects from or into any residence facility window, roof, or balcony will result in a \$100 fine and possible removal from the residence hall.

**Skateboards/Roller Blades/Bikes/Hoverboards**

Due to the potential for property damage and in the interest of safety and comfort of all University members, the use of roller blades, roller skates, bikes, scooters, and skateboards is prohibited inside campus buildings and elevators, including residence facilities and lobbies. Limited use of such is permitted on driveways, parking lots, and sidewalks (with the exception of those around the residence halls and within ten feet of a building). Use of courtyards (for example, Needham Chapel, Scott Academic Center) is prohibited.

Riders shall refrain from riding on railings, benches, or otherwise damaging University property. Riders are responsible for the damages they cause to any persons or University property. Riders should use caution, maintain a safe speed and distance from buildings and people, and are encouraged to wear head and body protection when riding on campus. The University is not responsible for injuries suffered while riding roller blades, roller skates, bikes, scooters, or skateboards on campus. Failure to abide by these policies may result in disciplinary action.

Hoverboards and similar electronic self-balancing devices are banned on campus. See Hoverboard Policy under *General Student Policies and Services*.

**Quiet Hours**

There are some responsibilities which students living in an academic community have to each other. The close proximity of living quarters requires that certain hours be regarded as quiet hours. These hours are 11:00 PM to 11:00 AM daily. Students should refrain from playing loud music, playing musical instruments, or engaging in loud behavior during quiet hours. In addition to these quiet hours, it should be understood that the unique needs of each facility require the mutual respect of every student's privilege to a comfortable residence area. Drums and amplified musical instruments should not be played at any time in the residence facilities.

It is important to note that Costa Mesa's quiet hours are 11:00pm-7:00am and therefore other university business and construction may create noise earlier than this standard.

It is hoped that students will be able to work out between themselves any breach of this mutual respect for each other in the residence areas. The residence staff is also available to facilitate this process.

There is no enforced residence hall curfew. However, if a student's overnight activities (employment included) adversely affects the student's academics and/or behavior, the University may strongly encourage the student to observe a curfew.

## **Pets**

No animals are allowed in Residence Halls. Exceptions include:

- Approved Emotional Support or Service animals
- Fish in tanks of 5 gallons or less
  - Residents with fish must take proper care of the tank and all roommates must consent to having the tank in the room. Tank owners will be held responsible for all damages that occur if the tank breaks.

Residents found in violation of the pet policy are subject to fines and will be required to remove the pet from University residence. First offense is a \$50 fine; second offense is \$100 fine and possible removal of student from University housing. Removal of non-approved pets in the residence halls is expected within 12 hours of official notice from University officials. If the pet is not removed in this time frame, the violation becomes a second offense.

## **Work Request Policy for Residential Buildings**

Occasionally, it may become necessary for maintenance to be performed in residence rooms. Residents who are in need of a repair can submit a maintenance request via the Housing Portal.

The link for the Housing Portal is located on the Residence Life page through the Student Portal portion of our website.

Most plumbing and other emergency requests are addressed the same day. All life safety (exposed wire, sparks, etc.) will be completed within the same workday.

### **Emergency Work Requests**

The Facility Services office is open from the hours of 7:00am to 5:00pm, and can be reached at (714) 966-5431. After these hours and on weekends, students may call the emergency on-call technician at (714) 222-9352. If the emergency impacts multiple rooms, puts people in danger, or affects the entire building (such as a flooded building) the student should also contact Campus Public Safety at (949) 244-0098 or via the Titan app. NOTE: The after-hours number is for **emergency** requests only (i.e., flooding toilet, power outage, etc.) and not for basic work orders.

### **Policies**

Resident rooms are not entered before 9:00am unless requested or for an emergency. Technicians will announce themselves and will knock before entering a room using a key. Residents do not need to be in their rooms when the technician works. Doors are kept open while technicians are in a room and a blue notice of work completion or status will be left visibly when the staff member leaves. Our policy is to lock any door behind us if a room will be left unoccupied. Please inform a Residence Life staff member if these policies are not followed.

For rooms with an emotional support animal – resident must inform our staff so we can schedule the work request accordingly.

## **Spiritual Formation Department**

### **Spiritual and Social Expectations**

We are told in 1 Peter 1:3-11 (NLT), “<sup>3</sup>By his divine power, God has given us everything we need for living a godly life...Supplement your faith with a generous provision of moral excellence, and moral excellence with knowledge, <sup>6</sup>and knowledge with self-control, and self-control with patient endurance, and patient endurance with godliness, <sup>7</sup>and godliness with brotherly affection, and brotherly affection with love for everyone...”

As a university connected with the Christian Church, specifically the Assemblies of God, Vanguard is an institution dedicated to the formation and equipping of Spirit-empowered disciples as part of the mission of the church. It is, then, the responsibility of the Spiritual Formation Department (SFD) to encourage and facilitate these basic practices of discipleship and Godly living—in partnership with other university departments and the local church—to foster spiritual development and maturity. It is the university’s aim to help students establish vision and practices for life-long spiritual growth and equip them with spiritual disciplines, encourage the pursuit of spiritual gifts (1 Cor. 12-14), build Godly relationships, and tools that empower them to pursue transformation and maturity in Christ through the various seasons of life. ‘Spiritual Formation’ refers to the process that each Christian journeys through as God leads them towards Christ-like maturity (Eph. 4:11-16) and Spirit-empowered lifestyle (Gal.



5:22-25). The Vanguard community pursues these ends together through, among other things, communal worship, teaching Scripture, prayer and service (giving of time and resource).

These four communal practices have been markers of the Christian community since the birth of the Church (Acts 2) and function as unifying expressions for each gathering of Christ followers. The university provides weekly opportunities for these communal interactions through the VU Chapel and various ministry opportunities:

## Chapel

Chapel is an integral part of the VU community and foundational to the spiritual, intellectual, and social development that students will experience during their time at VU. Chapel services are designed to allow the VU community to pursue God together and learn to respond to His leading through the power and presence of the Holy Spirit.

### Goals of the Chapel Program

- To live out the main goals of VU through understanding Truth, pursuing Virtue, and engaging in Service.
- To grow in the discernment of and response to the presence and power of the Holy Spirit.
- To equip and train the VU community to live as Christ's disciples in whatever context they operate within.
- To encourage the pursuit of Spirit-empowered lifestyle and spiritual gifts as outlined in the New Testament.
- To provide first-hand leadership experience for those called to ministry within the Christian church.
- To encourage appreciation, familiarity, and love for the Word of God.
- To cultivate a heart of gratitude and nurture community through regular corporate worship.

VU chapels occur numerous times per week (3 morning, 2 evening, 1 afternoon and various other SFD gatherings, including online opportunities) with numerous additional Alternative Chapels facilitated by various VU departments occurring monthly. As an undergraduate, with 12 or more units, students are required by the Vanguard Administration to attend a minimum of 30 chapels per semester (standard Chapel Track)—unless approved for a different Chapel Track than the Standard Track of 30, through an online appeal process, which is offered at the beginning of each new semester. A new Chapel Track form needs to be filled out each semester. In addition to VU Chapel (and other events that meet the chapel credit criteria), there are regular worship, prayer and small groups meeting at various times on and off campus providing further occasions for discipleship and development.

Weekly regular Chapel gatherings occur during the following times:

Chapel	Time	Place
Mondays – Excavate & La Capilla	8:00-8:50PM	Needham Chapel
Tuesdays	9:30-10:20AM	Seymour Worship Center
Wednesdays	10:00-10:50AM	Seymour Worship Center
Wednesdays – SHINE	9:30-10:30PM	Seymour Worship Center
Thursdays	9:30-10:20AM	Seymour Worship Center
Various Monday to Sunday Online Chapel Experiences	24 Hours / Day for 2 weeks after postdate online	Online

*Excavate* is a weekly evening deep-dive into a specified book of the Bible.

*La Capilla* is a monthly (meeting on the 4<sup>th</sup> Monday of the month) Spanish language/bilingual specific gathering, facilitating our university value as a Hispanic Serving Institution.

*Shine* is a SFD facilitated, student-led worship and prayer gathering, with additional special 2 Chapel credit ministry nights as highlighted via SFD email and social media notifications.

## Chapel Attendance and Chapel Tracks (Full and Alternative Chapel Credits)

It is the desire of the VU Spiritual Formation Department to joyfully assist students in their endeavors to grow spiritually. We view Chapel as a blessing to be a part of, not a burden to be avoided. This is why we strongly encourage all students to make Chapel attendance one of the highest priorities as a member of the Vanguard community.

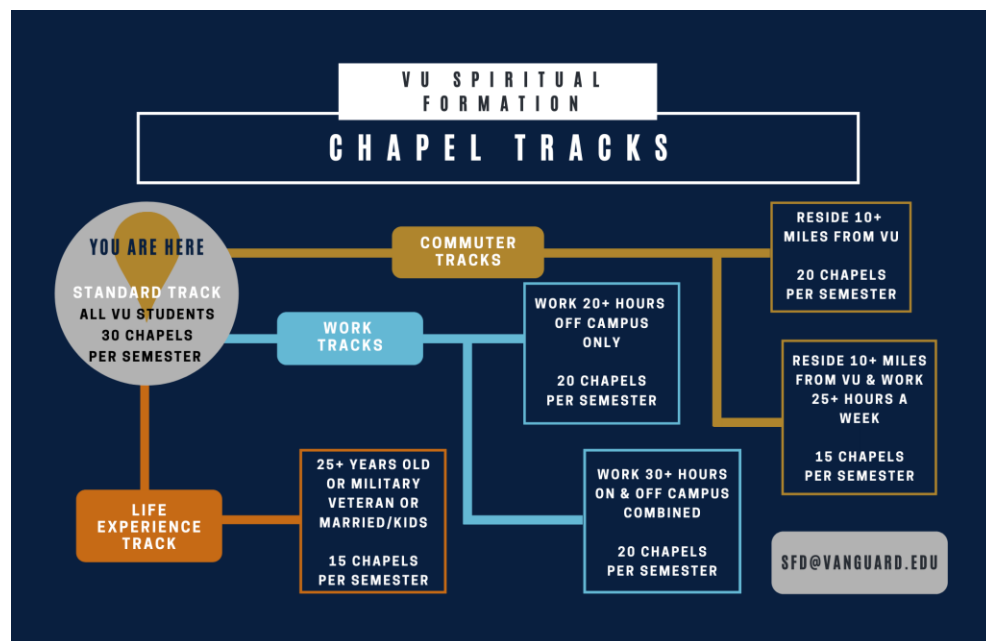
Chapel attendance is tracked through scanning the Student ID Card for in-person Chapel experiences. Online Chapel experiences will be quantified with an online entry form process provided by links corresponding with each online Chapel on the [SFD YouTube Channel](#). Students will be given credit for chapel attendance if they arrive within 10 minutes of the posted start-time and stay until the end of the Chapel. Online Chapel credit forms must be filled out fully with entries corresponding specifically with the online Chapel experience being engaged with. Attendance information is posted in the VU online portal provided by the IT Department, which offers easy access for all Chapel information. Each student is responsible for monitoring their own chapel attendance and informing SFD via email or our [online Missing Credit Form](#) within 30 days if an error occurs (along with a supporting sentence or two about what happened in that chapel). Students may participate in Alternative-Chapel events for chapel credit, but this can only comprise up to 50% of their total chapel requirement. Alternative chapels are hosted by various departments on campus for specific VU population (e.g., residence hall chapels, athletic chapels, academic department events, outreach projects, GEO Mission Team prep meetings, etc.). Online Chapel Experiences via SFD provided online links and other SFD approved Online Chapel Experiences (detailed below) can be categorized as full or alternative chapel credit. Please carefully review all SFD correspondence for specific categorization of each chapel.

Full-time undergraduate students are required to complete at least 30 chapel credits each semester. One chapel service is equivalent to one chapel credit, unless otherwise specified. In the event of a conflict in work, commuting distance, or other legitimate restriction in one's ability to achieve the Standard Chapel Track of 30 chapel credits, a different Chapel Track may be filed with the Spiritual Formation Department at the beginning of each semester.

