



PacRim

PACIFIC RIM CHRISTIAN UNIVERSITY

STUDENT  
HANDBOOK

2023-2024

## Table of Contents

STAFF DIRECTORY .....	3
MISSION, VISION, CORE VALUES AND GOALS .....	4
ACADEMIC CALENDAR 2023-2024 .....	7
LIFE IN THE PACRIM COMMUNITY .....	8
Stands of Conduct .....	8
Dress Standard.....	13
THE STUDENT LIFE TEAM .....	16
Student Life Mission Statement .....	16
New Student Orientation (NSO).....	16
Community Worship Experience (CWE).....	17
ACADEMIC INFORMATION .....	19
Academic Disciplinary Actions .....	22
Notification of Rights under FERPA .....	24
LIBRARY .....	27
FINANCIAL AID INFORMATION .....	29
CAMPUS SECURITY .....	31
HEALTH SERVICES.....	32
INSTITUTIONAL POLICY AND PROCEDURES.....	35
Addendum 1: Policy / Procedures for Safety & Security .....	35
Educational Programs .....	50
Resources .....	54
Addendum 2: Institutional Policy on Drugs & Alcohol .....	54
Standards of Conduct .....	54
Facts About Drugs & Alcohol .....	56

# STAFF DIRECTORY

<b>Staff</b>	<b>Title</b>	<b>E-mail</b>
Craig Pankow	President	craigpankow@pacrim.edu
Celinda Labrousse	Library Director	celindalabrousse@pacrim.edu
Stephanie Thomas	Academic Admin. Assistant	stephaniethomas@pacrim.edu
Denise Dugal	Student Advisor & Registrar	denisedugal@pacrim.edu
Cheyne Rippey	Financial Specialist	cheynerippey@pacrim.edu
Eli Jennings	Director of Financial Aid	elijennings@pacrim.edu
Erica Balmoja	Director of Business Operations	ericabalmoja@pacrim.edu
Garret Chang	Director of Student Life	garretchang@pacrim.edu
Julie Bannister	Director of Admissions	juliebannister@pacrim.edu
James McElmurry	Facilities & IT Director	jamesmcelmurry@pacrim.edu
Michell Acorda	Executive Administrator	michellacorda@pacrim.edu
Paul Asuncion	Admissions Coordinator	paulasuncion@pacrim.edu
Ryan Ching	Multimedia Coordinator	ryanching@pacrim.edu
Dr. Sean Sartler	Vice President for Academic Affairs	seansartler@pacrim.edu
Vicki Lepick	Dean of Faculty	vickilepick@pacrim.edu

# MISSION, VISION, CORE VALUES AND GOALS

*"Since you are precious and honored in my sight, and because I love you, I will give people in exchange for you, nations in exchange for your life. Do not be afraid, for I am with you; I will bring your children from the east and gather you in from the west. I will say to the north, 'Give them up!' and to the South, 'Do not hold them back.' Bring my sons from afar and my daughters from the ends of the earth— Everyone who is called by my name, whom I created for my glory, whom I formed and made."*

**Isaiah 43:4-7**

## **The Mission**

Pacific Rim Christian University, an institution of higher education, exists to disciple emerging Christian leaders by developing their theology, ministry skills, and character in order to win souls, plant fruitful churches, and lead as exemplary ambassadors for Christ in the ministry and marketplace.

## **Vision & Core Values**

We will be the innovative Christian university of excellence impacting Hawaii and the Pacific Rim by 2030.

1. **Spiritual:** We will foster vibrant and holistic spiritual formation individually and in community.
2. **Academic:** We will be a nationally accredited university of academic excellence in undergraduate and graduate education.
3. **Governance:** A diverse Board of Directors will provide excellent governance, support our vision, ensure fiscal sustainability, and advance our reputation.
4. **Staffing:** We will have an appropriate number of qualified and capable staff and faculty to serve our constituency.
5. **Facilities:** We will have a campus with the capacity to fully support our vision, mission, programs, and constituency.
6. **Financial:** We will be financially sustainable with a growing reserve and an active institutional advancement plan.
7. **Enrollment:** We will have a growing enrollment with high retention and graduation rates.

## **Core Values**

1. We live wholly devoted to God and adhere to His Word.
2. We foster a culture of respect across all spectrums of the institution.
3. We cultivate a safe environment that encourages diverse expressions.
4. We practice personal and institutional integrity.
5. We uphold and engage Hawaii's unique multicultural environment.

## **Goals & Objectives**

### **Goal #1**

To provide a rigorous academic experience that enables students to develop comprehensive biblical knowledge and a Christian worldview.

#### Objective

Upon completion, the graduates will be proficient in biblical and theological knowledge with the ability to interpret culture through the lens of a Christian worldview.

### **Goal #2**

To provide a campus environment where spiritual formation is built and cultivated.

#### Objective

Upon completion, the graduates will be pressing deep into their God-given calling within the context of a vibrant ongoing relationship with the Lord and with others.

### **Goal #3**

To provide students with opportunities for growth and learning through interaction with students, faculty, and staff.

#### Objective

Upon completion, the graduates will display Christ-like character and demonstrate life and workplace skills (critical thinking, problem-solving, communication, relational, speaking, writing, and life-long learning).

### **Goal #4**

To provide an educational experience that enables students to become servant-leaders who reflect the attitudes and values of Christ.

#### Objective

Upon completion, the graduates will demonstrate biblical, servant-leadership qualities well equipped to serve in the ministry and the marketplace.

### **Goal #5**

To provide an educational experience that enables students to become culturally-aware pioneers who communicate Christ through various means.

### Objective

Upon completion, the graduates will demonstrate a missional mindset, living the gospel as a contemporary communicator to the prevailing culture.

## **THE VOYAGERS**

*"When we voyage, and I mean voyage anywhere, not just in canoes, but in our minds, new doors of knowledge will open, and that's what this voyage is all about...it's about taking on a challenge to learn. If we inspire even one of our children to do the same, then we will have succeeded."*

– Nainoa Thompson, September 20, 1999, the day of departure in navigating from Mangareva to Rapa Nui, the remotest, most difficult island to navigate in Polynesia.

What is a Voyager? The idea of the Voyager is modeled after the concept of that ancient traveler, the brave men and women called to leave their homes and their culture to chart a new course, to discover the undiscovered! The Voyagers are those individuals who settled Hawaii, situated at the Northern tip of what is known as the Polynesian Triangle. This region of the Pacific Ocean contains three island groups at its corners. The northern tip of the triangle contains the Hawaiian Islands and Rapa Nui also known as Easter Island. The second tip is located off the coast of Chile and the third point is located at the southern tip of Aotearoa, off New Zealand at its western point. In the days of the ancients, voyagers set off from their homelands and explored the Triangle and settled in new places making unique cultures and contributions to mankind.

PacRim's mascot, the Voyager, is based on those ancient explorers who settled the Hawaiian Islands many years ago. Just as the voyagers of the past were pioneers for those who followed, Pacific Rim Christian University's mission statement reflects the heart of those explorers in its pioneering spirit. The University functions to lead others with innovative methods in order to develop, train, and release emerging leaders that will become pastors, church planters, and Christian leaders. We believe that PacRim's role is to guide students through biblical and theological knowledge, worship and the creative arts, with strategic leadership for the church and the marketplace. This simply means providing opportunities in education for students to prayerfully develop their spiritual life, character, and a ministry mindset in the ambience of love and acceptance, with the heart of a servant-leader.

In the spirit of those ancient trailblazers, we are the Voyagers. We are called by the One True God to be set apart from the worldly culture and follow a different path. We are to chart a new course and boldly go where others only dream!

# ACADEMIC CALENDAR 2023-2024

## **FALL SEMESTER**

New Student Orientation	August 11
Classes Begin	August 21
Chapel Begins	August 24
Add/Drop Deadline	September 1
Labor Day Holiday (No Classes; Office & Library Closed)	September 4
Last Day to Withdraw from class - "W"	September 29
Fall Break (No Classes; Office & Library Open)	October 2 - 6
Last Day to Withdraw from class - "WF" or "WP"	November 10
Thanksgiving Holiday (No Classes; Office & Library Closed 11/23 - 11/24 only)	November 21 - 24
Final Exams	December 11 - 15
Winter Break (No Classes; Office and Library Closed)	Dec. 18 - Jan. 5

## **SPRING SEMESTER**

Office & Library Opens	January 2
New Student Orientation	January 5
Classes Begin	January 8
Chapel Begins	January 11
Martin Luther King, Jr. Holiday (No Classes, Office & Library Closed)	January 15
Add/Drop Deadline	January 19
Last Day to Withdraw from class - "W"	February 9
Reading Day (No Classes, Office & Library Open)	February 21
Spring Break (No Classes, Office & Library Open)	March 11 - 15
Last Day to Withdraw from class "WF" or "WP"	March 22
Good Friday Holiday (No Classes, Office & Library Closed, 3/29 only)	March 28 -29
Reading Day (No Classes, Office & Library open)	April 23
Final Exams	April 29 - May 3
Graduation Ceremony	May 10
Memorial Day (No Classes, Office & Library Closed)	May 27

## **SUMMER**

Summer Intensives	May 20 - July 26
Juneteenth Holiday (No Classes, Office & Library Closed)	June 19
Independence Day (No Classes, Office & Library Closed)	July 4

# LIFE IN THE PACRIM COMMUNITY

*“Let no one look down on your youthfulness,  
but rather in speech, conduct, love, faith and purity,  
show yourself an example of those who believe.”*

**1 Timothy 4:12 (NASB)**

## Stands of Conduct

Students must be constantly aware that they represent Christ and the University wherever they go. Therefore, they should always dress and conduct themselves in a manner that is befitting of genuine followers and Disciples of Christ, who act responsibly and conduct themselves with excellence.

