



Woodbury University

Office of Student Affairs

2017-2018

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



an sdi innovations company

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, without getting prior written permission of the publisher.

©2017. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

President’s Message	4	Comprehensive Documentation	31
A Message From Dr. David Steele-Figueroa, Woodbury’s 14th President	4	Reasonable Accommodations	32
Brief History	4	Temporary Accommodations.....	32
Location	5	Non-Academic Accommodations.....	32
Final Exam Schedules	5	Animal Policy	33
Fall 2017 Studio and Lecture Finals	5	Field Trips and Off-Site Class Activities.....	34
Spring 2018 Studio and Lecture Finals.....	6	Public Events.....	34
University Breaks and Holidays 2017/2018	6	Disability Grievance Procedure.....	34
Campus Safety	7	Woodbury International Student Services	35
Emergency Preparedness	7	International Student Advisor	
Notification of Violent Crimes.....	7	Designated School Official (DSO)	35
Student Right-To-Know Act	7	International Peer Advisors (IPA).....	35
Community Standards and Policies	8	Tutors and Writing Coaches	35
Family Educational Rights & Privacy Act (FERPA)	8	Academic Peer Mentors	35
Code of Academic Integrity	9	Student Affairs Academic Advisor	35
Definitions of Academic Dishonesty.....	9	Faculty Academic Advisor	35
Appeals Process.....	11	International Student Workshops.....	35
Sexual Misconduct Policy (Title IX)	12	Experiencing Southern California Culture	35
Introduction: Institutional Values	12	Woodbury International Student	
Scope of Policy.....	12	Organization (WISA).....	35
If You Have Been Assaulted.....	13	Pre-Arrival Arrangements.....	35
Reporting, Confidentiality, and Privacy.....	13	Students Transferring From Another U.S. School.....	35
Prohibited Conduct and Definitions	15	Students Coming Directly From Abroad.....	35
Consent: Force, Coercion, Incapacitation,		Maintaining F-1 Status.....	36
Drugs and Alcohol	17	Employment and Practical Training	38
Options for Resolution	18	I-20 Extensions	38
Resolving Complaints Against a Student	20	Reduced Course Load Authorizations	39
Medical Amnesty Policy	25	Change of Status to F-1.....	39
Application to Student Organizations	26	Scenario 1	39
Residence Hall Community Living Standards.....	26	Scenario 2	39
Alcohol.....	26	Instructions for Applying for a	
Alterations	26	Change of Status While in the Usa	39
Bathrooms	26	Documents Required/Recommended	
Bicycles, Skateboards, Skates and Scooters.....	26	for Filing for Change of Status	39
Community Damages	26	How to Apply for F-2 Status.....	40
Controlled Substances	26	Prospective/New Woodbury University F-1 Students	40
Cooking.....	26	Current Woodbury University F-1 Students.....	41
Disruptive Behavior.....	26	Travel for Dependents	41
Electrical Appliances	26	International Students and Holds	42
Fire Safety	27	Missed Appointments & Tardiness	42
Guests	27	International Students	
Hallways.....	27	& Academic Probation/Dismissals	42
Health Insurance.....	27	Academic Probation	43
Keys.....	27	International Students & Disciplinary Actions	43
Musical Instruments	27	Reinstatement of F-1 Status	43
Noise/ Quiet Hours.....	28	Procedure.....	44
Pets	28	Special Considerations	44
Rightful Occupancy.....	28	Alternative to Reinstatement	44
Room Personalization.....	28	Withdraws.....	44
Smoking.....	29	Leave of Absence	44
Solicitation and Posting.....	29	Visas.....	45
Student Housing Contract	29	The Visa Stamp in My Passport is About to Expire.	
Trash.....	29	Do I Need a New One.....	45
Unauthorized Entry	29	Applying for a Visa in Your Home Country.....	45
University Breaks	29	Background and Security Checks.....	45
Windows and Window Screens	29	Applying for a Visa in a Third Country.....	45
Involuntary Leave of Absence Policy.....	29	Please Note That You May Need an	
Policy and Procedures for Accommodating Students		Entry Visa to Enter a Third Country	45
and Applicants with Special Needs: Mobility-Based		Visa Application Process in Mexico or Canada	45
and Non-Mobility Based Disabilities.....	30	What Will I Need to Apply for a New Visa.....	45
Procedures for Registering for		Lost or Stolen Visa/Passport.....	46
Reasonable Accommodations	30	Obtaining a California Driver’s License.....	46
General Documentation Guidelines	31	Overview	46
Evaluator Qualifications.....	31	Dmv Application Process	46
Current Documentation	31	Obtaining a California Identification Card.....	47

International Students and Taxes	47	Immobilization of Vehicles.....	62
Who Must File Tax Forms.....	47	Towing of Vehicles	63
What Tax Forms Do I Have to File	47	Motorcycles	63
Jury Duty.....	48	Bicycles	63
Selective Service Registration	48	Keeping Your Bicycle Safe.....	63
How Do I Apply for a Social Security Number.....	48	Parking Citations and Fines	63
Computer Use Woodbury IT Policy and Procedures.....	49	Appeal	64
Policy	49	Conduct Charges	64
Procedure.....	49	Student Involvement.....	64
IT Onboarding/Off Boarding Instruction	50	Privileges of a Registered Student Organization	64
Onboarding Instruction.....	50	Responsibilities of a Registered Student Organization.....	65
Off Boarding Instruction	50	Violation by a Registered Student Organization.....	65
Privacy	51	Reinstatement of Inactive Student Organizations.....	65
Monitoring, Reporting, Violations, and Sanctions.....	51	New Student Organizations	66
Monitoring.....	51	Unrecognized Student Groups	66
Reporting.....	51	Student Organization Events.....	66
Violations.....	52	Student Organization Fundraising	66
Sanctions	52	Definition of Fundraising	66
Wireless Network Policy	52	Soliciting Donations for the Organization.....	66
Peer-To-Peer Policy	52	Scholarships.....	67
Email Policy.....	53	Donations From Woodbury Departments.....	67
Overview	53	Soliciting Donations for a Charity.....	67
Purpose.....	53	Fundraising Events (To Raise Money	
Scope	53	for a Student Organization or Charity)	67
Policy	54	Prohibited Methods of Fundraising	67
Email Policy Compliance	54	Raffles.....	67
Compliance Measurement.....	54	Guidelines for a Student Organization	
Exceptions	54	Event with Alcohol.....	68
Non-Compliance.....	54	Movie Screenings.....	70
Hardware/Software Support Policy	54	Facility Reservation and Event Authorizations.....	70
Hardware/Software Policy Statement.....	55	Campus Publicity	71
Hardware/Software Procedure.....	55	Publicity Specifications	71
Information Technology Internet Use Policy.....	55	Publicity Approval Process	72
Demonstrations	56	Guidelines for Posting.....	72
Events with Alcohol.....	56	Removal of Publicity.....	72
Off-Campus Travel	58	The Rock Policy.....	72
Instructions for Trip Coordinators.....	58	Campus Resources	73
Attendance.....	58	Business Office.....	73
Lodging	58	Student Account Management.....	73
Transportation.....	58	Financial Aid	73
Health Insurance.....	58	Bookstore.....	73
Alcohol and Controlled Substances.....	59	Regular Bookstore Hours of Operation.....	73
Business Office.....	59	Buying Textbooks.....	74
Conduct	59	Returning Textbooks.....	74
Students with Disabilities.....	59	Refunds.....	74
Liability Release & Indemnification and Student		Library.....	74
Medical Information and Release Form	59	University ID Card.....	74
Religious Life Policy	59	Student Affairs	74
Smoking Policy	59	First Aid Services.....	75
Solicitation Policy.....	59	In the Event of Injury or Sickness	75
Definition.....	59	Health Insurance.....	75
Solicitation Guidelines	59	Mandatory Eligibility	75
Limitations.....	60	Voluntary Eligibility	75
Studio Policy	60	Procedure to Waive the Woodbury's Student	
Scope	60	Accident & Sickness Insurance Plan	75
Policy	60	Health Insurance Payment.....	76
Controls	61	Health Insurance Cards.....	76
Traffic and Parking Policies.....	61	Procedures to Submit a Claim	76
General Provisions	61	Food Services.....	76
Motor Vehicles Registration.....	61	Lost or Stolen University Cards	76
Visitor Day Parking Passes.....	62	A Word About Flex Dollars	76
License Plates	62	Sack Meals	76
Proper Display of Permit.....	62	Policy on Sick Trays.....	77
Designated Parking Spaces.....	62	Family Visits.....	77
Vehicle Operation	62	Additional Information.....	77
Parking of Vehicles.....	62	Registrar's Office.....	77
Removal of Vehicles.....	62	The Writing Center	77

PRESIDENT'S MESSAGE

A MESSAGE FROM DR. DAVID STEELE-FIGUEREDO, WOODBURY'S 14TH PRESIDENT



Five of our programs are ranked in the top 25 nationally; and Money Magazine ranks us 15th in the nation as the “College that Adds the Most Value”.

Welcome to Woodbury University, where engagement, innovation and transformation empower people to accomplish extraordinary things!

Established in 1884 as a small private, non-profit institution, Woodbury University today is ranked 14th by Money Magazine as “Colleges that Add the Most Value”. Located at the heart of the Southern California creative economy, its two extraordinary geographic locations benefit the institution’s architecture, design, business, and liberal arts programs. Within a few miles of its two campuses, there are some of the most innovative companies in the world, including The Walt Disney Company and Warner Bros. These creative enterprises are at the core of our academic programs. Specifically, three of Woodbury University’s great differentiators are that every major requires an internship before graduation; that our award-winning faculty mentor and focus on faculty-student interaction; and that more than 90% of Woodbury graduates secure jobs in their chosen field.

With more than twenty undergraduate and graduate majors in the Schools of Architecture, Business, Media, Culture & Design, and the College of Liberal Arts, each program is built on a strong, practice-based professional and liberal arts foundation and on an extensive resume of accolades. For example, I am proud to share that five of our programs have achieved accreditation from national rating organizations; and that five of our majors are also ranked in the top 25 in the nation. In addition, the Woodbury name increasingly is recognized as a leading university by the likes of The Economist, U.S. News & World Report, Colleges of Distinction, Graphic Design USA, DesignIntelligence, and Animation Career Review as offering top-notch academic programs and preparing students for excellence in their chosen field and in life.

Our students come from more than forty countries and reflect the cultural diversity of Southern California and beyond. More than half are the first in their families to earn a college degree. Many choose to take advantage of travel to far-off lands as part of their Woodbury experience. Our alumni can be found in all fifty states and forty-nine countries, and our faculty is comprised of the best minds in the academic world, as well as top professionals in their respective fields. Over the years, Woodbury University graduates have founded and built businesses, headed national publications, become noted fashion designers for movies and television, won design competitions, held public office, led non-profit organizations, and more. Almost all of our students report that their Woodbury education taught them to look beyond their individual career interests, and to collaborate with others to find innovative solutions to a wide range of community challenges.

As we celebrate more than 130 years of academic excellence, I invite you to visit our website and our campuses in Burbank and San Diego (Architecture only) and learn more about what Woodbury University has to offer. It very well might change your life — and the world!

WELCOME TO WOODBURY!

BRIEF HISTORY

In 1884, Los Angeles was a rapid growing city with a population of approximately 11,000. New business enterprises were being established and community leaders looked forward to expansion and growth. Woodbury was established to serve this growing business population by preparing educated professionals.

LOCATION

F.C Woodbury founded Woodbury Business College in 1884 in a storefront on North Main Street in downtown Los Angeles. In 1937, new facilities at 1027 Wilshire Boulevard were occupied, and for 50 years that location served as the university's classroom and administrative building. In 1987, the university moved to new facilities on a 22.4-acre campus in Burbank. In 1998, Woodbury opened a satellite campus in San Diego offering professional and post-professional degrees in architecture.

FINAL EXAM SCHEDULES

FALL 2017 STUDIO AND LECTURE FINALS

STUDIO FINALS*

Wednesday, Nov. 29 – Sunday, Dec. 3

**Some variations do occur.*

Please confirm with major/course department.

INTENSIVE COURSE FINALS

(5-Week & 7-week sessions)

Final times vary.

Refer to course syllabus from instructor.

LECTURE FINALS

REGULAR CLASS MEETING		FINAL EXAM DATE	
DAY(S)	START TIME	FINAL EXAM DAY	FINAL EXAM TIME
Mon & Wed	7:30/8:00/8:15 AM	MONDAY December 4	8:00-10:00 AM
Mon & Wed	10:00/10:30 AM		10:30 AM -12:30 PM
Mon & Wed; or Wed only	1:00/1:30/2:00 PM		1:30 -3:30 PM
Mon & Wed	4:00/4:30 PM		4:00-6:00 PM
Mon & Wed; or Mon only	6:00/6:30 PM		7:00-9:00 PM
Tues & Thurs	7:30/8:00/8:15 AM	TUESDAY December 5	8:00-10:00 AM
Tues & Thurs	10:00/10:30 AM		10:30 AM -12:30 PM
Tues & Thurs; or Thurs only	1:00/1:30/2:00 PM		1:30 -3:30 PM
Tues & Thurs	4:00/4:30 PM		4:00-6:00 PM
Tues & Thurs; or Tues only	6:00/6:30 PM		7:00-9:00 PM
Mon & Wed	9:00 AM	WEDNESDAY December 6	9:00-11:00 AM
Mon & Wed; or Wed only	12:00 PM		12:00-2:00 PM
Mon & Wed	3:00 PM		3:00-5:00 PM
Wed	6:00/6:30 PM		7:00-9:00 PM
Tues & Thurs	9:00 AM		THURSDAY December 7
Tues & Thurs	12:00 PM	12:00-2:00 PM	
Tues & Thurs	3:00 PM	3:00-5:00 PM	
Thurs	6:00/6:30 PM	7:00-9:00 PM	
Tues & Fri; or Fri only	9:00/9:30/10:30 AM	FRIDAY December 8	
Tues & Fri; or Fri only	1:00/1:30/2:00 PM		1:30-3:30 PM

CAMPUS-WIDE POLICY ON FINAL EXAMS

Final examinations or projects are required and to be administered based upon the schedule above. Any changes from this schedule must be approved by the dean/director of the appropriate school and by Student Affairs. If a class begins at a time not listed above or if the schedule does not seem to cover your circumstance, please contact Student Affairs for clarification: (818) 252-5232.

SPRING 2018 STUDIO AND LECTURE FINALS

STUDIO FINALS*

Wednesday, May 2 – Sunday, May 6

**Some variations do occur.*

Please confirm with major/course department

INTENSIVE COURSE FINALS

(5-Week & 7-week sessions)

Final times vary.

Refer to course syllabus from instructor

LECTURE FINALS

REGULAR CLASS MEETING		FINAL EXAM DATE	
DAY(S)	START TIME	FINAL EXAM DAY	FINAL EXAM TIME
Mon & Wed	7:30/8:00/8:15 AM		8:00-10:00 AM
Mon & Wed	10:00/10:30 AM	MONDAY	10:30 AM -12:30 PM
Mon & Wed; or Wed only	1:00/1:30/2:00 PM	May 7	1:30 -3:30 PM
Mon & Wed	4:00/4:30 PM		4:00-6:00 PM
Mon & Wed; or Mon only	6:00/6:30 PM		7:00-9:00 PM
Tues & Thurs	7:30/8:00/8:15 AM		8:00-10:00 AM
Tues & Thurs	10:00/10:30 AM	TUESDAY	10:30 AM -12:30 PM
Tues & Thurs; or Thurs only	1:00/1:30/2:00 PM	May 8	1:30 -3:30 PM
Tues & Thurs	4:00/4:30 PM		4:00-6:00 PM
Tues & Thurs; or Tues only	6:00/6:30 PM		7:00-9:00 PM
Mon & Wed	9:00 AM	WEDNESDAY	9:00-11:00 AM
Mon & Wed; or Wed only	12:00 PM	May 9	12:00-2:00 PM
Mon & Wed	3:00 PM		3:00-5:00 PM
Wed	6:00/6:30 PM		7:00-9:00 PM
Tues & Thurs	9:00 AM	THURSDAY	9:00-11:00 AM
Tues & Thurs	12:00 PM	May 10	12:00-2:00 PM
Tues & Thurs	3:00 PM		3:00-5:00 PM
Thurs	6:00/6:30 PM		7:00-9:00 PM
Tues & Fri; or Fri only	9:00/9:30/10:30 AM	FRIDAY	9:00-11:00 AM
Tues & Fri; or Fri only	1:00/1:30/2:00 PM	May 11	1:30-3:30 PM

CAMPUS-WIDE POLICY ON FINAL EXAMS

Final examinations or projects are required and to be administered based upon the schedule above. Any changes from this schedule must be approved by the dean/director of the appropriate school and by Student Affairs. If a class begins at a time not listed above or if the schedule does not seem to cover your circumstance, please contact Student Affairs for clarification: (818) 252-5232.

UNIVERSITY BREAKS AND HOLIDAYS 2017/2018

(*All offices are closed BUT Intensive classes may be in session)

Fall Semester 2017

Sept. 4, Monday, Labor Day
 Nov. 23-24, Thurs.-Fri., Thanksgiving
 Dec. 11-Jan. 14, Winter Break
 Dec. 25-Jan. 1, Campus Holiday Closure

Spring Semester 2018

Jan. 15, Monday, Martin Luther King Day
 Feb. 19, Monday, President's Day
 March 12 - 16, Mon.-Fri., Spring Break
 March 20, Friday, Spring Holiday
 March 28, Wednesday, Cesar Chavez Day (University Observance)

Summer Session 2018

May 28, Monday, Memorial Day
 July 4, Wednesday, Independence Day

CAMPUS SAFETY

Woodbury University is committed to providing a safe environment for its community members. Private security officers monitor the campus 24 hours a day, seven days a week. A security officer may always be reached by dialing extension 208 from a campus phone or (818) 252-5208 from off campus. All members of the campus community play an important role in helping to make the campus safe and secure for everyone. By taking reasonable precautions, community members can make themselves less likely to be victimized by crime. Some of these include:

- Always lock residence hall and office doors and windows when you leave, even if it's just for a minute.
- Always lock your car doors and roll up all windows.
- Call Campus Security for an escort to avoid walking alone at night.
- Do not leave valuable items unattended in public areas.
- Do not prop open residence hall or studio doors, or share door codes.
- Identify your personal property by engraving it
- If you see anything suspicious, call Campus Security immediately at extension 208 or (818) 252-5208.
- Keep valuable items out of sight in a locked drawer or other safe place.

EMERGENCY PREPAREDNESS

Woodbury University is prepared to respond to any and all emergencies through its Emergency Response Plan, which incorporates an extensive team of professionals trained to deal with potential campus-wide emergencies and coordinate with local and state response agencies. In the event of an emergency, this team will be activated to address whatever contingencies may arise. Details regarding the Emergency Response Plan can be found of the University Portal.

Please remember that emergency preparedness is also an individual responsibility. All students, faculty and staff should become familiar with posted evacuation routes and participate actively in periodic emergency drills.

To report an emergency, call Campus Security at extension 208 or (818) 252-5208 OR call 911. State: "This is an emergency." Be prepared to give the dispatcher:

- Your location
- The nature of your emergency
- Phone number from which you are calling
- Your name

Do not hang up until you are sure no further information is required.

Important Phone Numbers

Emergency911

Campus Security(818) 252-5208

Please refer to Woodbury University Portal for Procedures during emergencies.

NOTIFICATION OF VIOLENT CRIMES

Students, faculty and staff are informed periodically about campus security procedures and useful crime prevention measures through the use of University publications and special memos. Additionally, the University will issue timely warnings regarding incidents that may pose a substantial threat to members of the campus community. Notices will be posted and distributed on campus.

STUDENT RIGHT-TO-KNOW ACT

In accordance with the Campus Security/Student Right-to-Know Act, the University records and publishes campus crime statistics on a yearly basis. Student Affairs is available to address questions about the University's security policies, crime statistics, or definitions of crimes.

COMMUNITY STANDARDS AND POLICIES

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information contained in such records – including your Social Security Number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and personally identifiable information without your consent to *any* third party designated by a Federal or State Authority to evaluate a federal-or-state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and personally identifiable information without your consent to researchers performing certain types of studies, in certain cases *even when we object to or do not request such research*. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your personally identifiable information, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent personally identifiable information from your education records, and they may track your participation in education and other programs by linking such personally identifiable information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

CODE OF ACADEMIC INTEGRITY

Because the integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research, academic integrity is required at Woodbury University. Academic integrity is important for two reasons: first, independent and original scholarship ensures that students and scholars derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of a community of scholars and depreciates the achievements of the entire university community. Accordingly, Woodbury University views academic dishonesty as one of the most serious offenses that a member of our community can commit.

Adherence to the Code of Academic Integrity reflects the commitment of our community to the ideals of learning, research, and scholarship.

DEFINITIONS OF ACADEMIC DISHONESTY

Cheating

Cheating is the act or attempted act of deception by which an individual seeks to misrepresent that he/she has mastered information on an exercise that he/she has not mastered.

Examples include, but are not limited to:

- using books, notes, calculators, conversations with others (including text messages), etc. to complete a test or other assignment when such use is prohibited;
- having other people conduct research or work for the student without advance authorization from the instructor. This includes the services of term paper companies (e.g., downloading a paper in whole or in part from the Internet);
- reusing previously submitted work in whole or in part for credit or honors without authorization from the instructor;
- copying from another student's test paper;
- allowing another student to copy from a test paper;
- using or possessing specifically prepared materials during a test (e.g., notes, formula lists, notes written on the student's clothing, etc.) when such materials have not been authorized.

Complicity

The University defines complicity as assisting or attempting to assist another person in any act of academic dishonesty. This includes but is not limited to allowing other students to copy their work, paying for resources or assistance, providing material of any kind that may be misleading to an instructor, and providing information about tests or other assessments.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings in an academic exercise.

Examples include but are not limited to:

- altering and resubmitting returned academic work without notice to the instructor;
- citing information not taken from the source indicated;
- listing sources in a bibliography not used in the academic exercise;
- submitting in a paper, thesis, lab report, or other academic exercise falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

Plagiarism

Plagiarism is the submission of another's work as one's own, without adequate attribution. When an individual submits work that includes the words, ideas, or data of others, the source of the information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or indentation as appropriate. By placing his/her name on work submitted, the author certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources.

Examples of plagiarism include, but are not limited to:

- quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgement of the original source;
- using another person's idea, opinion, or theory even if it is completely paraphrased in one's own words without acknowledgement of the source;

- borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgement of the source;
- submitting as your own any academic exercises (e.g., written work, printing, sculpture, design, etc.) prepared totally or in part by another;
- copying, or allowing another to copy, a computer file that contains another individual's assignment, and submitting it, in part or in its entirety, as one's own.
- When working with others on an assignment, submitting individual copies of the assignment as one's own individual work.

Outsourcing

For the purpose of this policy, outsourcing is defined as obtaining created work or acquiring outside services to produce created works in any aspect of course-assigned project development and/ or production. This includes work or services that are paid for and work or services that are not. It includes work or services from any individual including fellow students and outside professionals.

Outsourcing is different than collaboration. Collaboration is seeking from another student, tutor, professor, or colleague critique and review while maintaining control and authorship over the work as an individual or a group. Collaboration is a fundamental skill where students learn from one another and work together to achieve a common goal. Follow your instructor's guidelines with respect to what kind of collaboration is permissible for any given assignment, and request clarification when you need it.

Outsourcing of project production elements is prohibited unless specifically stated in your course syllabus and/ or guidelines. Outsourced elements must be acknowledged through complete, accurate, and specific references. The intellectual authorship of the project must belong to the submitting students.

Outsourcing will not be permitted under following circumstances:

- If a program or course learning outcome is designed to assess skills or techniques and the outsourcing involves these skills or techniques.
- If a program or course learning outcome is designed to assess the production of physical or digital components and outsourcing involves these components.
- If the effect of outsourcing changes or impacts the students' original design, or creative vision, or process at any stage of the project from development to final production or installation.

If there is a question as to whether outsourcing is appropriate or approved, it is the student's responsibility to seek clarification from the instructor.

Academic Misconduct

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

Examples include, but are not limited to:

- stealing, buying, or otherwise obtaining all or part of an unadministered test;
- selling or giving away all or part of an unadministered test including answers to an unadministered test;
- bribing any other person to obtain an unadministered test or any information about the test;
- entering a building or office for the purpose of obtaining an unadministered test;
- continuing to work on an examination or project after the specified time has elapsed;
- entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given;
- changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the university that relate to grades;
- submitting any academic accomplishment in whole or in part for credit more than once, whether in the same course or in different courses without prior consent of the instructors.

Action Taken by Instructors

Note: Academic honesty is expected in all aspects of curricular and co-curricular life. The term "instructor" is used to refer to anyone serving in the role of teacher, facilitator, advisor, or supervisor.

When a violation of the code of academic integrity appears to have occurred within the academic process, the individual instructor discusses the apparent violation with the student as soon as possible and gives the student an opportunity to explain. Instructors are also encouraged to seek the counsel of department chairs, deans, directors, and librarians in gaining perspective concerning the severity of an offense.

If the instructor chooses to continue the complaint, the instructor may impose one or more of the following grade-related sanctions:

- an assignment to repeat the work, to be graded on its merits;
- a lowered/failing grade on the assignment;
- a lowered grade in the course;
- a failing grade in the course.

The instructor notifies the student of the charge and the penalty to be imposed. The instructor then completes the Academic Integrity Violation Report Form. The student signs the form as indication of receipt. The student also has the opportunity to comment on the alleged violation as indicated on the form. A student's refusal to sign the form does not negate the charge of academic dishonesty. The instructor gives the student a copy of the form.

The instructor sends the completed Academic Integrity Violation Report Form to the chief conduct officer for placement in the student's file so that infractions may be monitored in the context of the student's entire disciplinary record. Sanctions above and beyond instructor sanctions may be issued by the chief conduct officer when the student has previously been reported for an academic honesty infraction.

A student may appeal an instructor's decision to impose grade-related and/or course-related sanctions as outlined in the Appeal Process.

Action Taken by the Chief Conduct Officer

The chief conduct officer meets with students accused of academic dishonesty in cases of repeated violation, in cases where an alleged violation is reported by an individual other than the instructor, or at the request of the student or instructor.

The chief conduct officer may impose any of the following sanctions dependent on the severity and nature of the offense:

- Disciplinary warning
- Educational sanctions - a hold is placed on the student's registration and transcripts until the sanction is satisfactorily completed
- Placement on disciplinary probation
- Suspension
- Expulsion

Cases in which the sanctions of suspension or expulsion may be levied may be referred to the University Committee on Student Behavior.

Decisions made by the chief conduct officer or the University Committee on Student Behavior may be appealed by the student to the chief student affairs officer as outlined in the Appeal Process.

APPEALS PROCESS

To Appeal the Decision of an Instructor:

- Within three business days of official notification of the decision, the student must submit a letter of appeal to the faculty academic policy appeals committee via the Registrar's Office. The letter must state the grounds for the appeal.
- Grounds for appeal are:
 - The student has new evidence available that was not available prior to the original decision.
 - The process as outlined was not adhered to and the break in process was substantial enough to have possibly affected the outcome.
 - The sanctions do not relate appropriately to the violation for which the student has been found to have committed.
- If the faculty academic policy appeals committee determines that there are grounds for an appeal, then the committee will hear the student's case. The decision of the faculty academic policy appeals committee replaces that of the instructor.

To Appeal the Decision of the Chief Conduct Officer

- Within three business days of official notification of the decision, the student must submit a letter of appeal to the chief student affairs officer. The letter must state the grounds for the appeal.
- Grounds for appeal are:
 - The student has new evidence available that was not available prior to the original hearing.