Seniors in their final/graduating semester are encouraged to attend chapel, but they have no chapel credit requirement. Graduate and SPS students are excused from required chapel credits but are welcomed and encouraged to attend as well.

## Chapel Tracks

Please review the following graphics for specific Chapel Track opportunities afforded to each student:





To be considered for a different Chapel Track than the Standard Track of 30 Chapel opportunities, a student must show due hardship for why a different Track should be granted. Online Chapel Track forms need to be submitted during the first week of each semester (the form will be available the week before the semester begins via email from SFD) and will only be considered after that time if the published due date of their work schedule or living arrangement changes, or other extenuating circumstance (please see “Extenuating Circumstances Policy” below). Students are responsible for following any instructions given to them via email the VU website, or other correspondence. Failure to follow instructions or falsifying of information may result in disqualification from the Chapel Tracks process.

#### **Reasons a Student may be Eligible for a Different Chapel Track other than 30:**

1. Student lives 10 + miles from the Vanguard campus.
2. Students with verified employment (Please see the Chapel Tracks graphic).
3. Students over the age of 25 and/or whose life circumstances qualify closer to a professional studies student (married/children/veteran, etc.)
4. Other SFD approved criteria based on partnership with the VU Office of Disability Services or the VU Title IX office.

The reasons listed above do not mean a different Chapel Track will be granted. If an online Chapel Track form request is denied and the student wishes to appeal that decision, they may reach out to the department within the first week of their notification that they will remain on the Standard Track of 30 Chapel opportunities. These will be considered based on the Chapel Tracks standards and at the discretion of the department.

Inaccurate or false claims presented in a Chapel Track application will be immediately denied, considered as conduct violations and may require further disciplinary sanctions.

#### **Extenuating Circumstances Policy**

If a student has a significant change to their schedule mid-semester (i.e., new job, moves farther away, etc.) they must let the Spiritual Formation Department know by emailing [SFD@vanguard.edu](mailto:SFD@vanguard.edu) within 2 weeks of the change to be considered for a new Chapel Track option. Extenuating Circumstance forms are considered on a case-by-case basis. Transfer to a new Chapel Track is not guaranteed.

#### **Reasonable Disability Accommodations for Spiritual Formation Credits**

Students who are experiencing a physical or psychological disability are encouraged to meet with the Office of Disability Services located on the first floor of Smith Hall. The Office of Disability Services may assist with reasonable accommodations for both long-term and temporary disabilities that may include a modification of Spiritual Formation chapel credit requirements. Proper documentation of disability is required by the Office of Disability Services, at which time the ODS will notify SFD of the status of a student with a qualifying disability.

#### **Small Groups**

Small Groups will be launched mid-semester by the Spiritual Formation Department. SFD approved Small Groups can be peer led or led by VU Faculty or Staff. Some Small Groups may also be led by local churches who are in alignment with VU and Assemblies

of God theology and approved by SFD. Groups that are led by VU Staff/Faculty or local SFD approved churches may also apply to be considered for Alternative Chapel credit (up to 50% of your total Chapel Track need). Please email [SFD@vanguard.edu](mailto:SFD@vanguard.edu) for more information.

### **On Mission**

SFD approved service projects in partnership with local churches, the VU GEO Office or other missional activity which is Christ-centered, may also be considered for Alternative Chapel credit. Mission leaders need to email [SFD@Vanguard.edu](mailto:SFD@Vanguard.edu) for consideration.

### **Online Chapel Experiences**

In light of the recent COVID-19 Pandemic, and other potential “in-person Chapel” compromising challenges, our SFD team has worked diligently to create a robust Online Chapel Experience for students to receive full and alternative Chapel credit. Please go to our [SFD YouTube page](#) for more information, or email [SFD@vanguard.edu](mailto:SFD@vanguard.edu). SFD will host online Chapel experiences mostly via the following Online Chapels: My Story Matters Monday, My Story Continues, Real Talk Friday and other select live feed or pre-recorded Chapel experiences. Online Chapel experiences will be available for credit acquisition via an online entry form for one week after their online release date. Students hoping to receive credit must fill out the online Chapel credit form within one week from the online postdate of any SFD approved online Chapel experience.

### **Chapel Etiquette Expectations**

We expect all VU community members to respect other VU students and staff through their interactions and speech—Chapel gatherings are no different. Regardless of preference or opinion, we strongly encourage students not to disrespect those speaking or those gathered to participate in Chapel. We have a high standard of expectation for students attending Chapel based on the simple theological truth that where two or more are gathered in the name of Jesus Christ, His presence too is manifested in that place (Matthew 18:19-20). Therefore, we expect students to act with honor and love, first toward the Lord and second toward one another. Students are not permitted to use laptops, iPads, tablets or other distracting electronic devices during Chapel. In short, Chapel is best experienced when we unplug. Students are also to refrain from disruptive talking, doing homework, or other activities outside of the purposes of the Chapel gathering. If a student persists in using such devices for any reason other than for Bible app use, notetaking of the message or direct participation in the Chapel experience, or engages in disrespectful behavior, they will be asked to leave the Chapel and be marked absent for the gathering—and may be referred to Student Conduct dependent on the nature of the behavior.

### **Chapel Ditching**

Departing from Chapel without scanning out or letting an SFD representative know of your reason for departure is not permitted and will be met with disciplinary action. If a student needs to use the restroom, they can give their ID card to a chaplain at the door and obtain it upon re-entry to chapel. Use of any other exit, other than in emergency situations, will be viewed as ditching Chapel. Any student caught in the act of ditching Chapel before the prescribed end time (50 minutes after the start of the event), will be held accountable and/or referred to Student Conduct.

### **Failure to Meet Chapel Attendance Requirement**

If a student fails to meet their Chapel attendance requirement as prescribed in their online Vanguard account, then a missing credit fee will be assessed by the University in the following format, charged to the student’s account shortly after the end of any given semester:

- 100% Required Chapels Attended: No fee
- 95-99% Required Chapels Attended: \$50 fee
- 90-94% Required Chapels Attended: \$100 fee
- 80-89% Required Chapels Attended: \$200 fee
- 70-79% Required Chapels Attended: \$300 fee
- 51-69% Required Chapels Attended: \$400 fee
- 50% & Below Required Chapels Attended: \$500 fee

Students will be notified via email if a missing credit fee is placed on their account. If a student feels they received a fee by mistake or wish to appeal, they must let the Spiritual Formation Department know within 30 days of the fee assessment and the department will ask for corresponding documentation via an online entry form in accordance with our reversal advocacy policy.

All required forms and guidelines (special links, SFD YouTube Channel, Ministry opportunities, etc.) are available online at <https://www.vanguard.edu/student-life/spiritual-formation>.

Vanguard University students are expected to fulfill their chapel credits with diligence and integrity in the same way they would for all academic requirements. Offices for Spiritual Formation are near Needham Chapel. Our main entrance is accessible via Needham Courtyard.

<sup>20</sup>*Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, <sup>21</sup>to him be glory in the church and in Christ Jesus throughout all generations, for ever and ever! Amen. – Ephesians 3:20-21*

## Student Conduct Process

### Foundations for Student Conduct

#### Model of Christian Community Conduct

Because we are a community, our behavior affects others. Because we are a Christian community, a breach of community standards will be confronted.

There are two fundamental biblical principles which direct the exercise of discipline within a Christian community (Eph. 2:19-22; Eph. 4:1-6; 1 Cor. 12:12-31; Col. 3:1-16):

- Christian discipline seeks to invite the community to a more fruitful way of living.
- Christian discipline seeks to be restorative.

Using the Scriptural model, we assume that students will conduct themselves properly by practicing the highest form of discipline, that of self-discipline. Students who have violated University behavioral policies are encouraged to quickly and voluntarily take responsibility to disclose their actions and seek the advice and counsel of his/her Resident Director, Associate Dean of Residence Life, or the Vice President for Student Affairs. This will allow a truly repentant student to voluntarily discuss his or her violation and may keep disciplinary action to a minimum. In some cases, the advising session will result only in rehabilitative action. If that fails, then members of the Residence Life staff, faculty, the Student Conduct Hearing Officers, and the Vice President for Student Affairs will assume the responsibility to confront anyone falling short of the community's expectations.

#### Student Affairs Mission for Student Conduct

Vanguard University provides a community approach to student violations of community behavioral standards and expectations. VUSC's goal in a disciplinary response to a violation is to assist in the social, behavioral, and spiritual development of students through evaluation in the context of an evangelical Christian worldview.

#### Student Affairs Conduct Process Philosophy

All students at VUSC are members of the campus community which upholds specific community behavioral guidelines and expectations. These are designed to serve the best interest of both the individual and the community. Therefore, each individual is accountable to other community members in highly significant ways. Conduct hearing officers exist to provide constructive and consistent confrontation with students who have violated University guidelines.

This approach is consistent with the model found in Matthew 18:15-17, which states that individuals should be held accountable, in an effort to bring about growth. In addition, the hearing officers use a restorative and education framework aimed at development.

The following principles apply to the student care and conduct process at Vanguard University:

- **Developmental, Restorative, and Educational:** The student conduct process is ultimately developmental, restorative, and educational in purpose. Students, staff, faculty, and administrators who serve on conduct committees use this principle as an over-arching motive. Whether making decisions on appropriate consequences, or developing parameters for consequences, they realize the need to make the conduct process a learning and growing experience for all those involved.
- **Christian:** The student conduct process is Christian in character. VUSC is concerned with the inner spiritual life and wise decision-making which exemplifies Christ. Further, genuine concern and love serve as the motivation for maintaining a conduct process that is redemptive in nature.
- **Student Individualization:** One important goal in the disciplinary process is to affirm that all students are equal, uphold the same value, and should be directly involved in supporting and upholding community standards that are willfully agreed upon by all students upon enrollment in the University. VUSC's goal is to provide a fair and objective framework from which to guide conduct procedures. However, individual sanctions assigned to students may be different based upon the student's response and circumstances.
- **Institutional Integrity:** The reputation of an organization draws on the integrity of each person. An institutional value stands behind every decision a conduct hearing officer makes. This principle includes the ability of an institution to be

honest and trustworthy through the efforts of its people. This will in turn create a conduct process which is undivided in aim and purpose.

- **Constant Evaluation:** While the process in place has been developed, tested, and tried, and is binding regarding institutional policy, as a human creation, the conduct process is imperfect. Accordingly, all parts of the system must remain open to growth through the process of group discussion and decision-making. At the end of each academic year, the process is evaluated to determine if revisions are necessary.
- **Quality Service:** This principle stresses the University's obligation to provide services in a timely and affirming manner. It is also based on group ownership of the conduct process, which in turn enables all Conduct Hearing Officers to give input concerning the conduct process in order to maximize VUSC's overall effectiveness. This quality of an organization is a practical outgrowth of group ownership because diverse perspectives yield efficiency.

### **Student Conduct for On-and Off-Campus Students**

The student conduct process has been developed to support VUSC's community standards as stated in the *Student Handbook* and *Vanguard University Catalog*. The student conduct process has been created to respond to violations of community standards for on and off-campus students and to respond appropriately within the boundaries outlined in this manual. All decisions of the various hearing officers are considered University responses to violations of community standards. The groups assigned to hear conduct cases are Conduct Hearing Officers and "The Student Affairs Conduct Committee" (SACC). This section of the student handbook is divided into the following sections:

- 1) Overview of the student conduct process
- 2) Conduct Process
- 3) Sanctions
- 4) Appeals Process

## **Overview of the Student Conduct Process**

It is important to note that in respect to conduct proceedings, formal rules of evidence are not followed, and past conduct may be considered in the conduct process. The standard used is "preponderance of evidence" which means that the incident was more likely than not to have occurred. VU will attempt to structure the procedures so as to facilitate a reliable determination of the truth and be fair and reasonable. Conduct Hearings and SACC meetings may be recorded by Vanguard for accuracy.