Each student is to hold to the high standard of morality as taught in the Scriptures and exemplified in the life of Christ. While the Scriptures do not provide specific teaching regarding all social and moral practices, they do advocate self-restraint in matters that are harmful or offensive to others in the community. At PacRim, we choose to allow the Word of God to permeate our very souls until we decrease and He increases.

**Jesus Christ lived the way He expects us to live.** His actions, His spirit and attitude are examples - “leaving us an example to follow in His steps” (1 Peter 2:21). We intend to live as Christ has taught us to live, and if we are to fulfill the Great Commission in Matthew 28, it must begin with us. **Matthew 28:19-20** reminds us of this fact:

*“Go therefore and make disciples of all the nations...  
teaching them to observe all that I commanded you.”*

## Limited Freedom

The Scriptures teach that mature Christians should be aware of the vulnerabilities of others, and in love, choose to limit their own freedom in order to avoid any behavior that may lead others to become ensnared in sinful behavior (1 Cor. 8:9). Scripture does not prohibit the consumption of alcohol, and state law permits consumption by those who are 21 years old or older. However, according to this principle, emerging Christian leaders need to be aware that their consumption of alcohol may cause others, who are more vulnerable because of previous addiction or family history to stumble. It is a loving response to choose to limit one's own freedom.

Therefore, PacRim students will refrain from any alcoholic consumption on



campus. While off-campus, please conduct yourself in a manner worthy of Christ, acting in love and wisdom. Please see Addendum 2 for PacRim's full Drug and Alcohol policy with additional Resources.

On other matters of behavior, Scripture has given clear instruction. It is a clear violation of Scripture to drink alcohol to the point of drunkenness, use recreational drugs, or to participate in immoral practices. In the case that a PacRim student is found to be willfully participating in any of these practices, that student may be counseled, written up with a disciplinary referral, placed on probation, suspended, or expelled from PacRim, depending on his or her response and repentance. In addition, any sexual expression outside of marriage, premarital petting, homosexual activity, and the use of pornography are in violation of God's law, which may also result in counseling with a written disciplinary referral, probation, suspension, or expulsion.

Smoking cigarettes and the use of electronic cigarettes is prohibited on campus, in student housing, and during school-sponsored events on and off-campus.

PacRim students are expected to comply with all local, state and federal laws. Any student found to be conducting criminal activity on school premises or at school activities will be handed over to the local authorities.

## **SOCIAL STANDARDS**

### Philosophy and Standards of Conduct

Historically, Pacific Rim Christian University has been recognized as an institution that upholds distinctive biblical standards for living. In matters of conduct, the testimony of one's personal life is seen as a constant sermon to the world. Reasonable regulations are a necessary part of this testimony both in terms of personal witness and in terms of harmony in person-to-person relationships. Consistent rules protect the testimony of PacRim as a whole, provide an atmosphere of community that fosters growth in the knowledge of Christ, and help to maintain a biblical standard of holiness. Christian love and an attitude of cooperation will enable individual students to abide by school policies for the edification of the entire student body.

### "Do Unto Others"

PacRim expects students to refrain from conduct having a negative impact on the development of consistent Christian character. Loss of privileges, specified disciplinary requirements, or separation from the University may be imposed on any student whose conduct on or off campus adversely affects the PacRim community or violates its standards.

Fundamental kinds of misconduct that may lead to suspension or dismissal include the following:

1. Physical or verbal abuse, intimidation, or any form of harassment of another person or group of persons.
2. Deliberate or careless endangerment; tampering with safety alarms or equipment; violation of specific safety regulations; failure to render reasonable cooperation in any emergency; possession or use on campus of firearms, knives, other weapons, explosives, or fireworks.
3. Obstruction or forcible disruption of regular University activities, including teaching, research, administration, campus services, discipline, organized events, and operation and maintenance of facilities.
4. Dishonesty, including provision of false information, alteration or misuse of documents, plagiarism and other academic cheating, impersonation, misrepresentation, or fraud.
5. Obscene, indecent, or grossly inconsiderate behavior; exposure of others to highly offensive conditions; disregard for the privacy of self or others.
6. Theft, abuse, or unauthorized use of personal or public property, including unauthorized entrance into University facilities, possession of stolen property, and littering.
7. Use, sale, or possession of drugs (a detailed Drug Abuse Prevention Policy in compliance with federal regulations is available from the Director of Student Life).
8. Cursing, vulgarity and other inappropriate use of language towards others.
9. Sexual immorality, promiscuity, the viewing or reading of sexually explicit material (including on paper, on TV or computer, or in a theater context).
10. Improper displays of affection and physical contact.
11. Participation or membership of secret or anti-Christian societies.
12. Gambling.
13. Failure to comply with the lawful directions of any University official, staff member, or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the University in the absence of a particular official.
14. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in them, or by failure to separate oneself clearly from a group in which others are so engaged when there is sufficient time and opportunity, or by assisting them in concealing their misconduct from proper campus authorities.

Emergency directions may supersede some written regulations. Students who receive instructions, which they consider unreasonable although not illegal, must

obey them at the time and may bring a formal complaint later against the issuing staff members, by writing to the Director of Student Life.

As a Christian University, we are committed to the goals of personal growth spiritually, intellectually and socially. Students are expected to use discretion and good judgment at all times, both on and off campus. Misuse of any medium (TV, VCR, DVD, computer, phone, internet, etc.) including exposure to inappropriate material, may result in the loss of privileges on campus or other disciplinary action.

### Correction and Discipline

Discipline at PacRim is based on biblical coaching designed to produce behavioral changes that will enable students to mature in key areas of character development.

The guidelines of this philosophy are:

1. Respect for the University as an institution ordained by God.
2. Respect for the rights, dignity, and safety of fellow students.
3. Respect for individual Christian testimony in witness to the world.
4. Respect for University property.
5. Respect for the gifts that God has given you that you can develop and use in serving Him and others.

Since individual needs differ, each case of discipline is handled on its own merits. The following are some of the disciplinary measures that may be taken:

1. Corrective coaching and accountability strategies.
2. Extra work details and/or monetary fines.
3. Probation - Temporary restriction of social or academic activities.
4. Suspension - Temporarily removing the privilege of attending classes and other school activities, from one term to one or more years.
5. Expulsion - Permanently removing the privilege of attending classes and other school activities.

### Who Decides?

The Student Life Team will handle most matters of correction and discipline in regards to standards of conduct. In certain cases, the PacRim President may be asked to decide the form of discipline deemed necessary. Only the PacRim President can issue a suspension or an expulsion. If discipline appears to be necessary, the Student Life Team will strive to be as consistent as possible in handling each case so that the welfare of both the student and the University as a whole are protected.

The following factors are all-important elements in the process of establishing

redemptive discipline on the PacRim campus:

1. Careful gathering of facts.
2. Clear statement of the charges of misconduct in writing.
3. Provision of appropriate witnesses present at any hearing as may be requested by any of the concerned parties.
4. Conscientious disposition of the decision-making in as speedy a manner as is practical.
5. Right of appeal.

Students may appeal any form of discipline by submitting a Letter of Appeal to the PacRim President. If that final ruling is unsatisfactory to the student, he/she may submit a written rebuttal, which will be placed in the student's permanent record.

During times of appeal regarding suspension or expulsion from PacRim, the student filing the appeal will not be allowed on campus or student housing, nor participate in any University events or activities. They may only enter on campus or student housing on approval of the PacRim President

To protect the integrity of the pending appeal and the rights of the student and university, the appeal will be addressed, answered and communicated to the student through the Director of Student Life alone.

#### Parent Notification of Disciplinary Actions

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits access to a student's education records (other than "directory information") without the written consent of the student. An exception may be made in the cases of parents or legal guardians of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, Section 152. Parents or guardians of dependent students will be notified in all cases involving dismissal, and notification may also be made in cases involving academic or disciplinary probation. Parental notification will always be discussed with the student first.

#### Conflict Resolution

It is the desire of the University to provide a safe and nurturing community atmosphere. When a PacRim student feels they have been wronged or misunderstood by a faculty or staff member, the first step to resolve a conflict between a student and faculty or staff member is to follow the Matthew 18 principle by having the faculty or staff member have a face-to-face meeting with the student. Most conflicts can be resolved at this level.

If the conflict is not resolved by such a meeting, students have the right to

address the issue with the Director of Student Life. A student should bring the problem and known facts to the Director of Student Life. The Director of Student Life will gather more information and when necessary, discuss with the parties involved to come to some type of resolution. When warranted, such issues and complaints brought to the Director of Student Life will be brought to the administrations' Leadership Team for accountability and wise counsel. Should a student have an issue with the Director of Student Life and is unable to reach a resolution, they may address the issue to the President in writing.