- The conduct process as outlined was not adhered to during the student’s original hearing and the break in process was substantial enough to have possibly affected the outcome.
- If the chief student affairs officer determines that there are grounds for an appeal, then he or she will rehear the student’s case. The decision of the chief student affairs officer replaces that of the chief conduct officer.

To Appeal the Decision of the University Committee on Student Behavior:

- Within three business days of official notification of the decision, the student must submit a letter of appeal to the chief student affairs officer. The letter must state the grounds for the appeal.
- Grounds for appeal are:
 - The student has new evidence available that was not available prior to the original hearing.
 - The conduct process as outlined was not adhered to during the student’s original hearing and the break in process was substantial enough to have possibly affected the outcome.
- If the chief student affairs officer determines that there are grounds for an appeal, then he or she may convene an appeals board to rehear the student’s case. The decision of the appeals board replaces that of the University Committee on Student Behavior.

The decision rendered as a result of the appeal process is final.

SEXUAL MISCONDUCT POLICY (TITLE IX)

INTRODUCTION: INSTITUTIONAL VALUES

Woodbury University is committed to providing a non-discriminatory and harassment-free educational, living and working environment for all members of our community including students, faculty, staff, and guests. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, stalking, intimate partner violence, and sexual exploitation. Misconduct of this nature is contrary to Woodbury’s institutional values and prohibited by state and federal law.

Woodbury University encourages the prompt reporting of any incident of sexual misconduct to the University. Upon receipt of a report, the University will take prompt and effective action to end the misconduct, remedy the effects, and prevent its recurrence. This policy has been developed to reaffirm these principles, define community expectations, provide recourse for those individuals whose rights have been violated, and provide fair and equitable procedures for determining when this policy has been violated.

SCOPE OF POLICY

This policy applies to all Woodbury University community members including students, faculty, staff, volunteers, vendors, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity with the University or on University property. This policy applies to conduct occurring on Woodbury University property or at University-sanctioned events or programs that take place off campus, including study away or internship/work experience programs, and may also apply to other off-campus locations when the University determines that the off-campus conduct has a direct impact on the educational mission and interest of the University.

This policy addresses all forms of sexual misconduct, including sexual harassment, sexual assault, staking, intimate partner violence, and sexual exploitation against Woodbury community members of any gender, gender identity, gender expression, or sexual orientation. Woodbury University does not discriminate on the basis of sex in its educational, co-curricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that states the following:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

When used in this policy, “Complainant” refers to the individual who identifies him/herself as being a victim or survivor of sexual harassment, sexual assault, stalking, intimate partner violence, or sexual exploitation. “Respondent” refers to the individual who has been accused of prohibited conduct under this policy. A third party refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

IF YOU HAVE BEEN ASSAULTED

Individuals who have been a victim of sexual assault, attempted sexual assault, or other form of sexual violence are encouraged to visit <http://www.peaceoverviolence.org/emergency/sexual-assault-rape/what-to-do/> for comprehensive information regarding what to do, where to get support, and legal options including filing a report with law enforcement. Members of the University's Title IX team, listed below, are also available for information and support.

REPORTING, CONFIDENTIALITY, AND PRIVACY

Woodbury University has designated a Title IX Coordinator and Associate Coordinator to oversee the University's review, investigation, and resolution of reports of sexual misconduct. The Title IX Coordinator and Associate Coordinator are:

- Responsible for the oversight of the investigation and resolution of all reports of sexual harassment, sexual assault, stalking, intimate partner violence, and sexual exploitation involving students, faculty, staff, vendors, and visitors;
- Assisted by designated Title IX team members, who are accessible to any member of the campus community for consultation and guidance;
- Knowledgeable and trained in University policies and procedures and relevant state and federal laws;
- Available to advise any individual about the courses of action available within the University, both informally and formally, as well as within the community;
- Responsible for monitoring full compliance with all procedural requirements and time frames outlined in this policy; and
- Responsible for training, prevention, and education efforts and periodic reviews of campus climate.

Title IX Coordinator: Natalie Avalos, VP Administrative Services/HR
Hensel Hall
818.252.5107
Natalie.Avalos@woodbury.edu

Associate Title IX Coordinator: Shannon Savage, Associate Dean of Students
Whitten Student Center
818.252.5252
Shannon.Savage@woodbury.edu

Vice President, Administrative
Services/Human Resources: Naira Zakarian, HR Generalist
Hensel Hall
818.252-5110
Naira.Zakarian@woodbury.edu

Anyone wishing to report an incident of sexual misconduct is encouraged to speak with one of the above individuals. Additionally, the University considers any faculty or staff member (other than Counseling Services staff) who have a responsibility for student welfare to be "responsible employees." This means that informing them of an incident of sexual misconduct constitutes official notice to the institution; all such faculty and staff (including student staff such as Resident Advisors) are required to report such incidents to the Title IX Coordinator or Associate Coordinator. All members of the University community, even those who are not obligated by this policy, are strongly encouraged to report information regarding any incident of sexual misconduct to the Title IX Coordinator or Associate Coordinator. Reporting an incident of sexual misconduct does not mean that a disciplinary process will automatically be initiated. The Title IX team will conduct an initial assessment of the incident and will determine—keeping in mind the Complainant's expressed preferences—the appropriate course of action to support and protect the safety of the Complainant and the community.

Woodbury University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All University employees who are involved in the University's Title IX response, including the Title IX Coordinator, Associate Coordinator, team members, investigators, and hearing board members receive specific training about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy of all individuals involved.

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights, Region IX

U.S. Department of Health and Human Services

90 7th Street, Suite 4-100

San Francisco, CA 94103

800.368.1019

800.537.7697 TDD

ocr@ed.gov

www.ed.gov/ocr

Additionally, any employee who believes that he or she has been the victim of sexual misconduct may file a complaint with the California Department of Fair Employment and Housing at www.dfeh.ca.gov or the United States Equal Employment Opportunity Commission at www.eeoc.gov.

To Report Confidentially

Students who wish for the details of an incident to be kept confidential may speak with on-campus mental health counselors in Counseling Services. Counselors are available to all students free of charge, and may be reached at (818) 252-5237 or via email at counseling.services@woodbury.edu.

Faculty and staff seeking confidential support may contact Woodbury's Employee Assistance Program at (800) 386-7055 or by visiting www.ibhworklife.com.

Additionally, any individual may contact 24-hour off-campus rape crisis counselors at (626) 793-3385.

Amnesty for Alcohol or Other Drug Use

Woodbury University encourages the reporting of prohibited conduct under this policy. It is in the best interest of this community that as many incidents as possible are reported, and that witnesses come forward to share what they know. To encourage reporting, an individual who reports sexual misconduct, either as a Complainant or third-party witness, will not be subject to disciplinary action by the University for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

Bystander Intervention

The University expects all community members to take reasonable and prudent action to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (under the Clery Act). All personally identifiable information is kept confidential, but statistical information regarding the type of incident and its general location (on- or off-campus, in the surrounding area, but no addresses are given) is compiled for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Mandated federal reporters include any faculty or staff member (including student staff such as Resident Advisors) except for Counseling Services staff. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the Complainant and may be done anonymously.

Federal Timely Warning Reporting Obligations

Complainants of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

PROHIBITED CONDUCT AND DEFINITIONS

Sexual misconduct includes, but is not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Sexual Assault (or attempts to commit same)
4. Sexual Exploitation
5. Stalking
6. Intimate Partner Violence
7. Retaliation

1. SEXUAL HARASSMENT

Sexual Harassment is:

- any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal, or physical conduct of a sexual nature when:
 - submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress, and/or
 - submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual, and/or
 - submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the University, and/or
 - the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile, or offensive work, educational, or living environment.

Sexual harassment can occur regardless of the relationship, position, or respective sex of the parties. It can occur between equals (e.g., student to student, staff to staff, faculty member to faculty member) or between persons of unequal power status (e.g., supervisor to subordinate, faculty member to student).

Harassment based on gender, gender identity, gender expression, sex or gender stereotyping, or sexual orientation, but does not involve conduct of a sexual nature, is also prohibited by this policy. This policy also prohibits harassment of a faculty or staff member by a student.

The conduct alleged to constitute harassment under this policy will be evaluated from the perspective of a reasonable person similarly situated to the Complainant and considering all of the facts and circumstances. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

Examples of behavior that might be considered sexual harassment include, but are not limited to:

- Pressure for a date or a romantic or intimate relationship;
- Unwelcome touching, kissing, hugging, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary and unwelcome references to various parts of the body;
- Belittling remarks about a person's gender or sexual orientation;
- Inappropriate sexual innuendos or humor;
- Obscene gestures of a sexual or gender-based nature;
- Offensive sexual graffiti, pictures, or posters;
- Sexually explicit profanity;
- Use of email, the internet, or other forms of digital media to facilitate any of the above-referenced behaviors.

2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. SEXUAL ASSAULT

Sexual Assault is:

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION

Occurs when an individual takes 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 other sexual misconduct offenses.

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

- Invasion of sexual privacy;
- Prostituting another individual;
- 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.

5. STALKING

A course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of at least two acts. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual. Stalking includes cyber-stalking, a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

6. INTIMATE PARTNER VIOLENCE

Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. Intimate partner violence includes any act of violence or threatened act of violence against a person with whom one is, or has been involved in, a sexual, dating, domestic or other intimate relationship. Intimate partner violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate partner violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation and does not discriminate by racial, social, or economic background.

7. RETALIATION

Acts or attempts to retaliate or seek retribution against any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

CONSENT: FORCE, COERCION, INCAPACITATION, DRUGS AND ALCOHOL

Consent: Consent means positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

Consent consists of an affirmative, conscious, voluntary decision by each participant to engage in mutually agreed-upon sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other to engage in said activity. The following are essential elements of effective consent:

- Informed and reciprocal: All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.
- Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.
- Mutually understandable: Communication regarding consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage in sexual activity. In the absence of clear communication or outward demonstration, there is no consent. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response. An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.
- Not indefinite: Consent may be withdrawn by any party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed “no” or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

- Not unlimited: Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

For the purposes of this policy, the age of consent is consistent with California Penal Code Section 261.5.

Force: 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: Coercion is unreasonable pressure for sexual activity. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

Incapacitation: 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).

Incapacitation may result from the use of alcohol and/or drugs. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impact an individual’s:

- decision-making ability;
- awareness of consequences;
- ability to make informed judgments; or
- capacity to appreciate the nature and the quality of the act.

Evaluating incapacitation also requires an assessment of whether an individual knew, or should have known, that the other party was incapacitated.

Alcohol and Other Drugs: In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual assault, stalking or intimate partner violence and does not diminish one's responsibility to obtain consent.

Interim Measures

Upon receipt of a report, the University will provide interim support and reasonable protective measures to prevent further acts of misconduct, and to provide a safe educational, work, and/or living environment. Interim measures will be implemented at the discretion of the University, and may be imposed regardless of whether formal disciplinary action is pursued.

Potential interim measures include:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus;
- Imposition of a campus "no contact" letter;
- Rescheduling of exams and assignments (in consultation with appropriate faculty);
- Providing alternative course completion options (with the agreement of appropriate faculty);
- Change in class schedule, including the ability to take an "incomplete," drop a course without penalty or transfer sections (with the agreement of appropriate faculty);
- Change in work schedule or assignment;
- Change in on-campus housing;
- Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies;
- Assistance from University staff in completing housing relocation;
- Limit an individual or organization's access to certain University facilities or activities pending resolution of the matter;
- Voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Interim suspension or University-imposed leave;
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

OPTIONS FOR RESOLUTION

Upon receipt of a report, the University's Title IX team will conduct an initial assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual misconduct. The assessment will consider the nature of the report, the safety of the individual and of the campus community, and the Complainant's expressed preference for resolution.

At the conclusion of the assessment, the University may choose to pursue informal resolution, a remedies-based approach that does not involve disciplinary action, or refer the matter for investigation. The goal of the investigation is to gather all relevant facts and, if on the basis of such facts, there is reason to believe a violation of this policy has occurred, to take further disciplinary and/or remedial action as described below.

The initial steps for resolution of a complaint against a student or against an employee will involve the same stages: an initial assessment, investigation, and either informal or formal resolution.

Initial Assessment

In every report of sexual misconduct, the University will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may be initiated depending on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

Investigation

Where the Title IX assessment concludes that disciplinary action may be appropriate, the University will initiate an investigation. The University will designate an investigator who has specific training and experience investigating allegations of sexual misconduct. The investigator may be an employee of the University or an external investigator engaged to assist the University in its fact gathering. The University will typically use a team of two investigators, which may include the pairing of an external investigator with a University employee. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent and any witnesses. The interviews will be supplemented by the gathering of any physical, documentary or other evidence. As part of the investigation, the University will provide an opportunity for the parties to present witnesses and other evidence. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. As described in the *Reporting, Confidentiality and Privacy* section, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The University will seek to complete the investigation within twenty (20) business days of receiving the report, but this time frame may be extended depending on the complexity of the circumstances of each case. At the conclusion of the investigation, the report will be forwarded to the Title IX Coordinator and/or Associate Coordinator. Information gathered during the review or investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the University campus community, and impose remedies as necessary to address the effects of the conduct cited in the report. Where there is sufficient information set forth that, if proven, would constitute a violation of policy, the University will have the discretion to institute Formal Resolution proceedings against the Respondent. At the conclusion of the investigation, the University will notify all parties in writing, at the same time, that the investigation is complete and provide information about next steps in the process. Based on the information gathered in the initial Title IX assessment and/or full investigation, the University will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects.

Informal Resolution

Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent.

Where the Title IX assessment concludes that informal resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to University programs and to eliminate a hostile environment. Examples of protective remedies are provided in the *Interim Remedies* section of this policy. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent and/or indirect action by the Title IX team or the University. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The University will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault or violence. The decision to pursue informal resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

Informal resolution will typically be completed within thirty (30) days of the initial report.

Formal Resolution

Disciplinary action against a Respondent may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the University differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

The specific procedures for Formal Resolution will vary based upon the role of the Respondent:

- For a *complaint against a student*, disciplinary action may be taken by the Dean of Students or his/her designee following a finding of responsibility by a Hearing Officer or Hearing Board in accordance with the Conduct Process outlined in the Code of Student Conduct.
- For a *complaint against a staff member*, disciplinary action may be taken at the conclusion of the investigation by the Director of Human Resources or his/her designee in accordance with procedures outlined in the Employee Handbook.
- For a *complaint against a faculty member*, disciplinary action may be taken at the conclusion of the investigation by the Provost or Senate Executive Committee in accordance with procedures outlined in the Faculty Handbook.

Time Frame for Resolution

The University seeks to resolve all reports within sixty (60) days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the University will notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

RESOLVING COMPLAINTS AGAINST A STUDENT

As outlined in the *Reporting* section of this policy, an individual who wishes to make a report of sexual harassment, sexual assault, stalking, intimate partner violence, or sexual exploitation is encouraged to make a report directly to a member of the Title IX team. In every instance under this policy, the University, through the coordinated efforts of the Title IX team, will conduct an initial Title IX Assessment.

At the conclusion of the Title IX Assessment, the report will be referred for Informal Resolution or Investigation to determine if there is sufficient information to proceed with Formal Resolution. Informal Resolution is a non-judicial, remedies-based approach that does not involve disciplinary action against a Respondent. Formal Resolution is a judicial, sanctions-based approach that may involve discipline up to and including expulsion.

Initial Assessment

Upon receipt of a report, the University, through the coordinated efforts of the Title IX team, will conduct an initial Title IX assessment. The first step of the assessment will usually be a preliminary meeting the Complainant and Title IX Coordinator or Associate Coordinator. The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report; it is not intended to be a full forensic interview. At this meeting, the Complainant will be provided with information about resources, procedural options and interim remedies.

As part of the initial assessment of the report, the Title IX Coordinator or Associate Coordinator will:

- Assess the nature and circumstances of the allegation;
- Address immediate physical safety and emotional well-being needs;
- Notify the Complainant of his/her right to contact law enforcement and seek medical treatment, including the importance of preservation of evidence;
- Provide the Complainant with information about on- and off-campus resources, as well as the range of possible interim remedies;
- Explain the procedural options, including Informal Resolution and Formal Resolution;
- Discuss the Complainant's preference for manner of resolution and any barriers to proceeding;
- Explain the University's policy regarding retaliation.

This initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may continue depending on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

At the conclusion of the Title IX assessment, the Title IX Coordinator or Associate Coordinator will determine the appropriate manner of resolution and, if appropriate, refer the report for further Investigation, Informal Resolution, or Formal Resolution.

The determination as to how to proceed will be communicated to the Complainant in writing. Depending on the circumstances and requested resolution, the Respondent may or may not be notified of the report or resolution. A Respondent will be notified when the University seeks action that would impact a Respondent, such as protective measures that restrict his or her movement on campus, the initiation of an investigation or the decision to involve the Respondent in Informal Resolution.

Investigation

Following the initial Title IX assessment, the University may initiate a prompt, thorough and impartial investigation. The Title IX Coordinator, in consultation with the Title IX team, will oversee the investigation.

The investigation is designed to provide a fair and reliable gathering of the facts. All individuals in the investigation, including the Complainant, the Respondent and any third-party witnesses, will be treated with appropriate sensitivity and respect. Consistent with the need for a full assessment of the facts, the investigation will safeguard the privacy of the individuals involved.

The University will designate an investigator who has specific training and experience investigating allegations of sexual misconduct. The investigator may be an employee of the University or an external investigator engaged to assist the University in its fact gathering. The University will typically use a team of two investigators, which may include the pairing of an external investigator with a University employee. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.

The investigator(s) will coordinate the gathering of information from the Complainant, the Respondent, and any other individuals who may have information relevant to the determination. The investigator(s) will also gather any available physical or medical evidence, including documents, communications between the parties, and other electronic records as appropriate. The investigator(s) may consider prior allegations of, or findings of responsibility for, similar conduct by the Respondent. The Complainant and Respondent will have an equal opportunity to be heard, to submit evidence, and to identify witnesses who may have relevant information.

The investigation will usually be completed within twenty (20) business days. Given the availability of witnesses or complexity of the circumstances, this time frame may be extended as necessary to ensure the integrity and completeness of the investigation.

Information gathered during the investigation will be used to evaluate the appropriate course of action, provide for the safety of the individual and the campus community, and impose remedies as necessary to address the effects of the conduct cited in the report.

Threshold Determination and Appeal of Insufficient Threshold

At the conclusion of the investigation, the investigator(s) will prepare a written report synthesizing the facts for review by the Title IX Coordinator. The investigator(s) is not charged with reaching a determination as to responsibility, which is a function reserved for the University Committee on Student Behavior or other hearing body as designated by the Dean of Students.

Upon receipt of the investigative report, the Dean of Students, in consultation with the Title IX Coordinator, will review the report and make a threshold determination as to whether there is sufficient information upon which an adjudicator could find a violation of this policy. This threshold determination does not involve making a determination of responsibility, nor does it involve a credibility assessment. If the threshold has been established, the Dean of Students will, at the same time, issue a Notification Letter to the Respondent and the Complainant and refer the report for Pre-Hearing Procedures.

If the Title IX Coordinator, in consultation with the Title IX team, determines that this threshold has not been reached, the Complainant and Respondent will, at the same time, be notified in writing. The Complainant will have the opportunity to seek review by the Vice President for Student Development (or designee) by submitting a written request for review within five (5) business days of receipt of the notification. If an appeal is filed, the Respondent will be notified and have the opportunity to respond. The Vice President for Student Development may affirm the threshold finding, reverse the finding, or remand the matter for additional investigation as warranted. The Vice President for Student Development will render a decision in writing, to both parties, at the same time, within ten (10) business days of receipt of the request for review. The decision of the Vice President for Student Development is final. Where a designee is chosen, the identity of this individual will be shared with both parties.

Informal Resolution

Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent.

Where the Title IX assessment concludes that informal resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational and co-curricular activities at the University and to eliminate a hostile environment. Examples of protective remedies are provided in the section *Interim Remedies*. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent and/or indirect action by the Title IX team or the University. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The University will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault or violence. The decision to pursue informal resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

Formal Resolution

Formal resolution of a complaint against a student under the Sexual Misconduct Policy will occur through the University Committee on Student Behavior (UCSB). A UCSB typically consists of four members (three voting members and one, non-voting Chair) who are drawn from a pool of trained faculty, staff, and students. All UCSB members must participate in annual training on the dynamics of sexual misconduct, the factors relevant to a determination of credibility, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, evaluation of consent and incapacitation, the application of the preponderance of the evidence standard, sanctioning, and the University's policies and procedures. The training is coordinated by the Title IX Coordinator and Associate Coordinator in conjunction with campus and external partners.

The Complainant and the Respondent may submit a written request to the Dean of Students that a member of the UCSB be removed. The request must clearly state the grounds to support a claim of bias, conflict of interest or an inability to be fair and impartial. This challenge must be raised within two (2) business days of receipt of the Notice of Hearing. All objections must be raised prior to the commencement of the hearing. Failure to object prior to the hearing will forfeit one's ability to appeal the outcome based on perceived or actual bias.

NOTE: In most cases, it is possible to convene a UCSB; however, if the hearing must be heard at or after the end of the semester or academic year and/or a full UCSB cannot reasonably be convened, cases may be heard by the Dean of Students (or designee), or the University may substitute an alternate method of adjudication at its discretion.

Advisors

Both the Complainant and Respondent may be supported by an advisor during all phases of the initial interview, investigation, and hearing process. The advisor cannot be a witness in the proceedings, nor may he or she participate directly in the hearing. Attorneys may not formally represent the Complainant or Respondent, as these procedures are entirely administrative in nature and are not considered legal proceedings. The UCSB Chair has the right to determine what constitutes appropriate behavior on the part of the advisor and whether the person may remain at the proceedings.

Hearing Procedures

1. Notice of Charges

Following the threshold determination that there is sufficient information to move forward with a hearing, the Dean of Students (or designee) will send written Notification Letter to both the Complainant and the Respondent. The Notification Letter provides each party with a brief summary of the conduct at issue and the specific provision of the policy violation(s) that are alleged to have taken place.

2. Pre-Hearing Meeting with Complainant and Respondent

Following the Notification Letter, the Dean of Students will contact the Complainant and Respondent to schedule separate meetings with each party. At this pre-hearing meeting, each party will receive an explanation of the hearing process and have the opportunity to ask any questions. If the Complainant and/or Respondent have elected to have advisors throughout the hearing process, the advisor is encouraged to accompany the Complainant/Respondent to this initial meeting.

3. Notice of Hearing

Once each party has met with the Dean of Students a Notice of Hearing is sent to the Complainant and the Respondent. The Notice provides the parties with the date, time, and place of the hearing, as well as the name(s) of the person(s) hearing the case. In general, the hearing will be scheduled within ten (10) business days of the date of the Notice of Hearing. Under extenuating circumstances, this time frame may be extended.

4. Composition of the UCSB

The Complainant and the Respondent may submit a written request to the Dean of Students that a member of the UCSB be removed. The request must clearly state the grounds to support a claim of bias, conflict of interest or an inability to be fair and impartial. This challenge must be raised within two (2) business days of receipt of the Notice of Hearing. All objections must be raised prior to the commencement of the hearing. Failure to object prior to the hearing will forfeit one's ability to appeal the outcome based on perceived or actual bias.

5. Pre-Hearing Review of Documents

The Complainant and the Respondent will each have the opportunity to review all investigative documents, subject to the privacy limitations imposed by state and federal law, at least five (5) business days prior to the hearing. The investigative documents will include the investigation report, any witness statements or interviews, statements or interviews by both parties, and any other documentary information that will be presented at the hearing.

6. Witnesses

The Complainant, Respondent, and the UCSB all have the right to call witnesses. Witnesses must have observed the conduct in question or have information relevant to the incident and cannot be called solely to speak about an individual's character.

In general, neither party will be permitted to call as a witness anyone who was not interviewed by the investigator as part of the University's investigation. If either party wishes to call witnesses, whether or not they were previously interviewed as part of the University's investigation, the following must be submitted no later than five (5) business days before the hearing to the Dean of Students via e-mail or in hardcopy format:

- The names of any witnesses that either party intends to call;
- A written statement and/or description of what each witness observed, if not already provided during investigation;
- A summary of why the witness' presence is relevant to making a decision about responsibility at the hearing; and,
- The reason why the witness was not interviewed by the investigator, if applicable.

The Dean of Students will determine if the proffered witness(es) has relevant information and if there is sufficient justification for permitting a witness who was not interviewed by the investigator. The Dean of Students may also require the investigator to interview the newly proffered witness.

If witnesses are approved to be present, the Respondent and Complainant are provided with a list of witnesses and any relevant documents related to their appearance at the hearing no later than five (5) business days before the hearing. All parties have the opportunity to ask questions of witnesses (through the UCSB), regardless of who called them to the hearing.

7. Relevance

The Dean of Students will review the investigative report, any witness statements and any other documentary evidence to determine whether the proffered information contained therein is relevant and material to the determination of responsibility given the nature of the allegation. In general, the Dean of Students may redact information that is irrelevant, more prejudicial than probative, or immaterial. The Dean of Students may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty.

8. Prior Sexual History and/or Pattern Evidence

Prior Sexual History of a Complainant: In general, a Complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between the Complainant and the Respondent, and the Respondent alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the Complainant with other individuals is typically not relevant and will not be permitted.

Pattern Evidence by a Respondent: Where there is evidence of pattern of conduct similar in nature by the Respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the panel's determination of responsibility and/or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous incident was substantially similar to the conduct cited in the report and indicates a pattern of behavior and substantial conformity with that pattern by the Respondent. Where there is a prior finding of responsibility for a similar act of sexual misconduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction.

The University, through the Dean of Students or Title IX Coordinator, may choose to introduce this information with appropriate notice to the parties. Alternatively, a party may request in writing that information under this section be admitted. A request to admit such information must be submitted to the Dean of Students. The Dean of Students, in consultation with the Title IX Coordinator, will assess the relevance of this information and determine if it is appropriate for inclusion at the hearing.

To aid in an advance determination of relevance, the following must be submitted no later than five (5) business days before the hearing to the Dean of Students via e-mail or in hardcopy format:

- A written statement and/or description of the proposed information, if not already provided during investigation; and
- A summary of why this information is relevant to making a decision of responsibility at the hearing.

If this information is approved as appropriate for presentation at the hearing, the Respondent and Complainant will be provided with a brief description of the approved information no later than five (5) business days before the hearing.

9. Request to Reschedule Hearing

Either party can request to have a hearing rescheduled. Absent extenuating circumstances, requests to reschedule must be submitted to the Dean of Students with an explanation for his or her request at least three (3) business days prior to the hearing.

10. Consolidation of Hearings

At the discretion of the Dean of Students, in consultation with the Title IX Coordinator, multiple reports may be consolidated against a Respondent in one hearing if the evidence related to each incident would be relevant and probative in reaching a determination on the other incident. Matters may be consolidated where they involve multiple Complainants, multiple Respondents, or related conduct that would regularly have been heard under the Code of Student Conduct.

11. Alternative Testimony Options

A Complainant or Respondent may also request alternative testimony options that would not require physical proximity to the other party. Options include placing a privacy screen in the hearing room or allowing the Complainant or Respondent to speak outside the physical presence of the other by using relevant technology to facilitate participation. Any proposed alternative must be reviewed in advance of the hearing to ensure that it is consistent with the goals of a fair and equitable process. While these options are intended to help make the alleged Complainant or Respondent more comfortable, they are not intended to work to the disadvantage of the other party.

