Student Handbook and Planner
2011-2012

This planner belongs to:

Name ________________________________
Phone ______________________________

Students are subject to all regulations as published in
the Soka University of America Student Handbook.
Policies may be subject to change.

Cover designed by Leia Marasovich
Undergraduate Class of 2014

Soka University of America
1 University Drive
Aliso Viejo, CA 92656
(949)480-4000 Phone • (949)480-4001 Fax
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### Campus Resources

All campus phones require dialing “8” to place an off-campus phone call. Dialing campus numbers from a campus phone requires dialing the extension (last 4 digits) only. For campus directory assistance or general campus information, call (949) 480-4000.

- Dining Services 480-4087
- Bookstore 480-4360
- Facilities 480-4099
- Information Technology Help Desk 480-HELP
- Library 480-4105
- Lost and Found 480-4100
- Registrar 480-4045
- Security 480-4100
- Student Affairs 480-4130
The mission of Soka University of America is to foster a steady stream of global citizens committed to living a contributive life.

University Mottos

- Be philosophers of a renaissance of life.
- Be world citizens in solidarity for peace.
- Be the pioneers of a global civilization.

University Principles

- Foster leaders of culture in the community.
- Foster leaders of humanism in society.
- Foster leaders of pacifism in the world.
- Foster leaders for the creative coexistence of nature and humanity.

Soka University of America was founded on the belief that student-centered education is the best way to promote peace and human rights by fostering a global humanistic perspective on the world in which we live. SUA serves both national and international students. Founded on the Buddhist principles of peace, human rights and the sanctity of life, SUA is open to students of all beliefs and is committed to diversity in its academic community.

Mission of the BA in Liberal Arts Program

SUA currently offers a B.A. in Liberal Arts with concentrations in Environmental Sciences, Humanities, International Studies and Social and Behavioral Sciences. The uniqueness of the SUA approach lies in the comparative teaching of international
perspectives, the Core Curriculum and Learning Clusters with an emphasis on language, art, and culture.

Core Curriculum is a series of two sequential courses taken by all students, focusing on a range of issues related to such SUA values as peace, human rights, and the creative co-existence of nature and humanity. Learning Clusters are research seminars designed to bridge theory and practice in the investigation of a specific question, and to elicit, in the way of a specific product, an educated outcome or response. Students work in teams with one or more faculty facilitators to propose, research and model constructive approaches to local, regional and/or global issues.

All SUA students concentrate on a foreign language and culture. All students participate in a semester of study abroad during their junior year.

Classrooms are centers of dialogue and discussion, emphasizing seminar course settings. Students have many opportunities to work in small teams in the classroom and with faculty on research projects, as well as with peers in residence hall learning activities. Advanced computing and networking capabilities are widely available in all buildings and outside gathering areas, supporting a laptop computer campus. Information technology facilitates student-faculty and student-student interactions.

These educational objectives are fostered at the university through the commitment to rigorous academic endeavors, free and open dialogue, and an appreciation for human diversity. Education is an integrating process in which students gain an awareness of the interdependence of themselves, others and the environment. Wisdom, courage and compassion—values treasured by the university—do not exist in isolation. They emerge in individuals as they learn the importance of service to others, to the natural world around them, and to the great cause of peace and freedom.
Mission of the MA in Second and Foreign Language Education Program

The SUA Graduate School strives to provide an academic setting that nurtures men and women from a variety of cultures and national backgrounds, who seek to learn from shared experiences. The School also strives to develop critical thinking and learning and to foster a value for lifelong learning. To this end, the School emphasizes small class sizes that cultivate a close and informal relationship among the teachers and students, rigorous academic endeavors, free and open dialogue, and an appreciation for human diversity, especially linguistic and cultural diversity.

The broad mission of the SUA Graduate School’s Master of Arts in Second and Foreign Language Education program is to educate graduate-level students in the methodologies and intellectual foundations of language teaching and learning.

The objective of the program is to educate students to become language instructors and educators. To achieve these goals, the SUA Graduate School offers a program that stresses knowledge and understanding of linguistics, teaching and learning processes, and cross-cultural awareness. The program provides future teachers with a curriculum that balances a sound theoretical foundation with the practical tools necessary to teach a foreign language to a non-native speaker.
Greetings and welcome to Soka University of America! I am delighted to welcome the Undergraduate Class of 2015 as our Aliso Viejo campus launches a new decade. I sincerely appreciate your choosing to attend SUA and look forward to getting to know each of you in the years ahead. Welcome back to the Classes of 2012, 2013, and 2014.

We start this academic year 2011-12 with exciting new development at SUA. As you may know, construction for the new Soka Performing Arts Center and Mandela Hall, named in honor of Nobel Peace Laureate, Mr. Nelson Mandela, are complete. The Commencement ceremony this past May was held in the Soka Performing Arts Center as the first official event opening the new building. Many of you will be among the first to enjoy these facilities for your academic courses, student performances, festivals, and commencement ceremonies that will take place in the future.

As you begin the academic year, I believe it is a good time to introduce and refresh the founding spirit of the university. SUA Founder Daisaku Ikeda envisioned that this institution would produce global-minded individuals to shoulder the future of humanity and the world. Emphasizing a non-sectarian humanistic curriculum, the sanctity of life and peace, SUA strives to realize its four guiding principles. They are to foster leaders of culture in the community, to foster leaders of humanism in society, to foster leaders of pacifism in the world, and to foster leaders for the creative coexistence of nature and humanity.

I hope you will always ponder these guidelines and the mission of SUA as you seek to lay a foundation for your life and for those classmates who will follow in your footsteps. We are looking to you to establish the traditions of excellence and spirit of humanism that will echo through the halls of this campus well after you graduate.

Again, my very best wishes as you launch your academic career at SUA.

Sincerely,
Daniel Y. Habuki, President
The following academic policies listed below are not intended to override the academic policies described in the official Undergraduate Program Catalog or the Graduate School Catalog. Please refer to the Undergraduate Catalog or the Graduate School Catalog for further information.

Academic Advising
All students are required to meet with their advisors prior to enrollment in classes. In addition, undergraduate students are required to declare a concentration by the end of their sophomore year. Failure to meet these requirements will result in an “advisor hold” on the student’s academic record preventing them from registering for classes.

Registration
Registration is the procedure whereby a student enrolls for specific classes. Tuition payments or arrangements are required prior to registration. Students must complete both processes to be officially enrolled in classes.

New students register for courses after having had an introduction to SUA’s curriculum, degree requirements, and registration procedures. Currently enrolled students register for upcoming fall classes in April and for upcoming spring classes in November.

Students should consult their catalog as they begin to plan their schedule. During the week before registration, students must consult with their advisor, complete their registration form, and secure their advisor’s signature before their enrollment appointment times arrive.

The schedule of classes is made available to all students and describes course offerings for every session. In addition, the Office of the Registrar publishes registration policies and procedures and a calendar of important dates.
Students should plan two or three alternate courses in case their first choice of courses is not available. Size limits are imposed on classes; therefore, classes will be closed to further enrollment immediately upon reaching the specified maximum.

**Schedule Change**
Students are allowed to change their schedule in accordance with the established deadlines for the add/drop period for each block or semester. During a block, the add/drop period ends after the second day of classes. During a semester, the add/drop period ends after the first week of classes. (Please note that the Undergraduate Program is on an academic calendar consisting of a block, term, block and term, while the Graduate Program runs on a semester system.)

**Student Identification Number**
The student ID number is a number assigned to your academic record and is required for any inquiries you make. The ID number is printed on your study list, your official transcript, and all enrollment/grading related documents distributed by the Registrar’s Office. Your ID number is unique and considered confidential.

**Enrollment Verification**
Students needing a letter verifying their enrollment at SUA should make their request at the Office of the Registrar. For enrollment verifications purposes, the following categories are used for students during the fall and spring sessions:

- **Undergraduate**
  - 12.0 units or more: Full-time
  - 6.0 to 11.99 units: Part-time
  - 5.9 units or less: Less than half-time

- **Graduate**
  - 9.0 units or more: Full-time
  - 8.9 units or less: Part-time

*Categories are based on the number of units in which the student is enrolled on the date the verification letter is prepared.*
<table>
<thead>
<tr>
<th>Event/Deadline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Block Begins</td>
<td>August 15, 2011</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>August 16</td>
</tr>
<tr>
<td>Fall Block Ends</td>
<td>September 2</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>September 5</td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>September 8</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>September 14</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 24-25</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>December 12</td>
</tr>
<tr>
<td>Study Day</td>
<td>December 13</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>December 14-20</td>
</tr>
<tr>
<td>Winter Block Begins</td>
<td>January 9, 2012</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>January 10</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday</td>
<td>January 16</td>
</tr>
<tr>
<td>Winter Block Ends</td>
<td>February 1</td>
</tr>
<tr>
<td>Spring Semester Begins</td>
<td>February 6</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>February 7</td>
</tr>
<tr>
<td>President’s Day Holiday</td>
<td>February 20</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 19-23</td>
</tr>
<tr>
<td>Instruction Ends</td>
<td>May 14</td>
</tr>
<tr>
<td>Study Day</td>
<td>May 15</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>May 16-22</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 25</td>
</tr>
</tbody>
</table>

Note: Dates may be subject to change. For the most recent information about dates, contact the Registrar’s Office at 480-4376.
### Graduate Program Academic Calendar 2011-2012

<table>
<thead>
<tr>
<th>Event/Deadline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL SESSION 2011</strong></td>
<td></td>
</tr>
<tr>
<td>TJFL Class Begins</td>
<td>September 6, 2011</td>
</tr>
<tr>
<td>Last day to drop without “W”</td>
<td>September 13</td>
</tr>
<tr>
<td>Last day to drop with “W”</td>
<td>October 22</td>
</tr>
<tr>
<td>No Class. Thanksgiving</td>
<td>November 24-25</td>
</tr>
<tr>
<td>Last Day of Fall Semester</td>
<td>December 16</td>
</tr>
<tr>
<td><strong>SPRING SESSION 2012</strong></td>
<td></td>
</tr>
<tr>
<td>TJFL Class begins</td>
<td>January 23</td>
</tr>
<tr>
<td>Last day to drop without “W”</td>
<td>January 30</td>
</tr>
<tr>
<td>Last day to drop with “W”</td>
<td>March 9</td>
</tr>
<tr>
<td>Spring Semester Ends</td>
<td>May 11</td>
</tr>
</tbody>
</table>

*Note: Dates may be subject to change. For the most recent information about dates, contact the Office of the Graduate School at 480-4065.*
Transcripts

Official transcripts of courses taken at SUA are issued only with the written permission of the student. Requests for transcripts to show end of current session’s work are held until all grades are recorded.

Transcripts from other institutions that have been presented for admission become part of the student’s permanent academic file and are not returned or copied for distribution. Students desiring transcripts covering work attempted elsewhere should request them from the appropriate institutions.

Students should make their requests at the Office of the Registrar. Service requests are generally processed within 3-5 working days after receipt of request. The transcript processing fee is $5 per copy. Transcripts will not be issued when a student has outstanding financial obligations to the university. In this case, the student will be notified by the Student Accounts Office.

Change of Address
Newly matriculated students and current students should notify the Office of the Registrar immediately of any change in their addresses or those of their parents or guardians. The university assumes no responsibility for materials sent through the mail not received.

How to Contact Us
Academic records inquiries and change of address or name inquiries should be directed to:

Office of the Registrar
Founders Hall Second Floor
1 University Drive
Aliso Viejo, CA 92656
Telephone (949) 480-4376
Fax: (949) 480-4151
E-mail: pluonglewis@soka.edu
Privacy of Student Records

The university maintains records relating to students for various academic purposes in compliance with the Family Educational Rights and Privacy Act of 1974. Annually, Soka University of America informs students of the Act (FERPA), which afford students certain rights with respect to their education records. These rights are:

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. Students should submit to the Registrar’s Office written requests that identify the record(s) they wish to inspect. The Registrar 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 Registrar’s Office, the student shall be advised 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 is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Soka University decides not to amend the record as requested by the student, the student shall be notified of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or
support staff position (including law enforcement unit and health staff); a person or company with whom Soka University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; 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 responsibility. As allowed within FERPA guidelines, Soka University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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, S.W.
   Washington, DC 20202-4605

At its discretion, Soka University may release Directory Information to parties outside the university in accordance with the provisions of the Family Education Rights and Privacy Act.

Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Soka University includes the following: student name, campus address, permanent address, local address, e-mail address, telephone number, dates of attendance, degrees and awards received, field of study, dean’s list, photograph, participation in officially recognized activities and sports, height and weight of members of athletic teams, full-time/part-time status, and date of birth.
Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. The initial request must be filed during the first two weeks of the Fall Session. Requests for non-disclosure will be honored by the university for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Registrar’s Office within the first two weeks of the Fall Session.

A unique aspect of Soka University of America’s undergraduate curriculum is the requirement that each student during his/her junior year participate in a semester of study abroad and international internships for which he/she will receive academic credit. The study abroad and internship experience will occur in a country in which the student’s language of study at SUA is the principle language spoken. Study abroad will take place in a classroom environment within a university of recognized quality. International internships, as part of study abroad components, will provide the student with the opportunity to meet, work closely and build networks with people of another culture and language. The Office of Study Abroad and International Internships (SAII) is located in Gandhi Hall room 319. For questions, contact SAII at 480-4159 or 4127.
The Daisaku and Kaneko Ikeda Library is named after the founders of Soka University of America (SUA). The mission of the library is to offer student-centered library services in support of SUA’s mission. The Ikeda library strives to meet the information needs of the SUA community by providing academic resources in various formats alongside personal reference services and information literacy instruction.

Nine library staff members, including four librarians, are dedicated to connecting all library patrons to the information they need. The Reference Desk is always staffed during daily hours of operation.

Although constantly increasing its resources, the library currently provides over 82,100 print books, 49,200 electronic books (e-books), 350 paper journals, 2,000 VHS/DVDs, 400 Music CDs, and 20,200 full-text electronic periodicals included in 80 databases. By working with the faculty, SUA librarians develop collections that meet the needs of the campus community.

The library’s interlibrary loan (ILL) service provides the campus community with the means to access material far beyond the stone walls of the library. ILL staff members provide services that grant the SUA community access to other university libraries’ collections.