All student complaints and appeals are documented and filed with the Director of Student Life and/or with the President.

Pacific Rim Christian University is authorized by the State of Hawaii to operate as a post-secondary institution. After exhausting all administrative remedies, a student may file a complaint with the Hawaii Post-Secondary Education Authorization Program (HPEAP). The process for filing a complaint with HPEAP is found on the web at <http://cca.hawaii.gov/hpeap/student-complaint-process/> and the form for filing a complaint at <http://cca.hawaii.gov/hpeap/forms/student-forms/>. The student filing the complaint should submit the completed form to:

Hawaii Post-Secondary Education Authorization Program  
PO Box 541  
Honolulu, HI 96809

Pacific Rim Christian University is accredited by the Association for Biblical Higher Education (ABHE). Students who desire to file a complaint against the university relating to its compliance with the ABHE standards may use the following address:

ABHE  
5575 South Semoran Blvd. Suite 26  
Orlando, FL 32822-1781

## Dress Standard

Student dress while attending University classes should be appropriate to the educational environment and for preparation in ministry or marketplace employment.

**The key words in PacRim's dress standards are modesty and professionalism.** This means not exposing too much of one's body or inappropriately conspicuous in appearance. The Student Life Team and PacRim faculty/staff will be responsible

for all interpretation and enforcement of these guidelines as needed.

Outside of class hours, students may dress appropriately to the seasons and participating events, but in each case, if apparel is deemed inappropriate, students must be willing and responsive to correction from faculty and staff.

The following types of clothing may be considered inappropriate for attending classes and certain school events:

- thin strapped or bare-midriff tops
- short skirts or shorts
- tops that are revealing with see-through material, large keyholes, or plunging necklines/backlines
- tank tops/halter tops/tube tops
- pants or jeans that shows any part of undergarments or private parts
- ripped, torn, or dirty clothing
- workout/gym clothing
- sleepwear/pajamas

#### Recreational Wear

Recreational clothing (ex. Workout/gym clothing, including yoga pants) is appropriate only while participating in recreational activities or while in the student housing.

#### Chapel Attire

Students are to dress in accordance with the style of the majority of the people at the church of their attendance. They should also be respectful of the standard being set by the leadership of their chapel. Students functioning in leadership capacities should be conscientious about their choice of clothing.

#### Library/Classroom

Students should observe the general guidelines for appropriate dress in the library and in all classes.

#### Special Activities

The University may at any time require students in attendance at special University functions or representing the University in outreach teams to dress in a manner generally considered more formal than the above guidelines. Special occasions such as the Annual Gala Fundraiser, Commencement and Recruitment events are included as well as all platform appearances in general.

Students who violate the dress standard will receive a warning. A student's continual disregard of the dress standard may be subject to redemptive discipline.

## STUDENT OUTREACH OPPORTUNITIES

### Ministry Teams

At PacRim, we host several ministry outreach teams with one clear message: to proclaim the Good News of Jesus Christ in creative ways. Our ministry teams present the story of Christ in churches and events nationally and internationally through dance, music, choir, drama, film, and multimedia.

### Mission Trips

PacRim has a goal to prepare leaders to take part in the Lord's Great Commission to make disciples in all nations. As a result of this vision, we aim to send out short-term mission teams at predetermined times during the year. It is the goal of these trips to not only proclaim Jesus around the globe, but to also give our students exposure to the mission field, and for some students, to confirm a calling to missions that they may have been sensing.

### Community Service

Christ commands us to love others, and calls us to serve others. PacRim encourages students to show their love for others through community service projects that meet specific community needs such as hunger and homelessness, or the prevention of community problems such as drug abuse and domestic violence. It is the goal of these projects to not only serve others, but to learn how to identify and meet the needs of others, truly listening and then designing a project or joining a community effort that is an appropriate response to the needs that are identified.

## STUDENT HOUSING

Please refer to the complete PacRim Residential Life Handbook for complete details.

## SOCIAL MEDIA

Find us on the following social media outlets:



@PacRimU



@pacrimu



@pacrimu



[www.youtube.com/user/NHCCHICapel](https://www.youtube.com/user/NHCCHICapel)



@pacrimu

# THE STUDENT LIFE TEAM

## Student Life Mission Statement

Student Life is strategically focused on supporting the mission of the university by engaging student's classroom, ministry, and life experience and transforming them into a discipleship experience. Students will be engaged through a comprehensive experience that will provide them with the good soil they need to be fruitful and multiply.

The Student Life Team carries out this mission by:

- Ensuring that the campus of PacRim is a fertile ground for students to be planted in and experience spiritual growth
- Providing accountability and coaching through personal mentoring and communal relationships
- Providing engagement with faculty and staff outside of the classroom
- Responding to students' spiritual and social needs
- Assisting students in responsible decision-making through biblical coaching
- Training and equipping students' to be disciples who make disciples
- Presenting leadership opportunities and offering leadership training
- Enhancing students' ministry outreach into our community and the world
- Guiding students' leadership and execution of the Community Worship Experience

For any inquiries or needed assistance, please visit the Student Life Team or you may reach the Student Life Team at [studentlife@pacrim.edu](mailto:studentlife@pacrim.edu).

## New Student Orientation (NSO)

Each semester, PacRim conducts a one-day orientation for new and re-entering students to PacRim. All incoming students are asked to attend the orientation meeting as a means of getting to know one another and familiarizing oneself with the culture and community of the University. Orientation usually occurs the Friday one or two weeks prior to the start of the semester. Please contact the Student Life Team or Admissions for exact dates and times.

## Welcome Week

PacRim organizes a weeklong slate of seminars and events prior to the start of each semester in order to welcome the entire community back to campus. New and continuing members of the PacRim community are invited to connect with one another in fun, fellowship, food, prayer, and worship to start each semester



off well.

## Community Worship Experience (CWE)

The PacRim Community Worship Experience (CWE) is how our community gathers in unity and intentionally participates in weekly gatherings of worship and discipleship. During this time, our community will be challenged to grow wider and deeper in biblical knowledge, relationships, and ministry skills as disciples who reproduce disciples. With the help of staff, faculty, guest speakers, and one another, the CWE is a time where students will grow together in their theology, ministry skills, and character. Students will meet weekly on Thursdays from 9am-12pm in teams and will participate in a time of intentional discipleship, fellowship, and worship where they will be engaged in biblical, diverse, and creative fellowship and worship elements. Students will be given the opportunity to demonstrate the development of their theology, ministry skills, and character.

All students who are undergraduate students enrolled in 6 credits or more are required to attend the CWE each semester they are enrolled. Graduate students and students enrolled in less than 6 credits are strongly encouraged to attend. See the Director of Student Life if requesting a waiver.

The CWE is not a replacement for participation in a local church community. We encourage all members of our community to connect with and be rooted in a local church.

The Community Worship Experience consists of:

- Weekly Chapel Service
- Voyager Team Meetings
- Seminars with speakers consisting of staff, faculty, and both local and international ministry and marketplace leaders
- Providing ministry service opportunities for involvement and growth

### **Weekly Chapel Service**

We have a weekly chapel service where we gather corporately in unity as a Kingdom community, including students, faculty, staff, and guests. These corporate times of worship and fellowship serve as times intentionally set aside to connect with God and others in the PacRim community on a regular basis

and will direct the head, heart, and hands of our community toward God. Speakers will provide students with practical perspectives and experiences of the theology and ministry skills that they are learning and growing in and afford them the opportunity to discuss and analyze them collegially during lunch.

## **Voyager Team Meetings**

Students will be assigned to a Voyager Team. Voyager teams are groups where students will cultivate their own spiritual lives as well as build relationships that will provide direction, accountability, edification, and encouragement as students co-labor together with fellow students and their team mentors. This time of small group fellowship and prayer are important spiritual disciplines for discipleship. Students will develop their theology and character through sharing their personal relationship with Christ with one another. Students will have an intimate and protected space where they can be sharpened and accountable in their character growth and to witness to what God is revealing to them through their academic coursework and life experiences. Students will also participate in praying for one another to encourage and seek God's wisdom for life together. Voyager teams will meet weekly prior to the start of chapel service.

## **Seminars**

Students will have opportunities to engage with guest speakers from unique and specific Christian ministries. Speakers will provide students with practical perspectives and experiences of the theology and ministry skills that they are learning and growing in and afford them the opportunity to discuss and analyze them collegially. Seminars will take place intermittently throughout the semester. Seminar speakers will consist of staff, faculty, alumni, and both local and international ministry and marketplace leaders

## **Ministry Service Opportunities**

Serving in ministry is vital for education and training as disciples. Students are welcome to be involved and gain experience in the discipleship process and be challenged to grow progressively in ministry skills through serving the PacRim community. Interested students will collaborate under the guidance of the Student Life team to program and administrate all the elements of the chapel experience, including but not limited to: worship, technology, sound, media, preaching, and university communications. Students at PacRim who are interested in these ministry service opportunities can inquire via email to [studentlife@pacrim.edu](mailto:studentlife@pacrim.edu).