12. Hearings in Absentia

If a party does not attend a hearing for any non-emergency or compelling reason, the hearing may be held in his/her absence at the discretion of the Dean of Students.

A Respondent will not be permitted to withdraw from the University prior to the conclusion of an investigation or formal resolution under this policy. If a Respondent chooses not to participate, the University will move forward with the hearing and imposition of sanction(s), if any, in absentia. The Respondent's academic transcript will be marked Withdrawal Pending Judicial Action, or, if finally resolved in absentia, with the final outcome in accordance with regular practice under this policy.

13. Standard of Proof

The standard of proof utilized in sexual misconduct hearings is a preponderance of evidence standard, meaning it is more likely than not that a policy violation occurred.

14. Notification of Outcome

Both the Complainant and the Respondent will be notified of the outcome of the hearing and any sanction(s) imposed at the same time, in writing, within five (5) business days of the conclusion of the hearing.

Appeals

Either party may appeal the final outcome in writing to the Vice President for Student Development or designee (the "Appeals Officer"). The appeal will be conducted in an impartial manner by an impartial decision-maker. The appeal must be filed in writing within five (5) business days of receiving the written outcome. The appeal should consist of a plain, concise and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis for the appeal.

The Complainant and/or Respondent may appeal only the parts of final outcome directly relating to him/her. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The only grounds for appeal are:

- A procedural or substantive error occurred that significantly affected the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- New evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction (a summary of this new evidence and its potential impact must be included).

The receipt of the appeal will be acknowledged in writing (which can include email). Each party will be given the opportunity to respond in writing to the other party's appeal. Any response by the opposing party must be submitted to the Appeals Officer within three (3) business days from receipt of the appeal. The appeals documents from each party will be considered together in one appeal review process.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The Appeals Officer shall first consider whether the appeal is timely filed and if so, whether the appeal is properly framed based on the two grounds. If the Appeals Officer determines that the appeal is not properly framed, the appeal will be denied.

If the appeal is based on procedural or substantive error, the Appeals Officer may return the complaint to the original UCSB with instructions to reconvene to remedy the error, or in rare cases where the error cannot be remedied, the Appeals Officer can ask that a new hearing occur before a newly constituted UCSB. In the case of new and relevant information, the Appeals Officer can recommend that the case be returned to the original UCSB to assess the weight and effect of the new information and render a determination after considering the new facts. The reconsideration of the UCSB is final.

Appeals are not intended to be full rehearing of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal. This is not an opportunity for the Appeals Officer to substitute his/her judgment for that of the original hearing body merely because he or she disagrees with its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error. The Appeals Officer can affirm or alter the original findings, depending on the basis of the requested appeal.

Sanctions imposed are implemented immediately unless the Vice President for Student Development stays implementation in extraordinary circumstances, pending the outcome of the appeal. Pending graduation, study away, internships/work experience, or other events do not typically constitute extraordinary circumstances. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The Appeals Officer will render a written decision on the appeal to the Complainant and Respondent within fifteen (15) business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

Records

The Title IX Coordinator and Associate Coordinator will retain records of all reports and complaints, regardless of whether the matter is resolved by means of Title IX assessment, informal resolution or formal resolution.

Complaints resolved by means of Title IX assessment or informal resolution are not part of a student's conduct file or academic record or of an employee's personnel record.

Affirmative findings of responsibility in matters resolved through formal resolution are part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel record.

Suspension, expulsion, and withdrawal pending disciplinary action may be noted on a student's transcript. The conduct files of students who have been suspended or expelled from the University are maintained in the Dean of Students Office indefinitely. Conduct files of students who have not been suspended or expelled are maintained in the Dean of Students Office for no fewer than seven (7) years from the date of the incident. Further questions about record retention should be directed to the Dean of Students' Office.

***Further information regarding the conduct process may be found in the Code of Student Conduct in this handbook.

MEDICAL AMNESTY POLICY

In cases of intoxication and/or alcohol poisoning or drug overdose, the primary concern is the health and safety of the individual(s) involved. Individuals are **strongly** encouraged to call for medical assistance for themselves or for another individual who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to conduct action for the sole violation of using or possessing alcohol or drugs. This policy shall extend to other students seeking help for the intoxicated student.

In lieu of conduct action under the Student Code of Conduct, the intoxicated student (and possibly the referring student) will be required to meet with a member of the Office of Student Development staff who may issue educational assignments such as alcohol education and/or an alcohol and substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern/response. Failure to complete educational assignments or recommendations issued under this policy may result in conduct action.

The Medical Amnesty Policy does not preclude conduct action due to violations of the Student Code of Conduct other than use or possession of alcohol or drugs (such as abuse or harassment, sexual misconduct, property damage, driving under the influence, etc.). Similarly, the Medical Amnesty Policy does not prevent action by police or other law enforcement personnel acting independently of the University.

APPLICATION TO STUDENT ORGANIZATIONS:

The Medical Amnesty Policy shall apply in circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest. Similar to the policy for individuals, in lieu of conduct action under the Student Code of Conduct, members of the organization and/or group will be required to meet with a member of Student Affairs staff who may issue educational assignments. Serious or repeated incidents will prompt a higher degree of concern/response. Failure to complete educational assignments or recommendations issued under this policy may result in conduct action. The Medical Amnesty Policy does not preclude conduct action or sanctions due to violations of the Student Code of Conduct other than use or possession of alcohol or drugs (such as hazing, property damage, etc.) The Medical Amnesty Policy does not prevent action by police or other law enforcement personnel acting independently of the University.

RESIDENCE HALL COMMUNITY LIVING STANDARDS

ALCOHOL

Alcohol is not allowed in the residence halls. Empty alcohol bottles are also prohibited in the residence halls, even for decorative purposes.

ALTERATIONS

No changes will be made in the residence hall by the Student without written permission from the Director of Residence Life. This includes, but is not limited to: shelves, partitions, clothes line, lofts, window coverings, wallpaper, painting, plumbing, electrical, heating, other structural changes or alterations to furniture, or the removal of Woodbury University furniture and its replacement with items owned by the Student.

BATHROOMS

Residents and guests who identify as male must use residence hall bathrooms designated for males. Residents and guests who identify as female must use residence hall bathrooms designated for females.

BICYCLES, SKATEBOARDS, SKATES AND SCOOTERS

Bicycles, skateboards, roller skates, in-line skates, scooters and other such items may not be ridden in the residence halls. Bicycles may not be parked in walkways, hallways, stairways, or entrances. Bicycles should only be locked to bicycle racks.

COMMUNITY DAMAGES

A community area is defined as any area other than individual student rooms. For example: bathrooms, hallways, lounges, exterior doors, stairwells, balconies, etc. Charges for damage to community areas in a residence hall will be the responsibility of:

1. Any individual who accepts responsibility for or is found to be responsible for the damage; or
2. All of the residents of a particular wing, hall, floor, or building where the damage occurs. The Director of Residential and Greek Life, in consultation with the Maintenance Department, shall determine this charge.

CONTROLLED SUBSTANCES

(See Student Code of Conduct, "Drugs & Controlled Substances.")

COOKING

Cooking in rooms is strictly prohibited. Cooking appliances with exposed heating elements (except for microwaves and MicroFridges) are not permitted in residents' rooms. Other than basic microwave use, all cooking must take place in the residence hall community kitchens. When cooking in community kitchens, all cooking devices must be attended while in use. Unwashed or abandoned dishes, cooking utensils, or food may be discarded to prevent pests.

DISRUPTIVE BEHAVIOR

Behavior which disrupts the residential environment infringes on the rights of others in the community or corrupts the generally accepted sense of public decency within the community is prohibited. This includes, but is not limited to, throwing items in the hallways, bouncing balls on the floor/hallways, throwing objects from windows or balconies, standing, sitting on, or jumping off rooftops or balconies, indecent exposure, or any other behavior which may disrupt other students' attempts to study or sleep.

ELECTRICAL APPLIANCES

The following appliances are not permitted in the residence halls: any appliance requiring 220 volts or 1500 watts, hot plates, air conditioners, or any appliance with an exposed heating element. In each room residents may have: one small refrigerator (3.0 cubic feet or smaller capacity, 1.5 amps or smaller rating, Energy Star Qualified), one microwave (rated less than 700 watts), one single-serve coffee machine. Use of all other appliances is prohibited.

FIRE SAFETY

1. Tampering with fire doors, smoke detectors, pull stations, fire extinguishers, sprinkler heads, or other fire safety equipment is prohibited.
2. Students must immediately evacuate when a fire alarm sounds, and may not re-enter until the alarm has been silenced.
3. Leaving items unattended on a residence hall stove or in an oven at any time is prohibited.
4. The following items are prohibited in the residence halls: candles and incense (even for decorative purposes), cooking appliances that are not University-approved (see Cooking policy for more information), air conditioning units or ceiling fans not installed by the University, live Christmas trees and wreathes, and halogen lamps.

Only University-approved appliances are permitted. See Cooking policies for more information.

GUESTS

A “guest” is defined as any individual who does not live in a student’s assigned room. Residents are allowed to have overnight guests in their rooms for three consecutive nights (not to exceed 10 nights per semester) under the following circumstances:

1. If a resident has a roommate, the roommate’s consent is needed.
2. Residents assume responsibility for their guests. Guests are subject to the same rules, regulations and expectations as their host and their host is responsible for informing the guest of the rules, regulations and expectations in advance.
3. Violation of University policies or abuse of the guest policy will result in revocation of the resident’s guest privileges.
4. Guests must carry identification with them at all times and show it upon request to Residential Life Staff members, Student Affairs Staff, or Campus Security.
5. Guests must be accompanied by the hosting resident at all times.
6. Guests must leave the building at the request of Residence Life Staff members, Student Affairs Staff or Campus Security.
7. Guests who identify as male must use the residence halls bathrooms designated for men. Guests who identify as female must use the bathrooms designated for females.
8. The maximum number of guest allowed in a residence hall room at any given time is two guests per resident. This applies to all guests, whether or not they are staying overnight.

HALLWAYS

Students must remove all personal belongings from the hallways. Items left in the hallways, including room furniture, are considered fire hazards. Any items left in the hallways may be discarded.

HEALTH INSURANCE

Woodbury University requires that all residents have medical insurance. In the event of illness or injury, the University is authorized to contract emergency care on behalf of and at the expense of the student.

For detailed information on the Woodbury University sponsored Student Injury & Accident Insurance Plan, refer to the health insurance brochure found online at www.4studenthealth.com/woodbury.

KEYS

Residents will be issued keys to their room and exterior doors, which they are expected to use responsibly. The effectiveness of our safety precautions is dependent upon responsible action by members of the community:

1. Students are not to loan their keys to others at any time.
2. Tampering with any lock is strictly prohibited.
3. Keys are the property of the University and must be returned when a student checks out of the room or at the request of Residential Life Student Development staff.
4. No keys may be duplicated. Residents found duplicating University keys are subject to conduct action as well as the cost of rekeying.
5. Should a key be lost or stolen, the resident is responsible for immediately reporting this to the Residential Life Staff so that appropriate steps can be taken to prevent illegal entry. There will be a mandatory lock and key replacement fee to be determined by the locksmith. Arrangements for a new lock and/or key must be made with the Administrative Assistant for Residence Life.

MUSICAL INSTRUMENTS

Practicing musical instruments in residence halls is prohibited if it can be heard outside the room.

NOISE/ QUIET HOURS

Noise can be very disruptive to a community and, therefore, courtesy hours are in effect 24 hours a day, seven days a week. If someone asks a resident to reduce the volume of his or her stereo, voice, etc., the request must be honored. Residents are expected to anticipate and respect the needs of other residents, specifically the need to live in an environment with minimum annoyances to pursue academic goals and promote student wellness. In the spirit of community consideration, stereo speakers and stereos must not be directed out of windows/doors or used outside the living unit. Stereos should be played at levels that do not disturb others. Music, talking, or other sounds are too loud if the sound can be heard by neighbors, in the corridor, or outside the building. Repeated disregard for appropriate sound levels will result in the removal of the equipment from the student room.

In addition to courtesy hours, quiet hours are in effect during the following times: Sunday - Thursday: 10pm to 8am
Friday - Saturday: Midnight to 9am

During exam periods quiet hours will be in effect 24 hours a day.

PETS

Animals, except for fish, are not allowed in the residence halls at any time, including brief visits by family or friends. Fish are allowed in the residence halls with a maximum tank size of 10 gallons. The resident is responsible for any water damage caused by the tank. All electrical fish tank equipment must be unplugged during times when the halls are closed. This policy does not apply to service animals, defined by the Americans with Disabilities Act as an animal "that is individually trained to do work or perform tasks for the benefit of an individual with a disability."

RIGHTFUL OCCUPANCY

The University's rooms are designed for occupancy by one, two, three, or four students (as assigned). Students may not sublet a University room to another person. Residence hall rooms are for the exclusive use of full-time Woodbury University students, and not intended for families, spouses, and/or domestic partners.

ROOM PERSONALIZATION

Residents are encouraged to make their residence hall room their home by personalizing their rooms. The following rules should be kept in mind when decorating to avoid damage charges:

1. Building alterations, additions or changes to rooms may not be made. Alterations may result in charges to return the room to its original condition.
2. Damage to wall surfaces can be prevented. When hanging things on walls avoid using nails and/or tape. By using a product such as "Sticky Tac", "Hold It", or "Blu-Tac" you can minimize damage to walls. Scotch and duct tape will also remove paint and damage walls. Students will be charged for damaged walls regardless if steps were taken to repair such damage.
3. The University reserves the right to dispose of all stored items not properly claimed or for items left in rooms after student has vacated the assigned space.
4. University Furniture: The University provides each resident with a bed frame or loft, mattress, desk, chair, chest of drawers and closet space. No University owned furniture may be removed from the room that it is assigned without authorization from the Director of Residential and Greek Life. Residents may rearrange the furniture inside their room provided it is returned in its original condition and location at the time of checkout. Furniture from any vacant room or community area may not be moved into another room. Students who are found to be in possession of University furniture not assigned to that specific room may be subject to conduct action.
5. Non-University Furniture: Upholstered furniture used in University residence halls must have fabrics that meet the criteria of California Flammability Bulletin 117. Only furniture that meets this fire retardant code will be allowed in University residences. It is the student's responsibility to ensure that any furniture he/she brings onto campus meets these codes. This automatically eliminates vinyl furniture such as bean bag chairs and upholstered furniture that is not classified as being fire retardant. Students bringing furniture on to campus must have written verification that the furniture is up to code. Waterbeds are not permitted.
6. Lofts: In rooms where homemade or rented lofts are permitted, lofts must meet all fire retardant and safety codes. Wood material used must either be pre-treated wood and stamped indicating that it is flame resistant material or be coated with a UL flame retardant coating that has been rated for flame spread of 25 or less or has a zero flash point. All surfaces must be treated. All lofts must be inspected and approved by an authorized representative of the Residential Life staff member within 24 hours of being set up. Lofts which do not pass inspection must be removed from the premises within 24 hours. Students failing to comply with these requirements may be subject to conduct action or penalty.
7. A surge protector should be used with all stereo, computer, television or other sensitive electronic equipment. The University is not responsible for any damages that occur due to electrical surges.

SMOKING

In accordance with Section 41.5 of the Los Angeles Municipal Code, smoking is prohibited in the University residence halls. This includes individual rooms, lobbies, lounges, corridors, bathrooms, etc. Smoking allowed in designated outdoor smoking areas only. Please see the Student Code of Conduct for more information.

SOLICITATION AND POSTING

No advertising, selling or commercial soliciting is permitted in the residence halls. Student Affairs must approve the posting flyers in the residence halls. No sign, banner, signal, advertisement, aerial or other equipment or illumination may be exposed on, or at, any window or other part of the residence halls.

STUDENT HOUSING CONTRACT

The Student Housing Contract is a legally binding document between the University and the student. This Contract is valid for one full academic year. All on-campus residents accept the terms of the contract upon retaining possession of room keys. When a student accepts the aforementioned agreement, the student agrees to stated conditions regarding the usage of the residence hall facilities and the rights of others who live there. The student is responsible and accountable for upholding their part of the Contract. The Student Housing Contract shall be considered applicable and binding for all Woodbury University students residing in the residence halls, regardless if it were signed prior to the start of occupancy. Hard copies of the Student Housing Contract are available in the Office of Residence Life.

TRASH

Residents are responsible for keeping their rooms and community areas clean and free from litter. Trash must be taken to trash dumpsters located outside of the building. Trash may not be taken to or left in lounges, kitchens, bathrooms or other community areas.

UNAUTHORIZED ENTRY

Only residents, their escorted guests and authorized persons are allowed in the residence halls. Students should not grant residence hall access to individuals who are not residents of the hall or who they do not know. Only authorized persons are allowed to enter restricted areas in the residence hall. These areas include but are not limited to storage rooms, electrical rooms and boxes, maintenance and housekeeping closets, and roof areas.

UNIVERSITY BREAKS

The Residence Halls are closed during Winter Break, with the exception of designated Winter Break housing. All residents must leave their rooms by the designated closing time and may not return until the residence halls re-open. Residents who do not vacate the residence halls by checkout time will be assessed a \$100 Failure to Vacate Fee.

WINDOWS AND WINDOW SCREENS

Tampering with or removing window screens is prohibited. Residents will be billed for the repair or replacement of damaged screens. Students are prohibited from climbing in or out of residence hall windows.

INVOLUNTARY LEAVE OF ABSENCE POLICY

Woodbury University provides a range of services to support and address the mental and/or physical health needs of students including assessment, short-term care as appropriate, and referrals. Our first concern is for the health and welfare of each individual in our community. Our goal is to enable all of our students to participate fully as members of Woodbury's academic community.

However, the University may require a student to take a leave of absence if, in the judgment of the Associate Dean of Students (or designee), the student: (a) poses a threat to the lives or safety of himself or herself or other members of the Woodbury University community, or (b) has evidenced a medical condition or behavior that seriously interferes with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the Woodbury University community.

When a student exhibits any of the behaviors described above, an assessment by either Counseling Services or a designated licensed mental health professional may be required. Based on the assessment, the Associate Dean of Students will determine which of the following courses of action is appropriate:

- That the student remains enrolled with no conditions;
- That the student remains enrolled subject to certain conditions; or
- That the student be placed on an involuntary leave of absence.

If the Associate Dean of Student's decision is to place the student on an involuntary leave of absence, the decision will also indicate the length of the leave and describe the conditions under which the student may seek re-enrollment. The student will be informed, in writing, of the involuntary leave, the effective date of that leave, and conditions for return.

If the student is permitted to remain enrolled subject to certain conditions, the student will be informed of the effective date and the duration of the conditions.

Students seeking re-enrollment after an involuntary leave of absence must petition in writing to the Associate Dean of Students. Re-enrollment will be contingent upon requirements outlined by the Associate Dean of Students at the time of the leave. The leave of absence may not exceed three semesters, excluding summer. If a student does not reenroll by the fourth semester, he or she must apply for re-admission to the University.

Students have the right to appeal the decision of the Associate Dean of Students within five business days of its receipt.

The appeal must be submitted in writing to the Vice President of Student Affairs and include the basis for the appeal.

As with all other types of leaves, the policy on refunds contained in the Woodbury University Catalog under "Financial Information" will apply.

POLICY AND PROCEDURES FOR ACCOMMODATING STUDENTS AND APPLICANTS WITH SPECIAL NEEDS: MOBILITY-BASED AND NON-MOBILITY BASED DISABILITIES

Woodbury University is committed to providing students of all abilities access to all University programs, services and activities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). To make this possible, Woodbury grants reasonable accommodations to qualified students with disabilities.

Although U.S. law does not require students to report disabilities, individuals must disclose and document disabilities to the University's Coordinator of Disabilities, Accessibility Services in order to receive disability-based accommodations.

PROCEDURES FOR REGISTERING FOR REASONABLE ACCOMMODATIONS

At least two weeks before the beginning of each semester, a student seeking accommodations for his or her disability should schedule an appointment with the Coordinator of Disabilities Accessibility Services. Appointments can be scheduled by calling Student Affairs at 818.252.5345 or by visiting our office in the Whitten Student Center.

During the appointment, the student will complete an *Accommodation Request Form* and will provide supporting documentation, as discussed below. This will ensure adequate time to determine if the documentation is sufficient, and to make any necessary arrangements. If documentation or requests for accommodation are received after the start of classes, the provision of accommodations might be delayed.

To prepare for your meeting, you can complete the *Accommodation Request Form* beforehand. This form is available in the Whitten Student Center and can be downloaded from the portal site at www.my.woodbury.edu. You should also begin the process of obtaining appropriate documentation as outlined below, because many doctors and practitioners require several weeks to provide written reports.

It is the student's responsibility to identify the need for an accommodation, to provide appropriate documentation for all requests, and to keep appointments related to the provision of accommodations.

Accommodations will be discussed after a student has met with the Coordinator of Disabilities, Accessibility Services to formally document his or her disability. Evaluation of documentation and the possible granting of accommodations will be completed within 5 to 10 business days after this.

If additional documentation is needed, the Coordinator can grant temporary accommodations for up to 60 days or the end of the semester, whichever comes first. Students will be given written information regarding documentation requirements to share with their practitioners. If temporary accommodations are granted and appropriate documentation is not submitted, the temporary accommodations will expire at the end of the grace period.

Provision of approved accommodations will be documented with a completed *Notification of Approved Special Needs (NASN)* form provided by the Coordinator of Disabilities, Accessibility Services.

The NASN serves to notify instructors about specified reasonable accommodations. It is the student's responsibility to pick up copies of the NASN from the Coordinator, to deliver them to their instructors, and to clarify his or her needs with each individual instructor. The student is also responsible for obtaining instructors' signatures on the *Proof of Receipt of NASN* forms, which should be returned to Student Affairs in the Whitten Student Center. The Coordinator of Disabilities, Accessibility Services can help facilitate this process, if requested.

Accommodations are not retroactive. This means that a student who is not registered with the Coordinator of Disabilities, Accessibility Services will not be granted retakes of exams and/or assignments based on newly-presented disabilities.

GENERAL DOCUMENTATION GUIDELINES

Students who wish to be considered for reasonable accommodations must submit current documentation such as medical, educational, and/or diagnostic reports from a professional who is appropriately licensed by the state to diagnose medical, psychological and/or learning disabilities. Additional information might also be required on a case-by-case basis. Documentation will only be accepted from practitioners who are licensed in the United States. Documentation from practitioners who are only licensed outside the U.S. will not be accepted.

EVALUATOR QUALIFICATIONS

- The professional conducting the assessments and rendering diagnoses must have comprehensive training with regard to the specific disability being addressed.
- All diagnosticians must be impartial individuals who are not family members of the student.
- The documentation should clearly state the name, title and professional credentials of the evaluator, including information about license or certification, the area of specialization, employment, and the state in which the individual practices.
- All diagnosticians must hold a state license to diagnose medical, psychological and/or learning disabilities.
- Licensure originating in countries other than the United States will not be accepted.
- Documentation from student interns and clinicians under supervision will be accepted as long as the supervisor is qualified and licensed and he or she co-signs the report and includes his or her license number.

CURRENT DOCUMENTATION

The University requires that documentation should be no more than three years old. However, the University may accept older documentation of conditions that are permanent or non-varying. Changing conditions may warrant more frequent updates to provide determination of current impact. Therefore, the University reserves the right to request additional information in order to determine eligibility.

COMPREHENSIVE DOCUMENTATION

Documentation for Learning Disabilities should:

1. Provide educational, developmental, and medical history.
2. Include the administration of a measure of intellectual ability, such as the Wechsler Adult Intelligence Scales (3rd Edition) or the equivalent, and a measure of academic achievement, such as the Woodcock-Johnson Tests of Achievement (3rd Edition) or equivalent.
3. Include test results with subtest scores scaled for adults and classification ranges associated with the scores such as low average, average, above-average, etc.
4. Describe functional limitations and explain how the disability impacts the student's daily functioning and abilities.
5. Recommend accommodations appropriate for higher education.
6. If it is determined that the existing documentation is incomplete or inadequate to ascertain the extent of the disability or the need for reasonable accommodation, the University may require additional documentation. The cost of obtaining documentation is borne by the student.

Please consult with Student Affairs for specific documentation guidelines related to particular disabilities.

An Individualized Education Plan (IEP) or a 504 Plan is not sufficient documentation of a disability.

Documentation for Psychological Disabilities should:

1. State the specific disability and relate the disability to the applicable professional standards such as DSM-V.
2. Describe the evaluation method(s) used to establish the diagnosis. This can include clinical interview, psychological assessment battery, etc.
3. Include test scores from any standardized diagnostic tests, if administered.
4. Discuss current symptoms and the degree of their impact on activities of daily living in an educational environment.
5. Recommend accommodations appropriate for higher education.
6. If it is determined that the existing documentation is incomplete or inadequate to ascertain the extent of the disability or the need for reasonable accommodation, the University may require additional documentation. The cost of obtaining documentation is borne by the student.

Because the impact of many psychological conditions can change over time, annual evaluations might be required.

Documentation for Physical/Medical disabilities should:

1. Indicate a diagnosis of a physical or medical condition consistent with established clinical criteria.
2. Describe the functional impact of the disability or condition on activities of daily living in an educational setting.
3. Recommend accommodations appropriate for higher education.
4. Discuss the nature and progression of the disability, for example: if the condition is chronic, intermittent, etc.
5. Include information related to the need for the frequency of re-evaluation.

International students requesting accommodations will be required to have their documentation reviewed and approved by a Designated School Official (DSO).

REASONABLE ACCOMMODATIONS

An accommodation is a modification that allows equal opportunity for academic or physical accessibility. The Coordinator of Disabilities, Accessibility Services will determine which accommodations are appropriate on a case-by-case basis by reviewing the documentation provided. Accommodations will not be considered reasonable if they would fundamentally alter the nature of the program or if they would be unduly burdensome for the University, either financially or administratively.

Accommodations granted by Woodbury University might include:

1. Readers
2. Interpreters
3. Note-takers
4. Alternative textbook formats
5. Recording of lectures
6. Course load modifications
7. Excused medical absences
8. Extended time for exams
9. Alternative settings for exams. Students who have been approved for this accommodation must follow these steps for each exam:
 - a. Speak with the instructor to confirm that the exam will be taken at the Whitten Student Center or other mutually agreed-upon location.
 - b. Agree on a date and time to take the exam.
 - c. Remind the instructor to send exam and its instructions to the Coordinator of Disabilities, Accessibility Services before the agreed-upon test time.
 - d. Submit a completed Exam Proctor Request Form to the Coordinator of Disabilities Accessibility Services **at least one week in advance.**
 - e. **Testing arrangements must be made at least one week in advance, with no exceptions!**

TEMPORARY ACCOMMODATIONS

Although it is not required by law, Woodbury University will consider granting temporary accommodations on a case-by-case basis. Students seeking temporary accommodations will be required to provide clinical documentation of any condition that requires accommodation. The documentation should adhere to the same standards noted above and should also include expected duration and severity.

NON-ACADEMIC ACCOMMODATIONS

Non-academic accommodations are modifications that allow students equal access to all University services, programs, activities and facilities. These accommodations can include:

1. Accessible parking
2. Accessible classrooms and labs
3. Assistive Technology
 - a. Students are strongly encouraged to work with the Department of Rehabilitation to obtain any necessary assistive technology. In lieu of that, the Coordinator of Disabilities, Accessibility Services can determine reasonable accommodations to meet student needs.
4. Housing Placement
 - a. Decisions regarding special housing requests will be made on a case-by case basis.

- b. Requests will only be considered for students with an appropriately documented physical, medical or psychological issue.
- c. Single rooms are not granted as an accommodation for ADD/ADHD.
- d. Housing requests based on disabilities cannot be used to void Housing Agreements.