As a highly electronic oriented environment, the library offers a multitude of ports permitting students to plug in their laptops wherever convenient. While there are quiet spots for individual study, five group study rooms are also available. In addition, there are two 24-hour study rooms on the second/main and fourth floors. These rooms are accessible to students at all times.
Information literacy instruction is imbedded within the required first and third-year communication classes. Information literacy instruction sessions, provided by the Reference/Instruction Librarian, impart not only skills needed to succeed in academia, but also instill in the students the ability for self-directed lifelong learning.

When in need of help, come in person to the library or contact a librarian at library@soka.edu/ext. 4105. For more information about the library’s services and collections, please visit the website at http://ikedalibrary.soka.edu.

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The University Writing Center

The University Writing Center, staffed by professionals with graduate degrees and teaching experience, provides a range of services to students, from workshops on thesis statements and sentence structure, personal statement workshops and grant-writing workshops, to individualized tutoring. We also offer appointments for faculty members working on their writing projects. Students may drop in for tutoring, or they may schedule an appointment with one of the writing specialists using our online appointment system. Faculty members should contact the Center’s Director or the Director’s Assistant to make appointments. Workshops are announced in advance, and students may sign up on a first-come, first-served basis. Specialized tutoring for Capstone writing projects is also offered in the Writing Center.

Writing Program and university policy require all faculty to put their writing assignments in written form. Center policy requires students bring a copy of the writing assignments along with a draft of their paper for all tutoring sessions. During the session, a writing specialist will go over assignment and look at the draft and help the student by offering suggestions for revision. Note that writing specialists do not edit or correct student papers. Instead, they ask questions that
help students discover on their own how to make a paper better, or they point out common mistakes that need to be corrected.

For more information about the University Writing Center, call 949-480-4060.

What does Soka (value creation) mean?
Value creation is the capacity to find meaning, to enhance your own existence and to contribute to the well being of others under any circumstances. Tsunesaburo Makiguchi, the Japanese educator whose writings inspired the concept of Soka education, believed that individuals have the unique ability to create value and that education should guide us towards that end.

Logo
SUA’s logo depicts the nib of a pen flanked by the wings of a legendary Chinese bird that can fly great distances and that comes to earth only where there is something precious. The pen represents wisdom and the wings symbolize the ability to put knowledge and wisdom into the service of humanity.

University Colors
SUA’s colors are royal blue, white and gold.

Mascot
SUA’s official mascot is the lion, a symbol of courage and strength. The Chinese characters for Lion can individually be interpreted as "mentor" and "student" – an appropriate symbol for SUA as we look forward to nurturing each student’s potential.
Opportunities exist to become actively involved in campus life. Students interested in governance, might consider involvement with the Residence Hall Association or the Soka Student Union. If interests lie in other student-based activities, consider working on the student newspaper, *The Pearl*, or join one of the many existing clubs on campus. Many of these activities will not only offer interactions with other students but will also afford students opportunities to work with faculty and staff. By getting involved, students will be able to develop friendships as well as learn many important skills such as teamwork, communication and leadership.

**2011-2012 Undergraduate Student Government**

The Soka Student Union (SSU) is the undergraduate student body of Soka University. Every undergraduate student at the university is a member of SSU. As a governing body, SSU is composed of voting members. SSU provides the student-body with activities and a forum to discuss school issues. SSU plays a leading role with clubs and organizations. SSU also administers grants awarded to individual students and/or student groups to assist projects. The elected officers will assist in the facilitation of student elections, manage the budget for student activities and represent the student body in university governance committees.

President: Leonardo “Leo” Saito  
Vice President: Keiko “Keiks” Yoshioka  
Secretary: Andrea “Andy” Perez  
Treasurer: Seika Matsuoka  
Attorney General: Agnes Conrad
**University Governance – Undergraduate Program**

In given circumstances, students can play a critical role in determining and upholding the policies of the university. The following are established university-wide committees which consist of faculty, staff and student representatives:

**University Life Committee (ULC):** The ULC makes policy recommendations to the President on those issues that affect campus life and the SUA community as a whole. The committee convenes periodically to deal with those issues that require discussion and coordination across various programs and areas. The committee is chaired by the Dean of Students. The president and vice-president of the Soka Student Union serve on this committee together with representative staff and faculty.

**Conduct & Resolution Board:** If a student is held responsible for violating the Student Code of Conduct by the Coordinator of Student Conduct & Resolution or the Dean of Students and disagrees with it, he/she may choose to go through the Appeals Process by requesting the Student Conduct & Resolution Board to re-hear the case. The Student Conduct & Resolution Board, convened by the Dean of Students, is made up of two students elected by peers, two professional staff and two faculty members appointed by the President of the University. One professional staff or faculty member will be appointed as a Chairperson. The Chairperson is a non-voting member except in the event of a tie vote. The Student Conduct & Resolution Board appointments are for a one-year term for students and a two-year term for faculty/staff.

**International Festival Committee:** The university hosts in May of every year an International Festival attracting thousands of local participants to a day of multicultural performances, food, and other activities. Student volunteers work alongside staff and faculty to plan and organize this large-scale community event. For any questions, contact one of your elected officers of the Soka Student Union or the Office of Student Affairs.
Club Senate
Club Senate was formed by the Soka Student Union to serve as a resource to all official clubs on campus. Club Senate will address official clubs’ needs and provide forums for those organizations to interact together.

Student Clubs
There are a variety of campus clubs at SUA. Join a club or establish one. Clubs and organizations must be registered with the Office of Student Activities.

The following conditions apply:

- The group must have a minimum of 5 members, membership composed of registered Soka University of America students.
- The group must have a staff or faculty advisor who will serve to advise the group on University rules and regulations, attend meetings, supervise the financial transactions and provide guidance to the group.
- The group must have a constitution and by-laws, approved by Club Senate. Sample constitutions and by-laws are available at the Office of Student Activities to assist student groups in creating their own constitution and by-laws.
- The group must complete and submit a Student Organization Recognition/Registration Form, which identifies the club’s purpose and objectives to be filed each academic year for official status.
- Groups that have completed their Student Organization Recognition/Registration Form will have official status for the academic year. New clubs must complete the Student Organization Recognition/Registration Form for the following spring term.

Registered groups will have the following benefits:

a. Reserve available academic year and summer storage in Student Affairs
b. Ability to reserve rooms for events
c. Requisition for University club funds (Allocation based on registration term during the academic year)
d. Designated signage area
e. Club profile on Soka website
f. SUA website space for club information (Angel account)
g. Qualify for a campus award

For further information about student clubs and organization, contact the Office of Student Activities at 480-4250.

Reserving Facilities and Campus Space
Registered clubs and campus organizations may secure indoor and outdoor facilities for events. Official clubs and organizations seeking to reserve specific facilities should contact the Office of Student Activities for further information at 480-4250.
The Office of Student Activities serves to provide opportunities of involvement to inspire students to become active members of the campus and the community. Working in collaboration with other departments and student organizations, the Office of Student Activities offers a wide array of educational, cultural, teambuilding, service learning, social and recreational programming that foster student learning and development.

The Office of Student Activities supports Club Senate which connects students to approximately 40 broadly focused student organizations ranging from the arts, sports, literary/journalism, cultural, environmental and political. The Office of Student Activities works closely with student groups in planning organizational activities to include providing access to advertising materials.

The Office of Student Activities is located within Student Affairs on the 3rd floor of the Ikeda Library - the place where many campus-wide events including multicultural events and other diversity-focused programs, special lectures, and meetings occur.
A Glance at 2011-2012 Events

The Festivals: In celebration of art as it is expressed through film, poetry and music, our annual festivities will include the Poetry Festival and Music Festival. These are incredible events you won’t want to miss!

The Excursions: Whether it’s snowboarding at Big Bear, hitting thrill rides with friends at local amusement parks, or catching the latest touring Broadway musical, Student Affairs offers great off campus activities throughout the year. The department also offers Cultural Excursions and day trips to cultural enclaves such as Little Tokyo, Little Saigon, Chinatown and other local communities.

The ASB: An alternative break during the Spring Break period for students to become involved as volunteers in community-based service projects and to learn about a variety of human issues such as literacy, poverty, racism, hunger, homelessness and the environment. The trip is a complete immersion into diverse environments which enable students to experience, discuss, and understand complex social issues.

For specific event and activity dates, refer to the Portal calendar.
Residential Life is notably one of the most distinctive experiences for students at SUA. The residential program seeks to foster an environment conducive to the development of, and an appreciation for, multicultural perspectives, and to support a living environment where residents are enabled to develop meaningful relationships with a diverse population.

Unlike a “dormitory” offering primarily sleep quarters, the residence halls are a dynamic environment offering living and learning opportunities for residents to share intellectual and educational goals and grow through community engagement, interpersonal relationships and social interaction within a diverse community. The Residence Life staff work closely with residents to assist in providing the best living experience.

As community citizens, residents are encouraged to get involved in their residence halls by engaging in community activities, residential gatherings and hall governance.

This student-centered environment allows residents to propose policies and coordinate community-wide events through the Soka Residents Council (SOKARC). The Residents Council is a student-run organization whose purpose is to represent and act on behalf of the views and needs of students living within the Soka residential community. The primary goal of the SOKARC is to foster community development within each residence hall. SOKARC works to maximize student representation and involvement.

Undergraduate students are required to live on campus, however, individuals who desire to live off campus may petition the Office of Residential Life in the Office of Student Affairs prior to the beginning of a semester.
At SUA, learning continues outside the classroom within the residential environment. Residential Life provides programs and activities according to a Residential Curriculum meant to broaden a student’s learning experience on campus. This approach focuses on partnerships among faculty and student affairs educators in order to provide integrated learning opportunities for residents that compliments and supports academic scholarship.

The Residential Curriculum is intended to incorporate academic learning and advance student development through specialized programs which enhance learning and fosters the development of global citizens.

**Four Areas** of focus:

- Community Building/Student Development Programs
- Community Service Programs
- Faculty In Residence Programs
- Scholar’s Peak Community

For further information consult the Residence Life Guide or contact Michelle Hobby-Mears, Director of Residential Life at 480-4134.
One of the biggest concerns many college students face is identifying their career and/or graduate school goals. Soka’s Career Services Office is committed to promoting student success by providing a broad range of innovative services that address the needs of our students. We are committed to contributing to the broader academic mission of the university through our services, resources, and program.

Soka’s Career Services Center places priority on the following values as it pursues its mission by fostering:

- A commitment to the ethical standards of the counseling profession
- Interpersonal respect at all levels
- Innovation and creativity in the services we offer
- Reinforcement of student responsibility, self direction, and decision-making skills
- Responsiveness to the developmental growth and changing needs of students

For Career Planning, we offer:

- Private, individual career counseling sessions which addresses the individual career needs of the student
- Different self assessments to identify interests, personality, skills & values
- A Career Services Library which features current information on various career options, job hunting strategies, company information, and much more
- Career Workshops covering topics such as “What Can I Do With A Liberal Arts Degree” to “Resume Writing” and “Networking”
- Mock interviews
- Job search web links
- Employer Presentations and Information Sessions
For undergraduate students preparing for graduate studies, we offer:

- A Career Services Library which features up to date information on international and domestic graduate school programs, tips on writing personal statement, and information on the graduate school entrance exams
- Graduate School Practice Exams sponsored by The Princeton Review
- Graduate school workshops covering topics such as "How to Apply to Graduate School," “How to Write a Winning Personal Statement," and much more!

For job postings and additional career information, go to Facebook. Start planning now by making an appointment with Jennifer Cunningham at 480-4191.

Internships, Community and Volunteer Services

Within the Department of Student Affairs resides an Office of Internships, Community Service and Volunteer programs that can provide students with a wide variety of opportunities for practical experiences that can enhance their academic learning.

Working individually with interested students, this office assists students to develop and execute a plan that could lead to an internship and/or volunteer opportunities. There are many possibilities that students can explore in their pursuit of internship/volunteer experiences. Student can intern within a specific chosen field, volunteer in a wide range of activities or provide community services. Possibilities include fields in education, health, legal, politics, arts and philanthropy to name a few.
These opportunities can help students to discover their areas of interest and help them in identifying their future career goals. They can also enhance and strengthen their resumes. Finally, students can explore what it means to become global citizens by contributing to our local community.

Call Andy Marcos for an appointment at 480-4140 or stop by Student Affairs, Office 305.

For many undergraduate students, coming to SUA may be the first time away from home or even away from their home countries. This may cause some students to experience personal, academic and/or social difficulties. For some students, relationship problems between roommates and other issues related to living on campus may arise.

To assist students in coping with the various problems they may encounter, the Counselor will provide direct personal and group counseling on important issues such as establishing and maintaining relationships, coping with anxiety and depression, handling changing relationships with parents and other family members, dealing with losses and working to meet new academic demands. The Counselor will also assist international students in adjusting to life in the United States.

The Counselor’s office is located in Student Affairs. For additional information, contact Anhthu Dang at 480-4192.
To ensure students stay healthy and they make educated decisions regarding their bodies, SUA’s on-campus health care services located on the top floor of the Student Center will provide preventative services, treatment of health issues, and provide appropriate referrals when necessary. Health Services will also support any outreach and educational programs to enhance the wellness of the entire campus. To contact Health Services, call 480-4143.

Health Insurance
All SUA students are required to be covered by a health insurance plan. SUA offers health insurance through HealthNet. All International students are required to purchase SUA health insurance. Domestic students may waive the health insurance fee by submitting a waiver, and showing proof of insurance with a copy of their insurance card.
Meeting the costs of higher education represents a significant investment for most families. At Soka University of America, however, we are committed to providing comprehensive merit and need-based financial aid programs that make it possible for admitted students who meet specific requirements and deadlines to attend Soka University. Most important, Soka University admits students without regards to their ability to pay. Soka University’s need-blind admission policy means that student financial aid status will not affect his or her possible admission to the university.

Students are able to check the status of their financial aid package, accept/decline financial aid or view their financial aid anytime by logging into PeopleSoft and using SA Self Service.