When the staff becomes aware of an alleged violation of community standards for on or off-campus students he/she will report the incident through the proper channels as needed and qualifying reports will be handled by the appropriate hearing officer or SACC member. Members of staff appointed as hearing officers or SACC members may include, but are not limited to, the following:

- Associate Dean of Residence Life
- Assistant Director of Residence Life
- Assistant Director of Commuter Life
- Resident Directors
- Graduate Assistance
- Athletic Director or Coach
- Student Affairs Representatives
- Resident Assistant (as student representatives as needed)
- Appointed faculty or staff member

When assigned to hear a case, a hearing officer will confront behaviors of on and off-campus students, including students studying abroad, that are not in compliance with community standards. Hearing officers will hear the majority of all student infractions reported to them by members of the community. A Conduct Hearing Summons Letter and a Resolution Letter with sanctions may be used by hearing officers.

Sanctions are used to provide a framework in which to make a decision that addresses the situation, and attempts to produce growth and behavior changes in the life of the student.

### **Student Affairs Student Care & Conduct Interventions Team (SASCCIT)**

All high-level sanctioning decisions will be made by the SASCCIT which reviews all significant, egregious, repeated, or sophisticated cases. Members of the SASCCIT may also serve as representatives of the SACC.

### **Student Affairs Conduct Committee Meeting (SACC)**

The main function of the SACC is to assume initial responsibility for cases that are of a more serious nature. The student may be referred to the SACC if a student has serious or multiple violations of any kind.



The SACC is chaired by the Associate Dean of Residence Life, or an individual designated by the Associate Dean of Residence Life and will include at least one other individual. A SACC hearing will be recorded and comprised of two people appointed by the chair for each hearing. Members of the SACC may include, but are not limited to, the following:

- Student Affairs Staff members
- Appointed staff or faculty members

#### **Appointment of SACC for original jurisdiction over conduct**

The Associate Dean of Residence Life will determine if a community violation should be referred to SACC. If a hearing is required, a written summons will be sent to the student at least two days prior to the hearing. The student will be required to appear before SACC for a hearing to determine if a community standards violation has occurred and, if so, the extent of the violation. SACC will arrive at a decision within 10 working days. For students found in violation of community standards, a Resolution Decision Letter with sanctions will be created and a written copy will be sent to the student.

#### **Conduct Process**

When a violation of community standards is reported to the Student Affairs Staff, the Student Services Coordinator under the direction of the Associate Dean of Residence Life will initiate the disciplinary process. The disciplinary process is divided into four sections:

- 1) Documentation
- 2) Hearings
- 3) Sanctions
- 4) Appeal Process

## **Written Documentation**

**Incident Report:** Often disciplinary situations begin with an “Incident Report,” which requires as much information as possible. Any community member may complete this document. Typically, RAs who observe possible violations of University behavioral standards will complete an Incident Report which is sent to designated members of the Residence Life staff. Athletic Administration is notified any time an incident report is filed involving a student athlete.

**Action in Writing:** At times an incident will not require a formal meeting but will simply require a letter of warning, informal hearing or phone call, etc., notes of which will be placed in the student’s disciplinary file and appropriate documentation sent to the student via email. A student is able to appeal this action by turning in the appropriate appeal request within 3 business days.

**Summons:** A member of the Residence Life staff will contact the student(s) involved to inform them of an alleged violation and schedule an appointment for a meeting or hearing if necessary. This contact may take the place of the written email summons. The summons is a written document that includes a description of the infraction, and a notice of action to take, i.e. meeting with hearing officer or SACC. Only Student Affairs staff may issue a summons and this process will be conducted in a manner that promotes confidentiality. Each student involved in an incident should be advised of the date, time and place of any hearings, as well as the general nature of the charges against him or her. Please note that our official mode of communication is to the student’s Vanguard email address and it is the student’s responsibility to regularly check their email.

**Resolution Decision Letter:** When the hearing officer or Student Affairs Conduct Committee (SACC) conducts a hearing and makes a conduct decision; a student will receive a Resolution Decision Letter that will be distributed to: a) the student involved; and b) placed in the student’s file to be viewed by Residence Life staff as needed. If students found in violation of community standards are involved in leadership programs, athletics, and/or clubs and organizations within the University community, the student can expect that their faculty or staff advisors will be notified of a disciplinary decision as well.

## **Hearings**

It is expected that all persons appearing for a hearing will present information that is both true and correct. Behaviors, active or passive, intended to impede the conduct process, including failure to appear, the misrepresentation of information, attempts to influence the testimony of another, failure to comply with a sanction, etc., may result in serious disciplinary action. Hearings may be audio recorded by the hearing officer or SACC for the purpose of documentation of the hearing proceedings and will be the sole property of the university. The hearing officer and Student Affairs Conduct Committee will honor a student’s class schedule when scheduling a hearing. Anything outside of scheduled classes will not be considered a conflict and the student is expected to comply with the assigned time. If the student, with notice, does not appear for their scheduled hearing, the information in support of the charges shall be presented and considered even if the student is not present (in absentia).

In all disciplinary circumstances the student(s) should be reminded that the developments of self and personal integrity are primary goals of the conduct process. Also, the corrective measures are intended to assist each student become a responsible and positive contributing member of the VU community. Each hearing will include information about a student's right to appeal the decision. A Resolution Decision letter will be issued within ten (10) business days.

Student studying abroad may attend their hearing via a mutually agreed upon online platform or phone.

Besides the hearing officer or SACC members and the student(s) involved in an incident, the involved student has the option of requesting an advisor or witnesses to be present. Description of these roles is provided below:

**Advisor:** The student shall have the right to choose anyone from the University community to serve as an advisor. The advisor may not act as a witness, either of the incident or as a "character" witness. The advisor does not speak for, or in place of, the student but only serves to support the student. If the student wishes to have legal representation, he/she needs to discuss this with the Vice President for Student Affairs in writing prior to the hearing. Legal counsel has limited roles in private university disciplinary proceedings and would serve as an advisor.

Students should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

**Witnesses:** The student has the right to call witnesses on his/her behalf following this guideline: witnesses are limited to those persons who have firsthand knowledge of the behavior/incident in question (i.e. eye and ear witnesses). Both the student and the hearing officers or SACC have the right to call witnesses. "Character" witnesses are generally not allowed to participate in hearings. The hearing officer or SACC shall rule on allowing any "character" witnesses to offer their testimony. Witnesses may not participate in the council hearing except for an orientation and to give their testimony. The hearing officer or committee shall rule on the admissibility of all evidence.

## Sanctions

A violation of University policies and Community Standards may result in the imposition of one or more sanctions. A sanction is a disciplinary action that requires the student to meet certain expectations and/or complete specific requirements within a stated time frame. The goals of sanctions are to promote change and necessary growth in the individual, provide opportunity for restitution to individuals and the community (in case of theft, loss, and/or damages), and to restore the individual back into the community where possible.

Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions will take into account the intent of the accused, the effect of the conduct on the victim and/or the Vanguard community, the student's disciplinary history, whether sanctions such as education and community service are likely to change the student's conduct, and the student's needs and prospects for improvement. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case. Some sanctions may need to be more punitive due to the seriousness of the offense or student response. Sanctions that may be imposed are not limited to those listed.

The University is not required to impose the same sanctions in all situations involving the same violation of community standards; however, to honor consistency, the various judicial councils attempt to impose similar sanctions for similar violations. Consideration will be given to the specifics of the incident and to the previous behavior of the student(s) involved. More serious disciplinary action will be taken in situations involving repeated violations. The University will assess each case based on the responsibility for membership expectations and impose appropriate sanctions.

- A note on Addictive Behavior: Student conduct process may be adjusted regarding addictive behavior at the University's discretion if the student is genuinely pursuing assistance. In some cases, students will be required to be under the supervision of a licensed healthcare professional and the student may need to sign a release of information allowing university officials to access this information.

### Conduct Hearing sanctions may include, but are not limited to:

- **Warning:** A restatement of the community standards is made to the student, together with an official warning concerning future behavior. May include loss of or restriction from certain activities or privileges.
- **Fines:** The student is expected to make a payment of charges for violation of regulations. Instructions for payment of charges will be listed on the contract. These vary according to the violation. If a student fails to pay a fine by the due date, the fine will be placed on the student account with an additional administrative fee.
- **Disciplinary Probation:** The student is expected to show a development in responsible actions toward Vanguard and members of the community for a specified period of time. May include limitations in or restriction from certain activities or privileges.

- **Citizenship Probation:** The student may not participate in any VU activity except for academics for the duration of this sanction. This includes but is not limited to theatre, athletics, student leadership, or other extra-curricular activities of any kind.
- **Removal from On-Campus Housing:** The student must properly follow the instructions listed in this handbook for proper express checkout and remove all belongings from housing no later than 5:00pm on assigned checkout day (typically within 48 hours of notice). The student will no longer be allowed to live on campus for the remainder of the semester through their assigned end date nor will they have guest privileges in the Residence Halls.
- **Loss of Privileges:** Some students may lose privileges such as visitation, leadership opportunities, living on or off campus, campus employment, co-curricular activities, parking, etc., appropriate to the violation of the Student Standards of Conduct.
- **Restitution:** In certain circumstances, sanctions may include payment of financial compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).
- **Discretionary Sanctions:** Reflection exercises, essays, service to the university or other discretionary assignments.
- **Interim Suspension:** In certain circumstances, the Vice President for Student Affairs or a designee may immediately impose a University or residence hall suspension. Interim suspension may be imposed:
  - A. To ensure the safety and well-being of members of the Vanguard community or preservation of University property.
  - B. To ensure the student's own physical or emotional safety and well-being.
  - C. If the student poses a credible threat of disruption of or interference with the normal operations of the University. During the interim suspension, the student may be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible as the Vice President for Student Affairs, or the designee may determine to be appropriate. The interim suspension shall extend only until such time as the SACC hearing can be completed and other sanctions (if any) imposed.

**Student Affairs Committee sanctions may include, but are not limited to, the Conduct Hearing sanctions listed above. The S.A.C.C. may also impose the following sanctions:**

- **Deferred Suspension:** Deferred suspension is a formal warning that a minimum of one semester suspension will result from another serious violation. Students may be placed on deferred suspension for 1 or 2 semesters. The student's academic adviser will be notified of the deferred suspension status, as well as the student's parent(s) if he/she is claimed on the parent's tax return.
- **Suspension:** The student is voluntarily separated from the University for a specified length of time. Absences from classes and chapels are not excused and academic work that is missed may not be made up.
- **Administrative Withdrawal:** The student is required to withdraw from the University without the privilege of returning until a time specified by the SACC.
- **Expulsion:** The student is permanently separated from the University with a notation of the reasons for the termination in his/her file.

When students are suspended, administratively withdrawn, or expelled for disciplinary reasons, there will be no refund of tuition or room/board charges for the semester and financial aid may be canceled. Students are subject to the credit and refund implications set by University policy in the Course Schedule.

If a student is removed from housing, they must completely vacate the residence halls within 48 hours of receiving the sanction or by the deadline provided.

In certain limited situations, the SACC may impose a sanction but suspend or postpone its actual implementation.

### **Sanctions for Student Organizations**

Student groups and organizations may be charged with violations of these Community Standards. A student group or organization and its officers may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. The following sanctions may be imposed upon groups or organizations: deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including University recognition, for a specified period of time. Individual students are subject to other sanctions as described above.

### **Overdue Sanction Process**

**Sanction reminders:** Students are notified by email when their Resolution Decision Letter has been sent. Four days before each sanction deadline, the student will be notified by email of the upcoming deadline.

**One week after sanction deadline:** Once a sanction becomes one week overdue, the Office of Residence Life will place a hold on the student's account. The Office of Residence Life will notify the student of the hold on their account by email. The student will not be able to register for classes, and access to some services at VUSC may be limited. The hold will remain in place until the student has completed the sanctions and/or made satisfactory efforts to resolve the matter.

**Two weeks after sanction deadline:** Seven (7) calendar days after the hold has been placed on the student's account, the student will receive a new charge of non-compliance and be subject to a new sanction, typically disciplinary probation. In circumstances where the student's original sanction was disciplinary probation, the sanction may be escalated to housing removal, suspension, expulsion, etc. Disciplinary probation will remain in place for the duration of the current semester even after the sanction(s) have been completed.

