



# Soka University of America

## 2018-2019

### Student Handbook and Planner

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

Policies may be subject to change.

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

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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



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## QUICK 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.

	<u>Area Code (949)</u>
Bookstore .....	480-4360
Counselor .....	480-4192
Health Center .....	480-4143
Dining Services .....	480-4087
Facilities .....	480-4099
Information Technology Help Desk .....	480-4357
Library .....	480-4105
Lost and Found .....	480-4100
Mail Center .....	480-4200
Public Safety .....	480-4117
Registrar .....	480-4045
Residential Life	
Atlantic Office .....	480-4651/after hours 480-4658
Pacific Office .....	480-4652/after hours 480-4664
Student Affairs .....	480-4172

***For emergencies, call 911.***



## MESSAGE FROM THE PRESIDENT

*Greetings and welcome to Soka University of America!*

*I am delighted to welcome the Undergraduate Class of 2022 and the Graduate Class of 2020. I sincerely appreciate you choosing to attend Soka and look forward to getting to know each of you in the years ahead. I would also like to welcome back the rest of the undergraduates and graduate students.*

*As we start the new academic year, I believe it is timely to introduce and refresh the founding spirit of the university for our new incoming students. The university founder, Mr. 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, Soka 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 the rest of 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*



## OUR HERITAGE

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.

### 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.

## 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 Educational Leadership and Societal Change**

The mission of Soka University of America's Master of Arts in Educational Leadership and Societal Change program is to provide graduate-level students with the broad interdisciplinary knowledge, research skills, and practical experience for cutting-edge leadership in the all-inclusive world of education, locally, nationally, and internationally.

The MA Program in Educational Leadership and Societal Change answers the need for global leaders with the practical skills and experience, foundational knowledge, and ethical commitments necessary to achieve lasting and effective societal change within the field of education, including but not limited to the classroom learning environment. Education takes place across a multiplicity of institutions – social, cultural, political, and economic – all of which have a profound bearing on our schools and the type of future citizens they produce.

The program takes an ecological approach to education, one that, as Lawrence Cremin (1976) wrote over thirty years ago, “views educational institutions and configurations in relation to one another and to the larger society that sustains them and is in turn affected by them.” As such, the MA program, like its home institution, Soka University of America, recognizes the symbiotic relationship between formal learning and the surrounding world in which we live.

Students study and conduct research into the historical roots of educational policies and problems as well as on the relationship between educational philosophies and practices. They do so in the context of contemporary social, political, economic and cultural currents that may or may not work either for or against curricular trends. Related areas of study include comparative and international education, multicultural education, educational psychology, gender and education, school administration policy and practice and educational law.

The program is designed to prepare students for advanced degrees (e.g., Ph.D. or Ed.D.) and for leadership roles in public and private schooling, governmental and non-governmental organizations, and in the entrepreneurial sector, particularly in the growing area of educational publishing and other media. Graduates are in excellent positions to initiate leadership in K-12 classroom settings, pursue supplementary state credentialing requirements for managerial positions as principals and vice principals or as administrators at the district-level, and work in public policy institutions around the world.

**[Please note:** This program is not a credential program. It does not qualify students for the State of California Teaching Credential or for the State of California Administrative Services Credential.]

# ACADEMIC INFORMATION

*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 Graduate and Undergraduate Program is on an academic calendar consisting of a block, semester, block and semester.)

## 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 verification purposes, the following categories are used for students during the fall and spring sessions:

### *Undergraduate*

12.0 units or more	Full-time
9.0 to 11.99 units	Three-quarters time
6.0 to 8.99 units	Half-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.

<b>2018-2019 UNDERGRADUATE &amp; GRADUATE ACADEMIC CALENDAR</b>	
Fall Block Begins	August 13, 2018
Last Day to Add/Drop	August 14
Fall Block Ends	August 31
Labor Day Holiday	September 3
Fall Semester Begins	September 6
Last Day to Add/Drop	September 12
Thanksgiving Holiday	November 22-23
Instruction Ends	December 7
Study Day	December 10
Final Examinations	December 11-17
Winter Block Begins	January 7, 2019
Last Day to Add/ Drop	January 8
Martin Luther King, Jr. Holiday	January 21
Winter Block Ends	January 30
Spring Semester Begins	February 4
Last Day to Add/Drop	February 8
Presidents' Day Holiday	February 18
Spring Break	March 18-22
Instruction Ends	May 13
Study Day	May 14
Final Examinations	May 15-21
Commencement	May 24

*Note: Dates may be subject to change. For the most recent information about dates, contact the Registrar's Office at (949) 480-4045.*

## 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 or order online through National Student Clearinghouse by going to [www.getmytranscript.com](http://www.getmytranscript.com). Service requests are generally processed within 3-5 business days after receipt of request. All fees are specified on the Official Transcript Request form. 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 update their home and mailing addresses through their access of learning solutions. They can also notify the Office of the Registrar 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) 480-4045 or (949) 480-4376*

*Fax: (949) 480-4151*

*E-mail: [nyoshimura@soka.edu](mailto:nyoshimura@soka.edu) or [pluonglewis@soka.edu](mailto: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 will advise the student of their 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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.

### **Consent to Use of Photographic Images**

Registration as a student and attendance at or participation in classes and other campus and university activities constitutes an agreement by the student to the University's use and distribution (both now and in the future) of the student's image or voice in photographs, video or audio capture, or electronic reproductions of such classes and other campus and university activities.

*If any student in a class or campus and university activity where such photographing or recording is to take place, does not wish to have their image or voice so used, the student should raise the matter in advance with the instructor or photographer and event coordinator.*

## **ACADEMIC STANDING**

### **UNDERGRADUATE**

#### **Good Standing**

A student is considered to be in good standing if they have 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. 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 Coaching through the Student Affairs office is required until a student is no longer on probation.

#### **Academic Dismissal**

Academic dismissal means termination of a student's relationship with the university for unsatisfactory academic performance. The Academic Standards Committee will notify the students in writing.

While a student is on probation, that student is subject to dismissal:

1. If they fail to achieve a session GPA of at least 2.0 while remaining enrolled in at least 12 units throughout the session, or
2. If they fail 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 an 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) and any other information which may assist the committee in making a decision.
2. Furnish official transcripts of courses taken since leaving SUA.
3. Be in good financial status with the university.

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.

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 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 wish to 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.

A student who simply leaves the university without filing the required paperwork for a withdrawal is considered to have terminated their enrollment with the university as of the last class attended or the last evidence of academic participation in courses in which they were enrolled. The grade posted will be “W” if enrollment is terminated prior to the withdrawal deadline; otherwise an “F” will be posted.

All financial refunds or obligations are dated from the effective date indicated on the withdrawal form.

Withdrawal from the university will not be granted during the last week of any class.

### **Withdrawal from a Course**

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

### **Short Term Leave of Absence**

Students may be granted a leave of absence for personal and/or family emergencies. A leave of absence is a short-term period of leave that will not adversely affect a student’s academic progress and that constitutes less than 10 days of absence. Such assessments will be made by the Dean of Students and the Dean of faculty.

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
3. Complete the Short-term Leave of Absence form with all required signatures.

An approved leave does not require an application of readmission. Students should advise the Dean of Students and the Dean of Faculty when they plan to return to the university.

## **GRADUATE**

### **Standards for Achievement**

The student’s performance is evaluated based on their 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 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 their 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.

## **Academic Progress and Performance**

The admission of all graduate students is continued at the discretion of the Dean of the Graduate School, consistent with the policies and practices of the university, the Graduate School and the graduate program. A student must make satisfactory progress in meeting program requirements, must demonstrate the ability to succeed in their course of studies, and must attain performance requirements specified by the graduate program, otherwise their enrollment will be terminated. Determinations of satisfactory progress occur at the graduate program level.

The Graduate School of Soka University of America has established guidelines that are designed to ensure that students successfully complete courses and to promote timely advancement toward specific degree objectives. These requirements also serve as a standard against which to evaluate student progress, grade point averages and the overall time periods in which students complete their graduate programs.

## **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 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 Program Director is responsible for evaluation of transfer credits. The Director evaluates the content of the course to determine its equivalence to a course offered on campus and determines its credit value based on the evaluation report prepared by the Office of Graduate Admissions.

Transferred courses will not compute into the GPA, but will appear on the student's transcript. This policy may be applied toward no more than 2 courses and no more than 6 units per student. Although a higher requirement may be set as a condition for a particular course, no courses will be accepted as meeting SUA Graduate School graduation requirements, nor will they have credit transferred, if the grade received is less than B.

If a course from another institution was taken so long ago that the content has become outdated, the Director will recommend that a student retake the course at Soka University of America rather than transferring it in.

Soka University of America may require that an applicant obtain an evaluation of their academic credit from an outside organization that provides foreign credential evaluation services to evaluate transfer credits from foreign institutions.

Official transcripts for credit earned at other institutions that have been presented to Soka University of America for admission become the property of Soka University of America and will not be returned.

## 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

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

\*General guidelines based on the 100% scale

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.

## 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. 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.

## **Leaves of Absence & Withdrawal**

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 Program Director 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, they 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 CODE OF CONDUCT**

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 that 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.

# 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 lie 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 be 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.

## **STUDY ABROAD AND INTERNATIONAL INTERNSHIPS**

A unique aspect of SUA's undergraduate curriculum is the requirement that each student during their junior year participate in a semester of study abroad for which they will receive academic credit. The study abroad 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 additional opportunities 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 the Study Abroad and International Internships Office at (949) 480-4159 or (949) 480-4127.

## **DAISAKU AND KANEKO IKEDA LIBRARY**

### **Library Hours**

During the semester, the library is open to the SUA community Monday through Friday, from 8 a.m. to 10 p.m.; Saturday from noon to 5 p.m.; and Sunday from noon to 10 p.m. The front entrance remains open during SUA's normal business hours (Monday through Friday from 9 a.m. to 5 p.m.). After public hours, the library is open to the SUA community and students can enter the library through the 24-Hour Study Room using their ID card.

### **Personalized Research Sessions and Class Instructions**

Students can schedule individualized reference and research sessions with a librarian. Walk-in inquiries, emails, e-forms, and phone calls are also welcome, and are responded to in a timely manner. See the library's Reference Services page for more information: <http://libguides.soka.edu/reference>. In addition to one-to-one sessions, the library offers group information literacy sessions held at the beginning of each semester. These sessions offer an introduction to library research and are a great way to develop searching strategies and source evaluation skills. They are usually held in the library's instruction room, Gandhi 303A.

## Research Guides

The library offers a number of guides, called LibGuides, on its website. These guides contain useful information about library services and resources, and the research process in general. The LibGuides are designed to help students in their studies and in developing their information literacy skills as they work through the research process.

## Library Collections

Ikeda Library currently has 101,000 print books. All library materials are chosen based on their relevance to the curricula of the courses at SUA, and are organized using the Library of Congress Classification System. This system combines letters and numbers (which are found on the spine of the book) to provide information on the general subject matter of the books. The letters at the beginning of the call number indicate the field of study. Students will find hundreds of books on Psychology, for example, by going to the BF section of the open stacks on the 3rd floor of the library. The books in the Circulation Collection can all be found on the 3rd floor.