Student ideas and concerns are to be submitted in writing via email to [studentlife@pacrim.edu](mailto:studentlife@pacrim.edu). Upon receipt, the Student Life team will meet with the student, document the discussion, and funnel any ideas or concerns to necessary college administrators and/or department heads. These times of discussion and new ideas allow students to have an active voice and participating role in the improvement of our university.

## ACADEMIC INFORMATION

Only information that is considered essential to the student's understanding of regular classroom/academic routine is reproduced in this handbook. Additional academic information not included in the PacRim catalog, but considered of importance to the student, is also included in this section. It is important that each student be familiar with all of the information that will have bearing on his or her academic success.

### Registration

Once the Fall / Spring class schedule is released, it will be posted on Populi. Please contact the registrar for assistance in creating your class schedule. For any questions, email [registrar@pacrim.edu](mailto:registrar@pacrim.edu).

### Class Load

Students are encouraged to take as many classes as they are able to handle each semester. During Fall and Spring semesters, full-time status for undergraduate students is 12 or more credits. Part-time status for undergraduate students is anything less than 12 semester credits. Undergraduate students who plan to complete their program in four years must average 15 credits each semester. During Fall and Spring semesters, full-time status for graduate students is 9 or more credits. Part-time status for graduate students is anything less than 9 semester credits. Summer intensive courses are calculated differently for full-time or part-time status. Contact [finaid@pacrim.edu](mailto:finaid@pacrim.edu) with any questions. Working at a job that requires too many hours can have an adverse effect on a student's learning experiences. The following suggested ratio of class to work hours should be given careful consideration:

Class Hours Weekly	Employment Hours
15-17	15-20
10-12	20
< 10	24-30+

## Change of Class Schedule

Students who wish to change their registration after class instruction has begun must do so through the Registrar at registrar@pacrim.edu.

## Auditing

Persons not wishing academic credit for a course may arrange to audit through the Registrar. Regular class attendance, the completion of assignments, and taking examinations are not required of audit students. No records are kept and no grades issued. Not all courses are available for audit. See the registrar for more information.

## Grades and Grade Point

The following symbols are used to indicate the evaluation of coursework:

Percentage	Letter Grade	Percentage	Letter Grade
92.5-100	A	69.5-72.4	C-
89.5-92.4	A-	66.5-69.4	D+
86.5-89.4	B+	62.5-66.4	D
82.5-86.5	B	59.5-62.4	D-
79.5-82.4	B-	59.4 and lower	F
76.5-79.4	C+	Withdrawal/Failing	W/F
72.5-76.4	C	Withdrawal/Passing	W/P

The grade "I" (incomplete) indicates that the student did not complete the work assigned for a course because of absence from school during the last two weeks of the term due to illness or other acceptable emergency. It indicates that the student has been attending class and has done satisfactory work, up to the time of the emergency situation. The incomplete is given at the discretion of the instructor. Courses incomplete for any other reason are graded on the basis of the material completed and submitted on time. Courses in which students received incompletes must be completed by the last day of final exam week in the following semester. If the work is not completed by that time, the grade "I" remains permanently on the transcript.

## Incompletes

No coursework will be accepted after the end of the semester except under unusual circumstances. In the case of significant emergencies, such as hospitalization or death in the family, the student may request an incomplete from the VP for Academic Affairs. An incomplete agreement will allow

additional time to complete required coursework. If the incomplete work is not made up one month after the semester, the "I" will convert to the grade the student would have earned for the course if a zero were calculated into their course grade for the missing work.

### Withdrawal

Any student contemplating withdrawal from the University should first discuss the matter with the Registrar and with the VP for Academic Affairs. If the student chooses to proceed, a withdrawal form may be obtained from the Registrar. The student must obtain appropriate signatures from several Teams before the withdrawal is official. Official withdrawals will receive a grade of "W," "WP," or "F" for each class. This is dependent upon academic standing in the class and/or the exact "change of registration" period at that point in the semester.

### Absence Policy

Regular punctual attendance is required in all classes and at all official University gatherings. Students should not miss classes except for illness or unavoidable emergency situations. If an absence for any class exceeds three absences, the student automatically fails the course.\*

\*Contact the Vice President for Academic Affairs at [seansartler@pacrim.edu](mailto:seansartler@pacrim.edu) if you are requesting an appeal due to unusual circumstances.

Mission trips or other church related activities do not constitute an excused absence. Please schedule mission trips around the academic calendar. See your instructor for individual make up policies regarding homework and tests.

### Late Assignments and Examinations

The acceptance of late assignments is at the discretion of each instructor. Depending upon the situation, the instructor may or may not permit a student to submit work that is not completed on time. When such work is accepted, the student is subject to a grade reduction. All announced examinations must be taken when scheduled. A student who is absent from such an exam for any reason must arrange to take it at the discretion of the instructor who may or may not choose to administer it depending upon the reason for the absence. If the exam is administered, a reduction of one letter grade may be assessed.

### Student Academic Dishonesty

Policies relating to dishonesty in academic work reflect the belief of the University faculty and administration that moral uprightness and personal integrity are essential both to spiritual vitality and to meaningful academic work for the student. It is, therefore, consistent with the goals of the University to maintain and enforce such policies against the moral offenses of dishonesty and

plagiarism. Refer to the academic catalog for the official policy.

Plagiarism: Plagiarism, the conscious and obvious attempt to convince others that words or concepts unique to another writer are one's own, constitutes verbal theft. As such, it is a serious matter and may result in academic penalties.

Acts of Academic Dishonesty: A student who is guilty of dishonesty in academic work may be suspended or dismissed from the University. It is expected that all material submitted as part of any class exercise be the actual original work of the student whose name appears on the material. Unless an instructor otherwise indicates, it is considered dishonest for a student to use for preparation of course work, any tests, notebooks, papers and/or assignment of other students who have previously taken a course. Students are cautioned against the possession of unauthorized material during any examination or quiz.

### Academic Freedom Policy

PacRim recognizes freedom of expression and pursuit of truth as essential to the goals of collegiate education. All faculty and students are free to research and explore ideas appropriate to various disciplines and to express ideas and views without fear of reprisal. Within the boundaries of their commitment to the doctrinal statement, mission and objectives of Pacific Rim Christian University, faculty members and students are given the right and responsibilities of academic freedom. Faculty and students have freedom of expression in the classroom, but should avoid using the classroom as a forum for personal agendas not relevant to the discipline or to the objectives of the course. Please refer to the academic catalog for the official policy and procedures.

### Accessibility for Persons with Disabilities

It is PacRim policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity at PacRim. If you have a disability that requires special accommodations, please inform a member of the Academic Team as soon as possible, so that provisions can be made to accommodate the special learning needs related to your disability.

## Academic Disciplinary Actions

### Warning

Students will be given an academic warning when they achieve a semester GPA lower than 2.0. Students with an academic warning may continue to register for classes, but must achieve a semester GPA above 2.0 for the next semester. This status can also be given to entering freshmen or transfer students

that have been admitted with a cumulative GPA below 2.0.

### Probation

Students who have received an Academic Warning and who do not achieve a cumulative semester GPA of 2.0 the next semester will be required to apply for Academic Probation if they want to continue at PacRim. They must submit an "Appeal for Academic Probation" form accompanied by a letter detailing why they fell below a 2.0 GPA and what they plan to do to bring up their GPA to at least a 2.0. Students who successfully appeal for Academic Probation may register for classes, though limited to nine semester credits at PacRim. Failure to achieve a 2.0 GPA by the following semester may result in dismissal. Policies and procedures governing academic probation will apply at the end of each semester.

### Suspension

Students on academic probation whose semester GPA drops below 2.0 will be placed on academic suspension and may not continue taking classes until the term of suspension is complete. A suspension is effective for one semester.

After a semester of suspension, students that are readmitted are placed on probation and must meet the terms and conditions of probation as specified above. Failure to do so will result in dismissal. Policies and procedures governing academic suspension will be applied at the end of each semester.

### Dismissal

Students who have been suspended and who subsequently fail to achieve a semester GPA above 2.0 may be dismissed. Such students will be readmitted only in unusual circumstances. Students admitted on warning may be dismissed if they fail to maintain the minimum academic requirements.

Once dismissed, a student is not eligible for readmission to the University for a minimum of one academic year. Policies and procedures governing academic dismissal will be applied at the end of each semester.

### Appeal

A student placed on probation or suspension, may appeal through the Academic Office with a written appeal to the VP for Academic Affairs including: 1) Reasons for unsatisfactory performance; and, 2) Plan to maintain acceptable academic standing. The Academic Office's decision will be final.

### Transcripts

Official transcripts of the student's records can be issued directly to the

individual or sent to the institution for which the request has been made. Unofficial transcripts can be obtained from the student's Populi profile. (Request form located on the web at [www.pacrim.edu/transcripts/](http://www.pacrim.edu/transcripts/))

### Confidentiality and Disclosure of Records

All students have access to their official records. Such records are confidential and may not be accessed by anyone other than school administrators, except through explicit permissions of the individual student or when required by law.