**Appeal Requests for Overdue Sanctions:** Appeal requests for the student hold and the disciplinary probation will be automatically denied. Per the Student Life Handbook, appeal requests must be made within three (3) business days following the date the student's Resolution Decision letter was sent.

## Appeal Process

When the sanctioned student disputes the outcome of a disciplinary procedure, that student may request, through the Vice President for Student Affairs, that an Appeal Committee review the decision. Sanctions may or may not be postponed or suspended pending the outcome of this appeal unless indicated in writing by of the Vice President for Student Affairs.

The appeal is not a re-hearing of the original conduct meeting, and the role of the appeal officer is not to substitute his or her own judgment for the judgment of those who rendered the original decision. The role of the appeal officer is to determine whether a new decision is warranted due to a procedural error, the availability of new information or the imposition of excessive sanctions. Therefore, a student's appeal must be based on one or more of the following grounds:

- A process or procedural error that was made that was significantly prejudicial to the outcome of the student conduct meeting as it affects the student appealing.
- New information that was not available or known to the student appealing at the time of the student conduct meeting has arisen which, when considered, may materially alter the outcome. *Note: Information that the appealing student chose not to present at the time of the hearing is not considered new information.*
- The sanctions imposed are fundamentally unfair – considering the nature of the violation, student attitude, previous history, impact of the students' behavior on the community and other specific circumstances – that they demonstrate an abuse of discretion by the student conduct officer or review body.

It is not enough to simply assert one of the grounds for appeal. The written statement accompanying the appeal form must provide information that supports grounds upon which the student bases the appeal. For example, if the student asserts that a procedural error occurred; he or she must name the procedure with specificity and explain how the error affected the decision made.

To initiate an appellate review, the Appellant is to submit an Appeal Request form in writing, to the Vice President for Student Affairs within three days of receiving the Conduct Hearing or SACC Resolution Decision Letter.

### Review of Appeal

The appeal officer will grant or deny review of decisions rendered in student conduct meetings based on the student's written appeal.

#### ***Review Denied***

Appeal officers will not review an original decision based on an appeal that fails to meet the criteria outlined above. In such cases, the appeal officer will make no inquiry beyond the written material submitted and the original decision and any sanctions imposed will stand.

#### ***Review Granted***

If the student's appeal satisfies the appeal criteria, the appeal officer will consider material and/or testimony previously presented or a written summary of the previous proceedings. The appeal officer may also meet with the student, any witnesses and/or the original decision makers prior to making a decision.

If an appeal request is accepted by meeting the criteria outlined above, the Vice President for of Student Affairs may modify the original sanction assigned or may form an Appeal Committee made up of one of the remaining hearing officers or members of the SACC not directly involved in the disciplinary process, along with two faculty/staff members selected by the Vice President for Student Affairs. If no remaining members of the hearing officers or SACC are available, the Vice President for Student Affairs may select a replacement from Vanguard faculty or staff.

The Appeal Committee will, within 15 working days of the receipt of the appeal request, review and evaluate the original hearing and decision, as well as the information that the student has presented. Based on the nature of the appeal, the Appeal Committee has the discretion whether or not to call the student and/or his/her witnesses to appear before the Appeal Committee. The Appeal Committee may audio-record the appeal hearing.

The Appeal Committee will issue its decision in writing to the student(s) involved within a reasonable time of the conclusion of the appeal process. The decision of the Appeal Committee will be final, and no further appeal is possible. The appeal committee may modify, uphold, or revise the original hearing officer or SACC decision.

It is also important to note that in respect to appeal proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No particular model of procedural process is required; however, the Appeal Committee will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

During periods other than regular semesters (summer, spring break, Christmas break), the Vice President for Student Affairs reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

## Non-Disciplinary Policy

Students struggling with difficult issues in their personal lives are encouraged to seek out a Student Affairs staff member for help at any time. Except in situations where the university is required by law to take appropriate disciplinary action (e.g. harassment, sexual assault, etc.), students who come to a Student Affairs professional staff member for help related to lifestyle behaviors (e.g. alcohol, drug use, tobacco dependency, sexual issues, etc.) prior to staff becoming aware of a violation of university policy may be offered support and help outside of the regular student conduct process.

## GENERAL STUDENT POLICIES AND SERVICES

### Bookstore

The Vanguard University Bookstore is located on the first floor of the Scott Academic Center and is the local one-stop shop for class and campus living. We are also available online at [ShopVanguardU.com](http://ShopVanguardU.com).

We've got you covered from orientation to graduation with hassle-free access to clothing, convenience items, technology, trade books, supplies, snacks and, of course, textbooks. The bookstore offers a range of cost-saving textbook options, including new and used, print and digital titles for purchase or rent. We also provide affordability programs, like price match and buyback, to ensure students get their materials at the lowest cost possible.

Students can shop the store's full inventory in-store and online at [ShopVanguardU.com](http://ShopVanguardU.com) and additional customizable athletics products at [ShopVanguardLions.com](http://ShopVanguardLions.com). If help is needed finding books or other materials, please feel free to visit us or contact us directly at 714-966-6722.

### Commuter Students

#### Commuter Life Team

As a commuter student, you are an important part of our community. We encourage you to acquaint yourself with the many resources, programs, and staff available to assist you. One such resource is the Office of Student Engagement whose role, amongst other things, is to ensure that the needs of students who live off campus are acknowledged and addressed while also facilitating the integration of commuter students into the Vanguard community. Here, a team of Student Engagement interns and other staff are available to help acquaint you to campus.

#### Commuter Space

Commuters may store and prep their food in the Commuter Kitchen (Student Center) which is open from 6am-11pm Sunday-Thursday, and 6am-Midnight every Friday-Saturday. The Commuter kitchen is equipped with a refrigerator, toaster oven, microwave, coffee pot, sink, and plenty of cabinet space for food storage. The Student Center is one of the key gathering spaces on campus where many commuters spend time together between classes. There is comfortable seating inside and out, a fitness center, café, coffee shop, as well as lockers for students to rent for \$25/semester. Additionally, commuters can spend time in the

Forrest Room which serves as an additional lounge and study area for our commuter population. Commuter students are welcome to use the kitchen, TV, games, and other amenities located in the space.

### **Contact Information**

Check out more information online about locker rentals, parking passes, programming, frequently asked questions, and more at: <https://www.vanguard.edu/student-life/commuters>. You may contact Commuter Life at [commuterlife@vanguard.edu](mailto:commuterlife@vanguard.edu), or stop by the Office of Student Engagement (in the BRIDGE on the first floor of Huntington Hall) for any questions.

## **Counseling Center**

Professional Christian counseling services are provided through the Counseling Center. The Counseling Center is supervised by a licensed Marriage and Family Therapist and a licensed Clinical Psychologist. Students can make confidential appointments to discuss their spiritual, personal, and emotional concerns. This service is provided for each student free of charge. Counseling appointments can be scheduled by calling (714) 662-5256, or online at [www.vanguard.edu/requestcounseling](http://www.vanguard.edu/requestcounseling). Walk-in assistance is also available. The Counseling Center is located on the first floor of Smith Hall.

## **Food Service**

### **The Café**

Sharing time with friends on campus is an important way to build community. Students are encouraged to frequent the Café to enjoy the full benefits of community life at Vanguard.

Vanguard is pleased to offer Meal Plans that are designed to meet the needs of every student. You will never have to worry about carrying cash. Just present your Student I.D. card and you can enjoy world-class, restaurant-style cuisine prepared in a socially and environmentally responsible manner at Bruce Lindsay's Café.

### **Meal Plans**

The 2023-2024 Vanguard meal plan has many options to fit students' schedules and offers the flexibility to enjoy meals at students' own pace. If a student uses all of their meals for the week, they are able to use their Dining Dollars to purchase additional meals.

All meal plans include various levels of Dining Dollars that will enable students to purchase food and beverages at Bruce Lindsay Café, Dr. Ben's Coffee Bar, as well as Samsons Café, with the swipe of their VU ID card. Any student who is running low on his/her Dining Dollars amount may add additional money at the Cashier's Office. Weekly meals begin on Monday morning and end on Sunday evening.

Each meal consists of the following:

### **Breakfast**

(1) - 24 oz beverage or (2) 12 oz beverages. (1) entrée (i.e., eggs, breakfast meat and potatoes); (3) side items (i.e., bagel, pastry item, hot or cold cereal); and (1) whole fruit selection.

### **Lunch & Dinner**

(1) 24 oz beverage or (2) 12 oz beverages; (1) entrée from Near & Far, Fire, Cutting Board, or Wood & Stone; (2) side items (i.e., bread item, soup, or small salad from the salad bar); and (1) dessert or (1) whole fruit.

**\*Packaged beverages and snacks are not part of the Dining Plan but may be purchased with cash or dining dollars.**

### **Meal Plans: Flexible Spending Included:**

Any 19 meals per week + \$100 Dining Dollars per semester

Any 15 meals per week + \$150 Dining Dollars per semester

Any 12 meals per week + \$175 Dining Dollars per semester

Any 10 meals per week + \$200 Dining Dollars per semester

### **Convenience Meal Plans**

To help facilitate a greater community experience, commuter students also have meal plan options that may be purchased through the Office of Accounting Operations or online at [vanguard.edu/commutermeals](http://vanguard.edu/commutermeals).



### Café Hours for 23-24 Academic Year

Monday through Friday  
Breakfast 7:00 AM to 9:30 AM  
Lunch 11:00 AM to 1:30 PM  
Dinner 4:30 PM to 7:00 PM  
Saturday-Sunday  
Brunch 10:30 AM to 1:00 PM  
Dinner 4:30 PM to 6:00 PM

### Resident Dining Calendar for Fall 2023 - Spring 2024

Thursday, August 17 <sup>th</sup>	.....	Open at Breakfast
Thursday, August 24 <sup>th</sup>	.....	Welcome BBQ
Friday, August 25 <sup>th</sup>	.....	Welcome BBQ
Monday, September 4 <sup>th</sup>	..... Labor Day .....	Brunch/Dinner Schedule
Wednesday, November 22 <sup>nd</sup> -25 <sup>th</sup>	..... Thanksgiving Break .....	Closed
Sunday, November 26 <sup>th</sup>	..... Return from Thanksgiving Break .....	Brunch/Dinner Schedule
Friday, December 15 <sup>th</sup>	..... Christmas Break Begins .....	Closed after Lunch
Friday, January 5 <sup>th</sup>	..... Spring Semester Begins .....	Brunch/Dinner Schedule
Monday, January 15 <sup>th</sup>	..... Martin Luther King Holiday .....	Brunch/Dinner Schedule
Monday, February 19 <sup>th</sup>	..... President's Day .....	Brunch/Dinner Schedule
Friday, March 16 <sup>th</sup>	..... Spring Break Begins .....	Closed after Lunch
Saturday, March 17 <sup>th</sup> -23 <sup>rd</sup>	..... Spring Break .....	Closed
Saturday, March 24 <sup>th</sup>	..... Return from Spring Break .....	Brunch/Dinner Schedule
Friday, March 29 <sup>th</sup>	..... Good Friday .....	Brunch/Dinner Schedule
Thursday, May 3 <sup>rd</sup>	..... End of Academic Year .....	Close after Lunch

### Dr. Ben's Coffee Bar – Venue at the Waugh Student Center

Dr. Ben's, our student driven coffee bar proudly serves organic and locally roasted coffee by Groundwork coffee. Dr. Ben's offers a full espresso menu as well as organic loose-leaf teas, fresh baked goods, snacks, and bottled beverages. Dining on the run or late at night? Please join us with a rotating menu for our late-night options.

### Coffee Bar Hours for 23-24 Academic Year

Monday through Thursday – 7:00 AM to 11:00 PM  
Friday – 7:00 AM to 3:00 PM  
Saturday-Sunday – 5:00 PM to 10:00 PM

### Late Night Hours for 23-24 Academic Year

Monday – Thursday – 7:00 PM to 11:00 PM

### Samson's Café – Venue at the Scott Academic Center

This Café, with ample outdoor seating, has an inviting atmosphere and is a place for the community to gather. The Café is open to students, faculty, and staff where they can enjoy an iced or hot drip house-coffee beverages or a quick bite to eat. The menu is comprised of freshly prepared artisan sandwiches and salads, perfectly packaged to grab and go. Along with Dining Dollars and credit cards, students are also able to use a meal replacement for their breakfast or lunch in place of going to the café with a meal swipe.