The Reference and Oversize Book Collection on the 2nd floor includes dictionaries, encyclopedias, and other general knowledge resources. Many of the library's reference titles are also available in the databases (e.g. Gale Virtual Reference Library, Oxford Reference, and Encyclopedia Britannica Online), but there are still a large number of reference books that can only be found in print format. Because these materials often give broad overviews of particular topics, this collection is a good place to begin researching. Ikeda Library's current holdings of print newspapers, magazines, and academic journals are on the 2nd floor as well.

There are several collections of books shelved on the 1st floor of the library. The Foreign Language Collection contains titles in the four languages taught at Soka: Chinese, French, Japanese, and Spanish. The Young Adult Collection contains illustrated guides as well as award-winning fiction for young adult readers. The Children's Collection offers classics and popular picture books. The books in these collections can be used as support materials to help students build their English and foreign language reading speed, comprehension, and cultural knowledge.

Also on the 1st floor, students will find two collections unique to Ikeda Library: the Founders' Collection and the Ikeda Collection. The first, the Founders' Collection, contains books written by the founders of Soka Education: Tsunesaburo Makiguchi, Josei Toda, and Daisaku Ikeda in several languages. The second, the Ikeda Collection, contains books on the social sciences donated to Ikeda Library by SUA's founder, Daisaku Ikeda, in 2001. The collection originally contained 3,000 books and grew to 4,000 with a second donation in 2002. The majority of the titles are in Japanese and written by recognized scholars, educators, and intellectuals in their respective fields.

The Special Collection room on the library's 1st floor is the main physical repository for the University Archives, which collects, preserves, and makes accessible official records and items that contribute to an understanding of the university's history. Archived items include photographs, video-recordings, reports, and news articles. See the Archives page for more information: <http://libguides.soka.edu/archives>.

The library's Media Collection includes works that contribute to the teaching of all disciplines in the university curricula, and also boasts popular films chosen to support students in their studies, foreign language development, and for their leisure viewing. Students can browse the library's film collection on the 3rd floor and bring the display cases to the Information Desk to check out the DVDs. Audio CDs and VHS tapes are also stored and checked out at the Information Desk. Please be sure to return media items to the Information Desk. These materials are fragile and may get damaged if they are dropped in the library return box. Students can use the equipment available in any of the four study rooms on the 3rd floor to play the media materials, or they can borrow external DVD/CD drives from the IT Helpdesk.

### **Loan Policies**

Students can check out circulating books for 42 days and media for 7 days. All materials may be renewed three times. Books may be checked out at the Information Desk or at the Self-Checkout machine. Students are encouraged to ask a library staff member for help the first time they use the Self-Checkout station.

Locks for the lockers found in the 2nd floor 24-Hour Study Room are available at the Information Desk, and can be checked out for 42 days.

### **Library Databases**

The library currently subscribes to 95 online databases, offering students easy access to a significant number of peer-reviewed journals and over 340,000 electronic books. In addition, about 44,000 films and music recordings are also accessible from the databases. The librarians at Ikeda Library actively update these collections and offer individual and group instruction in optimizing their use.

Students can access the library databases directly from any Internet browser on their computers or mobile devices. Off campus, SUA credentials (Soka username and password) are required before the library's electronic resources can be viewed. Please contact the library staff to report database accessibility issues.

### **Interlibrary Loan (ILL)**

Supplementing the library's physical and online collections, the library provides ILL service. If students are not able to find particular books or periodical articles in any of Ikeda Library's collections, they can request them through ILL. Ikeda Library borrows the items from another library at no cost to the students. Periodical articles are usually emailed to the students within 2 to 3 business days, and the books are mailed to the library. The students are then asked to check out the books at, and return them to, the Information Desk. Students can request to renew ILL materials; however, renewals are at the discretion of the loaning institution.

### **Course Reserves**

Some professors place books or media items on library reserve, and they are held at the Information Desk. The loan period is short, typically from two to six hours, so that all the students enrolled in the course are able to borrow the items. The reserve materials must be returned to the Information Desk, and overdue items are charged by the hour.

## **Study Carrels and Study Rooms**

There are a number of study desks and carrels available on each floor of the library for individual study. For collaborative work or film viewing, students may use the group study rooms on the 3rd floor during the library's operation hours. These rooms are equipped with a TV, a DVD/Blu-ray/VHS player, and a whiteboard. Reservations are not required, but they are recommended. In order to use a group study room, students must check in at the Information Desk and leave their ID cards in exchange for the room key. Students are requested to use rooms no longer than 3 hours when other groups are waiting.

There are also two study rooms in the library open for student use 24 hours a day: the 24-Hour Study Room, located on the 2nd floor; and room 461 on the 4th floor. The Grand Reading Room #400 is open from 8 a.m. to midnight daily. To reach the 4th floor, students need to enter the doors to the left of the library entrance and take the elevators. To request that the temperature of one of these study rooms be adjusted, or to report issues with ID card access, please email Facilities at [fachelpdesk@soka.edu](mailto:fachelpdesk@soka.edu).

## **Technological Resources**

Students have access to copiers, scanners, printers, as well as computer terminals and wi-fi, throughout the library. The library also has two microfilm readers: one on the 1st floor and one on the 2nd floor. Please ask a librarian for help using the machines and accessing the library's microfilm and microfiche collections. For issues pertaining to the technological resources available in the library, please email IT at [helpdesk@soka.edu](mailto:helpdesk@soka.edu) when the library staff are not available to provide assistance.

For more information about the library's services and collections, please contact the library or visit us online.

Information Desk: (949) 480-4205

Email: [library@soka.edu](mailto:library@soka.edu)

Homepage: <http://ikedalibrary.soka.edu>

Facebook: <http://www.facebook.com/IkedaLibrary>

## **Photography Office**

The University Photography Office takes photographs for official university purposes only. SUA students must have their photography requests approved by the Office of Student Activities ([sactivities@soka.edu](mailto:sactivities@soka.edu)) at least 12 business days (M-F) before the event or proposed shoot is scheduled. Two simultaneous request forms must be submitted including all relevant event and/or project information: 1) to the Office of Student Activities, 2) to the University Photography Office with detailed location and scheduling itinerary. After the University Photography Office approves the request, the requestor should confirm with the photography office that a photographer is available to cover their event or project as well as update us with changes in scheduling and location. It is the requestor's responsibility to inform photographed individuals by using the consent form as needed, including off-campus guests, faculty and staff, the parents or legal guardians of minors. The images will be archived for future university purposes and may appear on the SUA website, SUA social media outlets, promotional materials and news outlets. The University Photography Office maintains an image archive of SUA-related photos, and the University Photography Policies comply with the Family Educational Rights and Privacy Act (FERPA) and California Right of Publicity Law. See the Photography page for more information: [http://libguides.soka.edu/archives\\_photography/photo](http://libguides.soka.edu/archives_photography/photo)

## THE UNIVERSITY WRITING CENTER

The University Writing Center is committed to helping students meet the standards and expectations of writing at the university level. We provide individualized tutoring sessions, group workshops, and round-table discussions. Occasionally, we also sponsor invited guest speakers.

Our Writing Specialists are a team with diverse backgrounds and areas of expertise, selected specifically to address the various standards of proof and ways of knowing that characterize the undergraduate curriculum. Each member has at least a master's degree, and some have terminal degrees, such as MFA, JD, and PhD. The Writing Center staff also includes Writing Fellows, students with an exceptional understanding of academic writing. Fellows are selected from nominations by Writing Program faculty.

Most students make Center appointments online through Portal, but “drop-in” appointments are also available. Appointments are generally of two types—(1) brain-storming sessions devoted to helping students generate ideas for writing and (2) draft sessions, which are hands-on discussion and advice on how to improve work in progress. To facilitate both types of sessions, we expect each student to bring a copy of their assignment along with drafts in progress and any material they would like to discuss.

Note that specialists do not edit or correct student papers, nor do they produce content. For more information about the University Writing Center, call (949) 480-4060 or email ([writingcenter@soka.edu](mailto:writingcenter@soka.edu)).

## STUDENT LIFE

### ATHLETICS AND RECREATION



#### Athletics

Intercollegiate competition came to SUA for the first time in the fall of 2004. Men's and Women's teams in Swimming, Golf, Track & Field, Soccer, Cross Country, and Women's golf represent the university in competition against some of the finest athletes and university programs in the world. Head Coaches Ian Eggleston (Men's soccer), Dave McLeish (Women's soccer), Robin Freeman (Men's and Women's Track and Field and Cross Country), Adam Crossen (Men's and Women's Swimming), and Nancy Mockett (Women's Gold) lead a coaching staff among the finest in the country. All students are welcome to participate, as Athletics is dedicated to adding the collegiate experience for all students.

#### Fitness

Soka University Recreation and Fitness 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 our Recreation Department also provides a variety of classes in Yoga, weight training, Zumba, and tennis. 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. There are leagues and tournaments in team sports like indoor soccer, volleyball, basketball, and flag football.



**Outdoor Adventure Series**

Hiking, rock climbing, kayaking/paddle board, sailing and surfing are offered. 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 20minute drive from campus, and our Recreation Department sponsored instructional programs are sponsored each semester of the academic year.

**Facilities**

With state-of-the-art facilities, Soka University Recreation & Fitness 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 the SUA Portal or contact Michael Moore at (949) 480-4155.

<b>RECREATION FACILITY SCHEDULE FALL, SPRING &amp; BLOCK ACADEMIC TERMS</b>		
<b>FACILITY</b>	<b>MONDAY – FRIDAY</b>	<b>SATURDAY &amp; SUNDAY</b>
EQUIPMENT ROOM	7:00am – 8:00pm	12:00pm – 6:00pm
LOCKER ROOMS	7:00am – 8:00pm	12:00pm – 6:00pm
GYM	7:00am – 8:00pm	12:00pm – 6:00pm
WEIGH ROOMS	7:00am – 8:00pm	12:00pm – 6:00pm
CARDIO HALL	7:00am – 8:00pm	12:00pm – 6:00pm
RACQUET BALL & SQUASH	7:00am – 8:00pm (unsupervised)	12:00pm – 6:00pm (unsupervised)
POOL	12:00pm – 2:30pm (lifeguard on-duty) 3:00 – 6:00 (unsupervised)	12:00pm – 4:00pm
TENNIS COURTS	7:00am - 8:00pm	12:00pm – 6:00pm
FIELDS	7:00 am – dusk (unsupervised)	7:00 am – dusk (unsupervised)
TRACK	7:00 am – dusk (unsupervised)	7:00 am – dusk (unsupervised)

## HOLIDAYS SCHEDULE

FACILITY	MONDAY – FRIDAY	SATURDAY & SUNDAY
EQUIPMENT ROOM	10:00 am – 6:00 pm	Closed
LOCKER ROOMS	10:00 am – 6:00 pm	
GYM	10:00 am – 6:00 pm	
WEIGHT ROOMS	10:00 am – 6:00 pm	
CARDIO HALL	10:00 am – 6:00 pm	
RACQUETBALL & SQUASH	10:00 – 6:00 (unsupervised)	
POOL	TBD	
TENNIS COURTS	10:00 am – 6:00pm	
FIELDS	7:00 am – dusk (unsupervised)	7:00 am – dusk (unsupervised)
TRACK	7:00 am – dusk (unsupervised)	7:00 am – dusk (unsupervised)

The use of equipment and facilities is one of several opportunities available to students in the area of Soka University Recreation and Fitness. Equipment is available in the form of large items (weight room and cardio machines, volleyball standards, etc.) that remain in the facility, camping gear (tents, sleeping bags, pans, and grills), or smaller portable item (balls, bats, frisbees, etc.) that can be used either on- or off-campus. A list of available equipment is on the SUA Portal. Equipment is issued for 24 hours and must be returned on-time, with the exception of camping gear. 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.