For additional information related to financial aid, or to obtain forms, contact either Chris Brown at 480-4048 or Cindy Cohen at 480-4042. For more information on financial aid and deadlines, please visit our website at www.soka.edu or you can e-mail us at financialaid@soka.edu. You may also visit the Financial Aid Office located on the second floor of Founders Hall, Monday through Friday 9:00am-5:00pm.
All matters relating to immigration are handled through the Office of International Student Services, which is located in the Office of Enrollment Services on the second floor of Founders Hall. The International Office is committed to providing students the opportunity to better understand and seek counsel relative to the rights and benefits of those holding student visas.

All incoming students who are not U.S. citizens are required to make an appointment to meet with the Manager of the International Office before the end of the fourth week of classes. Students are asked to bring their passport and Form I-20 to the meeting. As a student holding F-1 status it is important that you become familiar with specific immigration regulations. Meeting the Manager of the International Office assists students in understanding the do’s and don’ts of F-1 status.

The Office of International Student Services is responsible for advising on the following immigration matters:

a. Maintaining F-1 status
b. Extending Form I-20 to complete a course of study
c. Violations of F-1 status
d. Reinstatement to F-1 status
e. Employment in F-1 status
f. Optional Practical Training
g. Visits abroad and re-entry in F-1 status
h. Completion of F-1 studies

For questions or to make an appointment, contact Margaret Kasahara at 480-4135 or via e-mail at mkasahara@soka.edu.
The new Soka Performing Arts Center features a 1,000 seat concert hall with state of the art acoustics designed by Yasuhisa Toyota, designer of Walt Disney Concert Hall and Suntory Hall in Tokyo. The adjacent Mandela Hall academic building features a Black Box Theatre with capacity of 150 and a Dance studio.

The Soka Performing Arts Center is located behind Founders Hall. For more information about the Center, contact David Palmer at dpalmer@soka.edu or 949-480-4380.

**Bookstore**

Whether books, spirit items, gifts, school supplies, or sundries are needed, students will be able to acquire the most necessary items at the SUA bookstore located in the Student Center. The bookstore hours are Monday through Friday 10:30am to 5:30pm. To contact the bookstore, call 480-4360.

**Game Room**

If students want to take a break in between classes or just hang out, they can go to the Game Room, get a cup of coffee and shoot a game of pool, watch TV or just relax on one of the comfortable sofas. This is a space for students to relax and interact. The Game Room is operated by the Soka Student Union and is open 24 hours.
SUA understands the importance of dining as the total experience of living on campus. Partnering with Bon Appétit, SUA provides a unique style of restaurant quality food service to the campus. The Bistro dining hall offers a variety of menus including international cuisine. The SoKafé, our coffee house located on the 3rd floor of the Student Center serves beverages and snacks.

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Dining Services

**Bistro Hours of Operation**
**Monday – Friday**
- Breakfast: 7:30 am - 9:30 am
- Lunch: 11:30 am - 1:30 pm
- Dinner: 5:30 pm - 7:30 pm

**Saturday/ Sunday/ holidays**
- Brunch: 10:30 am - 12:30 pm
- Dinner: 5:00 pm - 7:00 pm

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SoKafé Hours of Operation
**Monday – Friday**
- 9:30am – 10:15am
- 2:00 pm - 5:00 pm
- 7:00 pm – 11:00 pm

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Mail Services

The Mail Center is located across from the Bookstore in the Student Center. The Mail Center provides the service of receiving and shipping of mail. Mail slots for posted outgoing mail are available. Each student will be assigned to a mailbox. Mail Center operation will be conducted Monday thru Friday except holidays. During the academic year, the service window will open from 9:00 am-3:30 pm for the pickup of packages, and mailing services. To ensure that your mail and packages reach you and are delivered in a timely manner, it is necessary that your UNIT # be included in your address as follows:

**Your Name**
1 University Drive Unit #
Aliso Viejo, California 92656-8081

Any questions, please contact the Mail Center at ext. 4200 or e-mail mailcenter@soka.edu.
Shuttle Service

For those students who may not have their own transportation, shuttle service will be available. This shuttle service will provide transportation to and from the university to Aliso Viejo Town Center, shopping malls near the campus, nearby parks, the beach and other entertainment spots around town. The shuttle will run longer hours on weekends to accommodate students' needs to go off campus after a week of classes. The steps, at Gandhi Hall, are the pickup point for shuttle services. The shuttle schedule is posted on SUA Portal. For questions related to shuttle service, contact Cliff Mosher at cmo@soka.edu, ext 4235 or 798-9961 or you can call the driver at 322-2136.

Intercollegiate Athletics & Recreation

Fitness
Soka University Recreation and Fitness (SURF) programming has taken innovative steps to give instruction and leadership in the area of personal fitness. Each of our facilities are available to the self-starter, but SURF also provides variety classes in Yoga, kickboxing, weight and cardio training, hiking for fitness, women-only training, Fitness Bootcamp and many others. All programming is free-of-charge and open to the entire SUA community.

Intramurals
For those with a more competitive bent, Intramural Sports are played throughout the academic year. Leagues and tournaments in team sports like soccer, volleyball, basketball, and flag football. Watch for co-ed innertube water polo and Soka Mini-golf, too!
Outdoor Adventure Series
Hiking, rock climbing, kayaking/paddle board, sailing and surfing. SUA finds itself surrounded by chances to participate in the best outdoor lifestyle in the world. Each of these recreational and sports opportunities are located within a 20 minute drive from campus, and SURF-sponsored instructional programs are sponsored each quarter of the academic year.

Athletics
Intercollegiate competition came to SUA for the first time in the Fall of 2004. Men’s and Women’s teams in Swimming & Diving, Track & Field, Soccer and Cross Country represent the University in competition against some of the finest athletes and university programs in the world. Head Coaches Marine Cano (soccer) Robin Freeman (track and cross country) and Adam Crossen (swimming) lead a coaching staff among the finest in the country. All students are welcome to participate, as Athletics is dedicated to adding to the collegiate experience for all students.

Facilities
With state-of-the-art facilities, Soka University Recreation & Fitness (SURF) provides extensive opportunity to those who want to begin or continue a healthy, active lifestyle. The Recreation Center and housing areas include basketball and volleyball courts, as well as weight rooms, cardio halls, exercise rooms and a core training center. Additional amenities include racquetball and squash courts and equipment check-out. A 50-meter pool, tennis courts, fields and track afford additional fitness and recreational options.

For more information, see Athletics & Recreation on SUA Portal or contact Michael Moore at 480-4155.
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<thead>
<tr>
<th>Block, Fall &amp; Spring Academic Terms</th>
<th>Monday - Friday</th>
<th>Saturday &amp; Sunday</th>
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<td>Racquetball &amp; Squash</td>
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The use of equipment and facilities is one of several opportunities available to students in the area of Soka University Recreation and Fitness (SURF). Equipment is available in the form of large items (weight room and cardio machines, volleyball standards, etc.) that remain in the facility, or smaller portable item (balls, bats, golf, Frisbees, etc.) that can be used either on- or off-campus. A list of available equipment is on SUA Portal. Equipment is issued for 24 hours and must be returned on-time. Users returning equipment after this period, or if the equipment is lost or damaged, are subject to fines or replacement fees. For more information, see Athletics & Recreation on SUA Portal.
Information Technology Services
Information Technology Services (ITS) provides technical support and training to meet the varied needs of a small liberal arts college environment. The primary areas of responsibility include computer support, instructional technology services, multi-media systems, and the central administrative data systems. All computers on campus are connected via a high-speed data network and provide electronic mail service, shared file storage, and a home for a variety of database systems. SUA’s local area network is connected to the Internet and provides all campus users and classrooms with high-speed access to a multitude of web-based sources. The Information Technology Department team offers computer workshops, user training, documentation, a computing help desk, and training of student assistants.

Instructional Support
Upon arrival, each student receives a laptop computer after completing a hands-on training session. Web access to each course of instruction at SUA provides important information about the course, e-mail access between students and instructor, and a placeholder for as many course-related references as the instructor desires.

Teaching/learning spaces consist of classrooms, labs, seminar rooms, and learning clusters, and each has a large number of data connections as well as built-in data projection systems. Many of these systems have touch-panel controls that enable the instructor to select from a variety of input sources (Computer, Cable TV, VCR/DVD and auxiliary inputs) and manipulate controls from a single location. Information Technology Department offers faculty training in standard and multimedia applications as well as support from an instructional technologist.
There are multimedia workspaces for the creation of teaching materials.

SUA operates a student computing lab with state of the art video editing bays and video editing software. Our student labs are also equipped with color printing and large poster production equipment.

**Audio-Visual/Multi-Media Services**

The SUA campus has a large number of sophisticated presentation systems, video/data projection, sound amplification, and lighting controls managed by a single touch-screen panel. Most systems include playback options for Cable TV, VHS tape, CD/DVD, as well as auxiliary inputs for other types of multi-media content.

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**Facility Services**

Facility Services Management is responsible for the maintenance, repair and operation of Soka University. The Facility Services staff provides a number of services including electrical, heating and air conditioning, painting, carpentry, custodial, ID and key card access, shipping and receiving and mail services. Please contact the Service Desk at 480-4099 to report an emergency condition or to request attention to a matter, please submit a request via the intranet site (SUA Portal).

**Campus Recycling Program**

Campus citizens are encouraged to participate in SUA’s recycling program. The materials recycled are: aluminum, plastic, cardboard, and paper. Look for the appropriate recycling receptacles around the campus and within campus buildings.

**Campus “One Card” System**

In addition to providing access to rooms on campus, the campus I.D. card also acts as a debit card to allow
purchase from campus vendors and machines as well as enabling access to food services in the dining hall. The college card system is administered by the Campus Facilities and Operations and Student Financial Departments.

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### Environmental Health & Safety

In coordination with Facilities Operations, EH&S develops and implements programs to create and maintain a safe and healthy learning environment. To minimize the potential risk for accidents/injuries, the EH&S Facilities Inspection Team (FIT) promptly reacts to reported unsafe conditions and also performs scheduled facility visits. The university community is also encouraged to immediately report unsafe conditions. Safety Training is another service developed to accommodate the workplace and students’ recreational pursuits. EH&S is also responsible for university compliance with Federal, State and local government EPA, OSHA, wastewater and air quality regulations.

To report any unsafe conditions, please contact Cliff Mosher at 480-4235 or cmo@soka.edu with all the pertinent information.

### Car Wash

SUA is located close to the ocean and environmental pollution is always a concern. So to be 'Good Citizens' and be in compliance with Moulton Niguel Water Contribution Restrictions, the following procedures must be followed:

The Wash Bay located in the Maintenance area. The hours of car washing are Monday thru Friday except holidays – 8:00am to 5:00pm. Access to the Wash Bay is restricted and visitors are not permitted to use the facility. A one card will be at the Main Gate for access convenience.
The Car Washing Bay usage procedures are as follows:

1. Security will maintain a log to document use. Access Card will be signed out and returned to Security when finished. (Note: The person with card is responsible even if someone else drives up).

2. All washing is restricted to inside the wash bay over the drain. (It is against Moulton Niguel Water District Policy to allow any soaps, grease, oils, cleaners to enter the Storm Drain System outside of this immediate area)

3. Person(s) using the Wash Rack are responsible for their own soap, buckets, brushes, rags, towels, vacuums etc. (SUA will provide the hose and water)

Individuals using the Wash Bay facility are responsible for the following:

- Clean up after use (no trash or debris left on floor)
- Make sure door is secure when you leave the facility (turn off lights and water)
- Return Access Card to Security at Main Gate and report any problems with the facility.

We encourage all campus community citizens to use the Wash Bay but we also caution that we have to be extremely careful with the operation and make sure all water enters the drain and is filtered thru the installed grease trap.

Student club sponsored car washes which are open to the public, require the club to secure a city permit. For more information, contact Cliff Mosher at 480-4235.
Personal finances: Students will have an opportunity to set up his or her own personal banking account to manage their personal finances through a credit union.

The following other campus options will be available:

- Automated Teller Machine (ATM)
- Bank representatives may come to campus to assist students in setting up personal bank accounts for checking and ATM access.

Student Accounts: Financial accounts for tuition, room and board, card deposits and other charges will be arranged for each student as part of their enrollment. Payment of these accounts will be monitored by Finance and the Student Accounts to assure there is no interruption in a student’s enrollment.

Miscellaneous payments (incidentals): Fees, charges and penalties may arise. When these incidents occur, fees should be paid promptly in the Student Accounts office.

HR & Student Employment

There are part time positions available on campus. Various departments will post job openings and will receive applications from interested students. Human Resources (HR) will assist students by providing information on employment as well as assist students in filling out necessary paperwork. HR also periodically receives information about available jobs off campus within the local community.

HR posts all such positions on SUA Portal at and also on the bulletin board in the HR area. Contact HR by e-mail at jobs@soka.edu, extension 4168 or visit them on the third floor of Founders Hall.
The function of the campus security team is to maintain a safe and secure environment as much as possible for everyone on the campus grounds. In order to maintain the highest level of security, the following needs to be observed:

- In any campus emergency, follow the instructions given by campus security officers including emergency building evacuations, fire alarms or other matters where security is involved.

- All campus road signs as it relates to speed, parking or stopping. ALL California State Traffic Laws apply to everyone on campus.

- Immediately report to security, extension 4117, any observations of alterations, tampering with or malfunction of:
  - Campus entrances and perimeter
  - Parking lot code blue stations
  - Electronic access control readers
  - Door hardware and closing mechanisms
  - External security doors propped in an open position
  - Glass breakage devices - positioned above windows
  - Security cameras and motion detectors
  - Intercom systems

Your cooperation is essential in making and keeping the campus secure. For questions or assistance, contact Cliff Mosher, the Director of Security/Safety at 480-4235 or contact campus security at 480-4117.
Under the federal Jeanne Clery Act, colleges and universities have to disclose important campus crime safety information. Crime statistics are available on the Soka website. Additional security information, including disclosures about what the school does to keep the campus safe, is available upon request from the Director of Security/Safety at 480-4235.

Lost & Found

Lost and Found is located in the Campus Security Office in the Student Center on the first floor. For assistance call extension 4117.
The following are University policies. If you have any questions related to any of them, please contact the Office of the Dean of Students.