### What consists of a meal replacement?

Main entrée  
One side entrée  
One dessert  
One beverage from our list beverages displayed in the cooler  
One piece of hand fruit

### Service hours for Samson's Café:

Monday through Thursday – 9:00 AM to 3:00 PM

### **General Meal Plan Guidelines**

- Meals are not transferable. Meals are only to be used by the Vanguard University ID cardholder and cannot be transferred for use by another person.
- The person whose name and photo appear on the Vanguard University ID must be present in order for the card to be used to obtain meal(s).
- Members of the campus community may not loan and/or borrow student identification cards.
- Participants may use their Dining Dollars to purchase additional meals for guests but may not use meals in the meal plan for guests.
- Failure to present a valid student identification card may result in denial of service.
- Meal plans are used to serve as a community dining experience. Meal plan participants are allowed only one (1) meal per meal period.
- Meal periods are as follows
  - A. Breakfast 7am – 10:59am
  - B. Brunch 10:30am – 4:29pm
  - C. Lunch 11am – 4:29pm
  - D. Dinner 4:30pm – Closing
- Meal plans are not for the purpose of stocking groceries in the dorm room. Dining Dollars may be used in Dr. Ben's to purchase snack items or a hot entrée, when available.
- Meals will reset at the end of each week (Sunday night) and any unused weekly meals are lost.
- Dining Dollars do not carry over from semester to semester. Any remaining Dining Dollars will be forfeited at the end of the semester.
- Campus Cash, which can be purchased through the Office of Accounting Operations, carries over from semester to semester. Reimbursement may be requested through the Office of Accounting Operations upon separation from the university.

### **Dining Etiquette**

- Shirt and shoes must be worn at all times.
- In the interest of keeping a clean Café, guests are responsible for bussing their own tables and taking them to the dish return.
- Service ware (glasses, mugs, flatware, plates, trays, etc.) may not be removed from the Café.
- Dining courtesy is expected at all times.

### **Meal Plan Accommodations and Exemptions**

Meal plan accommodations are provided by the Office of Disability Services. Meal plan accommodations and exemptions may be granted if a student provides a written medical doctor's statement which includes a medical diagnosis and a dietary plan indicating specific food requirements. Medical reasons are defined as a medically diagnosed health condition. The Café will make every effort to provide reasonable food accommodations to meet the student's dietary request. Students requesting meal plan accommodations will be required to first meet to request accommodations with the Office of Disability and Services. Then, an appointment with the Café Manager will be arranged to discuss appropriate food and meal choices. If the Café cannot accommodate your request, you will meet with Disability Services a second time to determine an appropriate accommodation.

If a complete food plan exemption is granted, the student will be required to live in a residential room that has cooking facilities. Rooms with kitchen facilities are very limited in number; therefore, the granting of an approved meal plan exemption does not automatically guarantee a room with a kitchen. Those students who plan to request an exception must do so prior to the beginning of each semester so that room accommodations can be made where necessary. Other absences from meals (because of being home on weekends, not eating breakfast, schedule of work, etc.) are considered personal preferences of the student and are not valid reasons for exemption from the food plan.

## **Fundraising Policy for Students**

Students who desire to raise funds on campus for approved student organizations (ministry teams, student government, etc.) must receive approval from the Associate Dean of Student Engagement and Inclusion at least 2 weeks prior to any fund-raising activities.

Fund-raisers must not compete with any Vanguard University vendors, including but not limited to Bon Appétit, Follett Bookstore, and Coke. As decided by the administration, off-site vendors selling phone cards or cell phones or offering credit cards will not be approved to solicit at Vanguard University.

## Health Services

### Health and Emergency Medical Services

Any staff or student who is facing a life-threatening emergency should dial 911 (or 9-911 if using a campus phone) and give the nature of the emergency, the location on campus, and stay in contact with the emergency operator and the injured person until help arrives. Anyone assisting with an emergency situation or injured person should also dial Campus Public Safety at ext. 6799, or (714) 966-6799, to alert them to an emergency and the activation of Emergency Medical Services.

Vanguard University has a small Health Center located on the first floor of Smith Hall (x6471). The purpose of the Health Center is to provide convenience care to sick and injured students and to help supplement the student's existing health care plan and health care providers. The Health Center also stocks some prescription medications (available for a nominal cost) and a variety of over-the-counter medications and products (available free of charge) to make them easily accessible to students experiencing mild illness and injuries when on campus. Additionally, the Health Center lends medical equipment to students as needed during their time at Vanguard. Finally, to help protect students and staff, the Health Center facilitates opportunities for students to complete some of the immunization recommendations for California Colleges and Universities

The Health Center has limited hours each week and is closed on school holidays, weekends, and outside of academic terms, the following services are provided to all undergraduate students (regardless of insurance):

- Diagnosis and treatment of common acute illnesses and minor injuries including the provision of prescriptions for medications when clinically indicated.
- Administration and interpretation of diagnostic tests including COVID-19 antigen testing, rapid strep testing, mononucleosis testing, urine analysis, rapid influenza testing, and TB testing. These tests are associated with a small fee.
- Ordering and interpretation of screening testing including sickle cell screening, QualiFERON Gold testing, vaccine titers, and TB assessments.
- Administration of nebulized medications as appropriate and cerumen removal as needed.
- Physical exams to aid in the completion of school-related healthcare requirements.
- Counsel of students on several health and wellness topics including nutrition, regular exercise, stress reduction, women's health, and weight management.
- Consultation and referral to several health professionals and facilities covered by the student's existing medical insurance as appropriate.

The Health Center's Nurse Practitioner, Mrs. Kimberly Cook, FNP-C, is qualified to diagnose and treat a variety of general medical conditions in collaboration with Dr. Peter Kim, Medical Director of Family Care Centers. In the event of serious illness or injury, or in the instance when the student's complaint/medical status would not adequately be assessed or managed in the scope of care of the Health Center, students will be advised to seek treatment in accordance with their health insurance guidelines. The Health Center is not meant to replace a student's primary care provider. We encourage all students to ensure their insurance plan allows access to local medical providers for situations when additional or ongoing care is needed. The following medical facilities are local to Vanguard University.

**Costa Mesa Urgent Care**  
660 Baker Street, Suite A-102  
Costa Mesa, CA 92626  
714-316-7826  
Monday-Friday: 8am-5pm  
Saturday-Sunday: 8am-5pm

**Hoag Hospital Emergency Room**  
One Hoag Drive  
Newport Beach, CA 92663  
949-764-4624 / 24-hour daily care

**Kaiser Medical Hospital**  
6640 Alton Parkway  
Irvine, CA 92618  
949-932-5000

**Family Care Centers**  
660 Baker Street, Suite A-101  
Costa Mesa, CA 92626  
714-587-3280  
8am-5pm, Monday-Friday  
Saturday-Sunday: Closed

**Kaiser Urgent Care**  
3401 S. Harbor  
Santa Ana, CA 92704  
888-988-2800

Directions to these facilities are posted on the wall outside of the Health Center and are also available on the Health Center Website at <https://www.vanguard.edu/student-portal/health-center>.

### Guidelines and Procedures Relating to AIDS and a Positive HIV Antibody Test

VU is a Christian community committed to a historical evangelical interpretation of Scripture. This community therefore believes it is the obligation of all persons to abstain from sexual intercourse outside of a monogamous heterosexual marriage.

Some pre-marital conduct seeks to circumvent normal sexual activity reserved for marriage relationships. Such activity places the participants at extreme risk. In an effort to responsibly advise members of this community about the health hazards of such conduct, the guidelines and procedures relating to AIDS and a positive HIV antibody test recommended by the American University Health Association have been adopted by the University and are available from the Vice President for Student Affairs.

The guidelines are not an endorsement of any of the activities discussed therein. What is commonly referred to as "safe sex" does not address the ethical, moral and biblical issues present in a Christian community or the requirement to accept responsibility for the consequences of our behavior.

The University urges all members of its community to practice an exemplary lifestyle which honors the human body as a temple of the Holy Spirit and glorifies Christ.

## Information Technology

### Computer Labs

There is a computer lab in the University library. All students are welcome and encouraged to make use of these computers for school-related assignments.

### Printing Fees

There is a \$.08 per page charge for black & white printing and a \$.15 per page charge for color print jobs. Students will be credited \$11.00 each semester for printing. Once that credit has been depleted, students will no longer be able to print. Students can always check the amount of funds they have via a dialog box at their workstation. Payment for additional printing can be made in the Library during regular working hours. Each student's student computer user account will be credited the amount they choose to pay. If a student has a discrepancy or issue with their printing funds, they can visit the IT Department to address the problem, or submit a ticket via Help Desk at [helpdesk@vanguard.edu](mailto:helpdesk@vanguard.edu).

### Vanguard E-Mail Accounts

All traditional students will be automatically given a VU email account. This is the centralized means of communication on campus and students are encouraged to check their accounts regularly. Use of Vanguard email accounts must conform to the community life standards and may be revoked if misused. Vanguard alumni retain their email accounts for 12 months after graduation or last semester attended.

## Intercultural Student Programs

### Intercultural Student Programs

Intercultural Student Programs provide spaces for authentic community, promotes Christ-centered approaches to reconciliation and advocacy, and empowers students to be culturally engaged. ISP offers unique educational, service, and action-based experiences hosted by our cultural clubs: Asian and Pacific Islander Club, Black Student Union, El Puente Club, The Mix Club, and Peacemakers Club. Students of all backgrounds are welcome to participate in any of the cultural club events.

### Cultural Senior Celebrations

Intercultural Student Programs hosts annual Cultural Senior Celebrations, which are held in addition to the official Vanguard University Commencement Ceremony. These events recognize the academic accomplishments and college completion of students of color while celebrating their cultural heritage. Eligible candidates who participate in these Cultural Senior Celebrations are welcome to invite family and friends who assisted them in reaching this academic milestone.

## Mail and Copy Center Services

The Mail and Copy Center (MCC) processes and delivers incoming mail and packages, and acts as a full-service shipping center for the entire University. The MCC strives to meet the office and logistical needs of students, faculty, and staff in an efficient, economical, and courteous manner.

### Printing and Copying Services:

The Mail and Copy Center generates copies and provides digital printing services for the University. Examples of services include:

- Black & white and/or color printing
- Large format printing
- Booklet & Binding
- High quality scanning
- Stapling
- Hole punching
- Laminating
- Folding
- Binding
- Cutting
- Business Cards

Pastel, neon, cardstock, and glossy photo paper are available upon request. Acceptable forms of payment are cash, check, card, apple pay, and android pay.

To request copies:

- Submit print request using the online form located on the student portal via the Vanguard website or [www.vanguard.edu/copy](http://www.vanguard.edu/copy). In the box GL code: please input student.
- Bring hard copies to the Copy Center service counter and fill out a jot form on our iPad.
- To ensure the best quality printing, submitting jobs electronically is the preferred method. Keep in mind the more specific you are with your request, the more efficient the process and the quicker the turnaround.
- For rush jobs, there may be an additional fee added to accommodate the specific request.

While the Copy Center makes every effort to complete copies on the same day that they are submitted, our official policy is a 36-hour turnaround time which should be kept in mind when submitting requests. Large volume/quantity jobs may take additional time for processing.

#### Mail services:

- Sending and receiving mail and packages. The Mail Center works with all major couriers (USPS, FedEx, UPS, Amazon, etc.). Packages pre-prepared with printed shipping labels may be dropped off for pickup by designated courier.
- Stamps, envelopes (padded and regular), and shipping boxes of various sizes are available for purchase.
- Used Boxes: Free but limited to what is on hand.
- Letter folding for 8.5"x11" (free).