ANIMAL POLICY

Service Animals

Under the ADA, a service animal is defined as “any dog that is individually trained to do work or perform tasks for an individual with a disability including a physical, sensory, psychiatric, intellectual or other mental disability”. The task performed by the dog must be directly related to the person’s disability.

1. Service animals are permitted in all areas of Woodbury’s facilities, including anywhere students, members of the public, and other participants in services, programs or activities are allowed to go.
2. Documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, is not required.
3. Students who are accompanied by a service animal on campus but who do not need any disability-related accommodations are not required to register the animal with the Coordinator of Disabilities, Accessibilities Services.
4. Woodbury staff and faculty cannot ask about the nature or extent of a person’s disability to determine whether a person’s animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, personnel may make two inquiries to determine whether the dog qualifies as a service animal. These two inquiries are:
 - a. Is the dog required because of a disability?
 - b. What work or task has the dog been trained to perform?

The ADA requires individuals with service animals to be responsible for the care and supervision of that animal. This includes feeding, grooming, and toileting. A service animal must be housebroken (i.e., trained so that it controls its waste elimination, except for illness or accident) and must be kept under control by a “harness, leash, or other tether. In cases where either the handler is unable to hold a tether because of a disability or its use would interfere with the service animal’s safe, effective performance of work or tasks, the service animal must be under the handler’s control by some other means such as voice control.”

Emotional Support Animals

Emotional support animals (ESAs) provide comfort but are not trained to perform specific tasks to assist individuals with a disability. In general, ESAs are not allowed to accompany individuals in public areas of Woodbury University. However, they can be approved for on-campus housing. In some circumstances, the animal may be permitted elsewhere, but only with prior written permission from the Coordinator of Disabilities, Accessibility Services.

Before a student can bring an ESA into on-campus housing, he or she must register for reasonable accommodations with the Coordinator of Disabilities, Accessibility Services and provide applicable documentation. Specifically, the documentation must adhere to the guidelines outlined above and include specific information regarding the necessity of the ESA to afford the person with a disability an equal opportunity to use and enjoy campus housing. For example, the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of a disability.

Once this process is complete, a student requesting approval of an ESA will be required to meet with the Coordinator of Disabilities, Accessibility Services and the Associate Dean of Students to discuss the ESA policy and process in more detail.

As with a service animal, the care and supervision of the Emotional Support Animal is the responsibility of the individual who benefits from the ESA. The Handler is required to:

- Maintain control of the animal at all times.
- Keep the Emotional Support Animal on a leash when outside the Handler’s residential hall room.
- Be responsible for ensuring the clean-up of the animal’s waste and, when appropriate, must toilet the animal in areas designated by Woodbury University consistent with the reasonable capacity of the owner. Waste must be placed in a sturdy disposable container and secured for disposal in outside trash bins or dumpsters.
- Ensure the ESA does not disrupt classroom learning, social events, or other activities that are the right of all Woodbury University students.
- Ensure the ESA is up-to-date on all vaccines and is in good health.
- Maintain licensure.

FIELD TRIPS AND OFF-SITE CLASS ACTIVITIES

All field trips and any off-site or on-site class activities scheduled outside of the regular classroom, laboratory or studio will be as accessible as possible. When planning these trips and activities, the procedure below will be followed:

1. Instructors are required to uphold all policies, procedures, and practices for field trips and off-site activities to ensure that locations are accessible.
2. If an instructor cannot ensure accessibility, and he or she can demonstrate that modifying the location would fundamentally alter the nature of the programs and services offered as a part of the course, the instructor must provide written notice to students and provide them with substitute materials or events to compensate for the inaccessible field trip or special event.
3. The Hollywood Gallery may not be used for any student classes, student presentations or student events.

PUBLIC EVENTS

Public events held on campus in which the general public and student population are invited will be held in accessible locations. In circumstances in which changing a location for an event to make it accessible would fundamentally alter the nature of the goods or services provided, students will be provided written notice and substitute materials or events to compensate for the inaccessible special event.

DISABILITY GRIEVANCE PROCEDURE

The University has an internal grievance procedure for resolution of complaints alleging violations of disability policy. Students may also use this grievance procedure to appeal the University's decisions related to requests for accommodation. To file a grievance, students should contact the Associate Dean of Students located in the Whitten Student Center.

Students with concerns about potential disability-based discrimination may also contact the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, San Francisco, California 94102, 415-486-5555, or by email at OCR.SanFrancisco@ed.gov.

As you embark upon your college career, it's important to understand how the role of an institute of higher learning differs from the role of high school in assisting students with disabilities.

In High School	In College
The school identifies students with disabilities.	The school protects a student's right to privacy and confidentiality.
The school district is responsible for evaluating and documenting the student's learning disability.	The student is responsible for providing current documentation of the disability to the college.
The school automatically incorporates accommodations into the student's daily schedule once a disability is documented.	The student must request accommodations each time they are needed.
The school modifies the educational programs.	The college makes reasonable adjustments in instructional programs which do not alter the essential content or requirements of a course or program.
Parents are advocates for their children	Students are their own advocates.
Special classes and placement must be available for students.	Colleges are not required to provide special classes or programs for students with disabilities.
Parents are notified and must give permission for any decisions regarding their son or daughter.	Parents are not notified of services their son or daughter requests unless the student grants permission for that information to be released.
An IEP meeting is held to determine placement and appropriate services.	Students work with college professionals and instructors to determine if and what services are appropriate.
The school provides assessment of disabilities.	The school provides access to testing services for all students. For students with a verified disability, reasonable accommodations will be granted.

* This table is shared with permission from Concordia University Irvine's Disability and Learning Resource Center (DLRC).

WOODBURY INTERNATIONAL STUDENT SERVICES

Woodbury's Office of International Student Services serves a large and diverse international population hailing from over more than 40 countries! Woodbury has developed a truly vibrant environment that promotes cultural diversity and cross-cultural communication throughout the university. International students will experience opportunities to connect with the campus community and experience the culture of the United States and Southern California. Specialized resources are available for students throughout their education involving individual attention, advisement, academic support and student life support.

INTERNATIONAL STUDENT ADVISOR | DESIGNATED SCHOOL OFFICIAL (DSO)

Advisors assist new and continuing international students in maintaining legal F-1 visa status, employment options, social security number, tax advice, travel outside the United States, and all other matters related to United States Citizenship and Immigration Services (USCIS) & Sevis regulations.

INTERNATIONAL PEER ADVISORS (IPA)

New international students are assigned an International Peer Advisor (IPA). IPAs are international students who provide support and encouragement to new students, and help them to adjust to life at Woodbury, and in the United States. Every new F-1 student is assigned to an IPA.

TUTORS AND WRITING COACHES

Tutors and coaches assist new and continuing international students with many different subjects, including writing and conversational English.

ACADEMIC PEER MENTORS

Mentors meet with students each week to assist them in preparing for classes, managing their time, and answering questions about campus processes and procedures.

STUDENT AFFAIRS ACADEMIC ADVISOR

Advisors assist new and continuing student with Woodbury academic coursework.

FACULTY ACADEMIC ADVISOR

Advisors assist students with academic courses, class requirements and scheduling, and graduation requirements.

INTERNATIONAL STUDENT WORKSHOPS

From tax workshops to employment and writing workshops, Woodbury University offers informative events on how to most effectively acclimate to a U.S. university as an international student.

EXPERIENCING SOUTHERN CALIFORNIA CULTURE

Woodbury helps international students experience the culture of Southern California and the United States by planning and providing fun and educational events. These include bus tours, beach trips, holiday parties, and other activities that allow international students to experience and enjoy the culture of Southern California!

WOODBURY INTERNATIONAL STUDENT ORGANIZATION (WISA)

This student organization provides a platform for international students to meet scholars from over 40 countries to learn about and share their cultures through events, discussions, and gatherings.

PRE-ARRIVAL ARRANGEMENTS

STUDENTS TRANSFERRING FROM ANOTHER U.S. SCHOOL

If you are a transfer student from another American university and have an F-1 student visa, an International Student Transfer Form needs to be completed to begin the transfer process to Woodbury University. The form should be completed toward the end of the final semester of study at the U.S. school you most recently attended by the international student advisor at that school.

Due to new immigration laws, you must inform the international student advisor at your previous school that you have made the decision to attend Woodbury University. He/she will then inform the United States Citizenship and Immigration Services (USCIS) of your decision and enter a release date. Only when the release date is given can Woodbury University give you a SEVIS Form I-20.

STUDENTS COMING DIRECTLY FROM ABROAD

If you are arriving to the U.S. directly from abroad, please note the date indicated on the SEVIS Form I-20 by which you would need to arrive in the U.S. and report to Woodbury University. Do not enter the U.S. using Woodbury's SEVIS Form I-20 if you plan to attend a different school! Similarly, do not enter the U.S. using another school's SEVIS Form I-20 if you do not plan to enroll at that campus.

When you are accepted to Woodbury University, you will be issued a SEVIS Form I-20. This is necessary for you to obtain an F-1 student visa from the U.S. Consulate/Embassy so that you may enter the U.S. as a student. Be sure to allow enough time for visa processing.

When you apply for your F-1 student visa, please bring the following documents with you:

- Letter of acceptance from Woodbury University
- SEVIS Form I-20
- Passport valid for at least six months after your proposed entry date into the U.S.
- Financial evidence of sufficient funds to cover your tuition and living expenses during the period of your intended study
- Passport-size photographs
- Receipt of your Sevis (I-901) fee payment
- Completed Application Form. You may download these forms from your home country's U.S. embassy's website.

You may also be required to obtain certain immunizations before entering the U.S. You can find more information on the U.S. government travel site. Be sure to contact the U.S. Consulate/Embassy and request any additional information that you may need.

MAINTAINING F-1 STATUS

Your passport must remain valid at all times

Your home country's consulate/embassy should be contacted at least 6 months before the expiration date regarding renewal procedures.

Visa for entry and travel

The visa is the stamp that the U.S. consular officer placed on a page in your passport. The visa allowed you to apply for admission into the U.S. as an F-1 student, and does not need to remain valid while you are in the U.S. (Canadian citizens are not required to have a visa.) If your visa expires while you are in the U.S., the next time you travel abroad you must obtain a new F-1 visa before returning to the U.S.

All new international students must check in with the International Student Advisor during their first month at Woodbury

Students who do not check in to submit their required documents (e.g., I-94, I-20, passport, visa/CBP stamp) during the first month of their studies at Woodbury will have a HOLD placed on their record and will not be permitted to register for courses until they attend their initial meeting with the International Student Advisor.

Pay your I-901 (Sevis) Fee

International students who do not pay their I-901 fee will risk going out of status and eventually have their I-20s terminated. If you have not already done so, visit the Fee Processing website (fmjfee.com) to pay your I-901 fee.

You must remain enrolled in a full course of study during the entire academic year (fall and spring semester).

At Woodbury, this is defined as six units for graduate students and 12 units for undergraduate students. This requirement may be waived in the last semester of study where less than a full load is required for completion of the program or under other extreme circumstances as authorized by the University. Should the required courses not be available, this requirement may be met by substitution of another course after approval by your academic advisor or by concurrent enrollment at another institution. Concurrent enrollment is permissible providing:

- Credit from that institution is transferable to Woodbury;
- Combined enrollment equals full time study at Woodbury;
- The other institution is authorized to enroll international students, and;
- Attendance at the second school is approved by your Academic Advisor and the Registrar prior to attending another institution.
- You must obtain permission from the Registrar and the International Student Advisor, and complete a Concurrent Enrollment Form.
- Units completed at concurrent institution must be less than or equal to the amount of units taken at Woodbury during the required fall and spring terms.

Full-time Registration Requirements and Exceptions

In general, F-1 students must be registered full-time. This is defined as at least:

- 12 credits each semester for undergraduate students
- 6 credits each semester for graduate students

Exceptions to the full-time rule:

1. Last semester of study
2. Medical condition
3. Lack of English proficiency
4. Misunderstanding of American teaching methods

Only one online class may count towards the minimum credit amount each semester.

According to the F-1 regulations, an online class is one that “does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class.” Therefore, any course that has a physical attendance requirement, such as for a lecture, exam, or faculty meeting is not considered fully online for visa status purposes. Students must take at least 9 “face-to-face” units at Woodbury that are considered to be on-site courses. F-1 students may only take one online course if they are enrolled in a minimum course load of 12 units.

Do not register for fewer than the required number of credits or withdraw from a course without first receiving permission from the international student advisor! Part-time studies could jeopardize your stay in the U.S. and make you ineligible for F-1 benefits.

You must complete your degree within the length of time stated on your I-20 or apply for an extension of stay.

- You must also apply for an extension if you need to remain in student status for more than 8 years (e.g. are completing more than one course of study).

Traveling outside the U.S.

Your I-20 must be endorsed for travel when you leave the U.S., even to Mexico or Canada. Note that your passport and visa should be current. Plan ahead and seek the travel endorsement from the International Student Advisor at least two weeks prior to your travel. The signature endorsement for travel is **valid for six months**; however, it is highly recommended that you meet with the international student advisor before every trip outside the U.S. You must be pre-registered for the following semester if you are traveling in between semesters.

Your transfer from the school which last issued you an I-20 must be facilitated in a timely manner.

To do this, you must submit your Woodbury I-20 to the International Student Advisor for processing within the first two weeks of classes. Also, submit the International Student Transfer Form completed by the international student advisor at your previous school.

You must limit on-campus employment to 20 hours per week during the school year.

- There are no residency requirements for on-campus employment.

You may not work off-campus unless authorized to do so. Work authorization applies only under the following conditions:

- You have been in legal status as a student at Woodbury for the past 9 months
- You have been enrolled on a full-time basis at approved school for one full academic year.
- Graduate students may be authorized to work off campus (internship) only after having completed two full semesters at Woodbury University, unless their degree program requires them to begin their internships immediately upon commencing their studies.
- Students in English language training/transition programs are not eligible for off campus work.
- You can maintain full-time student status while working
- You have been authorized for curricular or pre-completion optional practical training; and
- You have consulted with the Office of Student Affairs International Student Advisor.

You may apply for two types of practical training during the course of your study at Woodbury: OPT & CPT.

- Both must be within your field of study, and be approved by your faculty advisor and the International Student Advisor.
- Curricular practical training (CPT) is allowable if you are required to do an internship as part of your graduation requirements.
- The time spent in part-time curricular practical training (CPT) will not be subtracted from your optional practical training. You may apply for this only after you have maintained lawful status for at least 9 months. If you use CPT during the academic year, you must still be enrolled at the full-time rate.
- A total of 12 months of full-time optional practical training (OPT) is available to all students who have maintained proper academic and legal status as a student for one academic year, and continue to do so.
- The 24-month STEM extension ONLY applies to Media Technology and Animation majors!

EMPLOYMENT AND PRACTICAL TRAINING

F-1 international students have several options regarding practical training and employment during their studies. In order to be permitted to work off-campus via Curricular Practical Training (CPT) or Optional Practical Training (OPT), international students must fulfill a residency requirement of at least one year at Woodbury University and be in good academic and F-1 student status. Very limited exceptions may apply to this rule, so please contact the International Education Office for more information.

There are three versions of “practical training” and employment that apply to F-1 international students:

1. **On-Campus Employment:** this constitutes any job that is considered to be on-campus, excluding work-study positions which are only provided for domestic students per federal regulations. All international students are required to have a social security number for paid positions. The one-year residency requirement does NOT apply to on-campus employment.
2. **Practical Training programs: CPT (Curricular Practical Training) & OPT (Optional Practical Training):**
 - Curricular Practical Training (CPT) is only for international students who are required to complete an internship or work experience requirement as part of their degree program. CPT authorization with the government is required for ALL internships, whether they are paid or unpaid, required or not. Should the student request an internship that is not a required component of their degree program, they will need to enroll in a credit-bearing “CPT course” in order for the internship to be approved. More information can be found on the portal.
 - International students must have a job offer prior to CPT authorization, and present the International Student Advisor with a job offer letter and a completed CPT authorization form, which can be found on the international student portal or in the International Education Office. The International Student Advisor will reissue a new I-20 with the CPT approval.
 - OPT (Optional Practical Training) is post-graduation practical training in the field directly related to the student’s studies for at least 12 months. STEM majors may qualify for 24-month extension as well. This program is not mandatory and more information can be found on the international student portal or by scheduling an appointment with the International Student Advisor.
3. **Economic Hardship (Off-Campus) Employment:**
 - If an international student experiences a severe financial setback, such as a sudden discontinuation of their tuition funding due to a natural disaster or death of a family member in their home country, or any other catastrophic event which precludes them from paying their basic living expenses and tuition, the student may qualify for “economic hardship employment”. The student must contact the International Student Advisor for more information regarding applying to this program.

I-20 EXTENSIONS

- If an F-1 international student needs additional time on their I-20 to complete their studies (an extension), they need to contact the International Student Advisor and the Registrar during the semester **prior** to the semester they would like to be extended. They will need to do the following:
 1. Contact the Registrar and request an “I-20 extension” form.
 2. Wait at least **10 business days** for the form to be processed by the Registrar.
 3. Schedule an appointment with the International Student Advisor after you have been contacted about your extension letter.
 4. The International Student Advisor will approve or deny your I-20 extension request.
- Should your I-20 be approved for an extension, you will need a new I-20 from the International Student Advisor with the additional time reflected on the I-20.
- I-20s may only be extended one semester at a time. This means that international students will have to reapply for an additional extension should they need another semester to complete their studies. They will need to repeat the process described above.
- If you have not requested an I-20 extension before your I-20 expiration date, your I-20 will be considered “completed” and you will need to request a reinstatement as your I-20 cannot be extended after it has expired. Therefore, international students should request an I-20 extension **as soon as possible** to avoid future difficulties with their status.

REDUCED COURSE LOAD AUTHORIZATIONS

1. If an F-1 international student has been granted a reduced course load authorization during their first semester based on poor English proficiency or a misunderstanding of American teaching methods, they will be required to attend ESL tutoring on a weekly basis. A hold will be placed on the student's record if they fail to attend their ESL tutorials.
2. The student will also be required to have an Academic Peer Mentor (APM) to guide them with time management and their academics. If the student fails to respond to their APM, a hold will be placed on the student's record after a phone call and a certified letter have been attempted.
3. Students may only be authorized for **two** reduced course load authorizations for a medical condition, provided that the student submits legitimate medical documentation from a reputable clinic, * based on the guidelines of our Disabilities office. The letter must state in detail the specific accommodations needed and duration of the accommodations. The credentials (e.g., license/certificate number) of the medical professional prescribing the accommodations must also be provided in the letter, which will be verified by the DSO. This means that a student can be authorized to go below their required minimum course load; namely, below 12 units for undergraduates and below 6 units for graduate students, for up to **two semesters** due to a verifiable medical condition.

*Please consult with the International Student Advisor to find out if there are any clinics from which we do not accept medical documentation.

CHANGE OF STATUS TO F-1

SCENARIO 1

If you wish to change your non-immigrant status to F-1 and you are traveling outside the U.S., you must apply for an F-1 visa at a U.S. embassy/consulate and use your I-20 issued by Woodbury University to re-enter the U.S. Although costly, this is often the fastest way to become an F-1 student. If your current non-immigrant status is expired, then this option is the best choice.

SCENARIO 2

If your current non-immigrant status is not expired and you wish to change your non-immigrant status to F-1 during your stay in the United States, follow these instructions.

- A change of status only changes your permission to stay in the U.S., i.e. your I-94 card.
- **You will NOT receive an F-1 visa stamp in your passport with an approved change of status.** This means that if you need to travel outside of the U.S. in the future, generally you will be required to apply for an F-1 visa at a U.S. embassy/ consulate.
- There is no guarantee that an F-1 visa stamp will be issued even if the U.S. immigration service approved your change of status to F-1 student. For this reason, students often feel more comfortable leaving the U.S. and applying for the F-1 visa first before they make an investment in school.

INSTRUCTIONS FOR APPLYING FOR A CHANGE OF STATUS WHILE IN THE USA

- Step 1.** Apply for admission to WU. Once you are admitted and have met all admission requirements, the Admissions Office will notify you of your acceptance.
- Step 2.** Once you are accepted, show proof that you meet the university's English language requirement and financial requirements, you need to pay a \$500 non-refundable commitment deposit to receive an I-20 from Woodbury University.
- Step 3.** After receiving your Woodbury, I-20, you must pay the SEVIS fee of \$200 using the Fee Processing website and print out your payment receipt.
- Step 4.** Apply for change of status to F-1 electronically by visiting the U.S. Citizenship and Immigration Services website. If you choose not to file electronically and file by mail, visit uscis.gov to download the application and instructions.

DOCUMENTS REQUIRED/RECOMMENDED FOR FILING FOR CHANGE OF STATUS

- Fee of \$370.00 (made out to the U.S. Department of Homeland Security). Fee is subject to change.
- \$200 SEVIS fee receipt
- Photocopy of both sides of the I-94 card if you have a paper I-94. Electronic I-94 is available here.
- All three original pages of the I-20 issued by WU. Print your name, sign and date page 1 at the bottom.
- Photocopy of passport information page, expiration date (at least 6 months' validity period).
- Photocopy of your current U.S. visa page.

- An ORIGINAL bank letter (savings or checking account only) on official letterhead signed and dated by a bank official within the last six months. For non-personal funds, an ORIGINAL affidavit of support is required. If you don't have a notarized affidavit of support (because notary is not readily available in your country), you may use the attached form.
- Letter explaining why you want to change your status (see attached sample letter)
- Proof of deposit payment, registration and payment of tuition and fees if you are allowed to attend school and are currently attending (certain status holders such as B1/B2 and F-2 are not allowed to attend school until change of status is approved).
- Proof of your U.S. address (example: lease, utility bill, phone bill, bank statements)
- Proof of your home country address (example: evidence of ownership of property of yourself or your family, driver's license)

Note not all categories of visas allow a student to begin study before a change of status to F-1 is granted and not all categories of visas are allowed to change status to F-1. For example, if you are currently in B1 or B2 visa status, you will NOT be allowed to begin your studies at Woodbury University until AFTER immigration approves your Change of Status Application to F-1.

For students changing status from F-2 to F-1 add the following

- Copy of marriage certificate (translated into English!!)
- Copy of spouse's I-20, visa, I-94, passport information/expiration date
- Letter from spouse's school verifying current F-1 status

Note: You cannot start a full-time academic program until a change of status to F-1 is granted. F-2 students may study part-time during their change of status processing period.

For students changing status from B-1/B-2 to F-1 add the following

- Copy of evidence showing original purpose of U.S. visit. For example, travel itinerary, round trip airplane ticket, business itinerary, etc.

Note: You cannot start school until a change of status to F-1 is granted

For students changing from another status (H-1, H-4, R-1, etc.) add the following

- Copy of passport, visa, I-94
- Copy of approval notice (front and back)
- Past three paystubs and income tax returns
- Marriage certificate, if applicable.

Note: If you are in a dependent status (such as F2, H4, J2, etc), you must provide documentation to verify both your and your spouse's legal status

Remember:

- If the Immigration Service approves your request to change your non-immigrant status, this does not change the visa stamp in your passport
- If you were to leave the U.S., you would have to go to an U.S. embassy or consulate and apply for an F-1 Visa
- You are required by law to notify the USCIS and the school within 10 days of any legal changes to your name or any change of address
- Feel free to consult an immigration attorney regarding your application. This document is created to inform students about the change of status process but does not constitute any legal advice.

HOW TO APPLY FOR F-2 STATUS

PROSPECTIVE/NEW WOODBURY UNIVERSITY F-1 STUDENTS:

1. Before the F-1 student submits his/her online application to Woodbury University, the student should enter the Dependent Information under the International Applicants only section.
 - a. Additional proof of financial support is required
 - b. The Dependent I-20 will be processed with the Initial I-20 for the student

Important Note: If the I-20 is for a spouse, the marriage certificate issuance date must be earlier than the dependent I-20 issuance date. Failure to completely or correctly enter the Dependent Information on the online application may delay processing of the dependent I-20.

2. If the F-1 student has already submitted his/her application to Woodbury University without dependent information, but has decided to request a dependent I-20, the F-1 student should email info@woodbury.edu with the following information:
 - a. Dependent Information (as on dependent's passport):
 1. Surname and Given name
 2. Gender
 3. Relationship to F-1 student
 4. Date of Birth
 5. Country of Birth
 6. Country of Citizenship
 - b. Additional proof of financial support
 - c. Copy of marriage certificate if not married at the time online application was submitted

Important Note: The Dependent I-20 and an updated Initial I-20 for the F-1 student will be processed and mailed out at the same time.
3. The dependent I-20 will be mailed to the current mailing address indicated on the application.
4. The dependent(s) applies for the F-2 visa at a U.S. embassy/consulate in their home country with their dependent I-20 along with other supporting documents as required by the embassy/consulate. Dependents should apply for the Dependent F-2 visa with F-1 student.

CURRENT WOODBURY UNIVERSITY F-1 STUDENTS:

1. Set up an appointment with an International Student Advisor
 - a. Provide proof of financial support

Important Note: If the I-20 is for a spouse, the marriage certificate issuance date must be earlier than the dependent I-20 issuance date.
2. The F-1 student is responsible for picking up the dependent I-20(s) and delivering them (either by mail or in person) to the dependent (s).
3. The dependent(s) applies for the F-2 visa at a U.S. embassy/consulate in their home country with their dependent I-20 along with other supporting documents as required by the embassy/consulate.

OR, IF YOU WOULD LIKE TO APPLY IN THE U.S. & YOUR SPOUSE IS ALREADY AN F-1 STUDENT:

- Fill out I-539 Form for change of status.
- Obtain new "Dependent" I-20 from International Student Advisor.
- Photocopy of your new I-20 and all previous I-20s
- Photocopy of your spouse's new I-20 along with all previous I-20s.
- Photocopy of financial documentation (e.g., bank statements).
- Photocopy of marriage certificate
- Photocopy of current passport, visa, and I-94.
- A check for \$370.00 made out to "USCIS" for change of status. Fee subject to change.
- A cover letter from you addressed to USCIS requesting change of status and explaining circumstances.

Be aware that changing your status this way could take several months.

TRAVEL FOR DEPENDENTS

- F-2 dependents are not required to travel with the primary F-1. However, the F-2 dependent must carry the following documents required for re-entry to the U.S.:
- Valid Passport (valid for at least 6 months beyond the date of the re-entry to the U.S.).
- Valid F-2 visa in passport (except dependents from Canada).
- F-2 dependent I-20 with a valid travel signature from an International Student Advisor on page 3 (signatures are valid for 6 months).
- Copies of the most current immigration documents (I-20, passport, F-1 visa, I-94 Arrival/Departure record) of the primary F-1 (if traveling separately).
- If the primary F-1 is on post-completion OPT, F-2 dependents should carry copies of the F-1's OPT I-20, EAD card and job offer letter.
- F-2 dependents are able to remain in the U.S. without the F-1 as long as the F-1 maintains status and will return to the U.S. after a temporary absence using the same SEVIS ID number.

For more information, visit the ICE website.