**Accommodation for Persons with a Disability**

Soka University of America (SUA) is committed to ensuring equal treatment, educational opportunity and human dignity for students with learning, physical/medical, and psychological/psychiatric disabilities. SUA is committed to providing reasonable and appropriate accommodations to otherwise qualified students with disabilities. These accommodations include academic adjustment and auxiliary aides necessary to ensure access to the University’s overall education program in accordance with Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and ADA Amendments Acts of 2008.

Whenever the need for a special accommodation or auxiliary aid is necessary, the department/area responsible for the program or service will work with the Office of Student Services to ensure that reasonable accommodations are made. Nevertheless, an academic unit is not required to fundamentally alter the nature of its academic program in order to accommodate students.

The student is presumed to have independent living skills sufficient to provide for his/her personal needs on campus. If this is not the case, the student must, at their own expense, employ a personal attendant or mobility aide. Students requiring specialized medical care beyond that ordinarily offered through the Student Health Center must be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.
It is the student’s responsibility to provide diagnosis and supporting documentation to establish the severity of his/her condition and the implications on major life activities. Upon receipt of relevant documentation and assessment data, the student shall receive reasonable and necessary accommodation, including adjustments and aids.

The ADA defines an individual with a disability as a person who
(1) has a physical or mental impairment that substantially limits one or more of the major life activities of that person,
(2) has a record of such an impairment, or
(3) is regarded as having such an impairment.

Major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**Requesting Services and Accommodations**

Students requesting services or accommodations must self-identify and make an appointment with the Office of Student Services. Students who request accommodations and/or services of other faculty and staff are to be referred to Student Services.

Office of Student Services will then evaluate all requested accommodation and services. Factors involved in the evaluation of the request include the nature of the person’s disability, the impact of such condition upon various aspects of the student’s life (academic, social, access issues, etc.), and the type and extent of the requested accommodation. Students requesting accommodations and services are responsible for providing appropriate documentation.
Student Services reserves the right to contact appropriate faculty and staff to discuss requests.

Procedures for requesting services and accommodations:

1. Students must make an appointment with the Office of Student Services and provide documentation of an eligible condition. The eligible condition must have been verified by an appropriate professional and/or physician within the last three years. Students applying specifically for Learning Disability services must provide an assessment conducted by a certified L.D. Specialist, qualifying the student for support services.

2. Students who are approved for academic accommodations, will receive professor notification letters from the Dean of Students to take to their professors. These letters will clearly state the recommended accommodations for each specific course. Clinical information about students will not appear in these letters.

3. Students responsible for presenting the accommodation letter to the faculty member, and are expected to discuss the implementation of the accommodations with their professor. For example, if a student is eligible for extended time on examinations in a separate distraction-reduced environment, the professor and student should discuss the arrangements for taking examinations under these conditions. Professors are encouraged to contact Student Services with any questions or concerns regarding accommodations.
Syllabi Notification (For Faculty)
Faculty are requested to include the following statement in their syllabi:

“Student desiring accommodations on the basis of physical, learning, or psychological disability for this class are to contact the Office of Student Services. Student Services is located in Student Affairs.”

Temporary Accommodations
Students may be approved for temporary accommodations at the discretion of the Office of Student Services. In most cases, students will have submitted some form of clinical documentation prior to receiving temporary accommodations. Temporary accommodations may also be implemented to assist students with short-term physical or psychological impairments (e.g. broken limb, Adjustment Disorder). Temporary accommodations will generally not exceed one academic semester.

Academic Accommodations and Support Services
Office of Student Services will identify and provide appropriate accommodations upon receiving appropriate documentation and meeting with the students on an individual basis, or as the case may be, make a request to the faculty to provide such accommodation for the student.

Accommodations may include:

- Alternative testing arrangements (additional time, oral responses, use of reader and/or scribe, enlarged print and etc.) for eligible students. If student needs the Office of Student Services to coordinate with the instructor on specific test administration, arrangements should be made with the Office of Student Services at least three working days prior to the scheduled test in order to ensure staff availability.
- Reader services to visually impaired students. Students who have a documented learning disability
may also qualify for Reader services with proper documentation.

- Counseling services for personal situations which may impact the student’s ability to succeed in college.
- Copy services for text in large print.
- An orientation to the campus prior to the start of classes.
- Priority registration before the general student population registers.
- Paid notetakers upon request when student’s disability requires such a service. (Having a notetaker is NOT a substitute for attending class. Note taking services during a student absence will be provided only when the absence is directly related to the disability and has been arranged in advance with the faculty member and Student Services.)
- Transportation services during regularly scheduled shuttle hours by coordinating with the Director of Security and Safety.
- Maps clearly identifying elevators, parking for disabled and accessible restroom locations available in the Office of Student Services and Administrative offices.
- Ample and conveniently located parking spaces for disabled in each of its parking lots.

The university is not required to provide accommodations which are fundamental alterations of academic requirements. The student should understand that the accommodations approved at Soka University of America are considered reasonable for certain classes or educational settings at this university and may not apply to other institutions.

**Student Rights and Responsibilities**

To ensure appropriate accommodations are met, it’s important for students to understand their rights and responsibilities.
Students have the right to:

- Voluntarily work with Student Services.
- Not be precluded from participating in any other course, program or activity offered by the university or from receiving basic accommodations required by state and federal law.
- Receive a copy of Disability Services Policies & Procedures.
- Privacy where all records maintained by Student Services personnel pertaining to the disability(s) be protected from disclosure and be subject to all other requirements for handling of student records.

Students have the responsibilities to:

- Provide Student Services with the necessary information, documentation and/or forms (medical, educational, etc.) to verify his/her disability.
- Make an appointment with the Office of Student Services each year to update any changes in accommodation needs.
- Assume personal responsibility for taking any medications.
- Notify instructors when unable to attend class.
- Provide attendant care if that is necessary. This service cannot be provided by Student Services staff.
Transitioning from High School to University

Students with disabilities often face greater transitional changes at the post-secondary level than their peers. The following are some key differences between high school and university that students with disability should know.

<table>
<thead>
<tr>
<th></th>
<th>High School</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Legislation</td>
<td>Individuals with Disabilities Education Act (IDEA) and Section 504 of the</td>
<td>Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990</td>
</tr>
<tr>
<td></td>
<td>Rehabilitation Act of 1973</td>
<td></td>
</tr>
<tr>
<td>Assessment</td>
<td>School conducts assessment and provides student with documentations of</td>
<td>Students must provide current documentation of disability by a qualified professional</td>
</tr>
<tr>
<td></td>
<td>disability</td>
<td></td>
</tr>
<tr>
<td>Services and Meetings</td>
<td>School initiates services and sets up meetings for student</td>
<td>Student initiates requests for services, accommodations, and meetings with university staff</td>
</tr>
<tr>
<td>Educational Goals</td>
<td>School often creates and monitors progress for students</td>
<td>Student develops and monitors own progress</td>
</tr>
<tr>
<td>Course Workload</td>
<td>May be modified</td>
<td>Will not be modified</td>
</tr>
<tr>
<td>Homework</td>
<td>May consist of one to two hours of study time per day, much of it done in</td>
<td>Student can expect to study two to three times or more than the number of</td>
</tr>
<tr>
<td></td>
<td>class</td>
<td>hours spent in class per week</td>
</tr>
<tr>
<td>Reading</td>
<td>Requirements for classes may be done with minimal outside work</td>
<td>College is a reading-intensive environment-analytical skills are required</td>
</tr>
<tr>
<td>Accommodations</td>
<td>Determined by broader educational and legal mandates</td>
<td>Determined by impact of disability, qualified individual, and essential</td>
</tr>
<tr>
<td></td>
<td></td>
<td>components of course</td>
</tr>
</tbody>
</table>

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Grievance Procedures

The purpose of a student grievance procedure is to provide a process by which student related issues may be resolved in a fair and efficient manner. The procedure is intended to achieve an equitable solution to an issue with due regard for the rights of the student, the faculty, the student body, and the University.

Students with disabilities are responsible for contacting the Office of Student Services if reasonable accommodations are not implemented in an effective or timely way. The Office of Student Services works with students with a disability to resolve disagreements regarding recommended accommodations.

Students with disabilities may file a grievance with the Dean of Students if they believe they have been discriminated against on the basis of their disability. Students may also appeal to the Dean of Students if an agreement between the faculty member, Student Services and the student cannot be reached.

How to Contact Us

Office of Student Services
Soka University of America
1 University Drive
Aliso Viejo, CA 92656
DisabilityServices@soka.edu
Tel: (949) 480-4139
Fax: (949) 480-4243
Campus Alcohol and Drug Policy

In the belief that good health provides the foundation on which citizens build contributive, value-creating lives, Soka University of America places special emphasis on the health and well being of all members of the university community. Alcohol and drug abuse, the cause of serious health problems that endanger the safety of individuals and property both on and off campus, is antithetical to this goal. It is the firm belief of the university that alcohol, while it may be legally acceptable for those 21 years and older, is not a necessary ingredient for holding a successful event. As such, the usual standard for university functions is that alcoholic beverages are not served.

Possession or consumption of alcoholic beverages on the campus of Soka University of America conforms to the laws of California and Orange County.

In summary, these laws prohibit:

- Possession, use or purchase of liquor, beer or wine by persons under 21 years of age (California Alcohol Beverage Control Act, Section 25658).
- Consumption of alcoholic beverages or possession of an open container of alcoholic beverages in a public place (Orange County Code 2-5-35).
- Sale or advertisement of sale of alcoholic beverages without a license (Business and Professions Code 23300).
- Public Drunkenness (California Penal Code 647f).
- Providing liquor, beer or wine to an underage individual (California Alcohol Beverage Control Act, Section 25658).
- Driving while under the influence of alcoholic or controlled substance (Code of State of California Vehicle Code 23152(a) and 23152(b)).
- It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. California Alcohol Beverage Control Act Section 25662.
As a TITLE IV institution receiving Federal aid, the University must comply with Federal regulations regarding illegal substances. Federal law prohibits the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance. No member of the university community shall possess or distribute an illegal drug as defined by federal laws. Such possession, distribution, or use is prohibited in any building or on any property owned or operated by the university. Possession is defined to include any area or property for which the student or employee is responsible.

Because of the considerable health risks involved in drug and alcohol use, resources are available to assist members of the Soka community in dealing with drug and alcohol abuse problems. Individuals interested in using these resources should contact the student health services or the Student Affairs Office at 480-4130. All requests and services are strictly confidential.

There may be occasions where a group sponsoring an event would request for alcohol to be made available. In such instances, the individuals sponsoring the event should follow the policies outlined below for obtaining permission to serve alcohol on university premises.

*Administrative Procedures for Obtaining Approval to Serve Alcohol on Campus*

With the exception of the Residence Hall Alcohol Policy, alcohol is prohibited on campus, unless approval is given by the Office of the Dean of Students. All individuals wishing to sponsor an event on campus where alcohol is served should contact the Office of the Dean.

The university, through designated officials, reserves the right to refuse service of alcohol to any individual at events on the campus or at university sponsored events off campus. Individuals may also be removed from campus for inappropriate behavior due to the consumption of drugs or alcohol.
In consideration of Soka University of America’s Campus Alcohol and Drug Policy, the Residence Hall Alcohol Policy is outlined below:

Residents are expected to act responsibly and be accountable for activities taking place within their living space. The consumption of intoxicating beverages is not an excuse for irresponsible behavior including signs of and manifestations of intoxication. Residents are expected to conduct themselves in a manner best reflecting the highest regard of self, others and Soka University of America. Residents are expected to adhere to state laws and regulations pertaining to alcohol. Likewise, the Residential Life staff will enforce all California state laws and regulations as expressed in this policy.

*Residence Hall Alcohol Policy*

**Alcohol-Free Halls – Designated primarily for freshmen and Extended Bridge residents**

Alcohol may not be transported, possessed, or consumed on alcohol-free designated floors and wings of Sunset Hall 380 and Sunrise Hall 300 where freshman and Extended Bridge students reside.

Students assigned to non designated floors and wings may possess alcohol in a residence hall room strictly in accordance with the California state laws and this policy. Students 21 years of age and older may NOT possess alcohol if underage students are present and may be subject to disciplinary action.

All students will be advised of the designated alcohol free areas and will sign a contract stating their understanding and adherence of these expectations, online and/or upon check in.
All Other Halls – Designated for sophomore, junior and senior students

Students in residence halls Abeona Hall 305, Horizon Hall 315, Umoja Hall 370, Aurora Hall 310, Somnus Hall 385, and Minuteman Hall 375, may possess alcohol in a residence hall room in accordance with the California state laws and this policy. (NOTE: Exceptions where alcohol is not permissible are in the following areas:

- Public areas
- Designated alcohol-free living spaces

Students may not possess alcohol in any public area of the residence hall. This includes, but is not limited to, the hallways, living rooms, exercise rooms, computer rooms, bathrooms, laundry rooms, pantry areas, multi faith rooms, and recreation areas of the residence halls.

- Transportation
  All alcoholic beverages transported into or through the residence halls must be unopened, without the original seal broken, and not easily visible.

- Student Rooms
  Use of alcoholic beverages by students may occur in residence hall student rooms and in accordance with California state laws and this policy. Students over 21 years of age may NOT possess alcohol if underage students are present in rooms.

- Containers
  Only alcohol that is contained in bottles or cans may be transported, possessed, or consumed in the designated residence halls. Other alcohol containers, including kegs and party balls (empty, full, or partially full), are strictly prohibited.

- Disposal
  Alcohol bottles and cans should be properly disposed of in the Refuse Room.
Enforcement
The Residence Life staff shall enforce all California state laws and regulations expressed in this policy. When alleged violations occur, the Residence Life staff reserves the right to approach the individual or group of individuals about the infraction in question. The staff member may pursue one or more of the following courses of action when an infraction occurs:

- Ask the individual(s) to dispose of the alcoholic beverage(s) by dumping it (them) out.
- Confiscate all alcoholic beverages
- Shut down gatherings of individuals and/or groups
- In a case of non-residents, ask the individual/group to leave the residence hall
- Call Campus Security for assistance as necessary
- An Incident Report will be completed and submitted to the Director of Residential Life and the Dean of Student Affairs for possible further disciplinary action

When a community policy is violated, there is an impact whether directly or indirectly upon the community. The enforcement of policy becomes necessary when citizens of the community operate outside of the community’s welfare.