#### Mailboxes & Receiving Mail:

- Campus mailboxes are optional, with priority given to undergraduate students **living on campus**. Each student requesting a mailbox will pay a fee of \$10 per academic year for their mailbox. Mailbox numbers do not change from year to year except in rare circumstances.
  - Mailboxes may be requested by going into the mail room and speaking with Mail and Copy Center staff.
- Due to the limited number of mailboxes, students **living off-campus** are encouraged to receive mail at their place of residence.
- Incoming packages are sorted as they arrive. Average sort time is 45 minutes. Packages will be held inside the Mail Center, and students will receive an email notification from OTrak when their package is ready for pick up. Faculty and staff will receive packages as part of the daily mail delivery run.
- **Please note:** The mailboxes are designed for self-service. If you are having difficulty opening your box and/or have forgotten your combination, the Mail Center will be happy to assist you.
- **Please note:** Students must show Vanguard ID, Driver's License or State ID when picking up packages.

#### Tips for prompt and accurate mail delivery:

- **[First name] [Last name]**  
Vanguard University  
55 Fair Drive **[Your mailbox number here]**  
Costa Mesa, CA 92626
- Remember to include your **full name AND box number** on all correspondence. This will ensure prompt delivery. Please **do not** use **nicknames**.

#### Summer mail forwarding:

- To set up Summer Forwarding, fill out the online form located at <https://www.vanguard.edu/student-portal/forms/mail-forwarding>  
**Please note:** it may take up to two additional weeks to receive your forwarded mail.

- Only USPS First Class and Priority mail can be forwarded. This **does not** include Presorted Standard mail (i.e. magazines, general advertisements, etc.). Any mail that cannot be forwarded will be held in your box or, in the event that you have graduated, discarded.
- Forwarding begins one week after the end of the spring semester and stops two weeks before the beginning of the fall semester.

#### **Upon leaving or graduating from Vanguard:**

- Students are removed from their mailboxes upon graduating or otherwise leaving Vanguard.
- Graduating and non-returning students must complete a change of address form located on the Office of the Registrar webpage.
- After a student has graduated, the Mail Center will forward a student's mail for a period of **one semester**. This should give you ample of time to notify the businesses and acquaintances of your new address. Any mail received after this period will be returned to sender.
- It is the graduating student's responsibility to notify relevant parties (i.e. phone companies, credit card companies, vendors, insurance agencies, etc.) of any change of address immediately.

#### **Contact us:**

- Location: Classroom & Mail Center (Building 21)
- Hours: Monday-Friday, 8:30 am – 5:00 pm, not including observed holidays. **Closed for mail run operations from 11:30am – 1:00pm.**
- All prices and services are subject to change.
- Call 714-662-5298 or email [mailcenter@vanguard.edu](mailto:mailcenter@vanguard.edu), or [copycenter@vanguard.edu](mailto:copycenter@vanguard.edu)

## **Missing Student Policy**

In the event that Campus Public Safety receives a report of a student that is considered missing, the Director of Campus Public Safety shall be notified as soon as possible. If, after a brief investigation, it is determined that the student is in fact missing, the Vice President for Student Affairs will be notified along with the Costa Mesa Police Department. If the student is under 18 years old, the parent or guardian will be notified. If a student is over 18 years old, the person designated as a contact will be notified. Campus Public Safety will cooperate with the police department by providing any information they may need to launch a missing person report and investigation.

#### **Missing Student**

Vanguard will notify either a parent or an individual selected by the student as soon as possible after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by VU as soon as possible after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing Office.
- If the student is under 18 years of age, and not an emancipated individual, VU is required to notify a custodial parent or guardian as soon as possible after the time that the student is determined to be missing.

#### **Process for notification when a student is missing:**

When a member of the faculty, staff or students realizes that a student may be missing, they should follow the following procedure:

- 1) Contact Campus Public Safety and the Costa Mesa Police Department to report that the student might be missing.
- 2) Campus Public Safety will then:
  - a. Initiate an investigation to determine the validity of the missing person report.
  - b. Contact the Associate Dean of Residence Life to make a determination as to the status of the missing student.
- 3) If the student is determined to be missing, Campus Public Safety will:
  - a. Notify the Costa Mesa Police Department and coordinate all search efforts.
  - b. Notify the individual identified by the missing student as the emergency contact as soon as possible to assist with the missing student.
  - c. If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University as soon as possible from the determination that the student is missing.
  - d. Notify the Vice President for Student Affairs who will initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

## Office of Student Development and Success

### Office of Student Development and Success

The Office of Student Development & Success (SDS) is responsible for the ongoing development of Student Affairs and campus programs that support student development and success. SDS works collaboratively with the Vice President for Student Affairs and serves as an intermediary support to Student Life Offices. Student Development and Success is located in the P.I.E.R., which is on the 1<sup>st</sup> floor of Huntington Hall.

### Living Well Community Resource Center:

The **Living Well Community Resource Center** provides a full food and personal hygiene resource center for all Vanguard community members. Follow us on [Instagram](#) @vu\_livingwell for product updates or visit our [website](#) for pantry hours, to volunteer or donate and more for more details visit <https://www.vanguard.edu/resources/academic-resource-center/living-well-community-resource-center>. With questions, please contact Living Well at 714-668-6125, [livingwellresources@vanguard.edu](mailto:livingwellresources@vanguard.edu) or visit the Resource Center located in Smith 106.

### Samson's Career Closet

Do you want to make a positive impression with employers? **Samson's Career Closet** provides you with free professional attire for interviewing, career fairs, career panels and other networking events. To schedule your Career Closet appointment log into [vanguard.joinhandshake.com](http://vanguard.joinhandshake.com). If you are interested in volunteering or donating clothing and/or accessories visit <https://www.vanguard.edu/resources/academic-resource-center/samsons-career-pop-up-closet>. With questions, please contact the Career Closet at 714-668-6125, or visit the Career Closet located in Smith 110.

### Technology Assistance Program

The Loaner Laptop program is for one semester only and will be awarded to degree-seeking students who do not have the financial means to purchase a computer to support their academic performance. With a limited supply of PC computers available, we consider each application that comes in and award is based on need and what is available at the time of application.

### Roaring to the Finish

This program assists graduating students with the financial costs associated with commencement. Our goal is to help you finish well. Vanguard alumni have been graciously donating their used regalia and have a limited number of regalia sets to borrow. Includes: cap, gown, tassel and stole for up to one week after graduation.

### Common Good Fund

Emergency housing or transportation grant to be awarded on a case-to-case basis after review by the Common Good Fund committee.

## Office of Student Engagement and Inclusion

### Office of Student Engagement and Inclusion

The Office of Student Engagement (OSEI) exists to deepen students' connection to campus life by creating diverse avenues for student involvement and cocurricular education. OSE encourages students to integrate their faith, learning, and living. The department provides intentional training and practical experiences to help accomplish and support the University's educational mission. Students are encouraged to use their leadership gifts and talents to serve the community and to make a positive difference for the Kingdom of God.

### Goals of the Office of Student Engagement and Inclusion include:

- To foster an inclusive environment for Vanguard's diverse student body through a variety of programs that promote meaningful engagement and cocurricular education
- To promote communication among student organizations and between the University and the student body
- To advocate for students' needs to necessary staff, faculty, and administration members.\
- To create effective programs that will provide continuity and maintain the momentum developed from year-to-year in student organizations
- To encourage faculty involvement in leadership development and co-curricular activities
- To encourage recruitment and retention of students with demonstrated leadership potential and to provide more effective support mechanisms for campus wide student leadership
- To provide an atmosphere that challenges the student leader and provides him/her with the best possible leadership experience



### Student Engagement Offices

The offices of the Associate Director of Student Engagement, Assistant Director of Intercultural Student Programs, and the Assistant Director of New Student Experience and Family Relations, are located at The Bridge at the bottom of Huntington Hall. The Assistant Directors work with student leaders and student organizations to provide meaningful programs and to ensure that students know that they matter at VU.

## Peaceful Assembly Policy

It is the desire of the University to promote appropriate expression of views that do not conflict with the mission/identity of our unique Christian higher education community. To accomplish this, provision is made for peaceful assemblies and forums by members of the Vanguard community, rather than protests or demonstrations.

The time, manner, and place for peaceful assembly is subject to the approval of the office of the Vice President for Student Affairs or designee. The policy of Vanguard with respect to peaceful assembly and forums is as follows:

- Time: Limited between the hours of 8:00 AM and 8:00 PM Monday-Friday (excluding Chapel periods; T-W-TH 9:30-11:00 AM).
- Place: The walkway between the Scott building and Needham Chapel (or other approved locations) upon submission of request and written permission from the Vice President for Student Affairs or designee.
- A request by a Vanguard student group to assemble or hold any event that could be otherwise construed as an assembly or forum must be submitted on a Peaceful Assembly Form, which can be obtained by emailing [Officevpsa@vanguard.edu](mailto:Officevpsa@vanguard.edu).
- Written approval from the office the Vice President for Student Affairs must be in possession of those in charge at the time and at the location of the assembly/forum.
- Only sound amplification that is officially authorized is permitted.

Such activities may not interfere or disrupt the orderly conduct of university business, events, or infringe on the rights of others. If an activity becomes disruptive, the University will take appropriate action to limit or terminate the activity. In the event the area is not restored to its original condition; the organizer will bear fiscal accountability.

Persons who are not students of Vanguard or otherwise affiliated with the University may not participate in such assemblies or forums on campus. Assemblies or forums that do not conform to these provisions may subject participants to temporary or permanent suspension from the University or other sanctions as outlined in the Student Handbook.

## Room and Vehicle Search Policy

### Room and Vehicle Search

Campus Safety Officers and Residence Life staff members have the right under specific circumstances to search vehicles, residence hall rooms, or other university property when authorized by the Vice President of Student Affairs or designee (such as the Director of Campus Safety or the Associate Dean of Residence Life). Items or contraband discovered during a search may result in disciplinary action.

**Residences:** The university recognizes students' desire for privacy in their rooms and living areas and intends to provide advance notice of entry. However, Vanguard reserves the right to enter and search university-owned buildings and residences without advance notice or other limitations:

1. To inspect the premises,
2. To investigate health concerns, safety issues, maintenance issues, suspicious behavior or circumstances, illegal activity, or violation of university policies including the community standards,
3. To conduct welfare checks,
4. To maintain order, and
5. For any other legitimate reason.

We reserve the right to hand weapons, illegal substances, or items over to the Costa Mesa Police Department.

**Vehicles:** Student vehicles (located on Vanguard property) may be searched with cause. Searches are typically conducted by a Campus Safety Officer. Any items found to be inconsistent with university standards/policies may be subject to confiscation. If an illegal substance is found, the university will call Costa Mesa Police and ask them to remove item/s from campus.

## Skateboards/Roller Blades/Bikes/Scooters/Hoverboard Policy

### Skateboards/Roller Blades/Bikes

Due to the potential for property damage and in the interest of safety and comfort of all University members, the use of roller blades, roller skates, bikes, scooters, and skateboards is prohibited inside campus buildings and elevators, including residence facilities and lobbies. Limited use of such is permitted on driveways, parking lots, and sidewalks (with the exception of those around the residence halls and within ten feet of a building). Use of courtyards (for example, Needham Chapel, Scott Academic Center) is prohibited.

Riders shall refrain from riding on railings, benches, or otherwise damaging University property. Riders are responsible for the damages they cause to any persons or University property. Riders should use caution, maintain a safe speed and distance from buildings and people, and are encouraged to wear head and body protection when riding on campus. The University is not responsible for injuries suffered while riding roller blades, roller skates, bikes, scooters, or skateboards on campus. Failure to abide by these policies may result in disciplinary action.

### Hoverboard Policy

Based on Vanguard University's safety standards, and instances of batteries from electronic self-balancing devices bursting into flames, all hoverboards and similar devices are banned on campus. The ban prohibits the use, possession, or storage at residence halls, apartments, academic buildings, and all other campus buildings and grounds. This action is being taken because of safety concerns raised by the Consumer Product Safety Commission and the National Fire Protection Association. The ban will remain in effect until more information and better safety standards for all models of the equipment are in place to protect Vanguard students, faculty and staff from the potential threat of fire.

## Slacklines/Hammocks

Slacklines are not to be strung or used on campus. Hammocks may be strung in designated hammock areas only.