## HOUSING AND RESIDENTIAL LIFE

Living on campus is an important aspect of a college student’s experience. As a residential campus, Soka is committed to providing students with quality living experience in university managed housing. All students with the exception of Graduate students are required to live on campus. However, undergraduate students may petition to live off campus through the Office of Residential Life at least 90 days prior to the beginning of a semester.

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 Residential 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.

## UNDERGRADUATE RESIDENTIAL CO-CURRICULUM

Learning continues outside the classroom within the residential environment. Residential Life provides programs and activities according to a Residential Co-Curriculum meant to broaden a student's learning experience on campus. This exciting approach to living/learning focuses on partnerships among faculty and Student Affairs educators in order to provide integrated learning opportunities for residents that compliment and support academic scholarship – all in an informal environment. The Residential Co-Curriculum is intended to incorporate academic learning and advance student development through specialized programs which enhance learning and fosters the development of *global citizens*.

The Residential Co-Curriculum is a series of engaging educational programs created to uniquely support the development and successful advancement of students through the introduction of topics which are central to the college experience.



*The Faculty In Residence Program* provide faculty and students, the opportunity to live and interact with each other in the residence halls. The goal of the FIR Program is to provide informal and formal resident-faculty interactions through educational programs, advising, and casual association. The Faculty in Residence work in close partnership with the Residential Living staff in enhancing the intellectual environment, supporting academic excellence and existing Living Learning Communities, providing opportunities for other faculty to interact with students, and integrating intellectual thought through informal and formal interactions extends the classroom learning experience to the halls.

The 2018-2019 Faculty Resident, Dr. Tetsushi Ogata, serves as mentor, advisor, and facilitator to lead the development of idea exchanges, intellectual development, personal and shared experiences for the community.

*Themed Living-Learning Communities* were designed to integrate academics with other students' shared interests. The focus of each micro community is structured to create a unique educational experience and customized programming to support student development. Scholar's Peak was established for first year students and Eco Wing designed for upper division students. The goals for themed Living-Learning Communities are:

- To establish a sense of community
- To foster learning through group projects and activities
- To contribute time and talent to the campus and local community
- To promote global citizenship

For further information consult the Residence Life Guide or contact Michelle Hobby-Mears, Director of Residential Life at (949) 480-4134.

## **JOBS ON CAMPUS**

There are part-time positions available on campus. Various departments post job openings and will receive applications from interested students. Human Resources (HR) will assist students by providing information on on-campus employment as well as assist students in filling out necessary paperwork. HR posts on-campus student positions on College Central Network (CCN), go to the SUA Portal and under Areas choose Human Resources. On the left menu click Student Employment and then choose “How to apply for on campus jobs”. Contact HR by e-mail at [studentjobs@soka.edu](mailto:studentjobs@soka.edu) or by phone at extension 4168. HR is located on the third floor of Founders Hall.

## **STUDENT ACTIVITIES**

The Office of Student Activities supports a campus environment for student engagement, empowerment, collaboration and activism through student organizations, programs, and shared governance. Each year, there is a wide variety of educational, cultural, service learning, social and recreational programs for students to experience.

The Office of Student Activities maximizes the SUA experience by promoting intercultural understanding, and supporting the development of global citizens who are prepared to positively impact their communities.

Student Activities staff are committed to:

- supporting all students in their pursuit of learning and development;
- facilitating learning beyond the classroom and encouraging growth through activism, advocacy, leadership, team-building, and community awareness;
- and working collectively with students, campus organizations and departments, in the planning and implementation of events.

There are several opportunities to develop leadership skills and to gain practical experience in a variety of areas through students, faculty, staff and community partners collaborations which support service learning, diversity and social justice experiences.

## **FUSION PROGRAMS**

The Office of Student Activities offers programming which explores, analyzes and celebrates the richness of histories, narratives, individual and group identities and cultures. Fusion programs “bring together” the vast experiences and perspectives found within the diversity of the campus community and beyond. The Hope In Action series facilitates practical and direct ways students can take action on a variety of social justice issues such as race, class, gender, faith, equity, inclusion, and LGBTQ issues in addition to environmental justice. In addition, the Identity Storytelling series focuses on the personal experience to illuminate the fluid and evolving nature of identity. The Hope In Action and Identity Storytelling series are collaborative departmental and student diversity programs.

## **ALTERNATIVE SPRING BREAK**

The Alternative Spring Break (ASB) is a program for students to learn about a variety of human issues such as literacy, poverty, racism, hunger, homelessness and the environment during the fall semester and perform volunteer service during the spring break period. ASB is an opportunity for students to become involved in community-based service projects and to learn about the problems faced by members of communities with whom many students otherwise may have had little or no direct contact. The trip is a complete immersion into diverse environments which enable students to experience, discuss, and understand complex social issues. Program participation is based upon selection through application. The students on the ASB team will work closely with the staff to create experiences that foster community building and an awareness of the issues facing communities. Students will be expected to dedicate approximately 5 hours per week to ASB. For more information about ASB, contact the ASB Service Learning Coordinator at (949) 480-4190.



Alternative Spring Break  
Soka University of America

## **STUDENT ORGANIZATIONS**

Opportunities exist to become actively involved in campus life. Students interested in governance, might consider involvement with the Soka Student Union. If interests lie in other student-based activities, consider working on the student magazine, The Pearl, or join one of the many existing clubs and organizations on campus. Many of these activities will not only offer interactions with other students but will also afford opportunities to work with faculty and staff in pursuit of their extracurricular interests. By getting involved, students will be able to develop friendships as well as learn many important skills such as teamwork, communication and leadership.

### **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. SSU leaders include the Executive Council, Class Senate, and Club Senate, and collectively make up the governing body of the SSU called Student Leaders Assembly.

#### ***Executive Council***

The Executive Council (EC) is the leading body of the SSU and the Student Leaders Assembly that serve to represent and support the concerns and interests of the entire student body. EC provides opportunities and a platform for all students to engage with the campus community, discuss school issues, and initiate activities that can benefit and support the study body. EC also administers grants awarded to individual students and student groups to assist projects, conferences, or other activities that align with the mission university and contribute to the student body. The elected officers assist in the facilitation of student elections, manage the budget for student organizations and represent the student body in university committees.

## *2018-2019 Executive Council*

President: Ryan Nakazaki  
Vice President: Tamires Da Silva  
Secretary: Nobuyo Ogawa  
Treasurer: Khai Phyn Teo  
Attorney General: Esat Tunagar

### **CLASS SENATE**

Under the leadership of Executive Council, Class Senate in collaboration with Club Senate tackle challenges affecting the student body that arise during the academic year, brainstorm ways to improve the general welfare of the Student Body as well as their respective classes, and put these initiatives into effect. Class Senate consists of 12 student leaders per semester: one (1) president, one (1) secretary, and one (1) treasurer elected by their respective class. The junior class will have one of each representative per semester. These representatives are responsible for hearing and representing the voices and concerns of their respective classes, and for attending regular Student Leader's Assembly meetings with Executive Council and Club Senate.

### **CLUB SENATE**

Club Senate was formed by the SSU to serve as a resource for all official clubs on campus. Club Senate will address official clubs' needs and provide forums for those organizations to collaborate and achieve their goals. Club Senate also manage club funds and grants that clubs may apply for each semester. Club Senate consists of (3) elected officers, President, Secretary and Treasurer.

### **STUDENT CLUBS**

There are a variety of campus clubs at SUA. Any student may join a club or establish a new 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 SUA 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
- g. Qualify for a campus award

For further information about student clubs and organizations, contact the Office of the Dean of Students.

## **UNIVERSITY COMMITTEES**

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 SSU Executive Council serve on this committee together with representative staff and faculty.

***International Festival Committee:*** The university hosts, on the first Saturday 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.

***Campus Sustainability Committee:*** Campus sustainability committee is a university-wide committee made up of representatives from all areas of the university. Students are appointed by SSU Executive Council each year to represent the student body in this committee. The mission of this committee is to support the mission of the university by demonstrating leadership in environmental teaching and research, sustainable use of natural resources, and the operation of a healthy workplace.

## **RESERVING FACILITIES AND CAMPUS SPACE**

Student clubs and organizations officially recognized by the University may reserve indoor and outdoor campus facilities for events. The Office of Student Activities provides administrative event support for official student organizations, access rights for special printing and stamp authorization for posting promotional materials in designated areas on campus.

Official student clubs and organizations seeking to reserve campus spaces and facilities should contact the Office of Student Activities for assistance or call (949) 480-4250.

### **Indoor Facilities**

Classrooms  
Student Affairs  
Small Conference Center  
Lion's Den\*  
Ikeda Library  
Performing Arts Center  
Practice Rooms  
Black Box Theatre  
Student Center  
Residence Hall Rooms  
Recreation Center

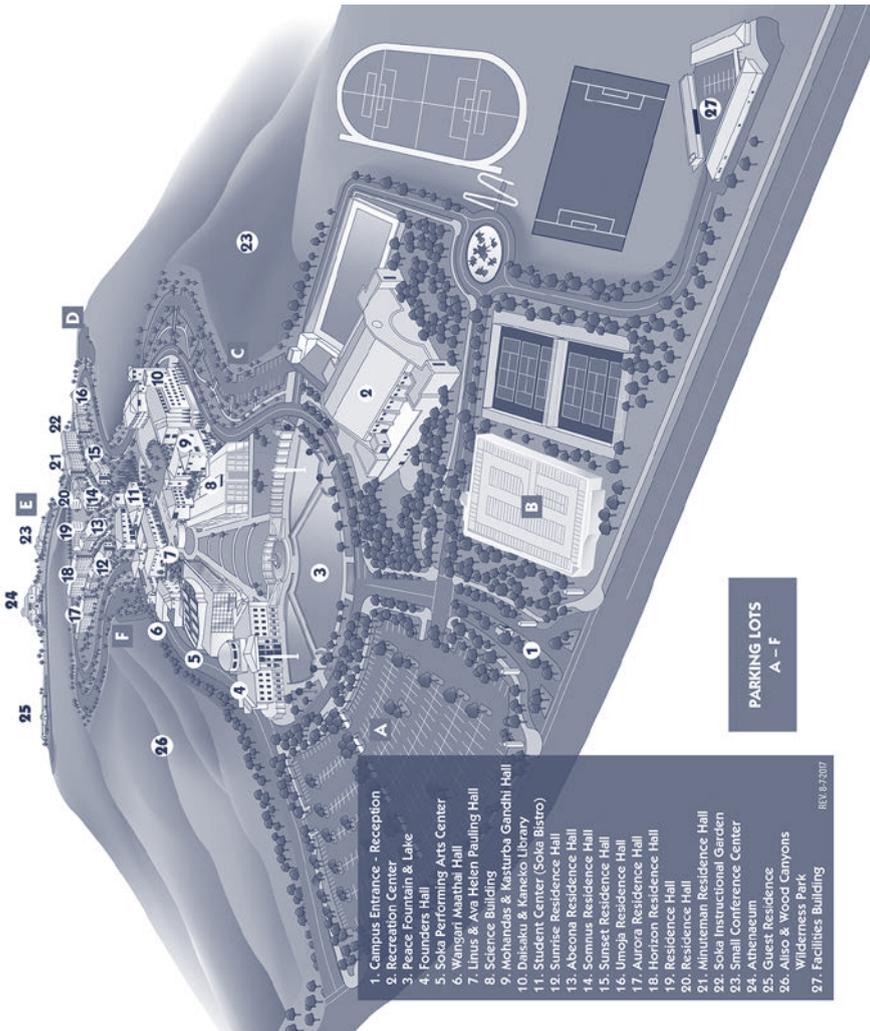
### **Outdoor Facilities**

Athenaeum Garden and Courtyard  
The Lake  
The Ponds  
Campus Green  
Library Plaza  
Student Center Plazas and Courtyard  
The Bowl (Residential Community)  
Track and Field, tennis courts and pool

#### **\*Lions Den**

If students want to take a break in between classes or just hang out, they can go to the Lion's Den, get a cup of coffee from Sokafé, watch TV or just enjoy one of the comfortable chairs. This is a space for students to relax and interact. The Lion's Den is operated by the Soka Student Union Executive Council and is open 24 hours. For groups to reserve the Lion's Den, please contact the Executive Council Attorney General at [SokaStudentUnion@soka.edu](mailto:SokaStudentUnion@soka.edu).