Students may review their Academic File, including current course schedule, grades, attendance, and academic degree progress using their Populi Student Portal <https://pacrim.populiweb.com/>. Physical academic files containing academic progress reports, enrollment paperwork, transcript evaluations, prior earned learning credits for VA beneficiaries, health records, and other student documents are safely stored and maintained on campus. Students wishing to view their physical student file can do so by emailing [registrar@pacrim.edu](mailto:registrar@pacrim.edu) and requesting an appointment with an Academic staff member. Students will be given access to view their file within three (3) business days of their request date.

A student who believes that an error exists in his/her records has the right to challenge the alleged error. To do so, students may appeal in writing to the Registrar. If unsatisfied with the outcome of that appeal, students may appeal in writing to the VP for Academic Affairs. If a student still disagrees with the final ruling of the VP for Academic Affairs, he/she may submit a rebuttal in writing, which will be included in the student's permanent file.

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records.

1. The right to inspect and review a student's personal education records within 45 days of the day the University receives a request for access. The student should submit to the Registrar a written request that identifies the record(s) he/she wishes to inspect. The Registrar will make arrangements for access and notify the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student may ask the University to amend a record that he/she believes is inaccurate or misleading. In a request submitted to the University Registrar, the student should clearly identify the part of the record to be changed, and specify



why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific Rim Christian University to comply with the requirements of FERPA. Complaints may be addressed to the following Team that administers FERPA.

*U.S. Department of Education/Family Policy Compliance Team  
400 Maryland Avenue, SW  
Washington, DC 20202-4605*

#### FERPA Release of Information Policy:

1. Personal Requests: If a student or former student requests a transcript or other personal records to be released and he or she is known to be the person whose information is being requested, the request will be honored. If the student is not known, the person receiving the request must ask for personal identification to verify that it is indeed the person seeking his or her own records. The identification should include name and social security number, date of birth, dates of attendance, or any other identifying information that only the student is likely to know.
2. Telephone Requests: Personally identifiable information may be released to the student via telephone only if the school official is certain that the party requesting the information is indeed the student. In order to ensure record security, the school official must ask ALL of the following:
  - a. Student's complete name while in attendance

- b. Student's social security number
  - c. Student's date of birth
  - d. Student's dates of attendance at Pacific Rim Christian University
3. Requests for Release of Information over the Internet: Transcript requests are processed through, <http://pacrim.edu/transcripts/>
  4. Parents or Legal Guardian: The parents or legal guardians of students or former students have the right to request and receive educational records of their legally dependent children. The parent or guardian must prove that the student or former student is legally dependent by providing proof that he or she is dependent according to the Internal Revenue code of 1954 Section 152. Without such proof, the student must sign a release form before the parent or legal guardian can be allowed access to the student's educational records.
  5. Courts, Crime, Victims, Health or Safety Officials:  
The law allows the release of educational records to certain government agencies for certain allowed circumstances. The law will be followed for any requests from such agencies. The student will be notified in a timely manner if any such records are released pursuant to a court order or other government request.

### Student ID Badge

All new, incoming students will be issued a PacRim ID badge at no charge. The card entitles the cardholder to certain University privileges and benefits. IDs are to be worn at all times during classes, chapel services, and any other designated campus events. This helps to identify students and allows students, faculty, and staff to easily identify your name.

A \$10.00 replacement fee will be charged for lost, stolen, or mutilated badges. Contact [studentlife@pacrim.edu](mailto:studentlife@pacrim.edu) for assistance.

### Information Technology / Help Desk

Information Technology (IT) provides leadership and support for the effective use of technologies to support teaching and learning. This includes supporting both on-campus and distance learning activities, management of instructional technologies, and other technology related activities.

In addition, IT provides key system wide support in the areas of Help Desk, site licensing and web development, as well as running the public student computer lab (Library) and managing the Wi-Fi network.

Assistance can be requested by visiting the PacRim office or front desk.

## Online Services

Online services are being offered by PacRim to make your University experience more convenient. A user account (username and password) is required for you to use any online service (such as registering for courses or checking email.) For PacRim, this user account is called your PacRim Username.

### **E-mail**

After your PacRim Username is activated, your email address is your PacRim Username with @pacrim.edu (e.g., John Smith's email address will be johnsmith@pacrim.edu) and will be referred to as your PacRim Email Account. Your PacRim Email Account (username@pacrim.edu address) is used for important campus news and updates, as well as the primary means of communication with your professors and should be checked daily.

### **Populi**

The school management system that is used for everything from registration, to the tracking of your classes and degree plan, to your current class load, account management, to financial aid information, is in your Populi account. The link to Populi can be found at: <https://pacrim.populiweb.com>

# LIBRARY

## **Library Purpose Statement**

The Pacific Rim Christian University Library's purpose is to facilitate the college's discipleship of emerging Christian leaders by providing access to information resources and library services supportive of its biblical higher education curriculum.

## **Library Vision Statement**

Our vision is to provide an intellectually rich and supportive environment for students to embark on research voyages. All physical and digital resources acquired are meant to have relevance to current research trends in theology and Christian thinking and provide a high level of academic excellence. The Library team consists of well-trained servant leaders who will provide the highest level of possible aid based on our varied knowledge and skills. We serve as a student-centered Library in which quality services and student success are our primary goals and are recognized and shared by all staff.

The PacRim Library is available for use by PacRim students, faculty, and staff.

### **Library Collections**

Library materials are arranged by the Library of Congress Classification System.

- Main Collections: undergraduate and graduate students may check out Main Collection books for four weeks. All books may be renewed once.
- Reference books are for in-library use only and may not be checked out.
- Audio and video media resources may be checked out for a period of one week.
- Periodicals (current and back-issue journals and magazines) are for in-library use only and may only be checked-out by faculty or students with permission from the Librarian.
- Online databases such as EBSCOhost and Encyclopedia Britannica are available for student use.

Printing and copying costs \$0.10 per page. Please place money in the jar on the printer.

Lost library items or heavily damaged library materials will be fined to the student's account. The student must pay the full replacement cost of the item plus the shipping fee.

#### Policies

No food is allowed and beverages must be in covered containers. These items attract rodents and insects. Please consume all foods and uncovered beverages outside of the library and discard all food waste in the outside receptacles.

Library desks and tables are available for individual quiet study on a first come, first served basis. If any person is disrupting others, he/she will be asked to leave the library. Personal property is not to be left in the library when not in use or overnight. The library is not responsible for the loss of any personal property.

Cell phone use is not allowed in the library. Please turn cell phone ringers to vibrate and take all calls outside.

Library hours will be posted each semester

\* The library is closed 9am-12pm on Thursday for chapel. The library also reserves the right to close for campus-wide events. If classes are canceled for inclement weather or holidays, the library is closed as well.

## FINANCIAL AID INFORMATION

This section of the Handbook contains information on finances, scholarships, and employment opportunities. Complete information about room, board, tuition, fees and operational policies in regard to payment and refunds is contained in the PacRim catalog. Additionally, information about financial aid availability can be obtained from the Director of Financial Aid.

Our goal is to make it financially possible for you to join our campus community. We invite you to work with our Financial Aid Team to put together a financial package that works for you.

Frequently Asked Questions:

Q. What kinds of financial aid are available?

Generally, there are two kinds of Financial Aid - Need based aid & non-need-based aid:

Within need-based aid is Gift Aid & Self-help Aid. Gift Aid is scholarships and grants. Examples are the Federal Pell Grant, and "PacRim University Scholarships," made available through the university. Self-help aid is made up of Subsidized Loans & Student Employment.

Non-need-based aid is only loans – PLUS (Parent Loan for Undergraduate Students) Grad PLUS Loans, Unsubsidized Direct Loans and Private Loans.

In addition to PacRim Aid and Federal Financial Aid, there are private scholarships offered by national and state organizations. Please see the Director of Financial Aid for a list of these organizations.

Direct Student Loans: Direct Student Loans are a federal loan that comes in two forms: Subsidized and Unsubsidized. Both kinds accrue interest. The difference between the two is that the federal government pays for the interest on the Subsidized loan, while the student is at least a half time student in the University.

The Unsubsidized loan accrues interest while the student is attending, from the day that the student begins to borrow.

Direct PLUS loans: Direct PLUS loans are educational loans that parents can borrow for the students to cover the cost of attendance. Interest accrues while the student is in school. Grad PLUS loans can be applied for by the student themselves.

Student Employment: Awards in this category consist of working programs to help meet a student's cost of education.

To be eligible for the maximum amount of aid, apply early.

Q. If I am forced to withdraw from the University for emergency reasons, will I receive any refund?

If you are a Federal Financial Aid recipient, some aid may be required to be returned to the US Department of Education based on the Federal Title IV Funds schedule. Any deficit created by returning federal aid to the US Department of Education will be the student's responsibility to pay back to the University.

If you are considering dropping or withdrawing from a class for any reason, be sure to get counseling from both the Business Administrator and Financial Aid Team before making any definitive decisions.

If a student is dismissed for disciplinary reasons, refunds may be withheld according to the discretion of the University.

Q. Does the University have any scholarships for which I am eligible?

Scholarship information is available from the Director of Financial Aid. Students who are interested in obtaining financial assistance via a scholarship or grant, should check with the Director of Financial Aid concerning eligibility and the procedure for initiating an application. All students in financial need are strongly encouraged to apply for the various scholarships that are available. Be sure to check early as deadlines vary.