## Student Government Association (SGA)

### Associated Student Body

Every undergraduate student at VU is a member of the Associated Student Body (ASB). Active membership is limited to students with seven (7) or more units.

### Associated Student Body Government

The Student Government Association (SGA) is made up of four Executive Board Members. All SGA offices are located in The Bridge, located on the first floor of Huntington Hall. The function of the SGA as stated in its Constitution is:

*"We, the students of Vanguard University, wish to provide a more spiritually, intellectually, and socially enriching environment, as well as provide a medium for an organized student voice that we may change our world for Christ."*

### Executive Board

The Executive Board serves as the direct connection between the university Administration and the students. The Executive Board consists of the President, Executive Vice President, Vice President of Financial Affairs, and Vice President of Communications. Executive Officers are elected and hired during the spring semester. The SGA President is the Chief Executive Officer of the Student Government Association.

## Sales and Solicitation Policy for Students and External Organizations

- Off-Campus product salespersons are not permitted to solicit or sell in any of the campus buildings (including Residence Halls). All outside vendors (including churches) wishing to advertise or do business on campus to solicit students, must go through the VU Conferencing department which is located on the 2<sup>nd</sup> floor of the Layne building.
- Student selling of a product on campus is permitted provided that the student obtains permission from the Associate Dean of Student Engagement and Inclusion through the proper form. Students may not sell food items (see Fundraising Policy for Students) due to health and safety concerns.
- Storage of products may only occur in the student's room and must not infringe upon the reasonable living rights and comfort of a roommate.
- Door-to-door selling, phone solicitation, and vehicle flyers are prohibited.
- All contact for purchasing must be initiated by the consumer.

- Advertisements may be placed on campus bulletin boards once they have been approved by the Office of Student Engagement and Inclusion (1<sup>st</sup> floor of Huntington Hall).

## Student I.D. Cards

Student ID cards will be made shortly after the students' arrival to campus. The staff in the Information Technology Department will take student pictures and print an I.D. card in the Technology Services building. Hats, sunglasses, poses, and friends in the picture are not permitted for Student I.D. pictures. It is not recommended to put the I.D. card in a sleeve on a key chain, as the keys may damage the card.

The Student I.D. card serves as identification to activities, athletic games, and other University-sponsored events. As a true "smart card", the I.D. card can also be used in the Café, Library, Chapel, Computer Lab, University Book Store, and entry into dorms. The card should be in the student's possession and shown to Campus Public Safety Officers or other school officials upon request. If a student's I.D. card does not initiate a beep when swiped for door access, they should visit the IT Department for a replacement. In the event that a student's I.D. card does initiate a beep from a proxy door reader, but does not unlock the door, they should visit Campus Safety to restore their door access on their account.

The replacement cost of a lost, stolen, or damaged Student I.D. card is \$25.00 dollars. Replacement costs for Student I.D.'s that are deemed defective by an IT staff member are \$10 dollars. This fee will be charged to the student's account through the Office of Accounting Operations for Student Receivables. The Student I.D. card is not transferable.

## Student Organizations

All members of the student body are members of their respective class organizations. All student clubs must be registered with the Student Government Association. In addition to these, there are many co-curricular organizations and activities on campus such as:

ABLE

Accounting Society

Asian Pacific Islander (APIC)

Black Student Union (BSU)

Cruise

Delight

El Puente

First2VU

Girl Gains

Lettuce Club

Lions Public Health

Live2Free

Mindful Roots

One Voice

Peacemakers

Sigma Alpha Omega

Society for Advancement of Chicanos and Native Americans in Science (SACNAS)

Student Affiliates in Natural and Technological Sciences (SAINTS)

Student Nursing Association of VU (SNAVU)

Teachers of Tomorrow

The Mix

Vanguard Creative Writing Society

Vanguard E-Sports Club

Vanguard House of Prayer

Vanguard University Chess Club

Vanguard's Political Awareness Club (VPAC)

VU Pre-health Careers

### **Student Organization Advisors**

Each student organization must have an advisor who is a member of the administration, faculty, or staff. The Vice President for Student Affairs must approve the advisor. All activities sponsored by classes or clubs should adhere to the following procedures:

- 1) Advisors can be involved in supporting the club executive members, general members and the planning of some or all club programs.
- 2) Advisors should actively support the education of club presidents and the overall function of the club

To join co-curricular organizations, the advisor or organization president should be contacted. Only VU students are eligible to be members of these organizations.

### **Formation of Student Organizations and Clubs**

Students who wish to form a Student Organization must complete an application: <https://vuit.wufoo.com/forms/mzoywsf0ble7a8/>. Once completed, the Student Organization Charter will be reviewed for approval or denial by the Student Government Association and the Vice President for Student Affairs. Such approval shall be based upon the purpose and need for such an organization and the degree to which it aligns with the University mission, objectives and policy.

### **Regulations for Student Organizations and Clubs**

Membership in student organizations and clubs must be open to all students without regard to ethnicity, gender, age, ability, or social status. Compliance of each member of University co-curricular organizations is required (see section on student participation in co-curricular activities.) The purpose, activities, and name of the organization should align with the overall objectives of the University. Where funds are handled, procedures prescribed by the Office of Accounting Operations should be followed.

### **Student Participation**

Student leadership of co-curricular and extra-curricular activities requires a cumulative GPA of 2.0. Students on academic probation are ineligible to hold a student body office and advised to limit themselves to only one co-curricular or extra-curricular activity. Some student leadership assignments and student organizations require higher GPA standards and full-time student status for membership appointment/election. Refer to the organizational constitution or policy statements for such guidelines.

### **Honor Societies**

Many departments have honor societies. Please contact the academic department of interest for more information.

## **Title IX Office**

Vanguard University (the “University”) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational environment. The University’s mission is to pursue knowledge, cultivate character, deepen faith, and equip each student for a Spirit empowered life of Christ-centered leadership and service. In accordance with its mission, the University is committed to provide a learning, living, and working environment that is free of all forms of prohibited discrimination and harassment, including all forms of sexual misconduct, including sexual harassment, sexual assault, dating or domestic violence, stalking, sexual exploitation, or retaliation.

The Title IX Office will equitably address any concerns or complaints within its jurisdiction related to unlawful discrimination or sexual harassment to include sexual misconduct and retaliation. The University will also strive to support any person who has been impacted by discrimination, sexual harassment and/or sexual misconduct, whether the complainant elects to report to law enforcement and whether the alleged offense occurred within the jurisdiction of the University. In a case arising under these protections, the University and the local community offer the following support systems:

- Consultation
- Counseling
- Interim safety measures
- Referral to on/off campus resources
- Interim remedies/actions (i.e. counseling & health services, academic/course accommodations, housing accommodations and more)
- Issuance of University No Contact Orders and other alerts under Campus Safety
- Oversight of Title IX Investigations
- Referral to other University offices for assistance, other action, or protective measures, as necessary

[www.vanguard.edu/title-ix](http://www.vanguard.edu/title-ix) for more information regarding Title IX

[www.vanguard.edu/title-ix-reporting](http://www.vanguard.edu/title-ix-reporting) to make a report of a Title IX related issue

[www.vanguard.edu/title-ix-policy](http://www.vanguard.edu/title-ix-policy) to view the Title IX Policy

For additional information, questions or concerns you may contact [VUTitleIX@vanguard.edu](mailto:VUTitleIX@vanguard.edu) or one of the following Title IX Team Members:

Angela Bennett, Title IX Coordinator  
[angela.bennett@vanguard.edu](mailto:angela.bennett@vanguard.edu)  
Phone: 714-619-6525  
Campus Location: Smith Hall, 1<sup>st</sup> floor

The Title IX Office provides training for faculty, staff, and students to help support and foster an environment free from all forms of prohibited discrimination. Through our training, policy, and procedures, the University will strive to deter discrimination and retaliation and ensure just outcomes when a complaint of sex discrimination is reported.

## VU Rec (Intramural and Recreation) Programs

### VU Rec

VU Rec is in the Office of Athletics and seeks to provide the Vanguard community with recreational opportunities that promote community involvement, personal development, and a healthy and balanced lifestyle.

### Intramural Sports

VU Rec offers more than 10 different sports leagues and tournaments, ranging from recreational to competitive. All intramural sports leagues are six to ten weeks, with each team scheduled for one or two games per week. Students can sign up with a full team, or as a free agent, and the VU Rec staff will help connect them with a team that is looking for more players. No previous sport experience is needed, and everyone is welcome to be a part of the intramural sports community. The full intramural schedule and registration can be found at [imleagues.com/vanguard](http://imleagues.com/vanguard).

### Motske Fitness Center

The Jeff and Kendra Motske Fitness Center provides free weights, ellipticals, treadmills, stationary bikes, and showers. Open to Vanguard students 7 days a week, Motske Fitness Center is an inclusive space for Vanguard students of all abilities to practice physical well-being during the school year. VU Rec also provides scheduled open recreation times in the gym, and soccer turf. For more information on the Motske Fitness Center and recreation hours, please follow us on Instagram at @vurec, or on our page at [IMLeagues.com/vanguard](http://IMLeagues.com/vanguard).

### Motske Fitness Center Hours:

Monday-Thursday: 7:00 AM – 9:00 PM  
Friday: 7:00 AM – 5:00 PM  
Saturday: 10:00 AM – 4:00 PM  
Sunday: 3:00 PM – 9:00 PM

### Outdoor Adventures

In addition to on campus sport and fitness opportunities, VU Rec offers students resources to connect with the great outdoors. From one day hikes and trips to the beach, to the week-long trips, including a spring break trip in Zion National Park, there is something for everyone to connect to God's Creation. Camping equipment, surfing equipment, hammocks, and lawn games can also be checked out from the outdoor rental center free of charge. To join us for a trip, get help planning your own excursion, or for equipment rentals, fill out the Wufoo form in the bio of the @vurec Instagram page.

### Group Fitness

Throughout the year, there are multiple health and fitness clubs on campus that offer group fitness classes. Follow UV Rec's social media to find out more details on these classes.

### Conduct and Positive Play

The guiding values of all VU Rec participation are positive play and inclusivity. Our goal is to help everyone find activities that they enjoy and to find community. Students participating in these events and activities must adhere to the policies and procedures outlined by VU Rec along with the University Community Expectations. Participants who do not adhere to VU Rec policies and or the Community Expectations (e.g., Student Code of Conduct) may be removed from the event or activity and suspended from future events or activities at the discretion of VU Rec staff. Students who violate the University Code of Conduct may also be placed through the formal student conduct process.