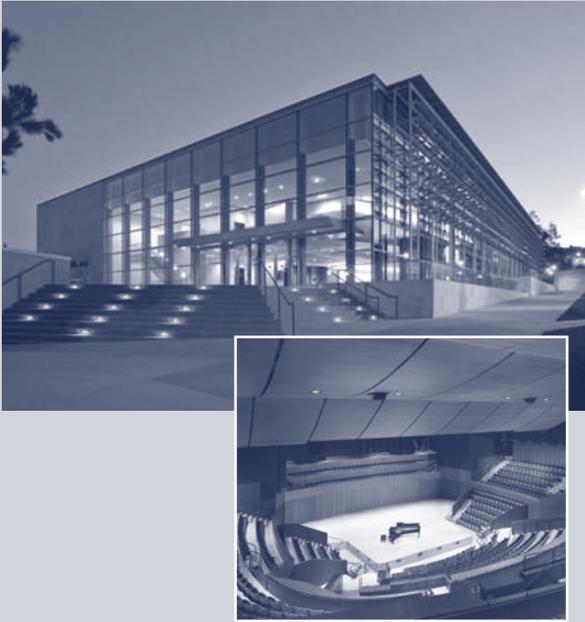


- 1. Campus Entrance - Reception
- 2. Recreation Center
- 3. Peace Fountain & Lake
- 4. Founders Hall
- 5. Soka Performing Arts Center
- 6. Wangsin Asanahi Hall
- 7. Wangsin & Shin Helen Pauling Hall
- 8. Science Building
- 9. Mohandas & Masturba Gandhi Hall
- 10. Daisaku & Kameko Library
- 11. Student Center (Goka Bistro)
- 12. Sunrise Residence Hall
- 13. Absona Residence Hall
- 14. Somnus Residence Hall
- 15. Sunset Residence Hall
- 16. Umoga Residence Hall
- 17. Aurora Residence Hall
- 18. Horizon Residence Hall
- 19. Residence Hall
- 20. Residence Hall
- 21. Minuteman Residence Hall
- 22. Soka Instructional Garden
- 23. Small Conference Center
- 24. Athenaeum
- 25. Guest Residence
- 26. Aliso & Wood Canyons  
Wilderness Park
- 27. Facilities Building

**PARKING LOTS**  
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## THE PERFORMING ARTS CENTER



The Soka Performing Arts Center (PAC) features a 1,000 seat concert hall with state of the art acoustics designed by Yasuhisa Toyota, acoustic designer of Walt Disney Concert Hall in Los Angeles and Suntory Hall in Tokyo. The PAC is located behind Founders Hall. Student, faculty and staff discount tickets are available for most events.



Adjacent to the Soka Performing Arts Center is academic building, Maathai Hall, which features a Black Box Theatre with a seating capacity of up to 180 and a dance studio.

# STUDENT SUPPORT SERVICES

## CAREER SERVICES

### **Our Mission:**

To empower students to take charge of their personal and career development through self-exploration and making purposeful choices. By providing students with tools necessary for lifelong professional development, we aim to support students to successfully live a contributive life.

### **Our Goals:**

- To help students understand and experience the Career Development process
- To help students articulate their Liberal Arts competencies
- To connect students to the world of work

Soka's Career Services is committed to promoting student success by providing a broad range of innovative services that address the needs of both domestic and international students.

On average a new college grad can expect to spend 7 months seeking employment after graduation. That amounts to several thousand dollars of unearned income. Early preparation is key to securing a good job before graduation.

Soka's Career Services 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:**

- GoingGlobal: <https://online.goingglobal.com/>
- College Central Network: <https://www.collegecentral.com/soka/>
- Private, individual career counseling sessions which addresses the individual career needs of the student
- Different self-assessments to identify interests, personality, skills and values
- Career Workshops covering topics such as *“What Can I Do With A Liberal Arts Degree”* to *“Resume Writing”* and *“Networking”*
- Practice interviews –online and face to face
- Job search strategies
- Employer presentations, information sessions and career panels
- Career 100- College to Careers Prep Course-(1 Unit Credit)
- Bridges to Business Program
- Summer Internship Grant

For additional career information:

Class of 2020, 2021 and 2022, email Vanessa Rubinfeld at [vrubinfeld@soka.edu](mailto:vrubinfeld@soka.edu)

Class of 2019 and Graduate students, email Robyn Dizes at [rdizes@soka.edu](mailto:rdizes@soka.edu)

Please “like” the Career Services Facebook Page at [SUA@ Careers and Internships](#).

## INTERNSHIPS AND COMMUNITY SERVICE

Within the Department of Student Affairs resides the Office of Internships/Community Services that can provide students with a wide variety of opportunities for practical experiences that can enhance their academic learning through actual field experience.

Working individually with interested students, this office assists students to develop and execute a plan that could lead to internships 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, non-profit, social media, politics, local government, law and environmental to name a few and the scope of these programs are suited based on the students' skill and interest levels.

As a department with Student Affairs, our objective is to serve the students at Soka University of America, therefore this department will work closely with you to ensure your program is tailored to suit your interest, ability and skills.

In our counseling sessions, students can openly discuss their goals and the advisor will develop a program that will bring a meaningful experience to the student with cultivated sites. 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 with documented programs and co-circular transcripts detailing their internship. Finally, students can explore what it means to become global citizens by contributing to our local community. Call Andy Marcos for an appointment at (949) 480-4140 or stop by Student Affairs, Office 305.

## COUNSELING

Life at SUA is a time of great change, transition, and personal growth. It can be exciting, fulfilling, and sometimes challenging. There are times when the demands of university life may feel overwhelming and lead to academic, emotional, and/ or social difficulties. Counseling Services provides a safe and confidential place to assist students in coping with the various issues they may encounter. Areas of concern may include:

- Stress and/or time management
- Homesickness and/or adjustment challenges
- Relationships with roommates, friends, family, or significant others
- Questions about identity and/or sexual orientation
- Managing an existing mental health condition
- Body Image
- Eating Disorders
- Anxiety
- Depression
- Grief and Loss

In addition to helping students cope with personal issues, Counseling Services assists those seeking help with decision making, guidance about how to help a distressed classmate, or who simply wish to talk to someone. Students are encouraged to call Anhthu Dang at (949) 480-4192 to schedule an appointment.

## HEALTH SERVICES

To help students stay healthy and make educated decisions regarding their bodies, SUA's on-campus health care services provides preventative services, treatment of health issues, and provides appropriate referrals. Health Services also supports any outreach and educational programs that serve to enhance the wellness of the entire campus.

Our clinic is staffed with a CA licensed physician, physician assistant, or nurse practitioner and receptionist from South Coast Medical Group (SCMG) Monday

- Friday 9:00am to 5:00pm. For after-hour/weekend services, SCMG Urgent Care is available in close proximity to campus. For questions, contact Health Services at 480-4143.

## HEALTH INSURANCE

All SUA students are required to be covered by a health insurance plan. For any domestic students who do not have their own insurance or who are not covered under their parents'/guardian's insurance, SUA will offer an insurance plan they can purchase. All international students must purchase this plan. Students MUST submit a Health Insurance Election/Waiver form every year. Students who elect to enroll in SUA's health insurance will be charged a health insurance fee of \$1,836 for the year.

## DINING SERVICES/SOKAFE

SUA understands the importance of dining as a part of 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.

### **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

### **SoKafé Hours of Operation**

#### Monday – Thursday

9:30am – 10:30am

2:00 pm – 5:00 pm

#### Friday

2:00pm – 5:00pm

7:00pm – 9:00pm

## DISABILITY SERVICES

Disability Services is available for students to arrange appropriate accommodations that support their educational and living needs. For more information, refer to the section “Accommodation for Persons With a Disability” on page 47.

## FINANCIAL AID

Meeting the costs of higher education represents a significant investment for most families. At SUA we are committed to taking on a partnership to help you along the way. SUA has designed comprehensive merit and need-based financial aid programs that make it possible for eligible students to attend.

As part of our mission to provide fair opportunities and access, The Office of Financial Aid performs verification on 100% of its financial aid applicants. Students are able to check the status of their financial aid package or view their financial aid anytime by logging into PeopleSoft.

For additional information related to financial aid, visit [www.soka.edu](http://www.soka.edu) or contact us via e-mail at [financialaid@soka.edu](mailto:financialaid@soka.edu). The Financial Aid Office is located on the second floor of Founders Hall and is open Monday through Friday, 9:00am-5:00pm.

## INTERNATIONAL STUDENT SERVICES

All matters relating to immigration are handled through the Office of International Student Services (OISS), which is located in the Office of Enrollment Services on the second floor of Founders Hall. OISS is committed to providing students the opportunity to better understand and seek counsel relative to the rights and benefits of those holding a student visa.

All incoming students who are not U.S. citizens are required to attend a workshop during Orientation Week to understand what your rights and responsibilities are as international students. As a student holding F-1 status it is important that you become familiar with specific immigration regulations. This workshop will cover 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. Re-entry into the U.S. in F-1 status
- h. Completion of F-1 studies
- i. Transfers & Release of SEVIS records

For questions or to make an appointment, contact Margaret Kasahara at (949) 480-4135 or via e-mail at [mkasahara@soka.edu](mailto:mkasahara@soka.edu).

## SHUTTLE SERVICES

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, nearby shopping malls, parks, the beach and other entertainment spots around town. The shuttle service is limited to a five-mile radius from our campus. The steps in front of Maathai Hall are the pickup point for shuttle services. Normal shuttle service is from 9 am to 10 pm weekdays and 12 noon to 10pm on Saturday and Sunday. The shuttle schedule and link to request a special trip is posted on the SUA Portal. For questions related to shuttle service and special requests, email [ShuttleServices@soka.edu](mailto:ShuttleServices@soka.edu). The shuttle drivers can also be reached at (949) 322-2136 or (949) 573-3731.