Q. Whom should I see about assistance in obtaining employment?

A limited number of on-campus student jobs are available through the Student Employment program. Applications for the jobs should be made through the various teams that advertise positions.

For more information regarding financial aid, FAFSA, and scholarship availability, contact the Director of Financial Aid at [elijennings@pacrim.edu](mailto:elijennings@pacrim.edu)

## **CAMPUS SECURITY**

We know that the world around us does not adhere to exclusively Christian values; therefore, it is necessary that everyone be involved in monitoring campus conduct and presence of unauthorized individuals on campus. The University asks the cooperation of all members of the University community in helping to ensure safety on campus. It is also important to adhere to campus visitation hours for all visitors.

PacRim does not have security personnel. Campus security authorities (directors, coordinators, staff, faculty to students and student organizations, residential life mentors, etc.) do not have authority to make arrests. All crime is to be reported to the Honolulu Police Department (808) 723-3609 OR 911 for emergencies). Prompt reporting will assure timely warning notices on-campus. See the attached addendum for steps for reporting.

If a crime occurs at a site where a student is at that moment fulfilling his/her Ministry Service requirement, internship, or any other educational requirement, the student should report the crime to his/her immediate supervisor who will report the incident to the appropriate school representative.

Please see Addendum 1 for all of the University's policy and procedures regarding security, reporting, and resources.

### **Assistance for Students with Disabilities**

In keeping with the Americans with Disabilities Act, PacRim will provide reasonable academic adjustments or accommodations necessary to afford equal opportunity and full participation in all programs for qualified students with professionally verified disabilities. Students requiring such accommodations should contact the VP for Academic Affairs and the Student Life Team.

### **Civil Rights & Nondiscrimination Policy**

The policy of PacRim is to provide equal opportunity for all qualified persons in the educational programs and activities that the University offers. In full and affirmative compliance with the laws of the United States and all applicable regulations thereto, the University does not discriminate on the basis of race, color, national origin, sex, and handicap status, in its admission policy, scholarship and loan programs, educational programs, and other activities.

### **Harassment Policy**

The University is committed to providing a safe learning and working environment that is free of discrimination. In keeping with this commitment, all forms of harassment are strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Students or employees who feel they have been subjected to such treatment should immediately report such to the Student Life Team or a member of the Administration.

### **Emergency Notification**

In the event of an emergency, PacRim utilizes a variety of communication methods to inform students, faculty and staff. The school will utilize our website, social media sites, school email system, and school SMS text alerts to keep the school community informed of dangerous situations or emergency actions that need to be taken.

### **Solicitation**

To avoid potential problems, the Student Life Team must approve all soliciting and selling on campus by students and prohibits selling by non-approved organizations or individuals.

### **Automotive Regulations**

Operating an automobile on campus is to be considered a privilege, not a right. All automobile operators are expected to abide by the following regulations:

1. All vehicles parking on campus must be registered with the administrative office. Contact the Student Life Team to obtain a parking permit.
2. Parking recommendations are presented at New Student Orientation. All vehicles that are parked in violation of University regulations are subject to being towed at the owner's expense.
3. If you lose your parking pass, a \$10 replacement fee will be charged.
4. Upon graduating or no longer being enrolled with PacRim, the parking permit must be returned to the Student Life Team.

## **HEALTH SERVICES**

There is no health insurance coverage provided by the University. Any students on work-study should report on-the-job and work-related accidents to their immediate supervisor, who will determine whether to list the accident or issue workers compensation claim forms. Listed accidents are minor accidents that



require first aid only. Contact any staff member for first aid. If necessary, they will call 911 or transport the injured or ill student to an appropriate medical facility. Places for a student to go for medical help:

Straub Clinic and Hospital - [www.straubhealth.org](http://www.straubhealth.org)  
888 South King Street, Honolulu - (808) 522-4000

Urgent Care Clinic of Waikiki - [www.waikikiclinic.org](http://www.waikikiclinic.org)  
2155 Kalakaua Avenue #308, Honolulu - (808) 924-3399

Queens Medical Center - [www.queensmedicalcenter.net](http://www.queensmedicalcenter.net)  
1301 Punchbowl Street, Honolulu - (808) 538-9011

Kuakini Health System - [www.kuakini.org](http://www.kuakini.org)  
347 North Kuakini Street, Honolulu - (808) 547-9468

Kapiolani Medical Center for Women & Children - [www.kapiolani.org](http://www.kapiolani.org)  
1319 Punahou Street, Honolulu - (808) 983-6000

Pali Momi Medical Center - [www.kapiolani.org](http://www.kapiolani.org)  
98-1079 Moanalua Road, Aiea - (808) 486-6000

Moanalua Medical Center - [www.kaiserpermanente.org](http://www.kaiserpermanente.org)  
3288 Moanalua Rd, Honolulu, Hawaii - (808) 432-0000

Kaiser Permanente Medical Center - [www.kaiserpermanente.org](http://www.kaiserpermanente.org)  
1010 Pensacola Street, Honolulu, Hawaii - (808) 432-2000

## IMMUNIZATIONS

The following are required prior to enrollment at any post-secondary school.

1. Immunizations – evidence of immunity to Measles, Mumps and Rubella (MMR), Effective Fall 2020 additional immunizations are included, Tetanus, Diphtheria, and Acellular Pertussis (TDAP), and Varicella.
  - A record of immunizations, signed or stamped by a US licensed Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Practice Registered Nurse (APRN), Physician Assistant (PA), or clinic, must be presented for school attendance. This record must include complete dates (month/day/year) for each immunization. A date which shows month/year only may be accepted provided it is clear that there were at least 30 days between each MMR vaccination.

- Two doses of the Measles vaccination are required, with at least one of the two being the MMR vaccine. Students who received the vaccinations separately must show record of two measles vaccinations, one mumps vaccination and one rubella vaccination.
  - One dose of the TDAP (Tetanus-diphtheria-acellular pertussis)
  - Two doses of the Varicella
  - A blood test showing laboratory evidence of immunity to measles and rubella signed by a US licensed MD, DO, APRN, or PA or PA may be substituted for a record of immunizations.
  - Students born before 1957 are exempt from the MMR immunization requirement.
  - Students born before 1980 in the US are exempt from Varicella immunization requirement.
  - A 45-day grace period (from the start of instruction) will be given if the student submits a medical appointment card or letter from a practitioner showing that the student is in the process of obtaining the required MMR and Varicella immunization(s).
2. Certificate of Tuberculosis Examination – Any one of the following are acceptable: Mantoux Tuberculin skin test (PPD), chest x-ray with past positive skin test, T-spot, QuantiFERON Gold In-Tube, Negative Risk Screen completed within 12 months of school entry date or on or after 16th birthday.
- A certificate of Tuberculosis (TB) examination is required before post-secondary school attendance in any course of study longer than 6 months. This requirement may not be deferred or postponed.
  - The Mantoux Tuberculin skin test (PPD) must have been given within 12 months before first attending post-secondary school in Hawaii or on or after 16th birthday.
  - The Certificate of TB Examination may be issued by the Hawaii Department of Health or a U.S. licensed MD, DO, APRN, or PA. The certificate must include:
    - the date of administration and reading of the Mantoux skin test (PPD)
    - the measurement in millimeters of the induration (raised skin reaction)
    - the signature or stamp of the MD, DO, APRN, PA, or clinic
  - If the transverse diameter of induration (raised skin reaction) is 10mm or greater, a chest x-ray is also required as part of the TB examination to exclude communicable TB. Students with a past

positive PPD, documented as stated above, may have a chest x-ray without a repeat skin test.

## INSTITUTIONAL POLICY AND PROCEDURES

### Addendum 1: Policy / Procedures for Safety & Security

**Title IX:** Including: SaVE, VAWA, and Clery Act

#### Introduction

Pacific Rim Christian University is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act ([Clery Act](#)), VAWA ([Violence Against Women Act](#)), the Campus Sexual Violence Elimination Act ([SaVE Act](#)), PacRim has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the PacRim community (students, faculty, and staff) as well as visitors.

Pacific Rim Christian University will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by PacRim policy, as well as state and federal laws. Individuals who the University determines are more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from PacRim, regardless of whether they are also facing criminal or civil charges in a court of law.

#### Definitions

**Sexual Assault** refers to any sexual act directed against another person, forcibly and/or against the person's will (or not forcibly or against the person's will where the survivor is incapable of giving consent), as well as incest or statutory rape.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or

- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Stalking** occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

**Consent** is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

**Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion \* that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

- \*Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age (Hawaii law is 16 years of age).
- Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org>.
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see the VP for Student Services.

## Sexual Violence: Risk Reduction Tips

The following tips are presented with the following caveat. The University expects all students to adhere to the limits of sexual conduct and alcohol and drug policy established in the Student Handbook.

The choice to exceed the University’s limits of sexual conduct and use of alcohol or drugs never makes the victim at fault for sexual violence.

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

Below, suggestions to avoid committing a non-consensual sexual act are also offered.

1. Make your limits known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.

4. Find someone nearby and ask for help.

5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

6. Care for your friends and ask that they care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in a position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.