**Get Connected**

For the latest updates and schedules for any of the programs listed above, or for student employment opportunities please:

1. Sign up on [imleagues.com/vanguard](https://imleagues.com/vanguard)
2. Follow us on Instagram at @VUREC
3. Or email [vurec@vanguard.edu](mailto:vurec@vanguard.edu)

## STUDENT RESOURCES

### Student Affairs & Student Services Staff

<b>Name</b>	<b>Area of Responsibility</b>	<b>Office Location</b>	<b>Ext.</b>
Amanda Lebrecht	Vice President for Student Affairs	Huntington Hall (PIER)	6486
Diane Griffo	Executive Assistant to the VPSA	Huntington Hall (PIER)	5487
Jessica Van Winkle	Asst. Director of Student Development & Success	Huntington Hall (PIER)	6125
Megan Sisk	Asst. Director of Student Affairs Operations	Huntington Hall (PIER)	5275
Dellareese Cofield-Martinez	Assoc. Dean of Student Engagement & Inclusion	Bridge	5264
Phillip DuVentre	Associate Director of Student Engagement	Bridge	5254
Micah Ho	Assistant Director Intercultural Student Programs	Bridge	5280
Ally Garrett	Sr. Coord. of Athletic Recreation Engagement	Athletics	6620
Ally Reed	Assistant Director of New Student Exp. & Family Relations	Bridge	5258
Angela Bennett	Title IX Coordinator	Smith 115	6525
Jeff Bussell	Athletic Director	Athletics	6615
Anne Warner	Associate Dean of Residence Life	Laguna Hall	6487
Nicole Heuler	Assistant Director of Housing	Laguna Hall	5273
Carlita Cartwright	Assistant Director of Student Care & Conduct	Laguna Hall	5270
Justin Capener	Area Director	Laguna Hall	5274
Kate Frampton Davis	Resident Director	Catalina Hall	5276
Jack Pascua	Interim Resident Director	Catalina Hall	5276
Paola Jimenez	Assistant Director of Residence Life	Laguna Hall	5279
Joy Parker	Resident Director	Balboa Hall/Newport Hall	5277
Doug Hutchinson	Director of Counseling Services	Smith 116	6481
Elizabeth Banks	Asst. Director of Center for Wellness & Healthcare Promotion	Smith (1 <sup>st</sup> Floor)	6482
Kim Cook	Director of Healthcare Services / Nurse Practitioner	Smith 128A	6459
Mike Whitford	Associate Dean of Spiritual Formation/ University Pastor	Needham Complex	5250
Millie Johnson	Administrative Assistant Spiritual Formation	Needham Complex	5251
Open	Assistant Pastor	Needham Complex	5257
Bodie Kuljian	Director of Worship	Music Department	N/A
Amy Wilms	Director of the Academic Resource Center and Disability Services	Smith 103	6483
Kyle Durham	Assistant Director of the Academic Resource Center	Smith 112	5452
Ona LaMotte	Associate Director of the Writing Center	Smith 113	6359
Kelly Aponte	Assistant Director of Disability Services	Smith 103	6551
Kayli Hillebrand	Assoc Dean of Career Development & Experiential Education	Scott 242	5265



## Frequently Used Contact Information

Department	Location	Extension or Direct Phone 714-556-3610	Web or Email <a href="http://www.vanguard.edu">www.vanguard.edu</a>
Accounting Operations Office	1 <sup>st</sup> floor of Scott	5486	<a href="https://www.vanguard.edu/resources/accounting">https://www.vanguard.edu/resources/accounting</a>
		714-966-5486	<a href="mailto:accountsreceivable@vanguard.edu">accountsreceivable@vanguard.edu</a>
Admissions	1 <sup>st</sup> floor of Scott	5496	<a href="mailto:admissions@vanguard.edu">admissions@vanguard.edu</a>
		714-966-5496	
Athletics	2 <sup>nd</sup> floor of Seymour	6620	<a href="mailto:athletics@vanguard.edu">athletics@vanguard.edu</a>
Bookstore	1 <sup>st</sup> floor of Scott	6722	
			<a href="mailto:bookstore@vanguard.edu">bookstore@vanguard.edu</a>
Box Office (Lyceum)	Lyceum Theater	6145	<a href="mailto:boxoffice@vanguard.edu">boxoffice@vanguard.edu</a>
		714-668-6145	
Campus Public Safety (Security)	Temporary Location: Mail Center, Building 21	6799	<a href="mailto:kenton.ferrin@vanguard.edu">kenton.ferrin@vanguard.edu</a>
		949-244-0098	
Career Services	2 <sup>nd</sup> floor of Scott	6474	<a href="https://www.vanguard.edu/resources/career-services">https://www.vanguard.edu/resources/career-services</a>
			<a href="mailto:careerservices@vanguard.edu">careerservices@vanguard.edu</a>
Copy Center	Mail Center (Building 21)	714-619-6530	<a href="mailto:copycenter@vanguard.edu">copycenter@vanguard.edu</a>
Counseling Center	1 <sup>st</sup> floor of Smith	5256	<a href="https://www.vanguard.edu/resources/counseling-center">https://www.vanguard.edu/resources/counseling-center</a>
		714-662-5256	<a href="mailto:counselingcenter@vanguard.edu">counselingcenter@vanguard.edu</a>
Disability Services	1 <sup>st</sup> floor of Smith	6483	<a href="mailto:disabilityservices@vanguard.edu">disabilityservices@vanguard.edu</a>
		714-619-6483	
Diversity Offices	1 <sup>st</sup> floor of Huntington Hall	5264	<a href="mailto:diversity@vanguard.edu">diversity@vanguard.edu</a>
Facility Services/Maintenance	The Central Plant/Maintenance - between the Library and Information Technology	5431	<a href="https://www.vanguard.edu/all-forms/maintenance-request-form">https://www.vanguard.edu/all-forms/maintenance-request-form</a>
		714-966-5431	<a href="mailto:MaintenanceWorkRequests@vanguard.edu">MaintenanceWorkRequests@vanguard.edu</a>
Financial Aid	1 <sup>st</sup> floor of Scott	4252	<a href="https://www.vanguard.edu/admissions/financial-aid">https://www.vanguard.edu/admissions/financial-aid</a>
		714-966-5490	<a href="mailto:financialaid@vanguard.edu">financialaid@vanguard.edu</a>
Frontline	1 <sup>st</sup> floor of Huntington Hall	4822	<a href="mailto:allyson.reed@vanguard.edu">allyson.reed@vanguard.edu</a>
Health Center	1 <sup>st</sup> floor of Smith	6471	<a href="mailto:HealthCenter@vanguard.edu">HealthCenter@vanguard.edu</a>
		714-916-6471	
Housing/M meal Plans	1 <sup>st</sup> floor of Laguna Hall	5275 714-662-5275	<a href="mailto:housinginfo@vanguard.edu">housinginfo@vanguard.edu</a>
Information Tech. (IT)	Building 14 Technology Services	6500	<a href="mailto:helpdesk@vanguard.edu">helpdesk@vanguard.edu</a>
Leadership Development & Student Engagement	1 <sup>st</sup> floor of Huntington Hall	5254	<a href="mailto:Phillip.duventre@vanguard.edu">Phillip.duventre@vanguard.edu</a>

Department	Location	Extension or Direct Phone 714-556-3610	Web or Email <a href="http://www.vanguard.edu">www.vanguard.edu</a>
Library	O. Cope Budge Library	5474 Direct Line (after 5PM) 714-966-5474	<a href="https://www.vanguard.edu/academics/library">https://www.vanguard.edu/academics/library</a>
Mail Center	Mail Center (Building # 21)	5298 714-662-5298	<a href="mailto:MailCenter@vanguard.edu">MailCenter@vanguard.edu</a>
Newspaper (Vanguard Voice)	Meets during class (COMM-319)	714-966-6331	<a href="http://vanguarduniversityvoice.com/">http://vanguarduniversityvoice.com/</a>
Outreach (Global Education)	2 <sup>nd</sup> floor of Scott	5265	<a href="mailto:globaloutreach@vanguard.edu">globaloutreach@vanguard.edu</a> <a href="mailto:localoutreach@vanguard.edu">localoutreach@vanguard.edu</a>
Registrar/Records/Transcripts	1 <sup>st</sup> floor of Scott	5200	<a href="mailto:records@vanguard.edu">records@vanguard.edu</a>
Residence Life	1 <sup>st</sup> floor of Laguna Hall	5273 714-662-5273	<a href="https://www.vanguard.edu/student-life/residence-life">https://www.vanguard.edu/student-life/residence-life</a> <a href="mailto:housinginfo@vanguard.edu">housinginfo@vanguard.edu</a>
Spiritual Formation	Needham Complex	5251	<a href="mailto:spiritualformation@vanguard.edu">spiritualformation@vanguard.edu</a>
Title IX Coordinator	1 <sup>st</sup> floor of Smith	714-619-6525	<a href="mailto:Angela.bennett@vanguard.edu">Angela.bennett@vanguard.edu</a>
Tutorial Center	1 <sup>st</sup> floor of Smith	6479	<a href="mailto:tutorial@vanguard.edu">tutorial@vanguard.edu</a>
Veterans Resource Center	1 <sup>st</sup> floor of Layne (office #123)	6124	<a href="mailto:veterans@vanguard.edu">veterans@vanguard.edu</a>
Writing Center	1 <sup>st</sup> floor of Smith	6359	<a href="mailto:writingcenter@vanguard.edu">writingcenter@vanguard.edu</a>

## Summary of Handbook Changes for 2023-2024 Student Handbook

- Academic Policies and Services
  - Academic Resource Center section updated – Page 14
- Campus Public Safety
  - Change to Bicycles on Campus section – Page 18
- Community Living Values
  - Community Standards section updated – Page 23
  - Amnesty Through Responsible Action Policy added – Page 26
- Residence Life and Housing Policies & Procedures
  - Bed Bug Inspection Notice added – Page 32
  - Room Placement section updated – Page 33
- Spiritual Formation Department
  - Chapel section updated – Page 39
- Student Conduct Process
  - Student Affairs Student Care & Conduct Interventions Team was added to page 45.
  - Written Documentation Section – Behavioral Contract removed from page 46.
- General Student Policies and Services
  - Food Services Section updated – Page 50
  - Office of Student Development & Success section was updated – Page 57
  - Room & Vehicle Search Policy added – Page 59
  - Student Organizations section was updated – Page 61
- Addendum to the Student Handbook
  - COVID-19 Addendum replaced with Infectious Disease Addendum – Page 67

# ADDENDUM TO THE 2023-2024 STUDENT HANDBOOK

## Infectious Disease Addendum

The COVID-19 pandemic introduced a unique challenge to Vanguard University secondary to health guidelines and regulations imposed by Federal, State, and local health agencies. As we move forward, the university recognizes the continued risk associated with public health emergencies and infectious disease outbreaks and continues to prioritize the health and safety of our campus community. Additionally, the university remains committed to adhering to all Federal, State, and local public health orders and applicable guidance. Therefore, in preparation for or in response to a public health emergency or infectious disease outbreak, all university health and safety protocols are subject to change at any time without notice to prioritize the health and safety of our community.

All students are required to sign an Acknowledgment that they have received, reviewed, and understand this Infectious Disease Addendum to the Student Handbook. In doing so, students acknowledge that serious health risks exist due to infectious disease in the community (including COVID-19), that attendance at university-sponsored events including attending class includes possible exposure to illness from infectious diseases (including COVID-19), and that students knowingly and freely assume such risks.

- **Student Responsibilities:**
  - Students are expected to abide by all Federal, State, Local health orders and campus regulations implemented to help mitigate the spread of infectious disease. Failure to adhere to university protocol may constitute a non-compliance violation of the Student Code of Conduct and may result in disciplinary sanctions, including but not limited to: fines, probationary status, or loss of campus access. For more severe or pervasive non-compliance violations, sanctions could also result in the removal from housing for residential students at the student's expense, suspension, or expulsion.
  - Students who are diagnosed with an infectious disease (including COVID-19) are expected to report this illness to Vanguard's Student Health Center in an accurate and timely manner in order to facilitate any needed public health efforts on behalf of the university.
  - Students are responsible for maintaining a plan/coverage for local medical evaluation and treatment of illness including infectious diseases that does not rely on university services including but not limited to transportation to medical services and insurance or adequate monies to cover the cost of medical care, cost of treatment, cost of mandatory vaccinations, and/or cost of secondary infections or disability secondary to infectious disease.
  - Students shall honestly and fully cooperate with the University Health Center, University Residence Life team, law enforcement, and any local health authorities for the purposes of infectious disease treatment or for infection mitigation measures.
- **Instruction:** The University reserves the right to alter its mode of instruction or tailor the limits, use, and access of university facilities and services to comply with applicable health regulations and to promote the health and wellness of the community.
- **Student Services:** The university reserves the right to suspend or alter the access and use of student services to comply with applicable health regulations and to promote the health and wellness of the community.
- **University Facilities:** The university reserves the right to limit access to university facilities to comply with applicable health regulations and to promote the health and wellness of the community.
- **Housing:** Vanguard University is unable to retain designated on-campus housing for isolation or quarantine spaces nor does the institution have a contract or agreement for off-campus accommodations in the event of an infectious disease outbreak. Therefore, students required to isolate or quarantine secondary to infectious disease management will not be eligible for housing or meal plan refunds during their isolation/quarantine period. Additionally, students will be responsible for obtaining alternate housing and meals, if required or desired, at their own expense and travel will not be provided to the alternate locations.
- **Food/Mail:** If a student remains on campus but is restricted in their movement around campus or in exposure to others, they are responsible to coordinate their own contactless meal and mail deliveries to their location.