INTERNATIONAL STUDENTS AND HOLDS

A hold directly from the International Student Advisor will be placed on an international student's record under the following circumstances:

1. **Student fails to attend International Orientation and/or SOAR.** A hold will be placed on the student's record until they report to the International Student Advisor and/or the Orientation Coordinator (Academic Support), indicating when they can make up the missed orientation sessions.
2. **Student does not report to the International Student Advisor within 30 days of the first day of the semester.** A hold will be placed on their record, preventing the student from registering for courses for the following semester until they report to the International Student Advisor. Once 60 days have elapsed and the student still has not reported to the International Student Advisor, the student's I-20 will be terminated and the student will have to return home or transfer.
3. **Student fails to submit required travel documentation upon commencing their studies at Woodbury.** Travel documentation includes: I-20, I-94, visa stamp (also known as "CBP" stamp), and passport. International students MUST submit all of the abovementioned documentation within 30 days of the semester start date. Once 60 days have elapsed and the student continuously fails to submit the aforementioned documents, the student's I-20 will be terminated.
4. **Student is consistently unresponsive to emails and/or phone calls and letters from International Student Advisor.** If the International Student Advisor deems it necessary for the student to schedule an appointment and the student fails to respond, a hold will be placed on the student's record.
5. **Student does not provide accurate contact information.** If the student provides an inaccurate address or telephone number, and has not changed this information after repeatedly requested to do so, a hold will be placed on the student's record until the correct contact information has been submitted to the International Student Advisor and/or the Registrar.
6. **Student fails to attend required ESL tutorials and does not fulfill case management requirements.** After an email, phone call, and certified letter have been sent to the student, a hold will be implemented.
7. **The student repeatedly fails to respond to email and telephone correspondence from other Student Affairs staff and/or faculty.**
8. **Student fails to respond to their assigned APMs.** If a student who has been granted a reduced course load authorization based on poor English proficiency or misunderstanding of American teaching methods fails to meet with their APMs, a hold will be placed on their record.

MISSED APPOINTMENTS & TARDINESS

- If an F-1 international student has missed a scheduled appointment with the International Student Advisor on *3 separate occasions* without formally cancelling at least 5 minutes prior to the appointment, a complaint will be filed to the Chief Conduct Officer. The student will then have to address the complaint based on the discretion of the Chief Conduct Officer.
- If an international student is late by 15 minutes to their scheduled appointment with the International Student Advisor, the student will need to reschedule for a later time or date.
- If an international student is late by 15 minutes without prior notification to their scheduled appointment with the International Student Advisor on 3 separate occasions, a complaint will be filed and submitted to the Chief Conduct Officer.

INTERNATIONAL STUDENTS & ACADEMIC PROBATION/DISMISSALS

If an F-1 international student is dismissed based on consistently poor academic performance (an academic dismissal), the following steps will need to be taken immediately:

1. An international student will have the option to submit an appeal to Academic Support. The deadline for the submission of the appeal will be at the discretion of the Academic Support and Academic Affairs offices, which will be determined on a case-by-case basis. Should the student be denied for the appeal, the student will have 15 DAYS to either depart the country or transfer to another institution before their I-20 is terminated by the DSO. If the student is approved, they must contact the International Student Advisor immediately.
2. The student returns home. If the student decides not to transfer elsewhere and their appeal has been denied, the student must return back to their home country within 15 days of receiving their appeal denial to avoid violating their visa status.

ACADEMIC PROBATION

1. An F-1 student who is on academic probation will not be eligible for work authorization (CPT, OPT, Economic Hardship). They may only apply for on-campus employment, so long as it is not considered work-study or a student leader position (e.g., IPAs, APMs, SPAs, ASWU).
2. If an international student has been placed on academic probation, they may **not** extend their I-20 for an additional semester unless they submit a petition for a reinstatement.
3. Students on academic probation must regularly attend tutoring with the Writing Center, ESL Tutor, and a tutor for their degree program. They may also be assigned an Academic Peer Mentor (APM) based on the discretion of the International Student Advisor and Academic Support. If they do not attend the abovementioned tutoring, a hold will be placed on the student's record by the International Student Advisor.
4. Students are expected to maintain consistent academic progress to maintain their international student status. Students may incur a DSO dismissal at the discretion of the (P)/DSO if it is deemed that the student has failed to comply with the conditions of their F-1 student status and I-20 maintenance.

INTERNATIONAL STUDENTS & DISCIPLINARY ACTIONS

- **Suspensions:** If an F-1 international student has been suspended, the student will have 15 days after the date of their suspension to transfer elsewhere before the student's I-20 is terminated. Based on the severity of the suspension, the student may be permitted to return to Woodbury after a prescribed period of time in accordance with the guidelines stipulated by the Dean of Academic Support and the Chief Conduct Officer in the Student Handbook. Students must consult with the abovementioned staff members immediately to know what is expected of them.
- **Expulsions:** Upon expulsion, an international student will have 15 days after the date of their expulsion to return to their home country or the student's I-20 will be terminated. There is no possibility for a future reinstatement in this case.
- **DSO Dismissal:** If the DSO (Designated School Official) and PDSO (Principal Designated School Official) determine that an international student has not been complying with the conditions of their I-20 maintenance and international student status, it is at the (P)/DSO's discretion to dismiss the student. Students do not qualify for a reinstatement for DSO dismissals and are required to either transfer or return home within 15 days of the date of the DSO dismissal.

REINSTATEMENT OF F-1 STATUS

As a student in F-1 status, you are expected to comply with immigration regulations. If you fail to comply with these regulations, you will be "out of status." When you are out of status, you are no longer eligible for on-campus employment, practical training, recertification of your I-20 for reentry to the US or any other benefits of F-1 status. **IT IS YOUR JOB TO MAINTAIN YOUR STATUS!!!**

The following are considered violations of your F-1 status

- Failure to attend the school whose I-20 you used to enter the United States
- Failure to maintain full-time registration
- Failure to request a Program Extension before the completion date on your I-20, if you need more time to complete your current program
- Failure to obtain a new I-20 if you change your educational program or degree level
- Unauthorized employment

Reinstatement allows you the opportunity to regain valid F-1 status. You may be eligible for reinstatement only if you

- Are currently enrolled or intend to enroll for a full-time course load
- Can establish that the violation of status resulted from circumstances beyond your control
- Have not engaged in unauthorized employment
- Have not been out of status for more than five months
- Can document sufficient financial resources to pursue a full-time course load
- Do not have a history of repeated violations
- Are not deportable from the US on any other grounds

PROCEDURE

The application for reinstatement is made by you directly to USCIS. The Woodbury International Student Advisor does not have a role in approving your application. Only USCIS can reinstate your status. However, International Student Advisors are available to review your application before you submit it if you wish. **

You must provide:

- A new, original I-20 created for you by the International Student Advisor for the purposes of reinstatement that you have signed and dated. You must submit the original I-20 for reinstatement applications.
- Financial documentation showing one year of tuition, fees and living expenses
- Copies of your passport, visa and I-94 card
- Copies of all I-20s previously issued to you
- Transcripts
- Form I-539
- A payment to Department of Homeland Security in the amount of \$370 (fee subject to change)
- Personal statement explaining exactly why you went out of status

If you have dependents in the US, you must also include them in the application since a violation of your F-1 status affects your dependent family members as well.

SPECIAL CONSIDERATIONS

Processing times for reinstatement applications vary; however, it may take as long as six months for the application to be adjudicated. Although you may continue to study while the application is pending (in fact, you are required to register full time during this period), you will not be eligible for any type of employment until the reinstatement is approved.

ALTERNATIVE TO REINSTATEMENT

You also have the option of traveling to regain status instead of applying for reinstatement. When you travel to regain status, you are issued a new I-20 for “initial attendance” with a new SEVIS ID number. You then leave the U.S. and reenter using the new I-20. When you enter the U.S. and receive an I-94 marked “F-1 D/S,” you will once again be in valid F-1 status. However, if you choose to travel to regain status, you will forfeit any time you have accrued toward practical training eligibility. You will need to be registered for one academic year in order to qualify for practical training.

****Woodbury University reserves the right to refuse assistance with reinstatements due to the above-mentioned violations of status. Should we determine that your I-20 termination occurred in spite of your best efforts to maintain good standing, we will happily assist you in facilitating a reinstatement. Otherwise, we will recommend that you get an immigration attorney to provide assistance with your reinstatement.**

WITHDRAWS

F-1 international students must formally withdraw from Woodbury University if they desire to transfer to another college or university prior to completing their studies.

This form is available on the portal or at the Registrar, and must be signed and approved by multiple offices until it will be approved for submission.

Upon withdrawing, the international student must clear up any outstanding debts owed to the university before they can be authorized to withdraw.

Should the student choose to return to Woodbury University in the future, they will need to reapply as a new student once again.

LEAVE OF ABSENCE

Should an international student intend on returning within two calendar years, it is recommended that the student fill out and submit a “leave of absence” form, so they will not be required to reapply to the university upon returning. All outstanding debts must also be paid to apply for a leave of absence. However, international students must do the following upon returning after taking a leave of absence for at least one semester:

1. Provide updated financial documentation attesting to the student’s financial ability to study at Woodbury University for one calendar year. The minimum dollar amounts for F-1 international student admission based on degree level and program are accessible via the Admissions office.
2. A new I-20 must be reissued and the F-1 student must pay another Sevis fee of \$200.00.
3. Student must contact the Registrar and faculty advisor to inform them of their anticipated return and help them register for courses.
4. Student will be responsible to resolve visa issues on their own by contacting their local U.S. Embassy or Consulate.

VISAS

THE VISA STAMP IN MY PASSPORT IS ABOUT TO EXPIRE. DO I NEED A NEW ONE?

The visa stamp in your passport is for entry purposes only. Once you are in the U.S., your I-20 combined with your I-94 card become the active documents that permit you to remain in the U.S. You are allowed to stay for D/S or “Duration of Status”, which means the period of time in which you are maintaining your non-immigrant status. The completion date on your I-20 or DS-2019 is the expiration date of your status.

Your I-20 or DS-2019 can be extended by the International Student Advisor if necessary.

APPLYING FOR A VISA IN YOUR HOME COUNTRY

We recommend that you apply for a visa at the U.S. Consulate or Embassy in your home country. Most Consulates require a personal interview with a consular officer and collect biometric identifiers (e.g. fingerprints and digital photograph). Always check with the consulate or embassy where you will be applying to determine current application and documentation requirements as well as processing times. You can find a list of consular websites at <http://www.usembassy.gov>.

BACKGROUND AND SECURITY CHECKS

Consulates and embassies frequently conduct background checks that can result in possible delays in visa issuance for individuals. Background/security checks can be triggered by, but not limited to, arrests in the United States, certain courses that appear on your transcript, or by your field of study. Background/security checks can take several months or longer.

APPLYING FOR A VISA IN A THIRD COUNTRY

F and J students who apply for a visa stamp in a third country – including Canada and Mexico – and get denied will not be allowed to reenter the U.S. on an expired visa stamp. If your application is denied, you would need to depart directly to your home country to apply for a new visa to re-enter the U.S. Please talk to an International student advisor before making the decision to apply for a visa in a third country. If you are subject to a background or security check upon application for a visa renewal in a third country, you will have to remain in that country until the background or security check is completed and the visa is approved before you are allowed to re-enter the U.S.

PLEASE NOTE THAT YOU MAY NEED AN ENTRY VISA TO ENTER A THIRD COUNTRY.

The following contacts may be helpful to determine if you need a visa to enter another country:

- Canada: (213) 346-2711 or <http://www.cic.gc.ca/english/visit/index.asp>
- Mexico: (512) 478-2866 or <http://www.sre.gob.mx/austin>
- Foreign consular offices in the United States: <http://www.state.gov/s/cpr/rls/fco>

VISA APPLICATION PROCESS IN MEXICO OR CANADA

An appointment for a visa renewal in Mexico or Canada is made in advance in one of the following ways:

For consulates in Mexico:

- The U.S. Consulates in Mexico only process F-1 visa renewals for continuing students in full-time degree programs who can demonstrate that their initial F-1 visa was issued in their home country.
- Call 1-900-476-1212. You can pay by the minute using a U.S. 900 number. Charges will appear on your telephone bill.

For consulates in Canada:

- Call toll-free at 1-877-341-2441 or go to http://usvisa-info.com/en-CA/selfservice/us_service_options for a list of phone numbers for various consulates throughout Canada.

WHAT WILL I NEED TO APPLY FOR A NEW VISA?

- Current SEVIS I-20 or DS-2019, signed for travel by an International Student Advisor within the last year.
- Official Transcript in a sealed envelope and Letter of Good Standing, also called “letter of enrollment,” both available at the Registrar’s Office.
- Proof of financial support. You should be able to verify the amount shown as the total on your I-20 or DS-2019 with a personal bank statement, Research Assistant/Teaching Assistantship (verification letter should include salary and tuition payment details), or sponsor’s letter and sponsor’s bank statement.
- Proof of ties to your home country. From the Department of State web site: “Student visa applicants must establish to the satisfaction of the consular officer that they have binding ties to a residence in a foreign country which they have no intention of abandoning, and that they will depart the United States when they have completed their studies. It is impossible to specify the exact form the evidence should take since applicants’ circumstances vary greatly.” Examples of such evidence may include: copies of bank statements from a bank in your home country, evidence of ownership of property or residence in your home country, a job offer letter from home or letters from family.

- Issuance Fee charged for visa. The visa application fee is \$160 for F visas. Depending on the country of citizenship, there also may be an issuance fee (also called a visa reciprocity fee).
- SEVIS Fee, when required. If you leave and re-enter the U.S. to regain legal status with an I-20 issued after September 1, 2004, or are readmitted to the University and are returning with a new I-20 issued after September 1, 2004, you are required to pay the SEVIS fee. This fee is US \$200 for F-1 students and \$180 for J-1 visa applicants (visit www.fmjfee.com).
- Application form DS 160 (can be completed online here: <http://evisaforms.state.gov>).
- One passport-size photograph; if completing the DS-160 online, see photograph guidelines here: <https://travel.state.gov/content/visas/en/general/photos.html>

LOST OR STOLEN VISA/PASSPORT

- File a police report.
- Report lost or stolen passport to **your country's** embassy as soon as possible.
- For lost or stolen visas, you will need to email the consulate or embassy in which your visa was issued. Lost or stolen visas **CANNOT BE REPLACED IN THE U.S.!!** Please visit usembassy.gov.
- Please visit the following website for more info: [lost or stolen visas](http://lost-or-stolen-visas.com).
- Contact the International Student Advisor

OBTAINING A CALIFORNIA DRIVER'S LICENSE

International students are encouraged to obtain a California Driver's License if they plan to drive a car in the United States. A California Driver's License is required to purchase a car and obtain auto insurance. The State of California **does not** recognize an International Driving Permit (IDP)/International Driver's License/International License as a valid form of driver's license.

OVERVIEW

The California Department of Motor Vehicles (DMV): (<http://www.dmv.ca.gov/portal/dmv>) website outlines the process of obtaining a California Driver's License. The steps include a written and driving skills test administered by the DMV. The California Driver's Handbook (<http://www.dmv.ca.gov/portal/dmv/detail/pubs/pubs>) is the best resource to help you prepare for these tests. Samples of written tests are also available online.

DMV APPLICATION PROCESS

Please take the following documents to the DMV when applying:

1. Valid passport/visa
2. I-94 Arrival/ Departure record
3. I-20

Information for International Students:

- Wait at least ten calendar days from the date of entry into the United States before applying for a driver's license or ID to allow time for arrival data processing
- Students must be enrolled full-time and pay the SEVIS fee to apply for a driver's license. If not, there will be significant problems and delays with your application.
- Students must wait patiently to ensure that their SEVIS record has been registered in SEVIS, and that they have an "active" SEVIS record. If a student remains in "initial" status upon application, the DMV will not issue the student a driver's license.
- Students who have a driver's license from their home country may be exempt from the driving skills test.
- The DMV requires that you present the **originals** of all immigration documents: passport, printout of your I-94 Arrival/Departure record and I-20. Your passport or I-20/DS-2019 **CANNOT** expire less than 60 days from the date of application. **If these documents expire in less than 60 days, you cannot apply.** Be sure to bring your driver's license from your home country to present to the officer at the DMV as it may exempt you from the driving test.
- Fill-out an application form at the DMV.
- If you do not have a Social Security Number (SSN) and are not in the process of applying for one, mark on the DMV application that you are **not** eligible for a SSN. You are only eligible for a SSN if you have a **job offer** for authorized paid on-campus or off-campus employment.
- You must wait **at least 30 days** before calling the DMV office to inquire about your application. Most licenses will be issued within two weeks of the appointment. They cannot assist you before the 30-day window ends.

Information for Students on OPT

Students on OPT who would like to renew their driver's license are required to obtain a Social Security Number (SSN). Without a SSN, the DMV will not approve of the driver's license extension. First, take your OPT EAD card and F-1 documents to the Social Security Office to get a SSN. Then take your SSN, EAD card and F-1 documents to the DMV to obtain a license. You must also wait until the start date on your EAD card to submit your driver's license application for it to be accepted.

OBTAINING A CALIFORNIA IDENTIFICATION CARD

A California driver's license is the primary form of identification. International students who do not drive can obtain a California Identification (ID) card instead. The DMV website offers detailed guidelines on obtaining an ID card.

INTERNATIONAL STUDENTS AND TAXES

WHO MUST FILE TAX FORMS?

All international students are expected to complete and file tax forms with the U.S. federal government, whether or not they had earned income during the tax year. In addition, F-2 and J-2 dependents must also file certain tax forms.

Two factors determine which forms you complete for U.S. federal taxes

- Whether you are resident or non-resident for tax purposes
- Whether you received income in the U.S. in 2017

If you arrived in the US after December 31 2017, you do not have to file any tax forms for 2017.

WHAT TAX FORMS DO I HAVE TO FILE?

If you had US source income in 2016:

- **Form 1040NR** or **Form 1040 NR-EZ** - see link below to download forms and instructions
- **Form 8843** - see the Form 8843 section below for more information

Information on whether you need to file California state taxes is available at [California Franchise Tax Board \(www.ftb.ca.gov\)](http://www.ftb.ca.gov)

If you have no U.S. source income:

- **Form 8843** - see the Form 8843 section below for more information

Step by Step Process:

1. If you have been physically present in the U.S. for *FEWER* than 5 calendar years as a student (i.e. you arrived on 1/1/2012 or after), you are a **NON-RESIDENT** for tax purposes.
2. **Every non-resident MUST file Form 8843** (available at <http://www.irs.gov/pub/irs-pdf/f8843.pdf>). You do not need to have a social security number to submit this form.
3. **If you earned money in the United States in 2017 (January 1 through December 31), you also need to file U.S. federal taxes.**

That means you need to fill out Form 1040NR-EZ (available at <http://www.irs.gov/pub/irs-pdf/f1040nre.pdf>).

4. Mail your Form 8843 and 1040NR-EZ to:

Department of Treasury
Internal Revenue Service Center
Austin, TX 73301-0215

5. **If you earned money in California in 2017 (January 1 through December 31), you also need to file California state taxes.**

That means you need to fill out Form 540NR (available at https://www.ftb.ca.gov/forms/2012/12_540nrshort.pdf).

Mail this form to:

Franchise Tax Board
PO Box 942840
Sacramento 94240-0002

6. The deadline to file all tax forms is **April 17, 2018.**

Note: There are also **free** online software programs, as well as programs you can purchase, to help you file your taxes yourself. Those include TurboTax, *TaxACT*, *Sprintax*, and *H & R Block at Home* Additionally, if you want to pay someone to assist you, you can contact companies such as **H & R Block or Jackson Hewitt**. Woodbury does not endorse any of these programs or companies in particular.

JURY DUTY

If you are an American citizen or a permanent resident, you will most likely be summoned to report for jury duty, or your civic responsibility to serve on a jury of your peers for a civil or criminal trial. HOWEVER, international students who are non-residents **ARE NOT** eligible for jury duty. In spite of this, if you still received a letter in the mail requesting you to report for jury duty, you will need to do the following in order to legally excuse your responsibility from jury duty:

- 1.) If there is an option on the jury duty notice you received in the mail to opt out of jury duty electronically, please follow the instructions (and link) on the notice
- 2.) In the letter you received, you may be provided with a phone number to “register” for jury duty. Please call this number and register
- 3.) After calling the number to register, make sure you are able to arrive at the courthouse at the time and date required
- 4.) You may have to actually go to the courthouse and excuse yourself on the date requested in the letter. **DO NOT FAIL TO SHOW UP.** You will need to bring your **I-20 and student visa** to prove that you're an international student and subsequently avoid jury duty
- 5.) **DO NOT** simply ignore the letter. Please call the number to register and then have a plan to excuse yourself

If you have any additional questions, please contact the international student advisor at 818-252-5265 or at james.coon@woodbury.edu

SELECTIVE SERVICE REGISTRATION

If you are a male and between the ages of 18 and 25 you may receive a notice from the U.S. government's Selective Service System (SSS) that you have been registered. Registration means that your data has been provided to the US government in the event that the US military needs to call up more soldiers than those who are already serving as volunteers. Even though such registration is normally only required of US citizens and US permanent residents, foreign nationals on non-immigrant visas may receive a notice in their mail, informing them of their registration.

How does this happen?

Many states, including New York and California, have enacted legislation which links SSS registration with the process of applying for a driver's license or state identification card. This is done to ensure compliance with the Selective Service registration requirement.

But, **foreign nationals who are male and who are in the United States on student or visitor visas, and men who are part of a diplomatic or trade mission and their families are NOT required to register for Selective Service!!**

Please refer to this website: Selective Service (<https://www.sss.gov/Registration-Info/Who-Registration>)

If you receive (or have received) such a notice, return the Selective Service registration card and a photocopy of your I-94 departure card, along with a letter of explanation, to:

Selective Service System

PO Box 94636

Palatine, IL 60094-4636

Be sure to keep a copy for your records. If you have any questions or concerns, please contact the International Student Advisor at 818-252-5265 or at james.coon@woodbury.edu.

HOW DO I APPLY FOR A SOCIAL SECURITY NUMBER?

- 1.) Complete an **Application for a Social Security Card** (www.ssa.gov/ssnumber) **AFTER** you receive a job offer.
- 2.) Schedule appointment with International Student Advisor to obtain letter to confirm employment eligibility.
- 3.) Obtain additional employment eligibility letter from supervisor (you will have a total of 2 letters).
- 4.) Gather original travel documents (I-94, I-20, and passport) to prove the following information:
 1. **IMMIGRATION STATUS (I-20 & I-94)**
 2. **WORK ELIGIBILITY (One letter from DSO and supervisor [2 letters] confirming employment)**
 3. **AGE (Passport)**
 4. **IDENTITY (Passport)**

- 5.) Take your completed application, 2 letters, and original travel documents to your local Social Security office:
1420 West Olive Avenue, Burbank, CA 91506
www.socialsecurity.gov
Telephone Number: 1-800-772-1213
(For the deaf or hard of hearing, call TTY number, 1-800-325-07780)
Monday through Friday: 9am-4pm (except on Wednesdays: 9am-12 pm)
Automated phone service 24 hours a day.

Normal processing time for a new social security card is approximately 3-5 business days.

COMPUTER USE WOODBURY IT POLICY AND PROCEDURES

POLICY:

This policy is applicable to all members of the campus community, whether on the premises or elsewhere, and refers to all computer information resources whether shared, stand alone, portable, or networked. The University views the use of its computers, networks, and Internet access as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

PROCEDURE:

The University honors and respects the academic freedom of its members and strives to permit maximum freedom of computer use consistent with current University policy and state and federal laws. Within that guideline, the University expects responsible and ethical behavior when using computers and computer technology as follows:

1. Respect the privileges provided by the First Amendment and by academic freedom. They should understand that these rights do not extend to messages or images that would be considered:
 - a. Obscene or patently offensive
 - b. Libelous
 - c. Threats of violence or incitement to lawless action
 - d. Demeaning or harassing to individuals or groups
 - e. Disruptive to the academic environment

The above actions may result in criminal prosecution or civil liability, as well as being a violation of University policy.

2. Respect the differing standards of others. If dealing with messages or images that might be offensive to others, they should attempt to do so privately and remember that good manners and courteous behavior do not stop at the computer screen.
3. Respect the privacy of others by not seeking information on, obtaining copies of, or modifying files, tapes or passwords belonging to others.
4. Respect the legal protection provided by copyright and licensing of programs, data, and other sources of information by not distributing or making copies of text or software without the permission of the copyright holder. They should not place illegally obtained software on computers or networks.
5. As users, employees are responsible for any use or misuse of any log-in by themselves or others using an individual computer or account. It is advisable that all reasonable precautions be taken to ensure that unauthorized use of an individual account is prevented. A terminal or personal computer should not be left unattended once an account has been logged into. Passwords should not be shared and should be changed frequently.
6. Respect the intended usage of systems for electronic information exchange, including the World Wide Web and electronic mail:
 - a. All currently active students, faculty and staff will be issued an email account.
 - b. All Woodbury related business and communication need to be done so with a woodbury.edu email address
 - c. Alumni and emeritus will continue to keep their woodbury.edu email address. Those who currently have the Google woodburyuniversity.edu account will be able to continue using it.

- d. Do not use the campus network for electronic chain letters
 - e. Do not use University computing and network resources to promote commercial or profit-making activities or unsanctioned non-university activities.
 - f. Do not send forged electronic mail and bulk emails
 - g. The Woodbury University electronic mail system (email) is University property and is to be used only for approved purposes.
 - h. Email messages are not protected by privacy legislation and should be considered University property. Email should not be used for sensitive information.
 - i. Users may not produce or distribute offensive graphics, messages, or text. This includes, but is not limited to, pornographic materials and ethnic, racial, or religious slurs.
 - j. The University reserves the right to monitor the email systems for purposes of administration and message forwarding. In the event that inappropriate behavior is observed during such monitoring, the University also reserves the right to address such behavior. Designated individuals within Technology Services are afforded “authorized access” as agents of the University.
 - k. Email storage limits for faculty, staff and students will be established by the IT office.
7. Respect the integrity of the network as follows:
 - a. Do not use any programs, transactions, data or processes that infiltrate a system or damage or alter the software or data components of a system.
 - b. Do not alter any system or network software.
 - c. Do not attempt to crash systems or networks.
 - d. Do not introduce viruses into systems.
 - e. Do not install or modify any on-campus University hardware without explicit authorization from the appropriate service provider.
 - f. Online gaming may be allowed pending network environment. Permissions may be granted on a case by case basis.
 8. Respect the University’s need to monitor its own systems. Woodbury does not routinely monitor e-mail or other electronic communications; however, e-mail and files stored on the University system are not private. Deleting a message is no guarantee that the message isn’t stored elsewhere.
 9. Respect data stored on PCs by backing up frequently. IT encourages users to backup data on their shared network drive whenever possible.

IT ONBOARDING/OFF BOARDING INSTRUCTION

The following guidelines are specific instruction on setting up a new faculty or staff who has just enter Woodbury. Submit the onboarding form 5 days prior to new hire’s start date.

ONBOARDING INSTRUCTION:

- 1) Department representative fills out New User request form with required application access checked at: <http://my.woodbury.edu/Forms> , category IT, “IT New User Request and Existing User Change Form”
- 2) Please specify any special equipment need in “Special Requests/Comments” area: Laptop or Desktop, Phone extension, etc.
- 3) New User request form is then sent to helpdesk@woodbury.com as an attachment
- 4) IT create Active Directory account, grant application access, add to department security and distribution groups, and create email account
- 5) IT head of department signs off on completion

OFF BOARDING INSTRUCTION:

- 1) Supervisor of employee completes the following form at: <http://my.woodbury.edu/Forms> , category IT, “IT Employee Termination Form”
- 2) After Termination/transfer notification form has been approved by HR, it is then sent to helpdesk@woodbury.com as an attachment
- 3) IT setup forwarding of emails and phone to replacement if any. If there are no replacement, user’s AD account is disabled, removed from distribution list and security group, and mailbox is hidden.
- 4) Collect any laptop and IT related equipment
- 5) IT head of department signs off on completion

PRIVACY

All Users retain the right of privacy in their personal files and data, electronic mail, and voicemail as long as they are using the IT Resources in a manner consistent with the purposes, objectives, and mission of the University and this IT Policy. Likewise, Users are obligated to respect the right of privacy that other Users have in their own systems, data, and accounts.