2. Understand and respect personal boundaries.

3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.

4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.

6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.

7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## **Sexual Misconduct Offenses**

Sexual misconduct offenses covered by this policy include, but not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempt to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

**Sexual Harassment** is unwelcome, gender-based verbal or physical conduct that is, sufficiently severe, pervasive and objectively offensive that it, unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the college's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

**Non-Consensual Sexual Contact** is any intentional sexual touching or making another touch you or themselves, however slight, with any object or body part, by a man or a woman upon a man or a woman, that is without consent and/or by force. If you are unsure if you have experienced Non-Consensual Sexual Contact, you may find more information by contacting the Student Life Team.

**Non-Consensual Sexual Intercourse** is any sexual intercourse however slight, with any object or body part, by a man or woman upon a man or a woman, that is without consent and/or by force. If you are unsure if you have experienced Non-Consensual Sexual Intercourse, you may find more information by contacting the Student Life Team.

**Sexual Exploitation** occurs when a student takes a non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

Invasion of sexual privacy; Prostituting another student; Non-consensual video or audio-taping of sexual activity; Going beyond the boundaries of consent (such

as letting your friends hide in the closet to watch you having consensual sex); Engaging in voyeurism; Knowingly transmitting an STI or HIV to another student; Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### **Sanction Statement**

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus code violations.\*
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.\*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.\*

\*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

### **Other Misconduct Offenses**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or



social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other Group-affiliation activity.

5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

6. Violence between those in an intimate relationship to each other;

7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

## **Written Notification of Right and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include your rights as a survivor to:

- Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, University, or workplace;
- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (the police will arrange transportation to the nearest hospital or otherwise assist in obtaining treatment (if you wish));
- Request the police remain at the scene until your safety is ensured;
- Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- Obtain a copy of the police incident report at no cost.

## **Reporting an Incident**

Pacific Rim Christian University encourages any member of the PacRim community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has

experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the University.

If a PacRim student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, he/she should immediately report the incident to a member of the Student Life team at (808) 518-4791. If a Student Life team member is unavailable, a staff member may receive your report.

Individuals who are on campus can also make an in-person report at the administrative office. Student Life will assist all members of the PacRim community by:

- assessing the incident
- advising the survivor on how he or she can seek legal protection
- making the survivor aware of medical, counseling, and support services
- assisting the survivor in notifying the local police department with jurisdiction over the crime

**In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911.**

**Students** who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Student Life at (808) 518-4791, or to the University's Title IX Coordinator, Garret Chang, at (808) 518-4791 extension 125.

**Employees** who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to their team leader or to the University's Title IX Coordinator, Garret Chang, at (808) 518-4791 extension 125.

**Faculty members** who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the VP of Academic Affairs at (808) 518-4791 extension 110 or to the University's Title IX Coordinator, Garret Chang, at (808) 518-4791 extension 125.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within PacRim University. For more information, please visit here on [how to report an assault](#)

(<https://www.rainn.org/articles/reporting-law-enforcement>) or call Honolulu Police Department Criminal Investigation Division: (808) 723-3609 or visit our webpage for an anonymous reporting form.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

## **Procedures Survivors Should Follow**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing, he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered.

## **On Campus and Off Campus Resources**

PacRim and the City of Honolulu offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including giving resources for medical treatment, counseling services, and advocacy that survivors may wish to utilize.

The following PacRim employees and on campus offices can assist members of the PacRim community in considering their options and navigating through any resources or recourse they may elect to pursue.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or PacRim University in order to access the following resources:

**Sexual Assault Response Team (SART) Members:**

Student Life (Title IX Coordinator)	(808)518-4791 x 125
VP for Academic Affairs	(808)518-4791 x 108

**Off-Campus Resources**

The Sex Abuse Treatment Center Hotline at Kapi'olani Medical Center for Women & Children	(808)524-7273
National Domestic Violence Helpline	(800)799-7233
Shelter for Abused Spouses and Children	(808)841-0822
Suicide and Crisis Hotline (24 Hours)	988
Legal Aid Society of Hawai'i	(808)536-4302

**Accommodations**

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the University, the University is committed to providing them as safe of a learning or working environment as possible. Upon request, PacRim will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the PacRim community, the University's Title IX Coordinator, Student Life Coordinators or supervisors may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Student Life office (x125) for assistance, and employees may contact the Office of Human Resources (x104) for assistance.

SART members will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, University, or workplace.

PacRim is committed to ensuring that orders of protection issued by courts are fully upheld on all University-owned, used, and controlled property as well as properties immediately adjacent to PacRim. Therefore, if any member of the PacRim community obtains an order of protection or restraining order, he or she should promptly inform the SARTs and provide the team with a copy of that order, so that the university can enforce it. PacRim is also committed to protecting survivors from any further harm, and if PacRim determines that an individual's presence on campus poses a danger to one or more members of the University community, the SARTs can issue an institutional No Contact or No Trespass Order barring that individual from PacRim property.

## **Reporting Options**

PacRim encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

Other employees may talk to a victim in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a University investigation into an incident against the victim's wishes.

Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University -- and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The University encourages victims to talk to someone identified in one or more of these groups.

## **Reporting to “Responsible Employees”**

A “responsible employee” is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or whom a student could reasonably believe has this authority or duty.

When a survivor tells a responsible employee about an incident of sexual violence, the survivor has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the survivor and that the University will need in order to determine what happened – including the names of the survivor and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report. A responsible employee should not share information with law enforcement without the victim's consent.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations – and, if the survivor wants to maintain confidentiality, direct the survivor to confidential resources.

If the survivor wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the survivor that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the survivor's request for confidentiality.

Responsible employees will not pressure a survivor to request confidentiality, but will honor and support the survivor's wishes, including for the University to fully investigate an incident. By the same token, responsible employees will not pressure a survivor to make a full report if the survivor is not ready to.

### **Requesting Confidentiality from the University**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University's ability to meaningfully investigate the incident and pursue

disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The University has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence:

Craig Pankow, President

(808) 518-4791 x 111

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the President will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- Whether there have been other sexual violence complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the victim's request for confidentiality. If the University determines that it cannot maintain a victim's confidentiality; the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response. The University will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or University employees, will

not be tolerated. The University will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see policy identifying these);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

If, for example, the school has credible information that the alleged perpetrator has committed one or more prior rapes, the balance of factors would compel the school to investigate the allegation and, if appropriate, pursue disciplinary action.

The University may not require a victim to participate in any investigation or disciplinary proceeding.

Because the University is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the University determines that it can respect a victim's request for confidentiality, the University will also take immediate action as necessary to protect and assist the victim.

## **Miscellaneous**

### **Take Back the Night and other public awareness events**

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the University of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the University will provide information about students' Title IX rights at these events.



## **Anonymous Reporting**

Although the University encourages victims to talk to someone, the University provides an online form for anonymous reporting. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the University for the purpose of triggering an investigation. This form can be accessed on the university website, [www.pacrim.edu](http://www.pacrim.edu) under the “contact” tab.

## **Off-campus Counselors and Advocates**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the University unless the victim requests the disclosure and signs a consent or waiver form.

**NOTE:** While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the University, they may have reporting or other obligations under state law— such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

## **Survivor Confidentiality**

PacRim recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. The University is committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the University's need to protect the safety of the community. Different PacRim officials and personnel are able to offer varying levels of privacy protections to survivors.

PacRim requires all University employees, with the exception of licensed mental health counselors, licensed medical professionals, and the students and staff, to share with the University's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however, the University may proceed with an investigation without the survivor's participation if there is a concern for the safety for members of the community.

Reports made to SARTs will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by the University concerning the abuse of a minor or juvenile must be

reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the PacRim community are required by University policy to report any instances of known child abuse or neglect to HPD, who will in turn report such information to the appropriate state authorities.

Reports and information received by PacRim's staff are considered legally protected or 'privileged' under Hawaii law. Thus, those individuals will not share information they learn from survivors with any third party except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information that these employees will report to the University concerning incidents is statistical information, which does not identify the survivor, so that the incident can be included in the University's crime reporting statistics that are reported in PacRim's annual Clery Reports. Such crime reporting statistics are also included in a Title IX trend report maintained by the University.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with PacRim's Title IX Coordinator or other University officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling PacRim's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. PacRim thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. University employees must share such information only with those University officials who must be informed of the information pursuant to University policy. Failure by a PacRim employee to maintain privacy in accordance with policy will be grounds for discipline.

While federal law requires PacRim to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

## Educational Programs

PacRim is committed to increasing the awareness of and prevention of violence. PacRim makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and

stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a University environment, PacRim offers practical guidance for risk reduction, violence prevention, and bystander intervention. Some of this information can be found here <https://rainn.org/safety-prevention>

**Personal Safety Workshops** – In an effort to educate the PacRim community about safety, PacRim provides opportunities for all members of the community to learn about safety precautions. Student Life may conduct awareness workshops for PacRim community members on a wide variety of subjects including but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.

**New Student Orientation** – Orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of Student Life to first year and transfer students.

**Safety Escorts** – PacRim provides safety escorts when possible. This service provides students, faculty, and staff with assistance walking to their vehicle.