## STUDENT ACCOUNTS OFFICE

Student Accounts: Payment of fees/charges may be paid at the Office of Student Accounts. Online credit card payment option is available online through the PeopleSoft Student System. Charges include tuition, Fees and Fines, and miscellaneous charges. Students are responsible for full payment of tuition, fees, and all other debts due to the university. The Office of Student Accounts makes every possible attempt to provide students with a statement of charges due, however it is the student's responsibility to pay amounts owed no later than the payment deadline. The student account will include information of charges and payments to SUA. The student's account balance information is available online through the PeopleSoft Student System.

Privacy: In accordance with the Family Education Rights and Privacy Act of 1974, billing information will only be discussed with or mailed to the student. Students who would like to provide account information to a third party must complete a form at the Registrar's Office with the release authorization. This will also allow us to discuss the student's financial account information with the person named on the form. Please contact the Office of the Registrar at (949) 480-4132 or e-mail [registrar@soka.edu](mailto:registrar@soka.edu) for further information.

Tuition Payment Plan: Tuition, room and board, and health fees will be charged on a per session basis, Fall Session and Spring Session.

Payment information and calculation worksheet will be mailed to students prior to the beginning of the academic year. Payment arrangement must be made according to the calculated amount due for Fall & Spring Sessions at their respective payment schedule.

Payment can be made either by payment in full for the session, or making arrangements for an installment payment plan.

With this installment plan, there will be a sign up fee. Detailed information will be mailed out to students prior to beginning of the academic year.

For more information, please contact the Office of Student Accounts.

Emergency Loans: The Emergency Loan Program is available to qualified students in event of financial emergency through SUA. The loan is available for up to \$300.00 per each session, with a processing fee of \$10. Loans must be repaid within 90 days of issue or by the end of the academic year, whichever is sooner. For further information regarding the fees and terms of the loan, please refer to Emergency Loan Application.

Tax Liabilities: For International students a Federal Income Tax withholding may be applied to amounts of scholarships or grants that are greater than qualified education expenses (Tuition and Books). Depending on the student's country of origin, a 14% Federal Income Tax may be withheld from any scholarship or grant awarded. Students are responsible for full-payment of tax withholding at the time of charge. For further information regarding tax liabilities, please contact the Controller's Office at (949) 480-4319.

*Student Account Holds:* Students are responsible for timely payment of amounts owed. A hold will be placed on a student's account for any charges past due including tuition, miscellaneous fees, or student loan. A hold will prevent the student from registering and receiving various services from SUA including transcript requests. Account balance and hold information is available through the PeopleSoft Student System and/or through loan servicer. Please contact the Office of Student Accounts for resolution of past due balances and the removal of all financial holds. For non-financial holds, please contact the appropriate office to resolve your hold.

For additional information regarding your student accounts, please refer to Student Accounts General Information pamphlet or contact the Office of Student Accounts.

*Personal finances:* Students will have an opportunity to set up their own personal banking account to manage their personal finances through a credit union.

The following are other campus options:

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

## CAMPUS RESOURCES

### 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.

### ENVIRONMENTAL HEALTH AND SAFETY

In coordination with Facilities Operations, Environmental Health & Safety (EHS) develops and implements programs to create and maintain a safe and healthy learning environment. To minimize the potential risk for accidents/injuries, the EHS coordinates with Facilities to address as well as to correct 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. EHS 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 Chintan Amin at (949) 480-4979 or [camin@soka.edu](mailto:camin@soka.edu) with all the pertinent information.

#### Car Wash

Official student club or organization sponsored car washes which are open to the public, require the club or organization to secure a city permit. 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.

The Car Washing Bay usage procedures are as follows:

1. 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.)
2. 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 that the lights and water are turned off when you leave the facility
- Report any problems to Security at extension 4117.

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 through the installed grease trap.

For more information, contact Chintan Amin at (949)-480-4979 or via e-mail at [camin@soka.edu](mailto:camin@soka.edu).

## **FACILITY SERVICES**

Facility Services Management is responsible for the building maintenance, repair and operations at Soka University. The Facility Services staff provides a number of services including electrical, heating, air conditioning, painting, plumbing, carpentry, custodial, landscape, ID key card access, and shipping and receiving services. Please contact the Service Desk at 480-4099 to report an emergency condition. To request attention to an issue in the residence halls, please immediately notify the Residential Life staff.

### **Campus Recycling Program**

Campus citizens are encouraged to participate in SUA's recycling program. The materials recycled include items such as aluminum, plastic, cardboard, and paper. Look for the appropriate recycling receptacles and signs around the campus and within campus buildings.

### **Campus ID Card System**

In addition to providing access to authorized rooms on campus, the campus I.D. card also acts as a debit card to allow purchases at the Dining Hall and the Sokafé. The college card system is administered by the Campus Facilities Services Department and Student Financial Departments.

Please note that a separate card is used for access to your residence hall room. The Residential Life Department is responsible for issuing, updating, or replacing these cards.

## **Information Technology Services**

Information Technology Services (ITS) provides technical services and support and to meet the varied needs of a liberal arts college environment. The primary areas of responsibility include computer systems support, instructional technology services, multi-media presentation systems, telecommunication systems, academic, and administrative information systems. SUA's high-speed data networks provide access to cloud based email, collaboration, file sharing, online learning, research, and related services. These wired and wireless networks provide broadband internet access throughout the campus, including all classrooms, auditoriums, most outdoor areas, and residential facilities. ITS offers information systems and computing workshops, individual user training, helpdesk services, imaging services, audio-visual (AV) services - in addition to a student technology lab/collaboration space - to support all students, faculty, and staff.

## **Instructional Support**

Each student is provided with a laptop computer for their entire academic program. ITS manages SUA's learning management system (LMS), used by instructors for their courses and instructional programs. The LMS typically provides all course information and content – including lesson plans, exams, email and messaging between students and instructor - serving as an online platform for delivering various instructional functions and features as desired by individual instructors. Teaching/learning spaces, including classrooms, labs, seminar rooms, and auditoriums, are typically equipped with wireless network access and large format presentation systems.

ITS provides individual training, both in person and online, in computer systems, applications, and audio visual multimedia systems. In addition, ITS provides web based learning resources - Lynda.com and the Microsoft Imagine Academy. Lynda.com offers over 3000 online courses with more than 128,000 video tutorials in various areas and covering a wide range of software products, technology and business topics. The Microsoft Imagine Academy provides instruction for all Microsoft applications, systems, and new related technologies relevant to students in the new digital global economy. ITS operates a student technology lab and collaboration space equipped with video editing workstations and large format presentation displays. The student technology lab is also equipped with color printing and imaging hardware.

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

The SUA classrooms are equipped with audio-visual (AV) presentation systems, sound amplification, and lighting controls. AV systems typically include playback options for CD/DVD/Blu-ray, and online or cloud based content. Campus wired and wireless network access, and cable TV connections are available in all classrooms, residential rooms, and meeting spaces.

For more information refer to the Information Technology Policies on page 58.

## MAIL SERVICES

Mail Center Services offers a variety of shipping services, such as shipping packages, mailing letters or buying a stamp. (Domestic and International). Mail Services is here to assist you with your shipping needs and students package pick up during the Academic Year. Mail Center operation will be conducted Monday through Friday except holidays and weekends.

Mail Center Services will assign a mailbox to all SUA Students. To ensure that your mail and packages reach you and 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, CA 92656-8081

We are located on the 3rd Floor, Student Center room 306. Any question please contact the Mail Center at 480-4200 or e-mail us, [mailcenter@soka.edu](mailto:mailcenter@soka.edu)

## PUBLIC SAFETY

The function of the public safety team is to maintain a safe and secure environment as much as possible for everyone on the campus grounds. Public Safety's responsibility is to perform security duties on campus by reducing the potential for vandalism, fire, theft and damage due to natural causes or equipment failure. Security performs additional services such as escorting campus community members to and from buildings and parking lots.

In order to maintain the highest level of safety, the following needs to be observed:

- In any campus emergency, follow the instructions given by public safety officers including emergency building evacuations, fire alarms or other matters where safety 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 Public Safety, extension 4117, any observations of vandalism, alterations, tampering with or malfunction of:
  - o Electronic arms: secondary campus entrance/perimeter
  - o Parking lot code blue stations
  - o Electronic access control readers
  - o Door hardware and closing mechanisms
  - o External security doors propped open
  - o Glass breakage devices - above windows
  - o Security cameras and motion detectors
  - o Intercom systems

A Public Safety Officer is positioned at the Main Gate Entrance 24-hours a day, 7-days a week, providing information, site maps/brochures and documentation of pre-approved visitations. In addition, the campus is closed to uninvited visitors from 10 PM to 8 AM.

- o Public Safety staff covers all areas of the campus 24 hours a day, 7 days a week.
- o SUA operates over 120 video cameras strategically placed around the campus to monitor building entrances and major thoroughfares.
- o Campus perimeters, walkways and parking lots are well-monitored and illuminated.
- o Parking lots contain approximately 40 code blue emergency stations instantly alerting Security in case of trouble. The stations are also monitored by video camera.

Your cooperation is essential in keeping the campus secure. For questions or assistance, contact Craig Lee, the Director of Public Safety at 480-4235, [crlee@soka.edu](mailto:crlee@soka.edu) or contact campus security at 480-4117.

### **LOST AND FOUND**

Lost and Found is located at the Public Safety Office inside the Student Center on the first floor. For assistance, call (949) 480-4117.

### **JEANNE CLERY ACT**

The Annual Security Report (ASR) is published annually in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998” Crime statistics as well as the ASR, which illustrates many of the resources and campus policies established to keep the campus community safe, are available on the Soka website. A hard copy of the ASR is available upon request from the Director of Public Safety at (949) 480-4235.



# UNIVERSITY POLICIES

The following are university policies. If you have any questions, 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 aids 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 their 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 which is 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 their 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, but are not limited to, 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. The 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 licensed 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 are 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:

“Students 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.”

## **Academic Accommodations and Support Services**

The Office of Student Services will identify and provide appropriate accommodations upon receiving appropriate documentation and meeting with 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 a 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 a 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 Shuttle Services.
- 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 disabled parking spaces in each campus parking lot.

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 is 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 their 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.

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

## **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](mailto:DisabilityServices@soka.edu)  
Fax: (949) 480-4243

## CAMPUS ALCOHOL, MARIJUANA, AND ILLEGAL 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.

### Alcohol Policy

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*

### Marijuana Policy

As a TITLE IV institution receiving Federal aid, the university must comply with Federal regulations regarding illegal substances. When California state law permits marijuana possession and use in a private residence (SEC. 4.5 Section 11362.2), Federal regulations classify marijuana as a controlled substance. As such, the University complies with Federal law which prohibits the illegal cultivation, manufacture, distribution, dispensing, possession, or use of a controlled substance on campus.

### Illegal Drug Policy

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 Health Services at (949)-480-4143 or the Office of Student Affairs at (949)-480-4130.

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, Marijuana, and Illegal 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**

Soka University of America complies with California state laws concerning the possession and consumption of alcoholic beverages by minors (under the age of 21).