Residence Hall Sanctions
In addition to any legal actions that local law enforcement may pursue as a result of violation of California State law, SUA may sanction as follows:

- Fines
- Counseling
- Assignments and/or community projects
- Exclusion
- Expulsion from the residence halls**
Sanctions served are intended as reminders for residents of their accountability for their actions within the residential community. The guidelines for determining sanctions are based on previous disciplinary records, the nature of the incident and the details surrounding the incident.

** Depending upon the nature of the violation, the Dean of Students may impose this sanction immediately.

Depending on the infraction, an individual may be referred to the Office of Student Conduct & Resolution where the violation becomes a Code of Conduct matter. Student Code of Conduct policy violations occurring in the residence halls are forwarded directly to the Office Student Conduct & Resolution.

Appeals Following Disciplinary Sanctions

The student resident has the right of appeal to the Director of Residential Life under Residential Life policy violations and the Dean of Students under Student Code of Conduct violations. The Dean of Students will review pertinent documents and may consult with others as needed. However, the student resident’s right of appeal does not include his or her appearance before the Dean of Students.

All appeals must occur in writing within 5 class days from receipt of disciplinary decision.

* Depending upon the nature of the violation, the Dean of Students (or the Dean of the Graduate school in cases involving graduate students) may impose this sanction immediately.
Abuse, Hazing and Violence

Direct and indirect forms of verbal and written abuse, threats, physical harassment, intimidation, or violence against another person or their property, as well as conduct that threatens the health and safety of self (including threats or attempts of suicide), will not be tolerated on the campus. Violations of this policy can result in action by the university and criminal charges.

California Hazing Law states:
Hazing is any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any college, university or other educational institution in this state;… EDUCATION CODE SECTION 32050

No student, or other person in attendance at any private college, … or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine..., or imprisonment… EDUCATION CODE SECTION 32051

Hazing of any kind will not be tolerated. If the university determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Those campus citizens responsible for harassment will be referred to the Dean of Students, or the Dean of the Graduate School in cases involving graduate students, and face appropriate disciplinary action, up to and including expulsion.

The university encourages all campus citizens to report any incidents of harassment immediately. The Federal
Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment.

**Non-Harassment Policy**
The university does not tolerate sexual harassment, and harassment based on race, religious, color, gender, national origin or ancestry, marital status, age, sexual orientation, or ability. **All such harassment is unlawful.**

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures; including but not limited to written communiqué within an online arena;
- c. Physical conduct such as assault, unwanted touching or blocking normal movement because of sex, race or any other protected basis;
- d. Threats and demands of any kind;
- e. Retaliation for having reported or threatened to report harassment.

A written complaint should be given to the Student Affairs Office, or the Graduate School Office in cases involving graduate students, as soon as possible after an incident. Complaints should include details of the incident or incidents, names of the individuals involved and names of any witnesses.
Sexual Assault Policy

Students who report violations of this policy will be given a copy of this document and advised of all options available to them. University officials will respect the student’s right to confidentiality to the extent permitted under university and legal regulations.

I. Statement of Purpose

Soka University of America (SUA) will not tolerate and prohibits rape, acquaintance rape, and sexual assault in any form. These acts are against California State Law. Rape and other sexual assaults also violate the University's policy prohibiting sexual harassment. If there is reason to believe that SUA campus regulations prohibiting sexual assaults of any kind have been violated, on or off-campus, the administration will pursue disciplinary action through the appropriate University procedures.

Sexual assault occurs with disturbing frequency among university age men and women but is very often unreported. In order to provide support for individuals reporting incidents of sexual assault and to enforce the behavioral standards critical to the University’s mission, students are encouraged to report all violations of this policy to appropriate University personnel.

The University acknowledges that rape perpetrated by someone unknown (often referred to as “stranger rape”) does occur. However, the most prevalent form of sexual assault on a university campus is between two people who know each other (often referred to as “acquaintance rape”). The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends.

Regardless of the relationship, the same institutional response and penalties apply. To clearly illustrate the
seriousness of these offenses, this policy does not differentiate the types of offenses based on the relationship between the individuals. SUA complies with its obligation to investigate and resolve concerns of harassment and/or assault, regardless of whether or not a formal complaint is filed, in order to maintain a non-discriminatory and respectful educational environment.

This policy is intended to provide more detailed information about how SUA handles sexual assault matters and is not intended to replace the SUA Student Code of Conduct or SUA Sexual Harassment Policy.

II. DEFINITION OF TERMS

SUA, as a standard for the Student Code of Conduct, defines sexual assault as follows:

A. Sexual Assault: Non-Consensual Sexual Intercourse

Sexual assault is a general term which covers a range of crimes. For the purposes of this statement by the University, “sexual assault” includes, but is not limited to rape, acquaintance rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault. Rape is generally defined as forced or nonconsensual sexual intercourse. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, while on a date; rape by multiple perpetrators (often referred to as “gang rape”), and may occur both on and off campus. Rape may be accomplished by fear, threats of harm, and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent, or is prevented from resisting, due to being intoxicated, drugged, unconscious, or asleep.
B. Sexual Harassment

Sexual harassment is a form of sex discrimination and a violation of title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment has two key categories: quid pro quo (loosely translated as “this for that”) and hostile environment. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person’s ability to study or work in an academic setting. In compliance with federal and state law, SUA defines sexual harassment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other University activity;

b. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive University environment.”
C. Sexual Exploitation

Sexual Exploitation occurs when a person takes non-consensual, unfair, 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. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in peeping tommy, and knowingly transmitting an STD or HIV to another student.

D. Consent

Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Any consent that is given is invalid when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or unconscious.
III. STATEMENT AND INTENT OF POLICY

SUA, as a standard for the Student Code of Conduct, determines the following to be its intentions for this policy:

A. California State Law

In publishing this policy the University is not intending to substitute or supersede related civil and/or criminal law. It is the policy of SUA to strongly encourage individuals to report all incidents and violations to the Office of Dean of Students or law enforcement officials and avail themselves of all the services and rights to which they are entitled.

It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. California State Law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.

B. Multiple Adjudication

A student charged with sexual assault may be prosecuted under the California Criminal Justice System and disciplined through SUA Student Conduct & Resolution process. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to University disciplinary action. University Student Conduct & Resolution procedures should be considered distinct and independent of any and all criminal procedures. Student Conduct & Resolution procedures may precede, occur simultaneously, or follow court action. In the
event that University’s Student Conduct & Resolution procedures follow court action, the court proceedings and/or verdict may be considered in the Student Conduct & Resolution proceeding. When necessary, temporary action may be taken by the University in the form of summarily suspending or summarily restricting the accused, or officially requesting no contact between the complainant and the respondent. Relocation or removal from the residence halls may also occur. Any of these measures may result in the accused student’s restricted access to the University and/or participation in University events, such as attendance at classes and residing on campus.

C. Disciplinary Action

Any student found by Office of Dean of Students to have committed sexual assault may be subject to severe disciplinary sanctions, including suspension or dismissal from the University. For information about sanctions, individuals should refer to SUA Student Code of Conduct & Resolution Process.

The University recognizes that violations of sexual assault are not the fault of the individual filing the complaint. The University intends to encourage the report of sexual assaults and therefore the University generally does not intend to hold complainants accountable for student code of conduct violations that may have occurred along with violations of sexual assault. The University administration will use discretion to ensure the rights of the complainant are preserved.
1. Rights of the Complainant

Individuals who report their experience of sexual assault to University officials may be assured that:

- All sexual assault cases will be treated seriously.
- They will be treated with dignity, respect, and in a non-judgmental manner.
- University officials will inform students of their option to notify appropriate law enforcement authorities, including on-campus security and local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual assault.
- When an incident of sexual assault, harassment or exploitation is reported, the incident will be investigated and adjudicated by appropriate criminal and/or University authorities.
- University personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime.
- University personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal proceedings.
- Individuals will be notified of available on and off-campus counseling, mental health, and psychological services, or other student services for those reporting sex offenses.
- Individuals will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.
**Student Conduct & Resolution Process:**

The complaint can be filed directly to the Dean of Students via a written statement or an appointment with the Dean of Students. Once a complaint has been submitted, the Dean of Students or a designee by the Dean will conduct intake interviews and fact-finding interviews with appropriate parties involved and follow the processes outlined in under Student Conduct & Resolution Process. Each complaint will be investigated promptly and appropriate corrective actions will be taken.

In the case the complainant decides to appeal the decision via Conduct & Resolution Board, the complainant may request reasonable accommodations be made in hearing procedures, such as special seating arrangements in the hearing room in order to conduct a fair, orderly hearing.

- S/he has the right to remain present during the entire Board hearing except during Board’s deliberations.
- S/he has the right not to have his or her sexual history discussed during the hearing.
- S/he has a right to make a “impact statement”.
- S/he has the right to be informed concurrent with notice to the accused (respondent) of the decision of the Dean of Students and/or the Board regarding the alleged sexual assault violation and any sanction(s) imposed. The complainant and the respondent must respect the privacy of all involved.
2. Rights of the Person Accused of Sexual Assault

The student accused of sexual assault (the respondent) may be assured that:

- All sexual assault cases will be treated seriously.
- The respondent will be treated with dignity, respect, and in a non-judgmental manner.
- The respondent will be advised of on- and off-campus organizations and services that may be of assistance.
- University personnel will cooperate in investigating the case fully for legal and Student Conduct & Resolution proceedings.
- The respondent will be informed of available counseling and psychological services.

Student Conduct & Resolution Process:

Once a complaint has been received by the Dean of Students, the Dean or a designee by the Dean will conduct intake interviews and fact-finding interviews with appropriate parities involved and follow the processes outlined in under Student Conduct & Resolution Process. Each complaint will be investigated promptly and appropriate corrective actions will be taken.

- In the case the Student Conduct & Resolution Board is convened on an appeal, the respondent has the right to remain present during the entire Board’s hearing except during Board’s deliberations. In order to conduct a fair, orderly hearing, reasonable accommodations may be made in hearing
procedures, such as special seating arrangements in the hearing room.

- S/he will be informed of the decision of the Dean of Students and/or the Board regarding the alleged sexual assault violation and any sanction(s) imposed. The respondent and the complainant must respect the privacy of all involved.
- Retaliation for filing a complaint is strictly prohibited.
- Individuals should refer to the SUA Student Code of Conduct & Resolution Process. Any questions regarding the process and sanctions should be directed to the Dean of Students.

3. Use of Alcohol and Drugs

The use of alcohol and other drugs by the accused in conjunction with an incident of sexual assault does not mitigate accountability for the commission of sexual assault or diminish the seriousness of the incident. The accused person’s intentional use of a substance to affect an individual in order to facilitate an assault will be considered when determining responsibility and, if found responsible, appropriate sanctions.

IV. Reporting Procedures

All students, faculty, and staff, as well as members of the public participating in University activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment. Disruptive behavior of this nature should be reported to appropriate University staff so it may be addressed. Any member of the community can
file a report with the appropriate University official.

A. Safety and Security Information Report

Under The Clery Act, an institution must report certain crimes to the campus community in a timely manner that will aid in prevention of similar crimes that represent a threat to students and employees. To that end, a community alert will be issued whenever appropriate. Additionally, departments will comply with all mandatory reporting requirements.

B. Reporting Timeframe

Any individual may file a complaint of sexual assault at any time. Early reporting is encouraged to preserve evidence and provide the person filing the complaint with information regarding rights, options, and resources available to them by this policy and federal or state laws.

C. Reporting Options

In order to provide appropriate support and services, this policy delineates the following reporting options.

1. Confidential Disclosure

SUA offers confidential reporting through Counseling Services to 1) weigh options and associated risks, 2) discuss possible next steps, and 3) obtain information about available resources and services. No one is expected or
required to pursue a specific course of action.

2. Official Reporting

All SUA students are strongly encouraged to make an official report of any incident of sexual assault to the Office of Dean of Students whether the incident occurred on or off campus. Official reporting initiates a course of action and university’s Student Conduct & Resolution process.

3. Anonymous Reporting

Any SUA students may file an anonymous report form to report a sexual assault or incidence of harassment. Filling out this form will not result in an investigation, but will assist with the compilation of statistical records in compliance of the Jeanne Clery Act and the development of better support services for victims of sexual assault and harassment. The person who has been assaulted may fill out this form or she/he may ask a friend to do so. Students can find this form under Soka.edu or SUA portal. Once completed, please send the form via campus mail to the Dean of Students.

D. Other Important Information

Any individual who is a victim of sexual assault should follow these procedures.
1. Get to a place of safety.
2. Do not hesitate. If on campus, contact appropriate authorities and if during off hours, contact 24-hour Security, Res Life On-Call, or 911.
3. It is important for the victim to preserve the evidence if s/he intends to pursue criminal charges.
   - The victim should not shower, bathe, douche, or brush his/her teeth, and save all clothing worn at the time of the assault.
   - The victim should then immediately see medical personnel either at the University student health center or a hospital emergency department.
   - If the student has not seen the medical personnel at the time of the complaint, the student will be immediately advised to do so. The University will provide the transportation to the hospital if needed.

4. It is the victim’s decision whether to involve the police in an incident. Deciding not to involve the police does not prevent the victim from seeking assistance from the University.

E. Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Dean of Students</td>
<td>(949) 480-4028</td>
</tr>
<tr>
<td>Office of Student Conduct &amp; Resolution</td>
<td>(949) 480-4148</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>(949) 480-4192</td>
</tr>
<tr>
<td>Health Services</td>
<td>(949) 480-4243</td>
</tr>
<tr>
<td>Campus Security (24-Hours)</td>
<td>(949) 480-4100</td>
</tr>
<tr>
<td>Residential Life Staff On-Call (24-Hours)</td>
<td>(949) 480-4658</td>
</tr>
<tr>
<td>Sexual Assault Victim Services/Prevention Program</td>
<td>(949) 480-4664</td>
</tr>
<tr>
<td>24-Hour Crisis Hotlines</td>
<td>(714) 957-2737</td>
</tr>
<tr>
<td></td>
<td>(949) 831-9110</td>
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</tbody>
</table>
Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, the State of California, any locality in the state of California, or the University’s Student Code of Conduct.