Users should be aware that the University cannot guarantee security and privacy during use of the IT Resources. To the contrary, various uses of the IT Resources, or access in general, may not always be private. For example, issuance of a password or other means of access is to assure appropriate confidentiality of University-related information and files. However, it does not guarantee privacy in all cases, especially for personal or unlawful use of IT Resources.

Moreover, Users should note that the University, in emergency situations, may also require backup and caching of various portions of the IT Resources; logging of activity; monitoring of general usage; and other activities that are not directed against any individual User or User account, for the purposes of emergency maintenance or restoring normal operations of the IT Resources.

In the event the University has reasonable suspicion that a User has violated any civil or criminal law, the University Code of Conduct, the IT Policy, or any other University policy, procedure, or regulation, the University reserves the right to access, inspect, monitor, remove, take possession of, or surrender to civil or criminal authorities the offending Content, with or without notice or consent of the User. The University may also do so for the purpose of satisfying any law, regulation, or government request.

Further, the University may monitor the IT Resources to ensure that they are secure and being used in conformity with this IT Policy and other University guidelines. Thus, to the extent allowed by applicable law, the University reserves the right to examine, use, and disclose any data or Content found on the University's IT Resources for the purposes of furthering the health, safety, discipline, security, or intellectual or other property of any User or other person or entity. Information that the University gathers from such permissible monitoring or examinations may also be used in disciplinary actions.

This limited exception to the general right of privacy in the context of acceptable use of IT Resources can be authorized for reasonable cause only by a duly elected officer of the University—namely, the President and Vice Presidents and, in the case of faculty, with notice to the President of the Faculty Senate. Any action taken by the University based on the Content or information obtained will be subject to the procedural safeguards accorded under the University Statutes, Handbook for Administrators, Local 153 and Local 805 Collective Bargaining Agreements, the Student Handbooks, and all other student policies and procedures promulgated by the Student Affairs Division and the graduate and professional schools of the University.

MONITORING, REPORTING, VIOLATIONS, AND SANCTIONS

MONITORING

As noted above, the University may, but is not required to, monitor, block, or otherwise prevent inappropriate use of the IT Resources. Nonetheless, in the event of a violation or failure to comply with this IT Policy, the University may monitor any User's access and use of the IT Resources in order to determine whether violations are taking place. If violations are found, the University may initiate charges and impose appropriate sanctions by following the various processes and procedural safeguards that are applicable to the User's employment or enrollment status.

REPORTING

Users have an obligation to report violations of the IT Policy as well as any potential security or other breach of any portion of the IT Resources. Reporting of any such violations or other issues involving the inappropriate use of the IT Resources should be referred to:

- The Dean of Students (or delegate) if the alleged offender is an undergraduate student or a student in the Graduate School of Education, or Graduate School of Religion and Religious Education;
- The Academic Dean (or delegate) in the School of Law, Graduate School of Business, Graduate School of Arts and Sciences, and Graduate School of Social Service, if the alleged offender is a student therein;
- The Area Vice President, if the alleged offender is an administrator;
- The appropriate Academic Dean or Vice President for Academic Affairs, if the alleged offender is a faculty member;
- The Executive Director of Human Resources, if the alleged offender is any other employee who does not fall into any of the above categories; or
- The Vice President for Information Technology/CIO, for all other alleged offenders.

VIOLATIONS

A violation of the IT Policy is considered a violation of the University's principles, objectives, and standards. Depending on the severity of violation, it may also violate the University's other policies or even local, state, federal, or international law. Accordingly, in response to any given violation, the University may impose penalties ranging from the termination of the User's access to the IT Resources to disciplinary review and further action including, but not limited to, non-re-appointment, discharge, or dismissal. In cases involving egregious violations, the University may institute legal action or cooperate with an action brought by applicable authorities or third parties.

SANCTIONS

In addition to liability and penalties that may be imposed on a User under international, federal, state, or local laws, Users who fail to fulfill their responsibilities and engage in prohibited conduct are subject to sanctions imposed by the University. Sanctions against students are listed in the Student and Residential Life Handbooks. Faculty are subject to disciplinary action including reprimand, suspension, and dismissal as stipulated in Article IV of the University

Statutes. Administrators and staff are subject to disciplinary action under their respective handbook and collective bargaining agreements. Depending on the nature and severity of the violation, sanctions can range from various levels of warnings to immediate termination of employment or enrollment.

The University will exercise good faith and proper discernment in its enforcement of the IT Policy. It will respect the academic freedom to which Users are entitled insofar as the legal rights and responsibilities of the individual User and the University require. Failure to take action in any particular instance does not constitute an alteration of the IT Policy or a waiver of any right or remedy available to the University. Under no circumstance shall the University be liable to any User or third party for any violation including, but not limited to, illegal or improper acts, that any User commits through use of the IT Resources.

WIRELESS NETWORK POLICY

Woodbury University maintains a wireless network throughout campus. The wireless network consists of access points that are connected to the "wired" network and provide wireless network connectivity for personal equipment. The radio waves are transmitted at 2.4GHz and 5.0 GHz. which allow the computers (laptops, mobile devices, etc.) to connect to the network. Woodbury is currently using Cisco Wireless architecture based on the 802.11g/n wireless standard. Only IT staff is allowed to install access points. The Apple AirPort Station for example, is not permitted on campus. This ban includes any wireless equipped devices configured to act as an access station. The adapter is permitted, but the access point or any wireless device acting as an access point is not permitted. Also, the use of ad-hoc wireless networking is not permitted on campus, as these will interfere with the network. Due to the complex nature of wireless technologies, IT needs help from all members of the campus community in minimizing the potential interference from 2.4GHZ cordless phones and other devices that use the 2.4GHz frequency band. IT will not actively scan the airspace for potential interfering devices but reserves the right to restrict the use of all 2.4 GHz radio devices in all buildings and all outdoor spaces on the Woodbury University campus.

Violations of this policy will generally be referred to the standard disciplinary process or to the appropriate department head for action.

PEER-TO-PEER POLICY

Peer-to-peer applications are defined as programs which allow computers to share data in the form of music, movies, games, or any computer file or software over a local network and the Internet without accessing a centralized distribution server or set of servers. The University prohibits and blocks the use of peer-to-peer applications on networks within the residence halls and public WiFi (Woodbury-wireless). Usage of peer-to-peer applications is not restricted on any other network or Woodbury IT resource at this time. Regardless, the use of these applications has been known to cause problems which can affect the entire University community as well as individual Users.

The University mandates that all IT Resources be used in a manner consistent with the IT Policy and compliant with The Higher Education Opportunity Act and all other applicable laws and regulations. The University is under no obligation to protect a User from a complaint or action arising from any violation, or alleged violation, of the law, including infringement of any intellectual property right due to use of peer-to-peer, or any other type of "file-sharing," software or networks. Users should understand that the fact that material is accessible through the Internet does not mean that accessing such material is authorized by third party rights-holders. In some cases, even Content that is only accessible after a User pays for it may not be authorized for distribution by those who hold rights to that Content.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the U.S. Copyright Office website at www.copyright.gov, specifically FAQ’s at www.copyright.gov/help/faq.

Accordingly, the University prohibits the use of peer-to-peer applications on its networks, including those networks where peer-to-peer file sharing is allowed, or the IT Resources, in general, to transmit or exchange any videos, music, software, images, or other Content, in which the intellectual property is held by any party or entity other than the User, unless the User has valid, written authorization to access or distribute such Content. Any use of the IT Resources in violation of this policy will be subject to disciplinary sanctions in keeping with the applicable provisions of the IT Policy and other University statutes, rules, and policies. Nonetheless, the University allows and encourages the use of peer-to-peer applications for legitimate academic purposes when such uses do not involve any violation of applicable laws, statutes, or policies, or infringement of third party rights.

The University will continue to implement safeguards against the illegal exchange and distribution of copyrighted materials. To that end, the University employs various deterrents such as bandwidth management technology to ensure peer-to-peer programs do not degrade network speeds or any other portion of the IT Resources. Should such programs degrade the performance of the IT Resources, or otherwise affect them in a manner inconsistent with the IT Policy or other University policies, appropriate action will be taken against the User or Users responsible for such degradation or other negative impact.

The University understands that there are legitimate academic uses for peer-to-peer applications. If you believe you have an academic justification for the use of P2P in the residence halls or public WiFi (Woodbury-wireless), a request for an exception may be submitted to IT Help Desk. Exception requests will be reviewed on a case-by-case basis with department chairs, deans and the CIO. If such exception is granted, it is expected that the User will strictly abide by the usage of the peer-to-peer file sharing policy by not sharing material that will infringe a copyright on another’s intellectual property. As such, Woodbury University reserves the right to revoke peer-to-peer access granted by the exception process at any time if the User is suspected of sharing material that infringes a copyright or violates usage of intellectual property.

Users should be aware that peer-to-peer applications are not necessarily harmless and using them, in addition to potentially degrading the IT Resources’ performance, may:

- * Violate copyright, patent, trademark, or other rights;
- * May result in the disclosure confidential information; and
- * May jeopardize the security of the IT Resources.

As noted above, disproportionate bandwidth usage and the unauthorized use or distribution of copyrighted materials constitutes a violation of the University’s IT Policy. The IT department of the University will annually review its peer-to-peer policy and procedures to ensure the utmost compliance with all applicable laws and regulations. To see a list of alternatives for legal downloading, please visit <http://www.educause.edu/legalcontent>

EMAIL POLICY

OVERVIEW

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy and security risks, thus it’s important for users to understand the appropriate use of electronic communications.

PURPOSE

The purpose of this email policy is to ensure the proper use of Woodbury University email system and make users aware of what Woodbury University deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within Woodbury University Network.

SCOPE

This policy covers appropriate use of any email sent from a Woodbury University email address and applies to all employees, vendors, and agents operating on behalf of Woodbury University.

POLICY

1. Do not open any attachments you are unsure of even if it may come from one of your trusted email address or domains which you have white listed. Save it to a temporary folder on your pc, and do a quick scan of it on your PC by using the built in virus scanner such as “System Center Endpoint Protection”
2. All use of email must be consistent with Woodbury University policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
3. Woodbury University email account should be used primarily for Woodbury University business related purposes; personal communication is permitted on a limited basis, but non-Woodbury University related commercial uses are prohibited.
4. All Woodbury University data contained within an email message or an attachment must be secured according to the Data Protection Standard.
5. Email should be retained only if it qualifies as a Woodbury University business record. Email is a Woodbury University business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.
6. Email that is identified as a Woodbury University business record shall be retained according to Woodbury University Record Retention Schedule. Each department has their own retention guidelines. Please check with your own department to see if a Record Retention Schedule exist.
7. The Woodbury University email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Woodbury University employee should report the matter to their supervisor immediately.
8. Students who choose to have their emails auto-forwarded to private (unofficial) email addresses, do so at their own risk. The university is not responsible for any difficulties that may occur in the transmission of the emails.
9. Using a reasonable amount of Woodbury University resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Woodbury University email account is prohibited.
10. Woodbury University employees shall have no expectation of privacy in anything they store, send or receive on the company’s email system.
11. Woodbury University may monitor messages without prior notice. Woodbury University is not obliged to monitor email messages.

EMAIL POLICY COMPLIANCE

COMPLIANCE MEASUREMENT

The IT team will verify compliance to this policy through various methods, including but not limited to, periodic walk-through, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

EXCEPTIONS

Any exception to the policy must be approved by the IT team in advance.

NON-COMPLIANCE

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

HARDWARE/SOFTWARE SUPPORT POLICY

The use of technology at the University continues to grow at a rapid pace. A variety of hardware and software is being used by a diverse group of people to achieve a variety of goals. The Information Technology department is charged with supporting those endeavors to the best of their abilities. Such support requires that a consistent set of hardware and software be used and, when this is not possible, that the members of the community consult with Information Technology before purchasing unsupported products. This allows both Information Technology and the faculty member, staff member, or student to come to agreement on the level of support that is desired and that can be expected.

HARDWARE/SOFTWARE POLICY STATEMENT

Hardware and software items purchased through the IT department, and that have been approved by an appropriate Information Technology (IT) staff member, will normally be installed and supported by IT. IT will strive to provide some degree of support and training for hardware or software not purchased through IT or not approved by IT, to the extent such support does not extend beyond reasonable expenditures of time and money. Such support may be limited by a lack of expertise, difficulty or inability to connect the equipment to the campus network, inability to obtain replacement parts, inability to obtain warranty service, or other causes reasonably beyond the control of IT staff. Should IT be unable for any of the above reasons to reasonably supply service, the responsibility for securing installation, support and maintenance will remain with the department acquiring or owning the equipment or software.

HARDWARE/SOFTWARE PROCEDURE

IT is to recommend standards for technology purchases, including computer hardware, software and media equipment. These standards are developed through consultations with members of the community and consider such issues as initial cost, recurring costs, viability in the WOODBURY networked environment, manufacturers' warranties, and the ability of IT to offer support for the purchased technology. During such consultation, IT will advise the buyer that support for the equipment or software may be limited. The University contracts with pre-qualified vendors for favorable prices on technology that meets or exceeds the standards recommended by IT. University purchases of computer hardware and software should be made through IT while other technology items (such as media or telecommunications equipment) should be purchased in consultation with appropriate IT staff member(s). Items not available from vendors under contract with the University may be purchased from other vendors and the buyer should consult with IT staff about such proposed purchases. All equipment or software purchased from vendors not under contract with the University and without prior consultation of IT staff may receive limited support. IT may elect to discontinue support for hardware due to difficulty in obtaining parts or to excessive cost to obtain parts or repairs.

INFORMATION TECHNOLOGY INTERNET USE POLICY

Social networking (e.g. maintaining an account or presence on the likes of Facebook, Twitters, etc.) and the posting of web-logs ("blogs") are increasingly popular forms of Internet usage. The University recognizes social networking and blogging as important means of self-expression and relationship networking. Moreover, the University notes the educational and professional benefits of both.

Nonetheless, Users who use social networking and blogs should be aware of certain issues. Most social networking pages and blogs can be viewed, or even added to, by any User or third party having access to the Internet. Accordingly, the University cautions each User against posting Content that could divulge the User's private details or expose the User to embarrassment or ridicule. The University has no control over such potential disclosures by Users and, therefore, the University is not responsible for any such dissemination of private information.

The University reminds Users that, regardless of any efforts to the contrary, Users may be identified as members of the University community and therefore associated by third parties with the University. Accordingly, Users should remember that they are representatives of the University and should therefore comport themselves in accordance with the principles and standards of the University.

Moreover, every User should bear in mind that a potential employer, colleague, or other important business relation may review the User's posted Content anywhere on the Internet that is publicly accessible. As such, no User should falsely state or exaggerate qualifications, accomplishments, affiliations, or other characteristics of either the User or the University.

Users should refrain from posting to social networks, blogs, or any other Internet site, any Content that may infringe any intellectual or other property rights of any other User or third party. The University disclaims any liability to User for User's posting or submission of Content on the Internet, through use of the IT Resources, regardless of type of action brought against User.

Lastly, the University notes that it does not control the various third-party websites and other Internet destinations that Users access. Accordingly, the University expressly disclaims any liability to Users resulting from any damage to any computing resources owned or otherwise controlled by Users including, but not limited to, hardware, software, or any peripherals.

DEMONSTRATIONS

Woodbury University supports the right of individual students, faculty, staff and student organizations to demonstrate and leaflet, provided such activities do not disrupt normal campus activities, scheduled events or infringe upon the rights of others. The University will not condone behavior that violates the freedom of speech, choice, assembly or movement of other individuals or organizations. The responsible dissent carries with it sensitivity for the civil rights of others.

The University maintains the right to define the time, place, and manner in which activities occur on campus.

The safety and well-being of members of the campus community must be protected at all times. Only registered University organizations, current students, and full/part time faculty and staff may request a space through the FREA process within two weeks of the event. The FREA form is available on-line at frea@woodbury.edu.

The organization and individual students involved in the demonstration are accountable to comply with the Student Code of Conduct. Failure to abide by the Code may result in conduct charges and appropriate sanctions.

Please refer to the Conduct Process section of this handbook for further details.

EVENTS WITH ALCOHOL

While Woodbury University's alcohol policy reflects current interpretations of federal, state and local laws governing the possession, distribution and use of alcohol, it also expresses the University's commitment to responsible drinking and behavior.

For the purposes of this policy, an "event with alcohol" is defined as an official gathering—either on- or off-campus—sponsored by Woodbury University or any of its constituent groups, at which alcohol is served. Timing and location of all events where alcohol is present must be sensitive to the academic mission and needs of the University community. The presence of alcohol at these events creates a need to manage the activity with care and to be more concerned with the conduct of those present. Those who plan or choose to attend events where alcoholic beverages will be served and consumed must assume responsibility for the consequences of their actions.

1. Alcoholic beverages may not be served at official Woodbury University events without proper registration. All events with alcohol must be registered via the Facility Reservation and Event Authorization (FREA) process at least two weeks prior to the event date. A completed Host Responsibility Form for Events with Alcohol* (for events sponsored by faculty or staff) or Petition for Student Organization Event with Alcohol* (for student organizations) must be completed by the event host and attached to the FREA form. Some club events, parties and certain other events involving students may require one host per 100 guests expected to attend. The Dean of Students must approve all student organization events with alcohol.
2. Consumption of alcoholic beverages must be limited to the location(s) pre-approved for the event via the FREA process. Additionally, access to the event must be controlled.
3. Alcoholic beverages may only be served by vendors contracted through Woodbury's food service provider or, for off-campus events, by staff from a venue in possession of a valid Alcoholic Beverage Control License and liability and insurance coverage.
4. Service of alcoholic beverages shall be limited to those age 21 and over, while access to alcoholic beverage service areas by those under age 21 shall be monitored. There must be a system in place to ensure that no one who is under 21 years of age is served any alcoholic beverages. Such systems may include, but are not limited to:
 - checking of government-issued picture identification at the entrance (acceptable identification includes a valid driver's license with photo, a government-issued photo identity card, or a passport); University identification cards are not sufficient proof of age;
 - use of a wristband or ink stamp to mark the hands of all persons determined to be of legal drinking age; and/or
 - color-coded place cards for sit-down meals

For events on Woodbury property, Woodbury students' identification should always be checked against a list of birthdays obtained from the Office of Student Development.

The system that will be used for events hosted by faculty or staff must be described on the Host Responsibility Form for Events with Alcohol.

The system that must be used for events hosted by student organizations is described in the Guidelines for a Student Organization Event with Alcohol.

5. Servers and hosts should assure that alcohol use at the event is responsible and safe by observing the following guidelines at a minimum:
 - Guests may not be served more than one alcoholic beverage per hour, not to exceed four alcoholic beverages total. An alcoholic beverage is defined as 5 ounces of wine, 12 ounces of beer or 1.5 ounces of hard alcohol. Only non-alcoholic beverages may be served during the last hour of events four hours or longer. Obviously intoxicated persons are not to be served alcoholic beverages.
 - Both the host of the event and the sponsoring department/organization are required to provide, in sufficient quantity throughout the event, food and one or more nonalcoholic beverages, e.g. soda, water, juice, or coffee. (If alcohol is being provided at no cost, food and non-alcoholic beverages must also be provided at no cost. If alcohol is available for purchase, food and non-alcoholic beverages must be available for purchase or provided at no cost.)
 - Drinking games or any activity which encourages or contributes to alcohol overindulgence or abuse, are prohibited.
 - Service of alcohol from a large, open, common source container (such as a punch bowl) is prohibited.
6. Woodbury University security may be required for events with alcohol, depending upon the nature of the event and expected attendance using following rubric as a guideline:

Security may be required at events if...	Reasoning	Examples
Event access must be controlled	Guests must stay within a certain areas OR Fire exits must be kept clear OR Alcohol must be kept inside event venue	Concert Outdoor event with alcohol
There are expensive items or equipment present	To ensure security of items or equipment	Art exhibit
The event is at night	There are few staff onsite to assist in the event of an emergency	Dance
The event is potentially controversial	There is increased potential for an incident or emergency	Political speaker or rally
There may be 1,000 or more attendees	To assist with crowd control AND There is increased potential for an incident or emergency	Festival Commencement
There may be 200 or more students with few faculty/staff	To assist with crowd control AND There is increased potential for an incident or emergency and few faculty/staff to assist	Student organization party
There will be an open bar AND individuals under 21 may be present	To assist with upholding alcohol policies	Networking event
There will be an open bar AND more than 150 attendees	To assist with upholding alcohol policies AND To assist with crowd control AND There is increased potential for an incident or emergency	Cocktail reception
Alcohol will be served AND there will be 75 or more students with few faculty/staff	To assist with crowd control AND There is increased potential for an incident or emergency and few faculty/staff to assist	Student organization club event

The above rubric will also be used to determine if a security supervisor is required. The sponsoring department/organization is responsible for the cost of event security.

7. Both the host of the event and the sponsoring department/organization must ensure that all event promotion is appropriate. Event advertising (e.g., flyers, banners, invitations, T-shirts, signs, etc.) must not overtly or covertly focus on alcohol consumption as the primary purpose of the event.

Student organizations should additionally reference the “Guidelines for a Student Organization Event with Alcohol.”

The conditions above do not apply to events which are considered private. Private events are defined as the following:

- Events hosted by a faculty or staff member where attendance is determined by personal invitation to a limited number of individuals;
- On-campus events hosted by a student organization where attendance is determined by personal invitation to a limited number of individuals and the organization’s advisor(s) is present for the entire event; or
- Student organization meals held at a venue in good standing with the California Department of Alcohol Beverage Control Board (in possession of a valid liquor license—may be confirmed at <http://www.abc.ca.gov/datport/LQSMenu.html>) where attendance is limited to the organization’s active members.

However, it is expected that private events will adhere to Woodbury University’s Alcohol Policy, which prohibits the possession or consumption of alcohol by any individual under the age of 21, as well as to California State Law, which prohibits furnishing alcohol to a person under the age of 21. Additionally, alcohol may not be consumed in campus parking lots or at the ASWU Pool House unless prior approval has been issued by Student Affairs.

OFF-CAMPUS TRAVEL

INSTRUCTIONS FOR TRIP COORDINATORS:

1. The guidelines below and applicable forms should be distributed to students prior to the date of departure to provide ample time for them to be reviewed and completed.
2. Not all travel forms are required for every type of off-campus travel.
 - a. Travel Authorization for Student Trips – Always required. To be completed by the appropriate Trip Coordinator (Woodbury Employee) and obtain the necessary approval.
 - b. Guidelines for Student Travel – Always required. Each student is to sign this form.
 - c. Liability Release & Indemnification and Student Medical Information and Release Form – Required for off-campus travel that is overnight and/or involves risk. Each student is to complete this form.
 - d. Driver Safety Regulations and Agreement – Only required when a student drives students to and/or from a Woodbury University off-campus activity. Each driver must complete this form and attach a copy of his/her driver’s license. This form must be completed regardless of ownership of the vehicle driven.
3. The Trip Coordinator should keep copies of forms to take on the trip and submit the originals to Student Affairs 30 days prior to the date of departure.

ATTENDANCE

Students participating in any off-campus activities are expected to attend all scheduled events. A student is required to reimburse the University for fees and/or expenses should he or she fail to attend events.

LODGING

In the event that activities outside of class require an overnight stay, students are expected to reside in living accommodations arranged prior to the event. Students may share a room only with members of the same sex. A student is responsible for any damages or any expenses (phone calls, room service, etc.) incurred beyond the cost of lodging.

TRANSPORTATION

When taking students on trips, it is the University’s recommendation to provide transportation so all students are in one place and driven by a trusted driver. Students driving other students in prearranged carpools must sign and abide by the *Student Driver Safety Regulations and Agreement Form*. A copy of the student’s driver’s license must be attached to the form. Only a Woodbury University staff or faculty member is permitted to drive a vehicle rented by the University.

HEALTH INSURANCE

Woodbury University requires that all students have medical insurance. Students may not take part in an off-campus activity if they have not purchased insurance or filed proof of insurance. Please contact the Health Services Office if you have questions about insurance.

ALCOHOL AND CONTROLLED SUBSTANCES

Students are expected to obey local, state, and federal laws regarding the use of alcohol and controlled substances. Additionally, students are expected to conform to policies of the University as well as the event itself.

BUSINESS OFFICE

You cannot have an outstanding balance on your student account or been involved currently or in the past in a disciplinary action

CONDUCT

Students are expected to conduct themselves in a manner consistent with the policies of the University, as published in the *Code of Student Conduct*. Students who exhibit inappropriate behavior may be required to return to the University prematurely and at their own expense. In addition, inappropriate behavior will be addressed through the University's conduct process.

STUDENTS WITH DISABILITIES

Woodbury University is strongly committed to accommodating students with disabilities. Any student who anticipates needing accommodations while traveling should provide appropriate documentation to the Associate Dean for Academic and Student Support in Student Affairs (see *Policy and Procedures for Accommodating Students with Special Needs* in the Student Handbook) as early as possible, as accommodations may take time to arrange. The University is unable to make accommodations that are unduly burdensome or fundamentally alter the nature of the program.

LIABILITY RELEASE & INDEMNIFICATION AND STUDENT MEDICAL INFORMATION AND RELEASE FORM

Students must fill out a Liability Release & Indemnification and Student Medical Information and Release Form prior to the off-campus travel and/or activity. Any student who has a potential medical issue should inform the responsible Woodbury employee. It is the student's responsibility to insure that any necessary medications are available to him/her when needed. Woodbury University requires students to sign the Liability Release & Indemnification and Student Medical Information and Release Form for any activity that involves risk (e.g. skiing, construction, white water rafting, backpacking, etc.) and/or overnight trips.

RELIGIOUS LIFE POLICY

Woodbury University is a secular school. Individuals within the University community may form religiously oriented clubs in accordance with campus regulations on student organizations. No proselytizing is allowed on the part of any religious group or individual on University property. Material of religious nature may be posted according to the University's Policy on Publicity Materials.

SMOKING POLICY

Smoking (designated as smoking of pipes, cigars or cigarettes) is prohibited in all indoor areas. Smoking is allowed in designated outdoor smoking areas only.

SOLICITATION POLICY

DEFINITION

Solicitation is defined as urging, inciting, requesting, promoting or advertising to a person or persons to purchase merchandise and/or services for personal profit or organizational gain. For the purposes of this policy, solicitation also includes any form of fundraising or posting of printed materials.

SOLICITATION GUIDELINES

1. Any person(s) or organization wanting to conduct solicitation on the Woodbury campus must request permission by using the Solicitation Request Application available from Student Affairs.
2. At that time a location will be assigned.
3. Approval for solicitation will be granted by Student Affairs. A confirmation will be issued within four working days.
4. The fee must be paid in advance to Business Office. The fee is \$100.00 per day with a two-day maximum per semester. Fee may be adjusted at the discretion of Student Affairs.
5. Solicitation Sponsorship: When a student organization sponsors an individual or for-profit company, it is suggested that ten percent of the gross sales will be paid to the student organization. Student organizations,

faculty and staff are cautioned against any solicitation sponsorship without adequate research into the background and business track record of any company or individual seeking such sponsorship. Refer to event approval procedures for additional information.