### **Areas Permitted**

Students who are 21 years or older may possess and consume alcoholic beverages within their private residence hall room in Abeona Hall 305, Aurora Hall 310, Horizon Hall 315, Umoja Hall 370, Minuteman Hall 375, and Somnus Hall 385.

In a suite where one suitemate is over 21 and the other is under 21, alcohol should only be stored in the individual room of the suitemate who is over 21.

### **Areas alcohol is not permitted**

Alcohol is not permitted on designated floors and/or wings of Sunrise Hall 300 and Sunset Hall 380. These areas are designated primarily for First Year and Extended Bridge Students.

Alcohol is not permitted in common areas within the residence halls including, but not limited to, hallways, balconies, terraces, living rooms, computer rooms, multi-purpose rooms, pantries, multi-faith rooms, public restrooms, laundry rooms, elevators and entry areas. Also, alcohol is not permitted in public areas outside of the residence halls including walkways, entrances, the green, basketball courts, and parking lots.

### **Consumption**

Residents under 21 years of age may not consume, possess, or transport alcoholic beverages anywhere on campus at any time. Residents 21 years and older may consume alcoholic beverages within their residence hall rooms in Abeona Hall 305, Aurora Hall 310, Horizon Hall 315, Umoja Hall 370, Minuteman Hall 375, and Somnus Hall 385.

Residents 21 years and older may not consume alcohol in a room when a student under 21 years old is present. Residents who host others in their room are responsible for ensuring that their guests are over 21 when alcohol is present.

Residents are expected to act responsibly and will be held accountable for any actions while intoxicated and/or actions by their guest if the guest is intoxicated.

## **Containers**

Alcohol in bottles and cans may be transported, possessed, or consumed within student rooms in designated halls/wings. Other alcohol containers, including kegs and party balls (empty, full, or partially full) are strictly prohibited. Empty containers should be properly disposed and/or recycled in the residence hall Refuse Rooms.

## **Transportation**

Alcohol may be transported in designated halls only if it is unopened and the original seal is unbroken. Open containers of alcohol may not be transported in any hallways, common areas, or public areas.

## **Enforcement**

The Residential Life staff shall enforce all California state laws and regulations expressed in this policy. When alleged violations occur, the Residential 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 Assistant Director of Student Conduct and Resolution.

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.

## **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:

- Warnings
- Community Service or Special Assignment
- Educational Assignment
- Monetary Fines
- Counseling
- Parental Notification for students under the age of 21 for a 2nd violation
- Exclusion
- Probation
- 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.*

## 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, 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 or harassment based on race, color, ancestry, national or ethnic origin, citizenship, religious creed, sex or gender, sexual orientation, gender identity, age, disability, veteran status, status as a disabled veteran, marital status, medical condition, genetic information or any other characteristic protected under applicable federal, state, or local law. **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.
- 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 to submit to sexual requests and sexual favors.
- e. Retaliation for having reported or threatened to report harassment.

A written complaint should be given to the Dean of 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.

## 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 Public Safety immediately of any suspected missing person, so that an investigation can be initiated. The Director of Public 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.

## 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 Conference Center, Athenaeum, Guest Residence.
- Security Main Gate House Smoking Permitted
- Facilities-Employee break area between buildings.
- Recreation Center-1st and 2nd floor east patios (outside).
- Founders Hall-1st floor west patio near benches away from doors.
- Gandhi and Ikeda-Stairs 2nd 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-2nd level walkway area with trees and benches west of building.
- Outside Residence halls-No smoking within 25 feet of entrances, including terraces and balconies.

All areas will be provided with butt containers 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 nonsmokers. 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 Craig Lee. 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:

- 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

## ROOF ACCESS

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

## 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.

## 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, to be an atheist, 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.

## INFORMATION TECHNOLOGY POLICIES

### *Computer and Network Use*

Students are granted access to SUA computing and network resources. Students are expected to understand and abide by the University's computer policies. The campus computing and network resources are the property of the university. As such, students will be held responsible for the improper use of any or all campus computing and network resources. Misuse of social networking or similar online platforms or applications may also be covered under the student code of conduct.

### *Computer and Network Usage Policy*

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

- Privacy rights of other users shall be respected at all times when using SUA computer and network resources.
- Users recognize that certain data are confidential and must limit their access to such data to uses directly related to the performance of their duties.
- SUA computing and network resources are for research, instruction, academic, and administrative purposes.
- Users should never share any SUA account credentials or passwords for any reason.

Access to university computing and network resources 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 email contents of other users without their consent, inappropriate use or sharing of vulgar/offensive materials, unlawful sharing or use of copyrighted materials, modifying or destroying university data, or using the networks in a manner contrary to the established guidelines. Access may be revoked at any time by university system administrators to protect and safeguard university resources and assets. Such revocation may be appealed to a committee appointed by the VP of Administration. Users who abuse computing and network resources will be held accountable and may be subject to disciplinary and/or legal action.

### *Software and Content Usage Policy*

SUA respects and abides by copyright protections given by federal law to owners of digital content and software. All software and content used on SUA systems must be licensed or otherwise used in a legal manner. Any use of unlicensed software or copyrighted content is strictly prohibited in SUA's computing and network environment.

## 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. 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 Soka Library at (949) 480-4105 or the Reference Desk.

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 the Dean of Faculty at (949) 480-4133 or the Graduate School Office at (949) 4804065 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.

## **CAMPUS CALENDAR EVENTS**

Submitting an event to the SUA Campus Calendar is strictly to notify SUA students, staff and faculty of SUA events. Content for SUA Campus Calendar should primarily be events that are open to the campus community and/or the general public. Regularly scheduled classes or student organization/club meetings are not to be posted. For additional information, please contact the Office of Student Activities at (949) 480-4016.

## **POSTING ON CAMPUS**

The following posting procedures must be adhered:

- Materials to be posted in designated areas in the residence halls, must be approved and stamped by the residence hall staff prior to posting.
- Materials to be posted inside the Dining Hall, must be approved and stamped 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.
- Groups posting materials are also responsible for removal of dated 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.
5. Student Center wall next to exterior wooden stairs 1st to 2nd floor level

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.

## 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, swimming, jumping and/or pushing others in the water, washing in or throwing trash into the water, tossing coins into the water and bailing water are strictly prohibited. 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.

## 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.*

## 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.

## PETS POLICY

No animals in buildings including dogs unless authorized. For regulations pertaining to assistance and service animals, please contact the Disability Services Office in Student Affairs or email [DisabilityServices@soka.edu](mailto:DisabilityServices@soka.edu). Violation of this policy will require the immediate removal of the animal and possible disciplinary action and fines.

## **BICYCLE, SKATES, SKATEBOARDS, AND SCOOTERS**

Due to the potential danger these activities pose to others and the possible damage to the facilities, rollerblading, roller skating, and skateboarding are not allowed on campus except in designated areas.

The only area designated for these activities is the loop road, University Circle, that winds around campus. Blading, skating, boarding and scooting is strictly prohibited anywhere else on campus or on the periphery of campus, including sidewalks, parking lots and along Friendship Lane. When engaging in this activity as a mode of transportation from one point on the loop road to another, please exercise extreme caution, respecting the rules of the road, including posted speed limits, to ensure the safety and protection of yourself and others. Campus security will strictly enforce this policy.

Soka bans and prohibits self-balancing scooters, more commonly known as Hover Boards, on the entire campus property. This ban applies to all Hover Boards, self-balancing scooters, battery operated scooters and hands-free Segways.

### ***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.

## **MOTORIZED VEHICLES**

On campus parking for students is free with the required parking decal. Parking decals can be secured through Campus Security. All motorized vehicles including mopeds and motorcycles must be parked, stored or driven only in the designated areas and not in any campus buildings. Vehicles may park in designated parking spaces on campus. Parking is not permitted in front of the residence halls and the emergency lane leading to the interior of the residential community and is subject to towing. Designated parking is available for disabled individuals with the proper parking placard. Specific policies related to motor vehicle use and parking can be obtained through Campus Security.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

# STUDENT CODE OF CONDUCT POLICY AND PROCEDURES

## I. OUR MISSION

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.

The Student Code of Conduct was designed in collaboration with students to serve as a provision to protect the rights of both the individual and the campus community. It is a document which continues to be modified to adequately reflect the changes in community standards. Thus, the University reserves the right to alter this document at any time. The current Student Code of Conduct supersedes all previous policies and procedures. The latest policy revisions herein will govern all student conduct issues.

The Office of Student Conduct & Resolution's Policies and Procedures identifies the kinds of behavior that inhibit the normal functioning of the University and its constituents. It also describes the Student Conduct & Resolution Process, which may be enacted upon the notice of an alleged violation.

SUA's mission and educational goals can only be achieved with genuine community collaboration and respect for the rights of others. Therefore, knowledge of the Student Code of Conduct is a crucial element in creating a positive, safe, and healthy community. All students are responsible for informing themselves of these standards and conducting themselves with honor, integrity, and in the spirit of good citizenship. Students will be held accountable for adhering to the high standards of this institution as long as they are deemed as currently enrolled students.

## II. JURISDICTION

SUA shall have jurisdiction over student behavior associated with the SUA Student Code of Conduct which takes place on campus, off campus, in person, and online. Any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment and other policy violations will be subject to the Student Conduct & Resolution Process. Regardless of where the violation occurred, the Student Conduct & Resolution Process will be conducted consistently, in the same manner.

Each student will be responsible for their conduct as long as the student is enrolled and considered to be an SUA student, which includes breaks. The Student Code of Conduct shall apply to a student's conduct if the student withdraws from the University after the Student Conduct & Resolution Process had already begun. However, the University has no jurisdiction over a student who has officially withdrawn from the institution before an alleged violation occurred.

## III. REPORTING

Any Member of the SUA community may report alleged conduct by a student or student organization that may be a violation of our Student Code of Conduct. A report should be made either in writing or in person to any SUA employee who will then forward that incident statement to the Office of Student Conduct & Resolution. The Assistant Director of Student Conduct & Resolution will then review the incident statement to determine if the information provided constitutes initiating the Student Conduct & Resolution Process.

#### **IV. STUDENT CODE OF CONDUCT**

Each member of the University shares the responsibility for maintaining conditions conducive to the achievement of the University's mission. The following is a non-exclusive list of misconduct that is prohibited and subject to the Student Conduct & Resolution Process:

- a) Violation of the Campus Alcohol, Marijuana, and Illegal Drug Policies.
- b) Direct and indirect forms of abuse, threats, intentional or reckless endangerment, or causing physical harm to any person.
- c) Sexual misconduct as defined in the SUA's Sexual Misconduct/Title IX Policy and Procedures.
- d) Possession of a firearm or any other 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) Violation of the term of any sanction imposed in accordance with the Student Code of conduct.
- k) Theft of property; possession of stolen property.
- l) Intentionally or recklessly destroying or damaging University property or the property of others.
- m) Purposefully failing to comply with the reasonable directions of University officials, including Public Safety officers and Residential Life staff.
- n) Violations of other published University regulations or policies. Such regulations or policies may include the University Catalog, Student-Athlete Handbook, IT Policies, Non-harassment Policy, Residential Life Guide, as well as those regulations relating to governing student organizations.
- o) Actions violating University policies or inappropriate conduct by a student's guest.
- p) Violation of federal or state law of special relevance to the university including but not limited to sex offenses and indecent conduct.
- q) Hate violence motivated by hostility to race, ethnic background, religious belief, sex, age, disability, gender, or sexual orientation.