**Missing Student Policy**

For SUA students residing on campus, the federal Higher Education Opportunity Act, Section 485(j) requires Soka University to comply with the information and requirements regarding missing students:

SUA students, 18 years of age or older, have the option to identify an individual to be contacted by SUA’s Dean of Students office not later than 24 hours after the time circumstances indicate that you, as a student, may be determined missing. If you are a student who is under age 18 and not emancipated, the institution is required to notify the custodial parent or legal guardian.

The confidential contact is a person designated by the student in addition to the emergency contact listed with the SUA Registrar’s Office. In cases where a confidential contact is not designated, or the confidential contact cannot be reached at the number provided by a student, the emergency contact provided the SUA Registrar will be used.

You may register a person whom you designate as a confidential contact during the check-in period at the beginning of each academic year by filing a form provided by the Office of Residential Life. You are solely responsible for the accuracy of the information, as well as any update of information regarding your confidential contact. Update of information you provided may be filed with the Dean of Students office during business hours at any time during the semester.

All SUA officials are required to notify the Director of Security/Safety immediately of any suspected missing
person, so that an investigation can be initiated. The Director of Security/Safety will initiate the Missing Student Report as soon as all means to contact the student have been exhausted. If circumstances of criminality or safety are involved, confidential contact will be notified immediately. The Dean of Students office will initiate the notification to the confidential and/or emergency contact person provided to SUA. Every report of a missing person is very serious and will generate a response and investigation, so it is extremely important for students to inform their friends and family if they expect to be away from campus for a period of time. This will help ensure that energy and resources are applied only to genuine emergencies.

**Weapons, Fireworks and Explosives**
The university strictly prohibits the use or possession of firearms and other weapons or implements that may be used for violent purposes, including illegal knives. Such items are not permitted on campus. Fireworks and other explosive materials are also prohibited. Students are reminded that California laws, Section 12303.2 and 12312 of the Penal Code, establish strict restrictions of these items.

**Theft**
It is the expectation of the university that all campus citizens respect the property of the university as well as property belonging to other campus citizens.

**Postings and Solicitations**
The following posting procedures must be adhered:

- Materials to be posted in the residence halls, must be approved by the residence hall staff prior to posting.
- Materials to be posted inside the Dining Hall, must be approved by the Office of Student Activities prior to posting, not to exceed four (4) postings per event.
• With the exception of the Dining Hall, no banners, posters or other signage may be attached to any campus door, glass or windows.
• Advanced permission from the Office of Student Activities is required prior to attaching posters or other signage to the exterior of any designated building areas.
• In respecting space, no more than one poster advertising the same item or event is permitted per posting area.
• Publicity which portrays violence, policy violations, or offensive material is prohibited.
• It is a violation of policy to deface or destroy posted materials.

Posting of flyers (8-1/2" x 11" to 11"x 17"), banners and posters (up to 22" x 34") are permitted in the following posting areas only:

1. Residence halls on designated boards and residence hall elevators;
2. Campus bulletin boards located inside the Dining Hall, outside in the Student Center Courtyard and Library south wing alcove;
3. Dining Hall windows;
4. Student Center and residence hall area outdoor walkways.

Official student clubs and organizations must contact in advance, the Office of Student Activities for approval of banners.

Use of Soka University Name or Symbols
The Soka University of America name, symbol, logo, and mascot represent the spirit and image of the university, and must be treated with respect. University sanctioned events and/or organizations assume full responsibility for using the university name, symbol, logo, and mascot correctly and consistently. No individual, group, or sub-organization may use the Soka University of America name, symbol, logo, and mascot without the written
authorization of the Office of the Dean of Students, the Dean’s designee, or the Graduate School Office except to identify institutional affiliation.

**Religious Life on Campus**
Soka University seeks to support the spiritual and religious beliefs and practices of all our community members. As a diverse campus community, we seek to promote respect and understanding among all religious groups on campus and to foster an enlightening and informative exchange among them. Also, it is a person’s right to have no faith and this must be respected, too. SUA promotes open, respectful and non-judgmental dialogue among groups, especially cautioning campus citizens to monitor carefully their language use with others of different religious beliefs.

**Showing Films on Campus**
Soka University student groups, clubs and organizations are required to follow specified rules regarding the showing of movies and films on the university campus. These regulations come from the Office of the Dean of Students/Dean of the Graduate School. The following information provides the rules and processes students must follow to showing a movie or film on the SUA campus.

*Public Performance Rights*
Commercial films and videotapes/DVDs have copyrights that restrict the manner in which they can be shown. There are two specific restrictions which raise issues for students wishing to show films on campus. The first issue relating to videotapes/DVDs and films is "home" versus "public" viewings. If you rent a videotape/DVD or film, you always have permission to show it in your home. The Office of the Dean of Students and the Graduate School Office feel that SUA’s residence halls meet the requirement as homes. However, no other SUA buildings qualify. For more information on this distinction, please contact the
The second issue relates to charging an admission (or viewing) fee. This always requires an explicit public performance right. Therefore, if you wish to show a video tape/DVD or film outside your residence hall and/or charge money, you must have an acceptable public performance right. There are several ways to obtain these rights:

- Renting the film from a distributor. (The cost to rent varies and is generally dependent upon the popularity of the movie.)
- Owning a copy of the movie that comes with public performance rights.
- Getting written public performance rights from the copyright holder. (The Office of the Dean will accept a letter from the company, filmmaker, producer, or director of the film.)

The student group, club or organization cannot show the video/DVD/film unless they have obtained the appropriate performance rights. You are required to present a copy of your rental agreement or other documentation to the Office of the Dean by 5:00pm at least one business day before your showing. (If you intend to show a movie on Friday, you must present documentation by 5:00pm no later than Thursday. If you are planning a showing on the weekend, submit your documents on Friday. For a Monday showing, submit on Friday, etc.)

When movies are shown for a course, different rules apply. Please contact the Office of Dean of Faculty at 480-4133 or the Graduate School Office at 480-4065 if you need information regarding applicable copyright regulations for courses.
Rules for Showing Movies
Any student group, club or organization in the university borrowing commercial films including films from the SUA library, all copyright regulations as outlined below must be followed.

- If admission is charged, any surplus revenue shall be used to further the educational goals of the sponsoring organization, as outlined in its charter.
- The showing of commercial films in the university is subject to the following regulations: (a) advertising must be restricted to the SUA community; (b) the recognized student organization, or other appropriate committee will ordinarily be responsible for the screening of films and for financial arrangements.

Copyright Regulations
The federal Copyright Act makes it unlawful to show a film in public without the explicit permission of the film's copyright owner. Renting or purchasing a cassette at a local video store or elsewhere gives the customer the right to view the film but not to show it in public. The Copyright Act defines "public" in this context as "any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered."

All students who wish to show videos/ DVDs/ films under circumstances that are likely to be considered "public" are urged to call the production or distribution organization to arrange for appropriate permission otherwise arrangements to secure movies can be made through Swank Motion Pictures (800) 876-5577.

Web Event Calendar Booking
Submitting an event to the SUA WebEvent Calendar is strictly to notify SUA students, staff and faculty of SUA events. Content for SUA WebEvent Calendar should primarily be events that are open to the campus
community and/or the general public. Regularly scheduled classes or meetings are not to be posted. For additional information, please contact the Office of Student Affairs at 480-4250.

**Smoking**
Smoking is not permitted in any campus building. Smoking is allowed on campus only in clearly identified areas. The campus is surrounded by a wilderness park, which presents a significant fire hazard. Smoking rules are strictly enforced.

**No Smoking Permitted**
- Entire canyon perimeter of campus along canyon
- Friendship Lane-Small Reception Center, Athenaeum, Guest Residence.
- Security Main Gate House

**Smoking Permitted**
- Facilities-Employee break area between buildings.
- Recreation Center-1\(^{st}\) and 2\(^{nd}\) floor east patios (outside).
- Founders Hall-1\(^{st}\) floor west patio near benches away from doors.
- Gandhi & Ikeda-Stairs 2\(^{nd}\) landing between two buildings by benches.
- Pauling Hall-Overlook east of reflection ponds, east end of Pauling near benches just east of Room 216 A.
- Student Center-Patio area south of east entry door, area behind building entrance to kitchen.
- Other areas near Ikeda/Student center-2\(^{nd}\) level walkway area with trees and benches west of building.
- Residence halls-No smoking within 25 feet of entrances.

All areas will be provided with butt containers soon and the community is asked to please smoke in designated areas. We are attempting to address a very serious problem with a solution that is reasonable to both smokers
and non-smokers. Please note that there is no smoking in heavily traveled pedestrian areas such as Main Entry to Dining Hall to include outside seating, Courtyard between Mail Room and Bookstore, Foyer at top of stairs Ikeda between I.T. and Library entrance, area around the Ikeda 24 Hour Study Room, Garden Area near Gandhi Classrooms, the front of gym, front of Founders and around Peace Lake.

Any problems with the designated areas or questions please contact Cliff Mosher. A map delineating the designated areas will be posted on all campus Bulletin Boards

**Fire Safety**
The enforcement of the university Fire Safety is to protect campus citizens and guests of the university. The university prohibits tampering or altering of the following items:

- campus entrance
- fire alarm pull stations
- fire doors - these doors are identified as doors with magnetic retainers at the top of the door
- fire extinguishers
- fire hoses
- fire sprinklers, strobe lights and smoke detector devices
- glass breakage devices - positioned above the windows
- smoke detectors
- door pull stations
- elevator emergency system

Tampering includes but is not limited to:

- physical damage to any alarm system including the attempt to remove wiring or batteries from any alarm system
- physical damage or attempt to disconnecting fire doors
- covering or disconnecting smoke detectors

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Noise
The realities of community living dictate that individuals respect community needs for the moderation of noise. Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of the university. This includes accepting responsibility for one's behavior at all times and respecting the rights of other individuals. Residents are not permitted to make noise that disturbs others or exhibit disorderly conduct on university grounds.

Disruptive Noise: making noise or causing noise to be made with objects and instruments, which disturbs classes, meetings, office procedures and other authorized university activities.

Sound Amplification: using sound amplification equipment such as a bullhorn on campus or in buildings without written permission of the Dean of Students or the Dean's designee, except when such use is authorized for official university activities.

Motorized Vehicles
All motorized vehicles including mopeds and motorcycles must be parked, stored or driven only in the designated areas and not in any campus buildings. All campus citizens will need to register their vehicles in order to obtain a campus permit. Specific policies related to motor vehicles use and parking can be obtained through Campus Security.

Bicycles
We encourage students to enjoy their bicycles both on and off campus. The campus provides designated areas for locking bicycles. Due to safety and maintenance regulations, bicycles are not permitted inside buildings except in the designated bicycle parking area within the residence halls. Bicycles are not to block entrances or walkways. Bicycles are not to be locked to railings.
Bicycles illegally parked may be removed and impounded by security. The university assumes no responsibility for bicycles which are improperly stored or parked. Students are responsible for their property.

**Blading, Skating, Boarding and Scooting**
Due to the potential danger these activities pose to others and the possible damage to the facilities, rollerblading, roller skating, skateboarding and roller scooting are not allowed on campus except in designated areas. Campus security will strictly enforce this policy.

**Roof Access**
For the safety of students and the protection of facilities, roof access is strictly prohibited.

**Animals on Campus**
All animals brought onto campus are required to follow all Orange County ordinances pertaining to animals including but not limited to, removal of animal waste and maintaining animals on leashes. Animals are not permitted in any athletic/recreation facility including the athletic fields nor are they permitted in the residence halls.

**Pets Policy**
No dogs in buildings unless used for special assistance or in training.

**Peace Fountain, Lake and the Ponds**
The Peace Fountain, lake and the ponds are peaceful and serene campus focal points and gathering areas. It is every campus citizen’s responsibility to maintain and uphold the value of their beauty. Therefore, the following actions are prohibited:

- swimming
- jumping and/or pushing others in the water
- washing in or throwing trash into the water
- tossing coins into the water
- bailing water
The lake also serves as a reservoir for campus fire protection. Leashed animals must be kept away from the water of the lake, fountain and the ponds.

Campus Vegetation
Please care for the flowers and trees; they are here for everyone’s enjoyment. Help to preserve the beauty of the campus and allow the vegetation to thrive.

Wilderness Park Policy
The Aliso and Wood Canyons Wilderness Park is a wildlife sanctuary and ALL plants, animals and artifacts are protected. The campus is privileged to enjoy and share in the beauty of the wilderness park as it borders the university. As such, all campus citizens are expected to respect and preserve the natural environment. The following policies apply to all campus citizens:

- Access to the wilderness park is through Park Headquarters only. There is no entry from the SUA campus.
- Do not create new trails. Do not use un-signed trails.
- Do not collect or pick flowers, leave fossils and artifacts where you see them. *Take only photographs - leave only footprints.*
Computer and Network Use
As students are granted computing and network privileges, students are expected to understand and abide by the university’s computer policies. The computing and campus network are the property of the university. Students will be held responsible for the improper use of the computing and campus network system. Misuse of external social networking or similar websites may also be covered under the student code of conduct.

Computer Usage Policy
Everyone within the SUA community who uses university computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

- Privacy of other users must not be intruded upon at any time.
- Users must recognize that certain data are confidential and must limit their access to such data to uses in direct performance of their duties.
- No one shall obtain unauthorized access to other users' accounts and files.
- The intended use of all accounts, typically for university research, instruction and administrative purposes, must be respected.
- Users shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to university computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file or mail contents of other users without their consent, inappropriate use or sharing of vulgar or
offensive materials, unlawful sharing of copyrighted materials, modifying or destroying university data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by university system administrators in order to safeguard University resources and protect university privileges. Such revocation may be appealed to a committee appointed by the VP of Administration. If abuse of computer systems occurs, those responsible for such abuse will be held accountable and may be subject to disciplinary action.

Software Use Policy
Soka University of America provides software licensing for staff, faculty and students. Copies of software products and licensing can be obtained through the Information Technology Department of SUA.