6. Posting Policy: All materials to be posted must be submitted to Student Affairs for approval.

LIMITATIONS:

1. No person or organization given approval to solicit on Woodbury University's Campus may:
 - a. interrupts the day-to-day academic and operational functions of the University or commit intentional acts that obstruct, disrupt, or physically interfere with the use of University premises, buildings or passages.
 - b. engages in actions which intimidate, harass, threaten or coerce any student, staff, faculty, vendor or guest of the University.
 - c. solicits in residence halls.
 - d. post materials on vehicles parked on campus.
2. Incentives, giveaway's, etc. may not be given in exchange for action.
3. Approval will be given if activities do not violate or conflict with the University mission statement or University policies, guidelines or other applicable laws; do not result in a breach of University contracts or compete with University or University-contracted operations; do not jeopardize public or individual safety; and are covered by insurance as deemed necessary by the University.
4. Student Affairs may deny approval for solicitation on any University facilities or grounds.
5. The University reserves the right to restrict access or immediately order the removal of any person(s) or vendor, sponsoring organization, etc. that is believed to behave in a manner not acceptable to the University community or if attempting to conduct business without prior approval.
6. Student Affairs may establish additional guidelines as needed for the facilitation of the vendors' activities.

STUDIO POLICY

The intent of this policy is to establish guidelines and controls that protect Woodbury University studios, their contents, and the people who use them

SCOPE

This policy outlines specific requirements or rules that must be met by students, faculty, staff, and others who have any connection to and/or use any and all studios at Woodbury University. Please refer to individual department guidelines for further information.

POLICY

In any given studio, every student is entitled to an equal amount of studio space and a learning and working environment that is conducive to receiving instruction, studying, creativity and production. Students should strive to foster a safe, collegial and professional environment at all times, whether or not a faculty member is present. This requires being mindful of the responsibilities that working in close quarters naturally implies.

Specifically:

- Exterior doors are to be kept closed and locked as appropriate. Authorized students are provided with studio access codes or keys. Studio keys may not be duplicated and door access codes may not be shared.
- Taking or using the belongings of others without permission is not allowed. This includes using someone else's desk area.
- Music and other acoustic distractions are not allowed during class time. Courteous sound levels and/or headphones must be used when listening to music or other media during non-class hours. Students should expect others to respond to the first request to lower the volume of music.
- Under no circumstances are students to consider the studio as their primary residence. Beds, clothing, storage units, portable heaters, microwave ovens, and other domestic furnishings are not allowed in studio. Cooking and other activities and/or devices that may create a fire hazard are not allowed in studio.
- Alcohol, illegal substances and smoking are not allowed in studios.
- Power tools and other devices that may be used as weapons or to destroy or damage property are not allowed in studio.
- Minimum 3'8" clear aisles must be maintained throughout the studio.
- A minimum of 18" clear space must be maintained in front of all electrical panels.

- Dividers or partitions within the studio are strongly discouraged.
- No more than one computer storage cabinet per student is allowed. No excess or unauthorized equipment or belongings are to be stored in studio.
- No overhead structures are allowed.
- Students are responsible for cleaning out their workspaces and removing all personal belongings no later than 24 hours after the last day of studio finals.
- Cabinets, personal drawing tables and chairs left in studio spaces during break periods must be approved by the department Chair and must be clearly marked as such and clearly identified with student's name, mailing address and contact information.
- The University will dispose of everything left in studio spaces after that date unless clearly marked as stated above. The University assumes no responsibility for damaged, lost, or missing items left in studios after this deadline.

Students in violation of the above policies may be referred to the Woodbury University conduct system.

CONTROLS

- Studios will be re-keyed and/or access codes will be changed at the end of the semester or the end of the academic year.
- Notices will be posted to ensure that students and instructors are aware of closure schedules.
- No access to studios is allowed at all during the winter break (December 24 through first business day after the New Year holiday).

Refer to Department policies for more specific studio culture/policy information.

TRAFFIC AND PARKING POLICIES

GENERAL PROVISIONS:

For the safety and convenience of all members of the Woodbury University community, university parking regulations are in effect and enforced 24 hours a day, 365 days a year. All motor vehicles operated by students must be registered with the Business Office and must display a current, valid parking permit regardless of the student's place of residence or academic program. Motorcycle operators and drivers with handicap placards/license plates must register their vehicles, display a current parking permit, and park in the proper parking spaces on campus. Failure to register a vehicle and purchase a parking permit will result in denied entry to parking lots or citation and fine. Woodbury University has approximately one parking space for every three registered vehicles. Accordingly, possession of a parking permit only provides drivers the opportunity to look for a parking space on campus- it does not guarantee that a space will be available. All vehicles driven or parked on campus must be covered by liability and property damage insurance in accordance with the California Vehicle Code. The registered operator of a motor vehicle is responsible for its operation on campus at all times. The university assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time when it is parked in designated university parking areas.

The San Diego campus is an urban campus located just south of downtown San Diego. It is accessible by public transportation and students are encouraged to use the trolley and/or the bus system. There are limited parking spaces available for student use at the San Diego campus. Students may load and unload materials curbside at the entrance of the building.

MOTOR VEHICLES REGISTRATION

To purchase and receive a parking permit, go online to <https://www.permitsales.net/WoodburyU> and complete the registration form. A temporary permit will be issued right then via the website. Print out the temp permit so you park on campus using the temporary permit until the permanent permit arrives in the mail. Vehicles must be registered according to the following schedule: Day and evening students by Friday of the first week of classes (grace period may extend to Add/Drop Date if advertised on special signage by main gate). Masters level students and other non-traditional degree program students must purchase and display a current parking permit by the first day of classes. Student parking permits cost \$150 and are valid for one registered vehicle for one semester. Summer session parking permits cost \$45. Parking permits for students who drive a motorcycle exclusively cost \$35.00. Students who purchase permits in spring may continue to use those through summer at no extra charge. Students who operate more than one vehicle must purchase a separate parking permit for each vehicle. Parking permits must be displayed in a manner so that the entire permit is visible. Displaying the permit partially or failure to display the permit will result in citation and fine. Lost parking passes and passes for newly purchased vehicles may be issued at prorated fee. The university has seven parking lots at the Burbank campus. There are 815+ open unrestricted parking spaces for students.

Students who reside may obtain a North Hall clicker from the Business Office. The Business office collects a \$35.00 deposit for each clicker issued to students. The gate code is changed every year so clickers previously issued and not returned, will not provide access to the campus through the Cabrini gate past the end of the academic year. To avoid interruption, please bring clicker to the Business Office in Miller Hall to have it re-programmed at the beginning of the academic year.

When registering your vehicle, you must provide the license plate. If the vehicle is new or the plates have not been issued, you must provide the VIN # to the vehicle. The VIN # in the vehicle must remain unobscured so that it is fully visible from the outside looking in.

VISITOR DAY PARKING PASSES

Visitor Day Parking Passes are for visitors or guests to the campus. The Day Pass is not for students or staff. Regular Permits are issued to students and staff for the term. The Day Parking pass is good for only one day.

Driver responsibilities: The driver is responsible for the driving and parking of their vehicle on the campus. The driver shall adhere to the Parking regulations. The driver shall fully cooperate with University Security Officers in any investigation involving a motor vehicle. This includes producing your University Identification and /or Driver's license to any University Security Officer. Failure to cooperate with the Officer will make your vehicle subject to tow and your referral to Judicial Conduct. **For safety reasons loitering in the parking lots is not permitted.**

LICENSE PLATES:

Once the license plate is issued from DMV the license plate shall be affixed to the vehicle. License plates shall be affixed to the vehicle at all times. If the license is not affixed to vehicle, the officer may inquire about the status of the plate and the student shall / must cooperate fully by producing their DMV registration.

PROPER DISPLAY OF PERMIT:

Student permits must be affixed to the inside windshield, drivers side lower corner of the window. The permit number must be fully visible. Staff/ Faculty permit must be hanging from the rear view mirror with the permit number fully visible.

DESIGNATED PARKING SPACES:

Parking violations fines and/or loss of parking privileges are strictly enforced. Full parking enforcement goes into effect on the Drop/Add date.

VEHICLE OPERATION:

The speed limit on campus is 10 miles per hour. Vehicle use is limited to driveways and parking lots. Driving on lawns, sidewalks, and walkways is prohibited and will result in citation and fine. Unsafe operation of vehicles, including reckless driving and driving the wrong way on one-way driveways, and failure to stop at a stop sign is prohibited and will result in citation and fine. Stopping at all stop signs is a traffic safety measure. Please stop at all stop signs. Please stop at the Front Gate so the Security Officer sees you and can make contact if there is a question. The stop sign serves as a transition point from the city street to the campus. Speed limit on campus is 10 MPH. There are many places on campus where pedestrian and vehicle traffic mingle. Please drive with safety and awareness.

PARKING OF VEHICLES:

There are 6 parking lots for general parking on campus. The Whitten /Isaac's Lot is the only restricted for faculty, making a total of seven lots. Parking in a posted / reserved space without authorization will result in vehicle citation and or tow. Reserved parking is enforced 24 hours 7 days a week. If the space is marked with a sign, the space is designated for a specific class or person. Parking of vehicles must be in a space with a curb or white stall line on either side. Red zones are for emergency vehicles only, no student or faculty / staff parking. Blue zones are for vehicles with state issued Handicap red or blue placards properly displayed.

REMOVAL OF VEHICLES:

In accordance with California State Law the following vehicles may be towed away at the owner's expense: abandoned, inoperative, or unregistered* vehicles, vehicles parked in fire lanes, red zones, disabled spaces, or blue zones, vehicles blocking gates or driveways, vehicles parked in temporary no parking zones where signs are posted.

* Unregistered vehicles are vehicles not registered with Woodbury's Business Office and/or vehicles with expired state license plates.

IMMOBILIZATION OF VEHICLES:

A vehicle with 3 or more cites (repeat offender) in a term are subject to immobilization with the Vehicle Boot or tow. The owner of the vehicle must show vehicle registration and government issued identification prior to release of the boot. An incident report will be forwarded to the Office of Student Conduct.

TOWING OF VEHICLES:

Vehicles illegally parked in the VIP Reserved spaces next to Hensel Hall are subject to tow. Vehicles parked in fire lanes are subject to tow. Vehicles parked in handicap spaces without proper permit are subject to tow. All vehicle tows are at owner's expense.

MOTORCYCLES

All motorcycles must register their vehicles and park in assigned spaces on campus. To register your motorcycle, go to the Business Office in Miller Hall. All registered motorcycle owners are issued a decal that can be placed on the bike. The university reserves the right to remove motorcycles that are not registered and/or are determined to be abandoned.

BICYCLES

The university reserves the right to remove bicycles that are determined to be abandoned. There are 10 bicycle racks to park your bicycle on campus. Please use them.

KEEPING YOUR BICYCLE SAFE

- Always secure your bicycle, even in protected areas like residence halls rooms and backyards.
- Use a security lock.
- Use a U-shaped lock to secure your bike, other locking devices may be easy to break or cut.
- Do not lock your bike to objects that can be moved. Lock your bicycle to a stationary object.
- Do not lock your bike by the front or back wheel only, since they can be removed.
- Ride safe.
- Keep to the right side of the roadway and ride in single file. Pass other cyclists with caution.
- Obey all traffic laws.
- Use hand signals.
- Ride cautiously through parking areas, driveways, and congested intersections.
- For night riding, equip your bike with front and rear lights, use reflectors and wear light colored clothing.
- Give pedestrians and motor vehicles the right of way and use a warning device.
- Use caution when passing parked cars because doors can be opened without warning.
- Watch out for potholes, rocks, broken glass and other road hazards.
- Remember to wear a safety helmet when riding you bike.

PARKING CITATIONS AND FINES

Vehicle operators will be cited and fined for any of the following violations:

WUVC 100--\$40 Permit or permit numbers not visible

WUVC 101--\$40 Permit improperly displayed

WUVC 102--\$40 Permit expired

WUVC 103--\$40 Parking in a no parking zone

WUVC 105--\$40 Parking in reserved space

WUVC 107--\$40 Parking in an area not designated for parking

WUVC 108--\$40 Not parked within stall lines / double parked

WUVC 110--\$60 Blocking other vehicles, gates, driveways, walkways

WUVC 111--\$60 Exceeding the posted time in a loading/unloading zone

WUVC 200--\$100 Driving the wrong way on a one-way driveway

WUVC 201--\$100 Driving on lawns, sidewalks, and walkways

WUVC 202--\$100 Reckless driving / Failure to stop at stop sign

WUVC 203--\$100 Exceeding speed limit

WUVC 204--\$100 Removing barricades / cones from reserved spaces

WUVC 300--\$125 Parking in a disabled space / blue zone without placard

WUVC 301--\$125 Parking in a fire lane / red zone

WUVC 302--\$150 Forged Permit

WUVC 999--\$125 Vehicle tow / Vehicle boot - immobilization

A parking permit or disabled placard that is not properly displayed and readily visible will be regarded as having no parking permit or disabled placard. Drivers with disabled placards that are not properly displayed will be cited and fined if they park in a disabled zone. Fines incurred by students are automatically charged to the student's account. Students may pay this assessment by mailing a check to the Business Office or may pay upon receipt of financial statement from the Business Office. Unpaid fines assume the same status as any other college debt. Students who do not pay parking tickets may be put on financial hold and may be blocked from registering for the subsequent term and denied transcript requests. An Incident Report may be filed for students who receive three or more parking citations within a term; such students will be subject to conduct sanctions.

Parking enforcement is conducted by the Security and Parking Operations Department 365 days a year, 24 hrs. a day. Parking spaces and traffic safety measures are clearly marked. They are in place for everyone's safety, please be respectful of driving on campus.

APPEAL:

Parking violations may be contested on-line at <https://www.permitsales.net/WoodburyU/violations>. The appeal must be received via the on line site within 7 calendar days of the citation being issued. Appeals will be adjudicated by the Security Coordinator. The Security Coordinator's office is located at the Central Services Building and share office space with Mailing Services. The Security Coordinator's phone number at 818-252-5250 if you have any questions.

CONDUCT CHARGES:

Conduct charges will be assessed to students who:

- Duplicate, reproduce or alter valid parking permits.
- Create or generate illegal parking permits.
- Use or distribute any illegally obtained or illegally created parking permits.
- Receive three or more parking violations in one term.
- Commit moving violations.

STUDENT INVOLVEMENT

The educational experience at Woodbury extends beyond classroom work. Student organizations allow opportunities to develop leadership skills, meet new people, have fun, and engage in professional development and networking. Student interest drives the development of each organization. We are confident that you will find one that matches your interests, or you are welcome to start a new organization.

All student organizations using the Woodbury University name in any capacity are required to minimally be registered with the Student Affairs.

PRIVILEGES OF A REGISTERED STUDENT ORGANIZATION

1. Present ideas, information, and suggestions on topics of concern to the University faculty, students, administration and Board of Trustees.
2. Request funding for events from the Associated Students of Woodbury University (ASWU) in accordance with Organization Allocations Committee Guidelines.
3. Pursue activities and directions that are of interest to their members, as long as they are legal, ethical, and not in violation of any University policy or procedure.
4. Advertise and promote the group and its activities on campus and in campus publications with approval from Student Affairs.
5. Hold membership drives on campus.
6. Have limited use of campus copying and duplicating services with approval of Student Affairs for materials related to student organization business.
7. Use of a mailbox on campus for mail and messages.
8. Hold fundraisers for the organization's use or charitable causes. Fundraising must be approved by Student Affairs through the Facility Reservation and Event Authorization process.
9. Reserve campus facilities for meetings and events through the Facility Reservation and Event Authorization process.
10. Create a student organization website, linked to the Woodbury University website according to University procedures (see Student Affairs).
11. Utilize free resources and supplies through the Student Organization Resource Center (SORC) located in the Whitten Student Center.

RESPONSIBILITIES OF A REGISTERED STUDENT ORGANIZATION

1. Adhere to all federal, state, and local laws.
2. Read, understand, and adhere to all University policies and procedures.
3. Understand and follow all University procedures for the use of campus services such as printing, mailing, posting, facility reservations, financial services, etc. In order to be a recognized student organization at Woodbury University, the organization must attend all ASWU meetings and adhere by ASWU policies and procedures.
4. Maintain an account in the Business Office through which funds may be deposited and withdrawn according to University procedures. Student Affairs may revoke privileges of those organizations in debt.
5. Promote and foster the educational and developmental mission of the University and Student Affairs.
6. Respect the rights and privacy of other groups or individuals in pursuit of their plans, goals, and activities.
7. Keep in mind the interests and needs of the total membership of the organization as well as the entire University community in all of its activities.
8. Have a minimum of four active officers (a President and Treasurer and two other officers of the organization's choosing) in addition to a membership body. This is to ensure the organization's longevity, reduce officer burnout, and increase involvement and buy-in from the student body.
9. A student may not hold an executive board office in a student organization if he/she is on student conduct probation, academic probation or has been on academic warning for two or more consecutive semesters.
10. Have regular meetings for their membership registered through the Facility Reservation and Event Authorization process.
11. Participate in official campus-wide events including, but not limited to, Welcome Week and Woodstock.
12. Be responsible for themselves and their guests at all group functions and at University events in which the group participates.
13. Have a full-time (includes participating adjuncts) faculty/staff advisor. Organizations must consult regularly with their advisor(s) and keep them informed of all relevant plans and activities. The advisor's signature is required on all requests for ASWU funding, financial transactions and Facility Reservation and Event Authorizations.
14. Pay all financial obligations in a timely manner from the organization's available funds.
15. Have representation at Student Organization Orientations, organized through Student Affairs.
16. Have representation at all ASWU meetings (i.e. Organization Allocation Committee Training).
17. Have organization representation at meetings and trainings deemed mandatory by Student Affairs.
18. Check and use appropriately the organization's official Woodbury student organization email account on a regular basis to ensure efficient and accurate communication.

VIOLATION BY A REGISTERED STUDENT ORGANIZATION

1. In the event of an alleged violation, the Designee for Student Affairs will contact the organization's president and advisor(s).
2. It is possible that a governing student council (such as Greek Council or ASWU) may hold its own concurrent hearing separate from the University conduct process.
3. An individual in an organization may face charges independent of the student organization.
4. Refer to "Conduct Process" section of this handbook for further information regarding violations by a recognized student organization.

REINSTATEMENT OF INACTIVE STUDENT ORGANIZATIONS

Those student organizations that fail to renew and re-register themselves in the Spring semester are deemed inactive by Student Affairs and ASWU. Reinstatement allows inactive student organizations to become active again if the student organization was inactive for no more than 12 months as of the date it was last deemed active.

If a student organization wishes to seek reinstatement, the group must complete the current year's Student Organization Registration Renewal Packet and submit it to Student Affairs. The student organization will then be eligible for ASWU OAC funding as well as access to the student organization account with the Business Office, and assumes all debts and credits associated.

If a student organization has been inactive for over 12 months, the organization must go through the new student organization recognition process again.

NEW STUDENT ORGANIZATIONS

If a number of students have an interest or concern not met by one of the existing student organizations, it is possible to start a new group. The first step in this process is for a student to identify several students with the same interest. The minimum number of students required to start an organization is three (3). Then the group should meet with Student Affairs to begin developing a constitution and complete necessary registration forms. The Designee for Student Affairs will work with the students to develop a foundational constitution, mission, leadership and purpose. Once the registration has been approved, the new student organization may seek recognition through ASWU.

UNRECOGNIZED STUDENT GROUPS

Woodbury University encourages students to affiliate with registered student organizations. However, sometimes student organizations lose recognition for inactivity and/or violation of campus policies. These groups lose all University privileges afforded to student organizations and may not participate in any University functions (including Welcome Week, intramurals, Founders' Week, etc.). Sometimes these groups (known as unrecognized student groups) still attempt to operate without University support or oversight. Individual students and recognized organizations may not affiliate with or support unrecognized student groups in any way (including attending events, giving funds or resources, advertising events, etc.).

STUDENT ORGANIZATION EVENTS

Organizations must register all events, whether on- or off-campus, through the Facility Reservation and Event Authorization process.

Events will be considered organization events if one or more of the following criteria are met:

- The event is planned in any way during an organization meeting.
- The organization or Woodbury name is attached to the event in any way.
- The event utilizes organization funds through any of the organization's accounts.
- The event is advertised on campus or through any campus-affiliated venues.
- 50% or more of the organization's members are in attendance.

When in doubt, organizations should consult with the Designee of Student Affairs.

STUDENT ORGANIZATION FUNDRAISING

DEFINITION OF FUNDRAISING

Fundraising is defined as the collection of money through donations from individuals or companies, or programming for the purposes of generating charitable donations.

SOLICITING DONATIONS FOR THE ORGANIZATION

1. Organizations must schedule an appointment with Advancement if they wish to solicit donation from off-campus entities. Woodbury University has existing sponsorships which may prevent student organizations from securing conflicting sponsors. Additionally, the University has well-established relationships with several off-campus entities (individuals, companies, trusts, etc.) which must be preserved and not over-extended.
2. Donations may be monetary (called gifts), or items (called in-kind gifts).
3. Cash, items or services are not considered donations if the donating company or organization gets something in return (i.e. promotion of their business or service, handing out flyers, etc.). Listing their name on a program or banner as a sponsor *only* is permitted.
4. Student organizations unique to Woodbury (not affiliated with a national organization) fall under Woodbury's 501(c) tax ID status. National fraternities/sororities and other national academic organizations have their own tax status and should contact their headquarters to obtain tax information.
5. Woodbury does not provide advice to donors. Donors should consult their professional tax advisors.
6. Check should be made payable to Woodbury University
7. All charitable funds raised must be deposited into the student organization's campus account through Advancement (see Patti Quigley), NOT directly through the Business Office.
8. Be careful to represent Woodbury appropriately when communicating with potential donors:
 - a. Follow guidelines for the proper use of the University seal, logo and other visual media.
 - b. Use proper grammar.
 - c. Send thank you notes.

SCHOLARSHIPS

1. Student organization-sponsored scholarships open to a specific group (i.e., all students, all Animation majors) must be at least \$2500.
2. Endowed scholarships must be a minimum of \$50,000.
3. Awarding scholarships is determined and managed by the Financial Aid Office.

DONATIONS FROM WOODBURY DEPARTMENTS

Money should not be transferred from a University department into a student organization account. Departments may support student organizations by purchasing goods or services on the student organization's behalf.

SOLICITING DONATIONS FOR A CHARITY

1. The charitable organization must submit a statement of support on the organization's letterhead to Student Affairs acknowledging that the fundraising will occur on its behalf and indicating the expected date of receipt of the donation.
2. Donations may only be made to charitable organizations who can provide evidence of having a 501 C3 IRS status and provide their tax ID number.
3. University funds, including funds from ASWU, can never be donated to a charitable organization. Only money that has been specifically raised for charity can be donated to that select cause.
4. Checks should be made payable to the charitable organization.
5. If cash is collected for a charity it should immediately be deposited through the Business Office and the deposit receipt attached to a check request form to have a check sent to the charitable organization.

FUNDRAISING EVENTS (TO RAISE MONEY FOR A STUDENT ORGANIZATION OR CHARITY)

1. Fundraising activities must align with the University's educational mission and organization's purpose.
2. All fundraisers must be pre-approved through the FREA process.
3. Educational information about the student organization/charitable organization should be made available during the event.
4. Only net proceeds of a fundraising event may be donated to a charitable organization. For example, if an event costs \$500 to implement and \$1000 is raised, \$500 can be donated to charity. All fundraiser event advertisement must indicate that net proceeds will go to charity.

PROHIBITED METHODS OF FUNDRAISING

1. Fundraising events where people or their services are auctioned/sold.
2. Bake sales utilizing foods prepared at home.
3. Solicitation by credit card companies.
4. Door-to-door fundraising in the residence halls or to campus offices.
5. Email blasts to any portion of the campus community.
6. Fundraising for any candidate for political office or political party.
7. Contests based on chance (e.g. 50/50 raffles, raffles that don't conform to the section below) because they are considered a lottery and under California law only the California State Lottery may operate a lottery. Contests based on skill (e.g., Business Plan Competition, basketball tournament, logo design competition) are permitted.

RAFFLES

1. 50/50 raffles, in which a monetary donation enters you in a raffle to win half of the total raised profits, are not allowed.
2. Donated items for a raffle may be considered gifts-in-kind.
3. Raffles are permitted under certain conditions:
 - The raffle must be used to fund charitable work.
 - At least 90% of the raffle proceeds must be used to support California charities.
 - Each ticket must have a detachable coupon or stub, marked with a matching identifier.
 - Winners of prizes must be determined by a draw among the tickets.
 - The drawing must be conducted in California and performed/supervised by an adult.
 - Law forbids the use of gaming devices or the sale of raffle tickets at a racetrack, gambling establishment, satellite wagering facility or on the internet.

GUIDELINES FOR A STUDENT ORGANIZATION EVENT WITH ALCOHOL

While Woodbury University's alcohol policy reflects current interpretations of federal, state and local laws governing the possession, distribution and use of alcohol, it also expresses the University's commitment to responsible drinking and behavior. The Woodbury University Policy for Events with Alcohol can be found in this handbook. Woodbury University has developed a set of guidelines that are intended to help student organization event coordinators understand their role. The guidelines below are intended to benefit both event coordinators and guests, and should be incorporated into event planning in the spirit of host responsibility and not simply followed in order to comply with the letter of the law. Accordingly, event coordinators may wish to complement these guidelines by adding other measures for ensuring the safety of their guests. Any exceptions to these guidelines require the permission of the Dean of Students.

A. Procedure to Apply for an Event with Alcohol:

1. University recognized organizations that wish to have alcohol at an organization sponsored event (on or off campus) must submit a Petition for a Student Function with Alcohol available in Student Affairs.
2. For events requiring ASWU Funds, the Petition for a Student Function with Alcohol and Facility Reservation and Event Authorization Form must be completed and submitted prior to the Organizational Allocations Committee meeting at the beginning of each semester. For events not requiring ASWU Funds, the Petition for a Student Function with Alcohol and Facility Reservation and Event Authorization Form must be submitted **at least three weeks prior** to the event.
3. After the Petition for a Student Function with Alcohol is submitted, it is the responsibility of the student organization to schedule a meeting to discuss and plan the event with the V.P of Student Affairs or Administrative Coordinator no later than three weeks prior to the event date. This meeting must be attended by the event coordinator(s)*, and may require the attendance of the Advisor and student organization President.
4. Some club events, parties and certain other events may require one event coordinator per 100 guests expected to attend. Therefore, multiple event coordinators may be required for a student organization event with alcohol.
 - a. Event coordinators agree to be present for the duration of the event.
 - b. Event coordinators agree not to drink alcohol during the event or the 12 hours prior to the event.
 - c. Event coordinators agree to discourage drinking and driving by providing information regarding alternative transportation.
5. If the Petition for a Student Function with Alcohol is approved it will be the responsibility of the student organization to schedule a meeting with Student Affairs to finalize all plans and arrangements for the approved event. This meeting must be attended by the student organization event coordinator(s), and the organization's advisor(s).
6. Student Affairs may request additional meetings to discuss details of events with alcohol if necessary information is not available during the original meeting.

B. Woodbury University Student Organization Events with Alcohol Guidelines:

1. No University campus activity fees or OAC funds may be used to purchase alcohol.
2. Sale of alcohol by the University or any student, visitor or organization is prohibited.
3. Tickets to an event may not be redeemable for alcoholic beverages.
4. Alcoholic beverages are prohibited at student organization recruitment events.

C. During the Event:

1. Student organization events with alcohol have a maximum duration of six hours; with the event concluding no later than 2:00 a.m. Members of the organization may stay up to two hours after the conclusion of the event for cleaning purposes.
2. The maximum number of alcoholic beverages a guest may consume during an event is one drink per hour, not to exceed four drinks total.
3. Alcoholic beverages may be consumed only during the time of the registered event and may not be served during the final hour of the event. Only non-alcoholic beverages may be served the last hour.
4. The University and/or student organization has the right to deny entrance to any individual whom they believe may cause a disruption to the event or may be providing false identification.
5. Security or the student organization advisor will issue a wristband to any individual approved to consume alcohol at the event. Only University-issued wristbands may be used. Wristbands have a designated number of tabs attached based on the number of drinks each individual may consume during the event. The bartender will remove a tab from the guest's wristband each time the guest receives an alcoholic beverage. Alcoholic beverages will be dispensed one at a time.
6. Students and organizations in violation of these rules are subject to conduct charges.