## **V. MEDICAL AMNESTY POLICY**

Student health and safety are our top priority here at Soka University of America. So much so that this policy was created in an effort to keep students from compromising their own or another student's well-being due to the fear or dislike of potentially being subjected to the disciplinary action by the University. Therefore, in cases of an alcohol/drug-related emergency (intoxication, alcohol poisoning and/or drug overdose), SUA encourages student(s) to act on this policy whether on or off campus in order to ensure medical assistance for themselves and/or for another student who they observe to be or feel is dangerously intoxicated/under the influence of alcohol or an illegal substance. Therefore, if a student(s) meets all the required criteria on behalf of another student or for themselves, that student(s) will not be subject to disciplinary action for the violation of the Campus Alcohol, Marijuana, and Illegal Drugs Policy:

- Call university staff or local EMS/authorities for medical attention on behalf of another student or for themselves. Calling for medical attention may include a range of efforts such as a voluntary examination by University Residential Life staff, contacting local EMS/authority, seeking transportation to or visiting a hospital for more intensive care. It also includes asking for the assistance of Student Health Services.
- Medical intervention must be sought at the time of the observed conditions that give rise to a reasonable suspicion of alcohol/drug abuse.
- Remain with the person experiencing the emergency until medical assistance arrives.
- Meet with the Assistant Director of Student Conduct & Resolution within 5 business days of the incident in order to request Amnesty.

## **VI. DEFINITION AND RIGHTS OF THE REPORTING PARTY OR RESPONDING PARTY**

### **A. Reporting Party**

Any student or member of the SUA community may bring complaints related to a violation in the code of conduct to the Assistant Director of Student Conduct & Resolution, Director of Student Services, or the Dean of Students. In addition, criminal or civil complaints 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. A Reporting Party's rights will be upheld and strictly protected by the Office of Student Conduct and Resolution. A respectful, equitable, expeditious, and thorough fact-finding process will be conducted upon receipt of a complaint.

### **B. Non-SUA Reporting Party**

A Reporting Party can also be a non-student and not be affiliated with the University community such as a guest or a visitor, and they can report a complaint against an SUA student or report an incident involving an SUA student with the Assistant Director of Student Conduct & Resolution, Director of Student Services, or the Dean of Students. When the circumstances of an incident and/or the behavior of the Responding Party are considered to have a substantially adverse effect upon the integrity of the University and its community, disciplinary action may take place.

### C. Responding Party

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 Assistant Director of Student Conduct & Resolution upon receipt of a complaint. The Assistant Director of Student Conduct & Resolution will meet with all parties alleged of violating the 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 Assistant Director of Student Conduct & Resolution will attempt to resolve the complaint or refer the case to the Director of Student Services if necessary. The student(s) also has the right to appeal the decision.

### D. Rights of Reporting and Responding Parties

The following rights are afforded equally to both the Reporting and Responding Parties:

- Be informed in writing of all allegations
- Discuss the incident with the Assistant Director of Student Conduct & Resolution
- Submit a written statement to be considered by the Assistant Director of Student Conduct & Resolution/Director of Student Services/Dean of Students/Student Conduct & Resolution Board
- Present witnesses or their statements
- Be supported by a victim advocate or an advisor
- Be informed of the outcome of the Student Conduct & Resolution process as in accordance with applicable laws
- Appeal the decision

### E. The Right to Review Records

A student conduct record is an educational record and is protected by the Family Educational Rights and Privacy Act (FERPA). This ensures confidentiality of student educational records and restricts disclosure to or access by third parties. However, those authorized by law such as officers of the federal and state governments and representatives of accreditation agencies may have legal access to these files, as well as SUA officials who are required to perform duties which necessitate having access to these files.

In addition, FERPA allows notification to parents/legal guardians and/or “emergency contact” of students when the University determines that a student(s), regardless of age, is in a situation that is threatening to their own health or safety or placed another in a situation that is threatening to their health or safety.

## VII. STUDENT CONDUCT AND RESOLUTION PROCESS

### A. Introduction

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 Public Safety also work in cooperation with this office to report incidents and assist in the process.

SUA is committed to a fundamentally fair conduct process. The University's approach is intended to be an educational process, not a legal process, and all proceedings are informal. Our process respects the rights of all parties involved, provides an appeals process, and our end goal focuses on fostering student development and character.

However, students should be aware that they could be held accountable to 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. The Student Conduct & Resolution Process affords each student to undergo a process which is based on a standard of proof (an amount of information needed to establish a violation of policy) known as the preponderance of evidence. To clarify, this standard of proof is used by most higher education institutions in the U.S. and is different from the standard of proof used in a criminal legal system (proof beyond reasonable doubt). Preponderance of evidence means "it is more likely than not" that this individual or group violated the SUA Student Code of Conduct.

### B. Student Expectation

All students going through the Student Conduct & Resolution process are expected to cooperate fully and demonstrate honesty throughout each phase of the process. This expectation is based on SUA's mission "to foster a steady stream of global citizens committed to living a contributive life." Living out our mission is a direct call to character; that our students realize that actually living out this mission will require the development of character through all circumstances experienced here at SUA. If a student chooses not to cooperate in any part of the process, the Assistant Director of Student Conduct & Resolution/Dean of Students will continue with deciding an outcome based on all of the pertinent information gathered.

### C. Retaliation

Any attempt to penalize, intimidate, or retaliate in any way against a person who makes a report or who is otherwise involved in a report or in the Student Conduct & Resolution process for alleged violation(s) of the Student Code of Conduct is strictly prohibited. Any person who believes that they have been retaliated against for making a complaint/report or participating in the Student Conduct & Resolution process should immediately contact the Assistant Director of Student Conduct & Resolution. Any person who retaliates against a person for participating in the Student Conduct & Resolution process is in violation and is subject to serious disciplinary action.

## D. Our Educational Process

The Student Conduct & Resolution process is initiated when a report of an alleged violation of the Code of Conduct is made to an SUA staff member (ex: Dean of Students, Residential Life Coordinator, Resident Assistant, Professor, etc.) which is forwarded to the Office of Student Conduct & Resolution. This report in the form of an Incident Statement will then be reviewed by the Assistant Director of Student Conduct & Resolution to determine if the nature of the incident warrants proceeding with the Conduct & Resolution process. The educational process is standard for all violations of the Student Code of Conduct. Additional details regarding the process for cases involving allegations of sexual misconduct can be found in the Sexual Misconduct/ Title IX Policy and Procedure. Note that the Dean of Students or the Dean's designee may intervene in the process at any time during any case if needed.

1. Request to Meet. Once it is determined that the incident relates to the Student Code of Conduct, the first step of our educational process is a preliminary fact-finding. The Assistant Director of Student Conduct & Resolution will contact the student(s) involved in the report to meet and discuss the incident to determine if there is sufficient information to hold the student(s) responsible for a violation.

In the request to meet, the student will be informed of the incident and which section of the Code of Conduct may have been violated. The request to meet will be sent to the Reporting Party, Responding Party, and any witnesses.

2. Fact Finding. The Assistant Director of Student Conduct & Resolution will conduct the process based upon the facts and circumstances reported to the Office through interviews and follow-up interviews as feasible and appropriate with the Reporting Party, the Responding Party, any witnesses, and other SUA community members. In addition, other pertinent evidentiary materials will be gathered to the extent reasonable and appropriate.
3. Analysis of Facts. All information gathered will be analyzed and considered, collectively. Facts will be analyzed based on direct or indirect corroboration, inherent plausibility, and credibility.
4. Outcome. If, after analyzing the facts, the Assistant Director of Student Conduct & Resolution decides that there is inadequate information to hold the student(s) responsible, the complaint will be dropped and no further action taken. Student(s) will be informed of this outcome in writing.

However, if there is adequate information to support the complaint, and a student(s) is held responsible for violating the Student Code of Conduct, appropriate sanctions and resolutions will be applied by the Assistant Director of Student Conduct & Resolution. If a student(s) is held responsible for violating a sexual misconduct policy, the Assistant Director of Student Conduct & Resolution will recommend sanctions and resolutions to the Director of Student Services for approval. Once sanctions and resolutions are approved, the student will be informed in writing.

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.

#### E. Sanctions

Sanctions applied 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 considerations 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 if held responsible for violations:

- Warnings (verbal and/or written)
- Community Service or Special Assignment
- Educational Assignment
- Monetary Fines
- Parental Notification in the case of alcohol and/or controlled substance abuse will be as follows:
  - o Notification will be sent for those students under the age of 21 for a 2nd violation of the SUA Campus Alcohol policy
  - o Notification will be sent for those students under the age of 21 for a 2nd violation of the SUA Campus Marijuana Policy
  - o Notification will be sent following the 1st violation of the SUA Campus Illegal Drug policy (excluding marijuana)
- Exclusion from specific campus privileges
- Probation
- Suspension: The Dean of Students or the Dean's designee may suspend a student from the University for an interim period pending disciplinary and/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/or immediate threat to others, or to the stability and continuance of normal University functions.
- Expulsion: The University reserves the rights to disqualify, discontinue, exclude, or involuntarily withdraw any student from the University at the discretion of the Dean of Students as deemed necessary based on the violation.

Other restrictions may be imposed at the discretion of the Assistant Director of Student Conduct & Resolution or the Director of Student Services.

## VIII. APPEALS PROCESS

A Responding Party or Reporting Party can appeal the decision. It is important to note that the purpose of the appeals process is only to review the decision to hold a student responsible for violating the Student Code of Conduct; not the sanctions. Sanctions issued from the original decision will remain in place during the appeals process, unless the Dean of Students makes an exception due to exigent circumstances, such as an undue burden. If the decision to hold a student responsible is upheld, the sanctions remain the same. *A student can only appeal once and the decision made by the appeals process will be final.*

### A. Grounds for Appeal

The following are the only grounds for appeal:

New facts/information: New facts/information that could potentially alter the outcome of the case became available after the decision. Failure to present facts/information available prior to the decision is not grounds for an appeal under this provision.

Insufficient facts/information: The decision was not based on substantial facts/information; that is, the Reporting Party or Responding Party believes the facts/information supporting the decision was insufficient to establish that a violation of the code of conduct occurred.

Procedural issue: The Conduct & Resolution procedures were not followed in some material respect that resulted in significant detriment to the appealing party.

### B. Requesting an Appeal

If the student chooses to appeal, the student must make a request in writing to the Assistant Director of Student Conduct & Resolution within 5 business days of the date of the original decision. The request should include which grounds the student will base the appeal upon (new facts/information, insufficient facts/information, or procedural issue). Within 10 business days from the date of the request to appeal, the student must submit a written statement which includes the grounds for appeal and any documentation supporting the argument for appeal. Documentation may include witness statements, pictures, copies of electronic communication, or other relevant materials. Documents may be delivered via email as a singular electronic file or printed as a hard copy.

If an appeal is regarding a sexual misconduct case, both parties will have the opportunity for a joinder appeal. In a joinder appeal, both the Reporting Party and Responding Party will be allowed to submit a written statement, review the other party's statement, and submit a response to the other party's statement. If the appeal cites a procedural issue, the Office of Student Conduct will have the opportunity to review and respond to the claim. Once all parties have reviewed and responded, the materials will be considered with the appeal.