It is the policy of the SUA to respect the copyright protections given by federal law to owners of digital materials and software. All copies of software used on SUA systems must be licensed. Any use or copying of unlicensed software is strictly prohibited in the SUA computing environment.

SUA regards such violation without SUA’s consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.
SUA is fully committed to the safety and well being of all community citizens. It is the intention of the University to foster an environment that is devoid of harassment, violence, and any infringement of the rights of privacy and property.

Therefore, SUA has established a standard of conduct as a provision to protect the rights of members of the University community -- The Code of Conduct and the Office of Student Conduct & Resolution to communicate SUA standards. Copies of these documents can be found in this handbook and in the Student Handbook.

The Code of Conduct identifies the kinds of disruptive behavior that inhibit the normal functioning of the University and its constituents. In order to protect the community from such disruption, the Code of Conduct includes various actions that the University can elect to apply. The Code of Conduct and the Student Conduct & Resolution process describe the policies of the institution, which are designed to protect the entire University community. Soka expects that its students, inside and outside of the University, will conduct themselves with honor and integrity and in the spirit of good citizenship will adhere to the high standards of this institution.

The following misconduct is subject to disciplinary action:

a. Intentional violation of the Campus Alcohol Policy and Drug Policy.
b. Direct and indirect forms of abuse, threats, intentional or reckless endangerment, or causing physical harm to any person or oneself.
c. Sexual harassment as defined in the University Policy on Sexual Harassment.
d. Possession of a weapon on campus.
e. Intentionally initiating or causing to be initiated any false reporting, warning or threat of fire, explosion or other emergency.

f. Disorderly or inappropriate conduct on University property or at official University functions.

g. Forgery, unauthorized use of or alteration of any University document, card system or identification.

h. Intentionally or recklessly interfering with any and all normal University or University-sponsored activities, events and procedures.

i. Unauthorized entry or use of University facilities

j. Intentional violation of the term of any imposed sanction imposed in accordance with the Code.

k. Theft of property; possession of stolen property.

l. Intentionally or recklessly destroying or damaging College property or the property of others.

m. Purposefully failing to comply with the reasonable directions of University officials, including Campus Security officers.

n. Intentional violations of other published University regulations or policies. Such regulations or policies may include the Academic Catalog and the Residential Life Guide, as well as those regulations relating to governing student organizations.

a. Actions violating University policies or inappropriate conduct by a student’s guest.

o. Violation of federal or state law of special relevance to the university including but not limited to sex offenses and indecent conduct.

p. Hate violence motivated by hostility to race, ethnic background, religious belief, sex, age, disability, or sexual orientation.

STUDENT RIGHTS AND RESPONSIBILITIES
Each member of the University shares the responsibility for maintaining conditions conducive to the achievement of the University’s mission.
Complainant’s Rights
Any student or member of the SUA community may bring complaints related to a violation in the code of conduct to the Coordinator of Student Conduct & Resolution or the Dean of Students. In addition, criminal or civil complaint may be filed with the state of California if desired. The university encourages all those affected by the incident to report violations of the law to proper authorities on or off campus. Victims’ rights will be upheld and strictly protected by the Office of the Dean of Students. A respectful, equitable, expeditious and thorough fact-finding process will be conducted upon receipt of a complaint.

Rights include the following:
• Victim/Witness Advocates
• Submit a statement to be considered by the Coordinator of Student Conduct & Resolution /Dean of Students/ Student Conduct & Resolution Board prior to an imposed sanction.
• Restriction Directive (restraint)
• Appeal the decision and request the Student Conduct & Resolution Board to hear the case.

If the student alleged to be responsible for the misconduct or violation of the Student Code of Conduct is sharing a room in the residence hall or nearby, and poses a threat, arrangements can be made to assign a new room for the complainant. And depending on the situation, this student may be asked to move to another room and may be restricted from visiting a particular hall.
Non-SUA Complainant
A complainant can be a non-student and not be affiliated with the University community. A complainant could be a guest or visitor. If an incident occurs off-campus, involving a complainant who is not a member of the University community, the complainant may have the right to file a complaint with the Coordinator of Student Conduct & Resolution or the Dean of Students. When the circumstances of an incident and/or the behavior of the complainant are considered to have a substantially adverse affect upon the integrity of the University and its community, disciplinary action may take place. Students should be made aware that being found responsible for violations of the Code of Conduct could lead to suspension or expulsion. The University will not tolerate students who act to endanger others, repeat any inappropriate behavior, or interfere with the educational process and operation of the University.

Accused Student Rights
Students who are allegedly responsible for violating the Student Code of Conduct also have rights. A thorough fact-finding process will be conducted by the Coordinator of Student Conduct & Resolution upon receipt of a complaint. The Coordinator of Student Conduct & Resolution will meet all parties alleged of violating Student Code of Conduct. The student(s) will then be provided an opportunity to respond to allegations of misconduct. After a respectful, equitable and expeditious review, the Coordinator of Student Conduct & Resolution will attempt to resolve the complaint or refer the case to the Dean of Students if necessary. The student(s) also has the right to request to convene the Student Conduct & Resolution Board and appeal the decision.
Rights of Student(s) allegedly responsible for misconduct include the following:
• Discuss the incident with the Coordinator of Student Conduct & Resolution
• Be informed in writing of all allegations by specific period of time prior to a hearing
• Not corroborate or answer questions
• Present witnesses
• A closed hearing
• Appeal the decision and request the Student Conduct & Resolution Board to hear the case

If the case is appealed to the Student Conduct & Resolution Board, the Board may determine based on the sensitivity of an incident and/or violation to require a closed hearing barring all members of the University community from attending. An ad hoc committee as determined by the Student Conduct & Resolution Board Chair may hear sensitive cases.

Student Conduct & Resolution Process:

The Office of Student Conduct & Resolution serves to assist students who are affected by an incident as well as those who are allegedly responsible for an incident. The Office of Residential Life and Campus security also works in cooperation with this office to report incidents and assist in the fact finding process.

Our approach is intended to be an educational process and all proceedings are informal. However, students should be aware that they could be held accountable for both civil and criminal authorities as well as to the university for violating a state and/or federal law that also violates the Code of Conduct.

When an allegation is made that a violation of the Code of Conduct has occurred, the Coordinator of Student Conduct & Resolution conducts a preliminary fact-finding
process which includes meeting with all student(s) involved in the incident. The purpose is to determine if there is sufficient information to hold the student(s) responsible for a violation. If the Coordinator decides that there is inadequate information to hold the student(s) responsible, the complaint will be dropped and no further action taken. However, if there is adequate information to support the complaint, an appropriate sanction will be imposed.

Certain cases involving issues such as sexual harassment and drugs will be automatically elevated to the Dean of Students. For these violations, more severe sanctions such as suspension, probation and expulsion can be given. Note that the Dean of Students may intervene in the process at any time during any case if needed.

SANCTIONS
Sanctions served are intended as reminders for students of their accountability for their actions. Sanctions may have an educational component to specifically curtail behavior that is in violation of the Code of Conduct. Sanctions will not generally be imposed unless consideration of all of the circumstances in a particular case have been made. The guidelines for determining sanctions are based on previous disciplinary records, the nature of the incident and the details surrounding the incident. A number of considerations are made in assigning a sanction.

One or more of the following sanctions may be imposed for violating the Student Code of Conduct.
• Warnings (verbal and/or written)
• Community Service or Special Assignment
• Monetary Fines
• Parental Notification in the case of alcohol and/or controlled substance abuse
• Exclusion from specific campus privileges
• Probation*
• Suspension*
• Expulsion*
*Directed by the Dean of Students
Other restrictions may be imposed at the discretion of the Coordinator of Student Conduct & Resolution or the Dean of Students or the Student Conduct & Resolution Board. These would include but are not limited to restitution including monetary or material replacements, fines, or parental notification.

INTERIM SUSPENSION
The Dean of Students may suspend a student from the University for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to her/himself, to others, or to the stability and continuance of normal University functions.

APPEALS PROCESS

If a student is held responsible for violating the Student Code of Conduct by the Coordinator of Student Conduct & Resolution or the Dean of Students and disagrees with it, he/she may choose to go through the Appeals Process. A student can appeal only once and the decision made by the appeal process will be final.

A student can choose 1 of 2 pathways to appeal. Either through a written appeal OR a re-hearing of the case. To reiterate, only 1 pathway can be chosen.

1. **Written appeal:**
   In the case of a decision made by the Coordinator of Student Conduct & Resolution, a student can appeal the decision to the Dean of Students through a written statement. An appeal request must be made to the Dean of Students in writing within 5 class days of the receipt of the final decision communicated by the Coordinator. The
right of appeal does not include an appearance before the Dean. The Dean’s decision will be final.

If the case was initially heard by the Dean of Students due to the severity of the alleged violation, the student may appeal the Dean’s decision to the President of the University through a written statement. The right of appeal does not include an appearance before the President. The President’s decision will be final.

2. Re-hearing appeal:
Alternatively, a student may request the Student Conduct & Resolution Board to re-hear the case. This pathway includes an appearance before the board. After hearing the case, the Student Conduct & Resolution Board will issue a finding as to the responsibility of the student regarding the decision. The Judicial Board’s decision will be final. The Coordinator of Student Conduct & Resolution or the Dean of Students will impose an appropriate sanction if the student is found responsible by the Board.

The Student Conduct & Resolution Board, convened by the Dean of Students, is made up of two students elected by peers, two professional staff and two faculty members appointed by the President of the University. One professional staff or faculty member will be appointed as a Chairperson. The Chairperson is a non-voting member except in the event of a tie vote. The Student Conduct & Resolution Board appointments are for a one-year term for students and a two-year term for faculty/staff. The Student Conduct & Resolution Board serves as an administrative unit and does not conduct its proceedings as a judicial tribunal nor is it likened to a court of law.
UNDERGRADUATE

Good Standing
A student is considered to be in good standing if he or she has a cumulative 2.0 (C average) grade point average, and at least 2.0 GPA for the most recently completed session.

Probationary Standing
A student who, at the end of any Fall or Spring session, fails to maintain Good Standing is considered to have Probationary Standing if he/she fails to achieve a 2.0 (C average) for a session or maintains cumulative grade point average below a 2.0 (C). A student on probation is not allowed to take more than 4 courses in a semester; and may be ineligible for certain extracurricular activities and programs.

Academic Dismissal
Academic dismissal means termination of a student’s relationship with the University for unsatisfactory academic performance. The Dean of Faculty will notify the students in writing.

While a student is on probation, that student is subject to dismissal:
1. If he or she fails to achieve a session GPA of at least 2.0 while on probation
2. If he or she fails to achieve a cumulative GPA of at least 2.0 by the end of the second session after being placed on probation.

A dismissed student may, within two weeks of notification of dismissal, file a petition with the Academic Standards Committee for a hearing to reverse dismissal and extend probationary status. A dismissed student may not register in courses and is denied all privileges of student status.
A dismissed student who wishes to return to the university must file an application for readmission with the Office of the Registrar. In addition, an application for readmission must give appropriate reasons for reapplication consideration. A dismissed student who has been readmitted is on probation and has to meet specific conditions set by the Academic Standards Committee at the time of readmission. A readmitted student who fails to meet these conditions will be immediately dismissed and may not reapply.

**Readmission**

Students who wish to be considered for readmission to SUA after absence of three sessions or less must contact the Registrar’s Office to request an Application for Readmission. A readmission fee of $25 and other supporting documents are required with an application. International students must submit their readmission application no later than the end of April if they are looking to be readmitted for the fall, or no later than the end of September if looking to be readmitted for the spring. Domestic students must submit their readmission application no later than the end of June or the end of November for Fall or Spring readmission respectively. The Academic Standards Committee reviews all readmission applications. In addition, the Committee may require a medical report and a personal interview.

Students must complete the following steps:

1. Write a personal letter and include in this letter: 1) a summary of activities since leaving the institution, including employment; 2) reasons for wanting to return; 3) academic goals; and 4) any other information which may assist the committee in making a decision.

2. Furnish official transcripts of courses taken since leaving SUA.

Students with unsatisfactory course work will be considered for readmission. The Academic Standards
Committee in making its decision regarding readmission will consider their prior SUA record and their course work at SUA.

Students who arrive at registration time expecting to be readmitted without following the readmission procedure should expect to wait until after registration to have their application considered. The Academic Standards Committee cannot guarantee acceptance in such cases.

Students wishing to return to SUA after three sessions of absence for any reason, including dismissal must submit their requests to the Admission Office and follow the required admission process. Students readmitted will normally be subject to current degree requirements.

Withdrawal from the University
Withdrawal from the university may occur for academic, disciplinary, or personal reasons, and may be voluntary or required by the university. In cases of withdrawal for personal reasons, students must make an appointment with their academic advisors and notify the Dean of Students in writing prior to initiating a withdrawal procedure. Students who withdraw from the university must complete a withdrawal form available at the Office of the Registrar or the Dean of Students Office, and must obtain the signatures specified on the withdrawal form. Withdrawal during the block is considered withdrawal from the university.

A student who simply leaves the university without filing the required paperwork for a Leave of Absence or Withdrawal is considered to have terminated his/her enrollment with the university at the end of the last session in which he/she was enrolled, and will have a grade of (W) posted to his/her record.

A student is considered to be in attendance until such notice has been received by the Dean of Students. All financial refunds or obligations are dated from the date of
the formal notice of withdrawal and not from the date of
the last class attended.

Withdrawal from a Course
A student may withdraw from a course with the
permission of his/her advisor within the established
withdrawal deadlines. See Academic Calendar. A grade of
“W” is recorded on that student’s record.

Leave of Absence
Students may be granted a leave of absence for personal
and/or family emergencies. There are two types of leaves
of absence: 1) a short-term period of leave (not to exceed
10 days) and 2) a long-term period of leave (not to exceed
1 year). All students should contact the Dean of Students
concerning a leave of absence.

Students who request a long-term leave of absence should:
1. Consult with their faculty advisor and the Dean of
   Students.
2. Submit written notification to the Dean of Faculty
A short-term leave of absence does not require an
application for readmission.

GRADUATE SCHOOL
Standards for Graduate Student Achievement
The student’s performance is evaluated based on his/her
class performance (e.g., participation in class discussion)
and assignments and/or examinations.