D. Security for Events on Campus with Alcohol:

1. Student Affairs will provide an estimate of the cost to provide security officers at the scheduled event at least one week prior to the event date.
2. Any additional security charges incurred due to unforeseen circumstances will be billed to the organization.
3. University Security must be present throughout the event and, if necessary, after the event to ensure the parking lot and other areas of campus are vacated.
4. Organizations are encouraged to institute a designated driver or key collection program for their event.

E. Events off Campus

1. All contracts with venues for events with alcohol must be signed by a staff member in Student Affairs. Student organizations should not make any payments until the contract has been reviewed and signed.
2. To ensure that the off-campus venue conforms to local and state laws, the organization must submit copies of the following documentation prior to posting publicity for the event:
 - a. A valid Liquor License
 - b. Liability and Insurance Coverage
3. Organizations may not contract with venues that require bar guarantees.
4. The Designee for Student Affairs may determine that the sponsoring student organization must provide transportation for off-campus events at cost to the organization. The organization may charge students for transportation.

F. Security for Events off Campus with Alcohol:

1. Organizations may utilize security provided by off-campus venues. The contract must describe the number of security provided. Additionally, the venue's security must agree to abide by all University policies and procedures regarding events with alcohol.
2. Events held at venues that do not provide their own security must utilize University Security. Please refer to Section E for this process.

G. Organization Advisor(s):

1. Student organization advisor(s)' presence is expected at events with alcohol in addition to Security. Some club events, parties and certain other events may require one advisor per 100 guests expected to attend. Advisors are required to attend the event for the full duration and may be asked to assist the organization by arriving earlier or staying later. Advisor(s) agree to be sober for the duration of the event. Advisor(s) agree to document any incident and/or potential policy violation and submit a hard copy of the documentation to Student Affairs by the end of the following business day.
2. Advisors are expected to attend at least one planning meeting with the event coordinator(s) and Student Affairs. Additionally, the student organization should keep the advisor(s) apprised of developments in the planning process.
3. Advisors will be issued wristbands for the event before the event takes place. The advisor(s) will also be responsible for returning any remaining wristbands the next business day. Wristbands may be in the possession of the advisor(s) or Security only.
4. Prior to the start of the event the advisor(s) should facilitate a briefing that includes the event coordinator(s), bartending staff, and security staff to review pertinent procedures and role expectations.
5. Advisors should work in consultation with the organization's event coordinator(s) and event Security to address issues that arise during the event. In the event of an emergency or if questions and concerns arise, advisor(s) agree to contact the designated Student Affairs staff member.

H. Guest Responsibility:

1. A guest is defined as any person attending an event.
2. The sponsoring organization is responsible for and may be held accountable for the actions and behaviors of their guests.

I. Publicity: Refer to the general Campus Publicity Policy for guidance on promoting events on and off campus.

J. Private Events (sections A Through G above do not apply):

The Woodbury University Policy for Events with Alcohol defines two types of student organization events that are considered private.

1. On campus events hosted by a student organization where attendance is determined by personal invitation to a limited number of individuals and the organization's advisor(s) is present for the entire event. These events must adhere to the following guidelines:
 - a. Hard liquor is prohibited.

- b. There must be a system in place to ensure that no one who is under 21 years of age is served any alcoholic beverages. This requires two steps:
 - i. Confirming age
 - The organization advisor(s) may check government-issued picture identification at the entrance (acceptable identification includes a valid driver's license with photo, a government-issued photo identity card, or a passport); university identification cards are not sufficient proof of age;
 - For events where invitations are extended only to a limited number of Woodbury community members, the organization may submit a comprehensive list of invitees. This list must be submitted to Student Affairs at least one week prior to the event. The Designee will then provide the advisor(s) with a list of invitees' ages.
 - ii. Ensuring no one under 21 years of age is served any alcoholic beverages
 - Use of a wristband or ink stamp to mark the hands of all persons determined to be of legal drinking age; and/or
 - Color-coded place cards for sit-down meals where seating is designated.
2. Student organization meals held at a venue in good standing with the California Department of Alcohol Beverage Control Board (in possession of a valid liquor license, which may be found at <http://www.abc.ca.gov/datport/LOSMMenu.html>) where attendance is limited to the organization's active members.

MOVIE SCREENINGS

A public viewing license must be purchased for all movies screened on campus for showings that are other than personal viewing. For more information on how to obtain a public viewing license, contact Student Affairs.

FACILITY RESERVATION AND EVENT AUTHORIZATIONS

Student organizations planning a function on or off campus must have the facility reserved and the event approved via the Facility Reservation and Event Authorization (FREA) process within Student Affairs. University facilities may be reserved for approved University events only. Individual students may not reserve University facilities. The following guidelines address the procedures for reserving campus facilities and obtaining event authorization.

1. The Facility Reservation and Event Authorization Form must be completed and submitted to the Facilitates Event Assistant and should follow all procedures as indicated on the Form. Questions regarding facility reservations or event planning should be directed to FREA@woodbury.edu.
2. Submission of a Facility Reservation and Event Authorization Form does not guarantee use of the facility or equipment requested. Facilities and equipment are available on a limited basis. Any equipment needs must be indicated on the Form.
3. Student organization events involving alcohol must follow the policy as indicated in the Guidelines for a Student Organization event with Alcohol.
4. Bon Appétit shall have the exclusive right to provide food service for any events taking place in New Woody's. Any requests for Bon Appétit food service should be made directly through the New Woody's Manager.
5. Events with special electrical/water needs or where special safety precautions are needed may be required to have a pre-event walk through by a Maintenance department staff member. At this time, the Event Coordinator will be required to address safety concerns and modify their event setup if necessary.
6. Use of any flammable decorations may require clearance from Maintenance, Student Affairs and/or the Fire Department.
7. An Event Coordinator is defined as a Woodbury University faculty or staff member or student organization active member (must be a current Woodbury student).
8. Any facility used for an event must be cleaned upon completion of the event. The Event Coordinator and/or student organization indicated on the Facility Reservation and Event Authorization Form may be held responsible for any damage to the requested facility and/or equipment as a direct result of their use of the reserved facility and/or equipment.
9. No student organization events will be held during Finals Week in fall and spring.
10. Student organizations must have their advisor present at student events on or off campus as deemed necessary by Student Affairs.
11. Student use of facilities on the San Diego campus is coordinated by the Administrative Office at the San Diego campus.

12. If a problem with an event arises, the Event Coordinator listed on the Facility Reservation and Event Authorization Form will be contacted.
13. The Event Coordinator is responsible for informing the Program Coordinator for Student Life of any changes in plans or cancellation of events. Failure to inform Student Affairs of cancellations may result in the loss of facility reservation or event approval privileges.
14. Amplified music is permitted during the 12-1pm lunch hour in the Alumni Quad. Loud noise or music outside of this time frame or location requires prior approval from Student Affairs.

CAMPUS PUBLICITY

For the purpose of this policy, “publicity” is defined as items posted on bulletin boards, walls, or other surfaces and items handed out or otherwise distributed, including electronically. Publicity items include but are not limited to the following: flyers, posters, table tents, banners and chalk art.

PUBLICITY SPECIFICATIONS

1. Banners:
 - a. Paper banners may not exceed three feet by ten feet.
 - b. Commercially printed vinyl or cloth banners will be hung by Maintenance at the earliest convenience via the maintenance request process.
 - c. Due to space constraints, banners will be limited to one banner per event. A maximum of five banners will be approved for posting at any one time in the Alumni Quad area.
 - d. One banner per event may be hung at North Hall, South Hall and the Architecture Quad. Any other possible space for a banner must receive special approval through Student Affairs.
 - e. Banners may be hung only on cement and brick surfaces with the exception of North and South Hall where they may be hung from railings.
 - f. Approved banners shall be posted for a maximum of two weeks.
2. Table Tents:
 - a. Table tents shall be no larger than 5.5 x 11 inches.
 - b. Table tents inside of New Woody’s must receive approval from both Student Affairs and the Woody’s Manager.
 - c. Approved table tents must be secured to outside tables, without applying tape to the tables, to ensure that the table tents do not fly off the tables creating litter around campus. Therefore, only one table tent may be placed on each outside table.
3. Chalk Art:
 - a. A sketch of the proposed chalk art must be approved by to Student Affairs on a Facility Reservation and Event Authorization Form and include location, size, and quantity.
 - b. Only chalk that can be removed with water may be used. No charcoal, crayon or any other material that cannot be removed with water is allowed.
4. Publicity Off-campus and/or Online:
 - a. Student Affairs may require student organizations to alter or remove any promotional material from online venues if an event has not been approved, information is inaccurate, or it is not in accordance with the values of Woodbury University or Student Affairs.
 - b. Student organization events where alcohol will be served may be publicized off campus only through invitations to individuals and groups with Student Affairs approval. Specific groups include but are not limited to recognized organizations at other area universities.
 - c. No outside group or individual may advertise the event on behalf of a student organization.
 - d. Student organizations may not be any publicity through general announcements to the public such as radio, internet or newspaper advertising or flyers posted in public places without prior approval of Student Affairs.

PUBLICITY APPROVAL PROCESS

1. Student Affairs must approve all publicity to be posted or distributed on campus. This is intended to avoid calendar conflicts, keep the campus free of clutter, and uphold University standards of content.
2. University departments wishing to post or distribute announcements directly related to their functional areas do not need to have those materials approved. The exception to this is publicity for University-sponsored events, which must be approved by Student Affairs in order to avoid scheduling conflicts.
3. Publicity for an event sponsored by a student organization or university department will be reviewed for approval after a Facility Reservation and Event Authorization Form has been submitted and approved.
4. All publicity material should be grammatically correct, and contain accurate and timely information for approval.
5. Publicity for any University or organization event where alcoholic beverages will be served must not focus on the presence of alcohol at the event.
6. Only publicity items with the required stamp may be posted or distributed on campus, with the exception of departmental publicity as indicated in #2 above.
7. Woodbury University and Student Affairs are not responsible for the damage or loss of any publicity items.

GUIDELINES FOR POSTING

1. Approved posters and flyers may be posted on general campus bulletin boards and unpainted brick or concrete surfaces only.
2. Posting on bulletin boards must meet the following guidelines:
 - a. Only one poster or flyer may be posted per bulletin board.
 - b. Publicity must be tacked or stapled to bulletin boards. Tape is not allowed.
 - c. Publicity is permitted on bulletin boards designated for Student Affairs use.
3. No more than fifteen publicity items (excluding banners) may be posted in the Woody's Quad for any single event.
4. Publicity items may not be posted on the following areas: windows, doors, steps, ground, painted surfaces, administrative bulletin boards, fire alarms or cars parked on campus.
5. Publicity items that compromise safety will be removed. This includes, but is not limited to, items hung from trees and items posted on the ground or on steps.
6. Publicity items may not be posted over other current publicity.

REMOVAL OF PUBLICITY

1. Recognized student organizations and University departments are responsible for removing all publicity items one business day following the publicized event or within two weeks of posting, whichever comes first.
2. The University reserves the right to remove any publicity item that is unauthorized, defaced, improperly posted, deemed unfit, or untimely.
3. Student organizations will be assessed a \$25 Publicity Removal Fine by Student Affairs for failure to remove outdated publicity items or improper posting of publicity.
4. Approval of future forms of publicity shall be suspended until outdated publicity items have been removed and/or when fines are paid.

THE ROCK POLICY

1. Only recognized student organizations may paint the Rock.
2. Organizations must reserve the Rock through the Facility Reservation and Event Authorization (FREA) process. The Rock may not be reserved for more than one week, or past the date of an advertised event.
3. Rock decorations other than paint (e.g., wood, signs, decorations, structures) must adhere to the following guidelines:
 - a. No items may be balanced or hang on the structure
 - b. Decorations may not have protruding nails, screws, or sharp objects.
 - c. Decorations may not exceed 6 feet in height.
 - d. Non-paint decorations must be easily removable, not permanent.
 - e. Non-paint decorations must be drawn in detail on the FREA form.
 - f. All non-paint decorations should be removed by midnight of the last date reserved on the FREA form.
 - g. Organizations may not use Rock decorating as a mandatory activity for members of their organization. Decorating the Rock should be fun and voluntary.
 - h. Each organization may reserve the Rock a maximum of 6 times per semester.

4. Unsafe structures must be redesigned or removed immediately at the discretion of Student Affairs.
5. A tarp may be used when painting the Rock to prevent spills. The tarp can be checked-out from the Student Organization Resource Center in the Whitten Student Center.
6. Organizations will have to pay for any damage to the surrounding area.
7. No items such as furniture, mattresses, tables, or chairs, may be taken from any location on campus to place around the Rock.
8. Painting of other campus rocks or areas is prohibited. Painting the adjacent areas around the Rock is prohibited.
9. Paint must be eco-friendly (100% lead free and CFC free). Woodbury University's Bookstore supplies spray paint of this kind.
10. Profanity or indecency of any kind is prohibited on the Rock.

Failure to fully comply with these guidelines may result in repainting of the Rock by the University and/or immediate removal of the structure. Failure to comply with the stated regulations may result in loss of future Rock painting privileges, removal of the display, possible fines, and/or possible referral to the Dean of Students for conduct action.

CAMPUS RESOURCES

BUSINESS OFFICE

The Business Office is available to answer any questions you may have about your student account. Working closely with the Financial Aid Office, the Business Office strives to ensure that your student account is financially accurate and that you thoroughly understand your payment responsibilities and options.

STUDENT ACCOUNT MANAGEMENT

Students can access their account, view current balances, and pay tuition bills online 24 hours a day, seven days a week via Self-Service. The Business Office offers several convenient methods for you to pay your bill. You can mail your payment in advance of the tuition payment due date, pay in person during normal business hours, phone in your payment to our office, or pay online.

The Business Office is pleased to offer you these payment options for your account:

- Check (Personal, Cashier, Money Order)
- ATM/Debit Cards
- Credit Cards (American Express, MasterCard, Visa, Discover Card)
- Cash

For more information regarding Business Office services, policies and procedures, please refer to the Woodbury University Portal or stop by the office in Miller Hall.

FINANCIAL AID

Approximately 77% of the students attending Woodbury in this last year received some form of financial aid. The Financial Aid Office is committed to making attending Woodbury an affordable experience for you and your family. For more information regarding Financial Aid services, policies and procedures, please refer to the Woodbury University Catalog.

BOOKSTORE

The Woodbury University Bookstore is owned and operated by Follett Higher Education Group. The store, which is located on the lower level of South Hall, offers competitive prices on books, art supplies, computer software, and other materials needed for classes taken at Woodbury University. They also carry a selection of Woodbury University imprinted general merchandise. Textbooks, software, clothing, and gifts may also be purchased on line by visiting the Woodbury University Bookstore at www.woodbury.bkstr.com. The web site also offers a variety of academic resources for faculty members.

REGULAR BOOKSTORE HOURS OF OPERATION:

Monday - Thursday: 9 a.m. - 7 p.m.

Friday: 9 a.m. - 4 p.m.

Saturday: 10 a.m. - 2 p.m.

Sunday: Closed

Summer Hours: Monday - Friday 10 a.m. - 2 p.m.

Saturdays & Sundays: Closed The Bookstore has extended hours during studio and lecture finals. To check hours please visit our website or call the store at (818) 252-4828.

BUYING TEXTBOOKS

Books for classes are available for sale two weeks prior to the beginning of each semester. Books remain on sale for approximately one month or until the deadline to add and drop classes and are then sent back to their publishers. If you need a book held beyond that date, please notify the Campus Store manager.

RETURNING TEXTBOOKS

All returns and refunds are at the discretion of the Campus Store Manager. The full text of the returns policy with all the important dates related to deadlines for returning books is posted in the Campus Store each semester. Textbooks may be returned for a full refund providing the following conditions are met. For information about renting books, visit the bookstore or call (818) 252-5285. A valid receipt must accompany all returned books. No exceptions will be made. Books that were purchased as new must be returned in new condition, free of any markings.

REFUNDS

If a returnable item was paid for with cash, the refund will be made in cash, providing the purchaser meets the criterion above. If a returnable item was paid for by check, a cash refund will be issued after a 10-day check verification period. If a returnable item was paid by credit card, the customer must present a valid receipt and their original copy of the credit card receipt. Credits can only be made to the original credit card account or by a store credit voucher. If a returnable item was paid for by a Woodbury University Voucher, the bookstore will issue store credit only.

LIBRARY

The library provides access to a wide variety of information resources including books, e-books, periodicals, DVDs, and streaming video to support all of your coursework at Woodbury. Both the Burbank and San Diego locations are equipped with comfortable study areas, desktop computers, photocopiers, and scanners. Research assistance is available anytime the library is open by visiting in person, via online chat service, or by telephone. Research databases and electronic resources can be accessed off campus with a current Moodle username and password. To borrow library materials, you must present your current Woodbury University ID Card. Most library materials may be borrowed for three weeks, DVDs for one week, course reserves for two hours.

The library's hours of operation vary throughout the year to accommodate the academic cycle. Regular hours of operation:

Monday - Thursday: 8 a.m. - 10 p.m.

Friday: 8 a.m. - 6 p.m.

Saturday and Sunday: 10 a.m. - 6 p.m.

For more information regarding the library's collections, services, and policies, please refer to the library's website <http://library.woodbury.edu/>.

UNIVERSITY ID CARD

The Woodbury University ID card is the official student identification card. This card serves as your library card, meal card and ID card, and gives you access to many university services including the computer labs. Students are required to carry their University ID cards whenever they are on campus.

New students are issued University ID cards through the library by presenting proof of paid registration either during Summer Orientation, Advising and Registration (SOAR) or during Welcome Week. A photograph will be taken at the library, and library staff will inform students when the finished University ID is available for pickup.

University ID cards are only valid when affixed with a sticker indicating the current semester and year. Each semester, students should have the ID card updated at the library by presenting proof of current registration. The University ID card is free, though if lost or damaged a replacement will cost \$5.

STUDENT AFFAIRS

Housed in the Whitten Student Center on the Burbank campus, Student Affairs provides programs and resources to complement the Woodbury University academic experience including: Academic Support (including tutoring, mentoring, academic advising and academic interventions), Career Development, Counseling Services, First Aid Services, International Student Programs, Residential Life, and Student Life.

All services provided by Student Affairs are free to Woodbury students and may be accessed by calling (818) 252-5232.

Regular hours of operation:

Monday thru Friday: 8 a.m. - 5 p.m.

Saturday and Sunday: Closed

FIRST AID SERVICES

IN THE EVENT OF INJURY OR SICKNESS

In the event of an emergency call 9-1-1.

Weekend or evening students may contact Security for assistance or call 9-1-1 for emergencies.

San Diego students are advised to report to the Administration Office immediately.

In the event of a medical emergency when not on campus, students should go to the nearest hospital.

HEALTH INSURANCE

Woodbury University requires that all students have medical insurance. Students may not take part in an off-campus activity if they have not purchased insurance or filed proof of insurance.

In the event of illness or injury, the University is authorized to contract emergency care on behalf of and at the expense of the student.

For detailed information on the Woodbury University sponsored Student Injury & Accident Insurance Plan, refer to the health insurance brochure found online at www.4studenthealth.com/woodbury.

MANDATORY ELIGIBILITY

All mandatory eligible students are required to have health insurance in order to reduce the financial risk to the student and to insure that, in the case of an accident or illness, the student receives quality medical care. Woodbury University requires the following groups of students show proof of current health insurance coverage at the start of each semester:

- All traditional undergraduate students
- All students residing in University-operated housing (including graduate students)
- All International students on an F-1 or J-1 visa (including those who reside off campus)

All mandatory eligible students are billed for Woodbury's Student Accident & Sickness Insurance Plan on a per semester basis unless an approved waiver and proof of comparable insurance coverage are provided by the established deadline dates each semester. Alternate comparable coverage must be for the entire academic semester. Students who do not have comparable coverage must purchase the University sponsored Student Accident & Sickness Insurance Plan. Only those students who will graduate in December may purchase just the fall semester health insurance plan. International students can use insurance from their home country if it has comparable insurance coverage and has an office in the U.S.A. If a mandatory eligible student has a private health insurance plan or is covered by a family health insurance policy, refer to the procedure to waive the University sponsored Accident & Sickness Insurance Plan.

VOLUNTARY ELIGIBILITY

All students enrolled in an intensive program and all graduate's students who attend classes on campus are eligible to enroll in the University-sponsored student health insurance plan on a voluntary basis. Payment and an enrollment form must be submitted to the Business Office in order to purchase the University sponsored health insurance plan. We maintain the right to investigate eligibility status and attendance records to verify eligibility requirements are met. If we discover the eligibility requirements are not met, our only obligation is to refund any unused premium paid for that person.

PROCEDURE TO WAIVE THE WOODBURY'S STUDENT ACCIDENT & SICKNESS INSURANCE PLAN:

1. Woodbury University requires that all mandatory eligible students participate in the Student Health Insurance Plan unless proof of comparable coverage is submitted via an online waiver application available online at www.4studenthealth.com/woodbury by Friday of the 3rd week of the semester.
2. In order to waive Woodbury's Student Accident & Sickness Insurance Plan, the mandatory eligible student must submit a completed waiver form and show proof of coverage each year in the Fall via the online waiver application. Students who have an approved waiver for Fall will be carried over into the Spring/Summer semester. Students entering in Spring must submit a waiver for Spring/Summer and then again in the Fall.
3. No waivers will be accepted after the deadline (traditional (day/evening) add/drop deadline date each semester) and no refund of premium will be made.
4. Contact the Business Office and Ascension Insurance at (800) 537-1777 for all questions pertaining to the waiver application.

HEALTH INSURANCE PAYMENT

The Student Accident & Sickness Insurance Plan charges are billed to the student's account on a per semester basis. Your payment for the Fall 2017 semester provides coverage from August 20, 2017 to January 3, 2018. Your payment for the Spring 2018 semester covers both the Spring/Summer 2018 semesters and coverage is from January 4, 2018 to August 19, 2018.

HEALTH INSURANCE CARDS

You may download your insurance identification card online at www.4studenthealth.com/woodbury. Carry it with you at all times. If you need assistance with printing your insurance card, you may contact Ascension Insurance at (800) 537-1777 or the Health Services Office at (818) 252-5238.

PROCEDURES TO SUBMIT A CLAIM:

1. Students who have the University Sponsored Student Injury & Sickness Insurance Plan must complete and submit a claim form for each sickness in order for the Plan Administrator to consider reimbursement/payment to the healthcare provider. Insurance claim forms can be found online at www.4studenthealth.com/woodbury.
2. The claim form must be submitted to the Plan Administrator within 90 days after an injury or sickness in order for the claim to be considered for reimbursement/payment.
3. For questions about claims or benefits, please contact: Personal Insurance Administrators (PIA) Phone: 1-800-468-4343.
4. Students are advised to make a copy for their records of all forms, claims and receipts submitted to the Plan Administrator.

For more information regarding Student Affairs services and programs, please refer to the Woodbury University Portal or stop by the Whitten Student Center.

FOOD SERVICES

The meal plan program entitles the student to any 8, 10, 12 or 14 meals per week from Monday breakfast through Sunday dinner. Students on the resident meal plan are entitled to utilize one meal during any single meal period and may use flex dollars anytime New Woody's is open. Any student may participate in a meal plan program. Non-resident students who wish to purchase a meal plan may contact Residence Life.

Commuter students are encouraged to purchase a Commuter Meal Plan. This plan consists of 5 meals per week plus \$75.00 in Flex Dollars. This meal plan is available to any non-resident student and may be purchased through the Business Office at the time of registration each semester. Information about the meal plan is available at Student Affairs or Business Office.

LOST OR STOLEN UNIVERSITY CARDS

If your University Card, which includes your Meal Card, is lost or stolen, you must notify the Manager at New Woody's and the University Library immediately. Until you replace or find your lost University Card, you will be required to pay \$5.00 for each meal you eat. The guidelines for refunding this money are as follows:

A WORD ABOUT FLEX DOLLARS

- Additional flex dollars may be purchased at New Woody's or at the Business Office.
- If flex dollars are purchased through the Business Center please bring the yellow receipt slip, indicating the amount of flex dollars added, and turn it in at New Woody's. This will allow the dollars to be applied to your flex account.
- Items such as protein bars, trail mix, bottled beverages, or specialty desserts are not offered as part of the meal plan. While these items are not included in the meal plan, they may be purchased with flex dollars.
- Students may use their flex dollars to purchase meals for friends or family. Students may not use their meal card to purchase meals for others.

SACK MEALS

- In the event a campus activity or work schedule prevents a student from eating during regular meal hours, he/she may request a sack meal.
- All sack meals must be requested at least 24 hours before they are to be picked up during standard operating hours Monday - Friday. A University Card must be provided at the time the sack meal is picked up. Students are required to pick up sack meals within 4 hours of the requested pick up time.
- Sack meal menu options may be limited due to health code. Prepared meals that are not picked up will be charged as a meal and the student will be removed from the sack meal program.

POLICY ON SICK TRAYS

All students unable to eat at New Woody's because of illness will be provided a meal by observing the following procedure:

- A sick tray request must be made by a member of the Residence Life Staff.
- The University Card of the person who is sick must accompany the sick tray request.
- The sick tray may be obtained from the Manager or Chef on duty.

FAMILY VISITS

New Woody's is happy to provide a meal for residential students' parents who may be visiting one (1) complimentary meal per semester. Please e-mail the manager at New Woody's the date of the visit to ensure arrangements are made in advance. The meal provided is the same as the residential student meal plan.

ADDITIONAL INFORMATION

- No meal refunds will be given under any circumstances.
- A card may only be used by another student when written/e-mail consent has been received by the manager at New Woody's or with written/e-mail consent from the campus nurse. Any meal card used by someone other than the proper owner will be confiscated and turned over to the Office of Student Development for appropriate conduct action.
- Fraudulent use of any meal card will immediately be reported to the Office of Student Development for appropriate conduct action.

REGISTRAR'S OFFICE

The Registrar's Office provides a variety of academic services to students, faculty, and alumni. Our primary responsibilities include assisting students to register for classes, verifying student enrollment, and certifying students for graduation. We are also responsible for certifying enrollment for students receiving Veterans benefits. If you have questions about course offerings, major requirements, academic calendar dates, or other academic issues please feel free to stop by and talk with us. In most cases, an appointment is not necessary. Just come to the office when you are on campus or call us at 818252-5270. Most of the forms available in the office can be found online at: <http://my.woodbury.edu/Forms/default.aspx> . Transcripts can be ordered online at the National Student Clearinghouse: <http://getmytranscript.org/>

THE WRITING CENTER

The Writing Center (TWC) offers free peer tutoring services at all stages of the writing process, including brainstorming, developing and refining thesis statements, synthesizing sources, using correct APA and MLA documentation, editing, and proofreading. Tutors help with conventional papers, multimodal and digital projects, and presentations for classes as well as other professional writing documents, such as resumes and application letters. Located in the Whitten Student Center, Room w118, students can schedule an appointment to work one-on-one with a TWC tutor in-person or submit a final draft of their work via the online tutorial services, which is available 24/7. The TWC also offers students a writing space in its Writers' Studio where they may experience a creative and supportive writing environment close to where writing faculty and tutors do their own work. For additional information contact the Writing Center (818) 394-3388 or writingcenter@woodbury.edu