**New Employee Orientation** – All new employees receive online training on Sexual Harassment and Title IX through Human Resources. PacRim also provides new employees with information concerning issues of safety and personal awareness on such subjects as Emergency Preparedness, Campus Security Authorities, and Rape Aggression Defense (RAD) Programs.

**Residence Life Programs** – These programs are run through Residential Life and inform students on a wide variety of topics, such as, alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.

**Bulletin/Video Board Campaigns** – Student Life Coordinators use passive programming strategies to provide information on crime prevention and safety issues related to PacRim University students on and off campus.

### **Conduct Proceedings**

PacRim strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by PacRim. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the University may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No

Contact orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

PacRim's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from University housing, dismissal from University housing, suspension from the University, or dismissal from the University. In addition, PacRim may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Student Life Coordinators for adjudication pursuant to the Student Code of Conduct. The Title IX Coordinator will handle any incidents involving employees and University affiliates who are found by the University to have engaged in behavior that violates University policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

PacRim seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the University within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, University breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

## Ruling

In all investigatory and adjudication proceedings conducted by the University concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator has discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to an Administrative/Faculty Hearing Board (a "Board"). If a Board hears such charges and issues a finding of responsibility against a student respondent, the Board may also recommend sanctions to the Student Life Coordinators. However, the Student Life Coordinators retain authority to determine the sanctions that will be issued to any student who has been found responsible for violating the Code of Conduct.

When the Title IX Coordinator completes an investigation and/or when a Board issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within seven (7) business days of the outcome of the investigative or adjudicative proceeding.

## Appeals

There are two grounds for appeals: If new information surfaces regarding the case and needs to be considered or if PacRim's policy and procedures were not followed.

In addition, both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student conduct proceedings please consult the Student Resources and Policies section of the PacRim website.

For additional information about employee conduct please visit Sexual Assault Resources for Faculty and Staff or consult the PacRim University Employee Handbook.

## Resources

**National Sexual Assault Hotline** operates a 24-hour hotline that can connect you to local information and resources 1(800) 656-4673.

## Addendum 2: Institutional Policy on Drugs & Alcohol

### Standards of Conduct

The illegal possession, use or distribution of drugs or alcohol by students and employees is a violation of University rules as well as State and Federal laws. The University will address any and all violations regarding drug and alcohol use by students or employees, and the HPD will enforce all applicable State and Federal laws; there will be an emphasis on the enforcement of laws regarding underage drinking.

Pacific Rim Christian University cooperates with State and Federal agencies in the prevention of drug and alcohol abuse. The University's standards of conduct for both its employees and its students, prohibit the following acts:

- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on University premises or while on University business or at University activities, or in University supplied vehicles either during or after working hours;
- Unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., or Hawaii Drug Control Laws on University premises, or while engaged on University business or attending University activities, in University supplied vehicles, either during or after working hours;
- Unauthorized use, manufacture, distribution, possession, or sale of alcohol on University premises or while on University business or at University activities, in University supplied vehicles, either during or after working hours;
- Storing in a desk, vehicle, or other place on University owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
- Use of alcohol off University premises that adversely affects an employee's

or student's work or academic performance, or an employee's or student's safety or the safety of others;

- Possession, use, manufacture, distribution or sale of illegal drugs off University premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others;
- Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia; in the case of employee's failure to notify their supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the Pacific Rim Christian University workplace.

## **Summary of Legal Sanctions**

The following information summarizes selected provisions of Federal, State, and local laws which provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol. The following penalties may be imposed in addition to sanctions handed out by the University:

### **Federal & State Penalties/Sanctions for Illegal Possession of Controlled Substances:**

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Hawaii State laws which establish penalties for various drug related offenses which are summarized in the links below and are not limited to:

- Crimes Involving Minors
- Drug Paraphernalia Offenses
- Imitation Controlled Substances
- Controlled Substance Analogue
- Selected Alcohol Offenses:
  - Minor In Possession
  - Procuring Alcohol
  - Consumption on Public Property
  - Driving While Intoxicated

[Hawaii Marijuana Law link \(http://norml.org/laws/item/hawaii-penalties\)](http://norml.org/laws/item/hawaii-penalties)

[Hawaii Drug and Liquor Laws link](http://codes.lp.findlaw.com/histatutes/5/37/712/IV)

<http://codes.lp.findlaw.com/histatutes/5/37/712/IV>

### **Disciplinary Sanctions Regarding Drugs and Alcohol Students:**

Violations of the Student Code of Conduct may result in the imposition of sanctions up to and including expulsion from the University and referral for

prosecution by the proper authorities under local, State and/or Federal law (noted above). One or more of the following sanctions may be imposed as provided in the Student Code of Conduct and Disciplinary Procedures: warning, restitution, conduct probation, behavioral requirement, suspension, and/or expulsion.

Second offenses include an attempt at parental notification for dependent students 18-21 years of age. Minimum responses to first offense marijuana violations include an attempt at parental notification, behavioral requirement, education, and conduct probation. Second offense marijuana minimum responses include Housing contract cancellation and attempt at parental notification. Behavioral and educational requirements fit the violation in terms of kind and severity. For example, a student may be required to apologize to residents and custodians affected, accompany the Housing Representative for cleanup of common areas, or work with staff to do a community education program.

Minimum responses to both alcohol and marijuana offenses include several hours of community service.

## **Facts About Drugs & Alcohol**

**Alcohol:** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

- Low to moderate doses of alcohol increases the incidence of a variety of aggressive acts, including spouse and child abuse.
- Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.
- Very high doses cause respiratory depression and death.
- Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

**Drugs:** With drugs, it has been shown that while initial use may have been



voluntary, drugs of abuse alter gene expression and brain circuitry, which affects human behavior and becomes an addiction. Once addiction develops, the brain changes interfere with one's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use.

The long-term use of drugs can be far reaching and affect cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease. Drug use has respiratory effects, gastrointestinal effects, musculoskeletal effects and can damage kidneys, the liver, the brain and lead to premature death. In addition, the changes that occur in the brain through long-term drug use can lead to paranoia, depression, aggression, and hallucinations. These issues affect not only the individual, but loved ones, fellow students, and the public in general.

Drugs of Abuse Resource Link:

<https://www.campusdrugprevention.gov/sites/default/files/2021-11/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant.pdf>

- Cocaine, crack, and amphetamines: Anxiety, agitation, malnutrition, high blood pressure, irregular heartbeat, and insomnia.
- Methaqualone, benzodiazepines, barbiturates, and alcohol: Depression, impaired thinking and judgment, loss of coordination, disorientation, loss of memory and inhibitions, coma, possible death from overdose.
- Marijuana and hashish: Confusion, disorientation, difficulty concentrating, short-term memory loss, a motivational syndrome, anxiety, fatigue, paranoia, psychosis, lung damage, cancer, reproductive abnormalities, cardiovascular effects.
- LSD, PCP, ICE, mescaline and peyote, and amphetamine variants: Illusions, hallucinations, poor perception of time and distance, increased heart rate and blood pressure, panic, flashbacks, may precipitate psychosis.
- Amphetamine/cocaine: Psychosis, convulsions, and cardiac failure.
- Opium, heroin, morphine, codeine, and methadone: Anxiety, drowsiness and lethargy, nausea, mental confusion, constipation, respiratory depression, coma or death as a result of overdose.
- Inhalants: Nausea, headaches, perceptual distortions, depression, impaired judgment and thinking, damage to brain, liver, kidney, bone marrow and lungs, sudden death.
- Misuse of prescribed narcotics, depressants, or antidepressants

**Drug and Alcohol Programs** The illicit use of drugs and alcohol and the dependency on these substances is a major issue facing college campuses across the United States. To combat the problems caused by the use of drugs and alcohol, Pac Rim wants to ensure that resources are available to not only promote the awareness of drug and alcohol use and the large number of

related issues, but also to help students and staff determine if they have a problem and deal with dependency issues. To this end, there are a number of programs and resources available for use by students, faculty and staff. The following are some specific programs and services in the community concerning tobacco, drug and alcohol use and awareness:

**Alcoholics Anonymous** is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. 24-hour helpline (808) 946-1438

**Narcotic Anonymous** is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. They are recovering addicts who meet regularly to help each other stay clean. This is a program of complete abstinence from all drugs. There is only one requirement for membership, the desire to stop using. 24-hour helpline (808) 734-4357

**Coalition for a Drug-Free Hawaii** Resource Center Honolulu (808) 545-3228 x 34

**New Hope Counseling Center**- New Hope Counseling Center provides counseling to individuals, couples, children, and families focusing on therapies and counseling that produce long-term health (808) 596-4555 or <http://www.enewhopecounseling.org/>

To ensure best practices, the University conducts a biennial review of its drug and alcohol policies, as well as its support, prevention and awareness programs, in order to evaluate their effectiveness and determine what improvements are needed. Any necessary improvements will be implemented as soon as able.

In addition, the University determines the number of drug and alcohol-related violations that occurred/were reported on campus, non-campus property, or on public property directly adjacent to campus, and it includes this information in the Clery statistics submitted to the Department of Education and the Annual Campus Security and Fire Safety Report.