Assignments and examinations given during the course
are evaluated and returned to the students with comments
and/or grades indicating the instructor’s assessment of the
student’s work and progress. Class performance,
assignments and examinations measure and verify critical
thinking and the acquisition of analytical and other
necessary skills.
Minimum Graduate Student Grade Requirements
Graduate students are required to have a B average or higher to graduate. A student must receive a C or higher in all required courses. In addition, a B or higher is required for the MA Thesis/Project course. A student who fails to finish his/her thesis/project on time and/or has a B- or lower has the option of re-enrolling in and repeating the course in the following semester.

Graduate Attendance
Students are expected to attend all classes in all courses for which they are registered. Individual absences, dropouts and leaves will be treated on a case-by-case basis.

Graduate Student Progress and Performance
The student's performance is evaluated based on his/her class performance (e.g., participation in class discussion) and assignments and/or examinations.

Assignments and examinations given during the course are evaluated and returned to the students with comments and/or grades indicating the instructor's assessment of the student's work and progress.

Graduate School Transfer Credits
Courses completed at other recognized graduate institutions, not exceeding 6 semester credits, may be applied toward the requirements for the MA degree provided that the studies are of acceptable quality and are equivalent to parts of the approved program of study.

Transfer credits are accepted only from other institutions of higher learning accredited by an association recognized by the United States Department of Education (USDOE), or any institution of higher learning, including foreign institutions, if the institution offering the program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs accredited by an accrediting association recognized by the USDOE.
Upon requesting permission to transfer graduate-level course work into the Soka University of America Graduate Program, a student is instructed to provide a copy of a syllabus or a catalog description of the course from the institution where the course work was completed.

The Dean of the Graduate School is responsible for evaluation of transfer credits. The Dean evaluates the content of the course to determine its equivalency to a course offered on campus and determines its credit value based on the evaluation report prepared by the Registrar.

If a course from another institution was taken so long ago that the content has become outdated, the Dean will recommend that a student retake the course at Soka University of America rather than transferring it in. The Registrar may obtain the services of an outside organization that provides foreign credential evaluation services to evaluate transfer credits from foreign institutions.

Regarding the transfer of Soka University of America credits, no school can guarantee that credits from courses are transferable. Transfer of credits is always at the discretion of the receiving school and depends on the comparability of curricula and accreditation.

**Dismissal and Suspension from the Graduate Program**

A graduate student with 9 or more points of C- or lower is not permitted to continue enrollment at the Graduate School. Academic misconduct or flagrant violations of civil society may result in suspension or dismissal.

Soka University of America also has full authority to discontinue the enrollment of a graduate student who is emotionally ill or mentally disturbed to such a degree that, after reasonable accommodation, an academic program cannot be successfully pursued, or whose conduct impedes the work of other students, faculty or administrative staff.
**Definition of Graduate Grades**

Final grades are defined in the following chart.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>100% Scale*</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>94-100</td>
<td>Excellent. Outstanding achievement.</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>90-93</td>
<td>Excellent, but not quite outstanding.</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>87-89</td>
<td>Very good. Solid and credible graduate-level performance.</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>84-86</td>
<td>Good. Acceptable achievement.</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>80-83</td>
<td>Acceptable achievement, but below what is generally expected of graduate students.</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>77-79</td>
<td>Fair achievement, above minimally acceptable level.</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>74-76</td>
<td>Passing work.</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>70-73</td>
<td>Very low performance.</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>N/A</td>
<td>Passed.</td>
</tr>
<tr>
<td>F</td>
<td>N/A</td>
<td>N/A</td>
<td>Failed.</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>N/A</td>
<td>Withdrawn.</td>
</tr>
</tbody>
</table>

*General guidelines based on the 100% scale

**Incomplete ("I") Grade**

Students who have not completed required assignments will be awarded an "I" grade. Normally this is regarded as a temporary grade; the deadline for the completion of the
work is no later than 6 weeks after the end of the term. If the work is not completed by this time the "I" becomes a permanent grade, and the course will neither be counted towards graduation nor be computed in the cumulative index.

To extend the deadline for incompletes beyond the normal date described above, the student must file a "Petition to Extend an Incomplete," which must be approved and signed by the instructor. The instructor is under no obligation to grant these further extensions.

Once the work has been completed and a letter grade assigned, the instructor should submit a Change of Grade Report (form available from the Office of Registrar) to the Registrar, and the grade will be changed on the student's transcript.

**Withdrawal from Graduate Courses**
A graduate student wishing to withdraw from a course after having registered for it must submit an official withdrawal form to the Office of the Dean of the Graduate School. Both the student and the Dean must sign the form, and it must be dated.

An official withdrawal results in a "W" grade being entered on the student's transcript. The "W" will not be computed in the cumulative index, and it cannot subsequently be changed into a letter grade.

**Leaves of Absence & Withdrawal from the Graduate Program**
Students may request a single 30-day leave of absence, or for an extended period, up to a total of 2 years, under truly extraordinary circumstances during their attendance at Soka University of America to meet individual needs for emergencies. A meeting with the Dean of the Graduate School is required before, if at all possible, or after the leave to develop a revised academic program schedule for the student.
If the student leaves the program for more than 2 years, he or she will be considered to be withdrawn. If a student withdraws from the program and wishes to re-enroll, the student should re-apply. If the decision is to re-admit, the student will be charged a re-enrollment fee in addition to regular tuition and fees.

**Academic Conduct Code**

While Soka University of America does not operate on the basis of detailed regulations and process, it does expect its members to observe traditional canons of scholarly discourse, academic behavior and due process. Students as well as faculty are expected to exhibit the high level of personal integrity which society must demand of professionals.

The Graduate School insists on the greatest degree of freedom of inquiry, teaching, learning and expression for all of its members, as well as respect for the exercise of the same rights by other members of the university community. Thus, activities which disrupt the regular and essential operation of the University are not permitted.

Students or other members of the university community may register charges of violating these standards with the Dean of the Graduate School. Students found guilty of violating these standards of conduct may be subject to appropriate disciplinary action, ranging from reprimand to disciplinary probation, suspension or expulsion.

**Collaborative Assignments**

Graduate students must also recognize the ethical obligations that arise out of the assignment of collaborative work in some sources. We expect students to further the learning and competence of their colleagues, and work of this sort is frequently an integral part of the teaching process at the university. Faculty should be careful to specify what is acceptable collaboration in a given assignment and what is not, and the conditions which are acceptable in a collaborative assignment. Students should be careful to meet these conditions.
Faculty should ensure that students understand that permission or direction to collaborate on one assignment does not authorize collaboration on other assignments. Any student uncertain about these conditions should obtain clarification from the instructor.

Graduate students must fully disclose the contribution of others, including other students, to an assignment -- even if it is a collaborative assignment. Failure to comply carries an academic penalty and subjects a student to disciplinary action. A student who at any time has questions about these conditions should consult the instructor.

### Academic Freedom

#### University-wide Statement of Rights and Responsibilities

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the university, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others and openness to constructive change. At the university, the rights and responsibilities exercised within the community by members of the faculty are compatible with these qualities.

The rights of members of the university are not fundamentally different from those of other members of society. The university, however, has a special autonomy, and reasoned dissent plays a particularly vital part in its existence. All members of the university have the right to press for action on matters of concern by any appropriate means. The university affirms, assures and protects the rights of its members to organize and join political associations, convene and conduct public meetings,
publicly demonstrate and picket in orderly fashion, and advocate and publicize opinion by print, sign, and voice.

The university places special emphasis, as well, upon certain values which are essential to its nature as an academic community. Among these are freedom of speech and academic freedom, freedom from personal force and violence and freedom of movement. Interference with any of these freedoms is regarded as a serious violation of the personal rights upon which the community is based. Furthermore, although the administrative process and activities of the university are not ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the university. Therefore, interference with members of the university in performance of their normal duties and activities is regarded as unacceptable obstruction of the essential processes of the university. Theft or willful destruction of property of the university or its members is also considered an unacceptable violation of the rights of individuals or of the community as a whole.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur and to develop processes by which these rights are fully assured. In particular, it is the responsibility of officers of administration and instruction to be alert to the needs of the university community; to give full and fair hearing to reasoned expressions of grievances; and to respond promptly and in good faith to such expressions and to widely expressed needs for change. In making decisions which concern the community as a whole or any part of the community, officers consult with those affected by the decisions. Failure to meet the responsibilities may be profoundly damaging to the life of the university. Therefore, the university has established orderly procedures consistent with imperatives of academic freedom to assess the policies and assure the responsibility of those whose decisions affect the life of the university.
No violation of the rights of members of the university nor any failure to meet responsibilities, justifies any reciprocal violation of the rights of members of the university. All members of the community, students and officers alike, are expected to uphold the rights and responsibilities expressed in this statement so that the university is characterized by mutual respect and trust.

Personal harassment of such a character as to amount to grave disrespect for the dignity of others is an unacceptable violation of the personal rights on which the university is based.

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### Academic Honesty

#### General Policy

Academic honesty is expected of all members of the SUA community. Failure to adhere to standards of honesty will result in sanctions.

The following definitions will help you understand the boundaries of academic dishonesty. The sanctions section, which follows, will help you understand the seriousness of various types of academic dishonesty. These definitions do not represent a complete list of possible infractions; rather, they are intended to generally reveal the range of conduct which violates academic honesty. Presentation of this list is prompted by the belief that education concerning improper conduct will help students avoid such practices, including those which, although innocently performed, may technically be classified as academically dishonest.

1. **Plagiarism.** Presenting the words or ideas of another person requires proper acknowledgement; failure to do so is plagiarism. This applies to direct quotations, paraphrases or summarized ideas;
guidelines concerning standards for citation may be found in the Random House Handbook.

2. **Submission of the same work in two courses without explicit permission to do so.** Presenting all or part of the work done for one course in another course requires permission of the instructors of the involved courses. A related point is that paired courses, by design, often require submission of the same work in the two associated courses.

3. **Unauthorized collaboration.** In many course activities, other than examinations, collaboration is permitted and encouraged. Course syllabi and in-class instructions will usually identify situations where collaboration is prohibited, but the student shares responsibility for ascertaining whether collaboration is permitted. In cases where a student receives tutoring on a course topic, the student should consult the professor of the course to understand the permissible limits of the tutoring help.

4. **Cheating.** This is a very broad category encompassing a variety of forms of misrepresentation and fraud. Examples include sharing exam answers, presenting work done by another as one’s own, changing in any way work which may be reviewed in response to a grade reconsideration request, having a falsely identified person take an exam, or using notes, books and the like in closed-book examinations.

5. **Misrepresentation of experience or ability.** Providing false information concerning academic achievement or background in an area of study; for example, false reporting the substance of an internship.

6. **Falsification of records.** Any attempt to change grades or written records pertaining to assessment of a student’s academic achievement.

7. **Sabotage.** Destruction of or deliberate inhibition of progress of another person’s work related to a
course; this includes the destruction of shared resources such as library materials and computer software hardware.

8. **Complicity concerning any of the above.** Any act which facilitates academic dishonesty, is itself an act of academic dishonesty.

**Sanctions**

Various sanctions exist which may be applied in response to an act of academic dishonesty. The severity of sanctions will correlate to the severity of the offense. Judgment of the severity of an academic dishonesty offense is the responsibility of the faculty member. The faculty member is encouraged to seek counsel of faculty colleagues, the Registrar, Dean of Faculty, the Dean of Students or the Dean of the Graduate School in gaining perspective concerning the severity of an offense. All grade-related sanctions shall be levied by the faculty member teaching the course within which the offense occurred.

The following list articulates the sanctions which may be levied in response to acts of academic dishonesty.

1. **A warning** indicating to the student, faculty and administration knowledge of the incident; this will ordinarily be accompanied by a requirement that the student redo the work if the infraction is related to a course assignment. Included will be notification that another act of academic dishonesty will result in a more severe sanction.

2. **A letter grade reduction on the assignment.** This will also ordinarily accompanied by a requirement to redo the work.

3. **A failing grade for the assignment.** This applies in cases where the faculty member chooses not to allow redoing the work.

4. **A failing grade for the course.** This would be a suitable sanction for a serious case or for repeated cases of less extreme infractions.
5. **Suspension from the university** for a specified minimum period of time. This sanction will ordinarily be applied when, in the estimation of the Dean of Students/Dean of the Graduate School and the Dean of Faculty, a pattern of misconduct is so chronic or severe that separation from the campus community is warranted. If serious enough, a single case of academic dishonesty can result in suspension. This could occur in the case of indisputable willful intent by the student to commit an academically dishonest act, such as altering a professor’s grade record or maliciously damaging academic work of another individual. Suspension may take effect immediately. The minimum period of suspension will be the balance of the current block or term. Ordinarily the period of suspension will continue through the entire following block or term.

6. **Expulsion from the university.** This sanction is used in the event of extraordinarily grave cases of academic dishonesty or when less severe cases of dishonesty persist after one returns from a period of suspension for academic dishonesty.

**The Process**

Faculty members should provide the student with a written account of the offense and the sanction. Faculty members should also report cases of academic dishonesty to the Office of the Dean of Students in cases regarding undergraduate students or to the Office of the Dean of the Graduate School in cases regarding graduate students, including an indication of the sanction levied (this could be a copy of the letter sent to the student).

The Dean of Students/Dean of the Graduate School will monitor academic dishonesty infractions in the context of a student’s entire record of misconduct at the university. When appropriate, the Dean of Students/Dean of the Graduate School will activate a hearing process wherein the sanctions of suspension or expulsion from the
university may be levied. These cases are heard by the Deans Committee consisting of the Dean of Students/Dean of the Graduate School and the Dean of Faculty.

The Deans Committee does not reconsider the grade sanction, which may have been levied at an earlier stage. It only considers whether additional sanctions are in order, and does not confine consideration to the case of academic dishonesty. Rather, it considers the entire record of misconduct of the student at the university, which is compiled in the Office of the Dean of Students/Graduate School office.

**Appeals**

There are two avenues of appeal, one applicable to appealing grade sanctions, the other applicable to appealing suspension or expulsion decisions. The Academic Standards Committee of the faculty will consider appeals of grade sanctions. The President of the university will hear appeals of suspension and expulsion sanctions. No further opportunities for appeal are available.