## C. Review of an Appeal

If the original decision was rendered by the Office of Student Conduct & Resolution (Assistant Director of Student Conduct & Resolution or Director of Student Services) a student may appeal to either the Dean of Students or to the Student Conduct and Resolution Board. If the original decision was rendered by the Dean of Students, a student may appeal to the President of the University.

### 1. Appeal to the Dean of Students

If a student appeals to the Dean of Students, the Dean will receive the appeal statement and accompanying documentation from the student. The Office of Student Conduct & Resolution will provide the Dean with all documentation which led to the original decision.

After reviewing all information, the Dean must first determine if the appeal meets the grounds to be heard. If the appeal does not meet one of the three grounds, the original decision will stand. If the appeal does meet one of the three grounds, the Dean will then determine if it is more likely than not a student violated a Student Code of Conduct policy.

#### Appeal Result and Sanctions

- If a student is found not responsible for violating the Student Code of Conduct, no sanctions will be applied.
- If a student is found responsible for violating the Student Code of Conduct, the original sanctions will remain in place.
- If the student was originally found not responsible, and through the appeal process the student is found responsible, the Dean will refer the case back to the Office of Student Conduct & Resolution to determine appropriate sanctions.

The Dean will inform the student of the appeal outcome in writing and the decision will be final.

### 2. Appeal to the Student Conduct & Resolution Board

The Student Conduct & Resolution Board, convened by the Dean of Students, is made up of two students elected by peers (generally SSU EC Vice-President and Attorney General or other SSU EC members if necessary), two professional staff appointed by the Vice President of Administration and two faculty members appointed by the Dean of Faculty. 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.

All members of the Board will receive training on the Student Code of Conduct, Process and Procedures of the Office of Student Conduct & Resolution, Title IX/Sexual Misconduct Policy and Procedure, and other relevant University policies prior to receiving an appeal.

## Student Conduct and Resolution Board (SC&R Board) Procedures

- a) Prior to receiving all written materials for the appeal, SC&R Board members will be provided the names of the Reporting Party, Responding Party, witnesses, and policy pertaining to the appeal. Any member of the SC&R Board has an obligation to withdraw from proceedings if there is a compelling conflict of interest in the appeal.
- b) Prior to SC&R Board members receiving all written materials for the appeal, both the Reporting Party and the Responding Party have the right to request a member of the Board withdraw from an appeal if a conflict of interest is involved. If a student believes a member of the SC&R Board has a compelling conflict of interest and should not hear the appeal, the student must notify the Dean of Students in writing and cite the compelling reason prior to the Board receiving the written appeal. The Dean of Students and the Chairperson, if appropriate, will determine whether the conflict is compelling, and if so, will make arrangements for a replacement member to hear the case.
- c) The SC&R Board will receive the student's written appeal statement and accompanying documentation, as well as all documentation from the Office of Student Conduct & Resolution which led to the original decision.
- d) Once the SC&R Board has received all written documentation, reasonable efforts will be made to hold the first session of the SC&R Board deliberation within fifteen (15) business days of receiving the materials. More than one meeting for deliberation may need to occur.
- e) In deliberation, the SC&R Board must determine the following by a majority vote
  - i. Does the material provided by the appealing party meet the criteria for an appeal (new facts/information, insufficient information for original decision, or detrimental procedural issue)? If the material provided does not meet the criteria for appeal, the original decision will stand.
  - ii. If the SC&R Board determines the information provided meets the grounds for appeal, the SC&R Board must next decide by majority vote to recommend whether the original decision should be upheld or overturned.
  - iii. Following deliberation, the Chairperson will communicate the recommendation and rationale of the SC&R Board to the Dean of Students, who will then inform the student(s) of the appeal outcome in writing and the decision will be final.

### Appeal Result and Sanctions

- If a student is found not responsible for violating the Student Code of Conduct, no sanctions will be applied.
- If a student is found responsible for violating the Student Code of Conduct, the original sanctions will remain in place.
- If the student was originally found not responsible, and through the appeal process the student is found responsible, the SC&R Board will refer the case back to the Office of Student Conduct & Resolution to determine appropriate sanctions.

The Dean will inform the student(s) of the appeal outcome in writing and the decision will be final.

### 3. Appeal to the President of the University

If the original decision was rendered by the Dean of Students and a student appeals to the President of the University, the President will receive the appeal statement and accompanying documentation from the student. The Office of Student Conduct & Resolution will provide the President with all documentation which led to the original decision.

After reviewing all information, the President must first determine if the appeal meets the grounds to be heard. If the appeal does not meet one of the three grounds, the original decision will stand. If the appeal does meet one of the three grounds, the President will then determine if it is more likely than not a student violated a Student Code of Conduct policy.

### Appeal Result and Sanctions

- If a student is found not responsible for violating the Student Code of Conduct, no sanctions will be applied.
- If a student is found responsible for violating the Student Code of Conduct, the original sanctions will remain in place.
- Through the appeal, if a student is found responsible and the original decision was not responsible, the President will refer the case back to the Office of Student Conduct & Resolution to determine appropriate sanctions.

The President will inform the student(s) of the appeal outcome in writing and the decision will be final.

## **SEXUAL MISCONDUCT/TITLE IX POLICY AND PROCEDURE**

Students who report sexual misconduct/Title IX violations will be advised of all options available to them as outlined in this policy. University officials will respect the student's right to confidentiality to the extent permitted under University and legal regulations.

### **I. STATEMENT AND INTENT OF POLICY**

Under Title IX, and as a standard for the Student Code of Conduct, Soka University of America (SUA) will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, sexual exploitation, and domestic violence offenses. These acts are also against California State Law.

In publishing this policy, the University is not intending to substitute or supersede related civil and/or criminal law. 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 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.

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.

If there is reason to believe that SUA campus regulations prohibiting sexual misconduct in any form have been violated, on campus, off campus, in person, and/or online, the administration will pursue disciplinary action through the appropriate University procedures. This includes any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the University/College's control (e.g. not on University networks, websites or between University email accounts). Regardless of where the violation occurred, the University discipline process will be conducted consistently, in the same manner. SUA complies with its obligation to investigate and resolve reports of all forms of sexual misconduct 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 these matters and is not intended to replace the SUA Student Code of Conduct or SUA Non-Harassment Policy.

## II. DEFINITION OF TERMS AND PROHIBITED BEHAVIORS

### Sexual Assault

The following behaviors constitute sexual assault:

A. Non-Consensual Sexual Contact:

- Any intentional sexual touching,
- however slight,
- whether clothed or unclothed,
- with any object or body part
- by a person against another person
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts:
- or any other intentional bodily contact in a sexual manner.

B. Non-Consensual Sexual Intercourse:

- Any act of vaginal or anal penetration,
- however slight,
- by a person upon another person,
- with a person's penis, finger, other body part, or object,
- or oral-genital contact,
- that is without consent and/or by force.

Sexual Intercourse includes:

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

### Intimate Partner Violence

Intimate partner violence is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional and/or physical. Examples include, but are not limited to: striking another person (slapping, punching, etc.), property damage, reckless behavior, name calling and insults, public humiliation, harassment directed toward friends and acquaintances, and verbal and/or physical threats. The behavior can include non-consensual sexual intercourse, acquaintance rape, stalking, dating violence, sexual violence, or domestic abuse.

## **Sexual Exploitation**

Any act where one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another without their consent. Sexual exploitation may include:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe un/consensual sexual activity without the knowledge and consent of all parties involved;
- recording, photographing, transmitting, showing, viewing, streaming, or distributing intimate or sexual images, audio recordings, or sexual information without the knowledge and consent of all parties involved; or
- exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances;
- knowingly exposing and transmitting a sexually transmitted infection or disease, such as HIV, to another student.

## **Sexual Harassment**

Sexual harassment includes, but is not limited to, the commission of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly as a term or condition of instruction, employment, or participation in other University activity;
- 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
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance, and/or
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.

Examples of sexually harassing or offensive conduct include, but are not limited to, committing or encouraging the following:

- sexual flirtation, touching, advances, or propositions;
- sexual comments including sexual gestures, jokes, or comments made in the presence of any employee or student;
- graphic or suggestive comments or gestures about an individual or an individual's dress or body;
- visual conduct, such as leering, or the public display of nude, sexually oriented or explicit pictures, posters, calendars, graffiti, objects, or other materials on university property.

## **Stalking**

A course of conduct (i.e., more than one act) directed at a specific person which, if uncorrected, would cause a reasonable person to feel fear, to experience substantial emotional distress, or to fear for their safety or the safety of a third person. Acts that together constitute stalking may be direct actions or may be communicated by a third party, and can include, but are not limited to, threats of harm to self, others, or property; pursuing or following; non-consensual (unwanted) communication by any means; unwanted gifts; trespassing; and surveillance or other related types of observation. Stalking also includes cyberstalking through electronic media, like the internet, social networks, blogs, cell phones, or text messages.

## **Complicity**

Any act that knowingly aids, facilitates, promotes, or encourages the commission of prohibited conduct by another person.

## **Consent**

Soka University of America uses the standard of affirmative consent as described in California Educational Code Section 67386. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is given by both parties to sexual activity. Moreover, it is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

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.

## **Coercion**

Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual contact. When a person makes clear that they do not want to participate in a particular form of sexual contact, that they want to stop, or that they do not want to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the University will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, (iv) the duration of the pressure, and (v) the relative positions within the University community of those involved.

## **Incapacitation**

Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. Alcohol and other drugs impact each individual differently, and determining whether an individual is incapacitated requires an individualized determination.

## **Retaliation**

Retaliation against any person in the university community regarding a violation of Title IX or for participating in any investigation, proceeding or hearing relating to an alleged violation of Title IX is strictly prohibited and may result in disciplinary action, including additional interim or permanent measures. Any concerns regarding retaliation should be addressed immediately. Concerns regarding retaliation from a student should be addressed with the university Deputy Title IX Coordinator; concerns regarding retaliation from staff or faculty should be addressed with the university Title IX Coordinator.

## **Reporting Party**

A Reporting party, also known as the complainant, is defined as a person who alleges being a victim of prohibited behavior.

## **Responding Party**

The Responding Party, also known as the respondent, is a person against whom an allegation of prohibited behavior is directed.

### **III. WHAT TO DO IF YOU ARE VICTIM OF SEXUAL MISCONDUCT**

Any individual who is a victim of sexual misconduct is strongly encouraged to reach out immediately to someone the individual trusts such as a family member, friend and/or campus counselor for support. Experiencing sexual misconduct is not only difficult but can be very confusing. There are resources available on and off campus to the victim to provide the support the individual needs and help cope with the difficulties.

Recognizing that a victim's response to the sexual misconduct may differ, if you have been physically assaulted or raped, there are other important steps you can take right away:

- Go to a safe place.
- Do not hesitate. If on campus, contact appropriate authorities and if during off hours, contact 24-hour Public Safety, Res Life On-Call, or 911.
- Call a friend, a campus resource, a family member or someone else you trust and ask them to stay with you.
- It is important for the victim to preserve the evidence if intending to pursue criminal charges. Do not shower, bathe, douche, or brush teeth, and save all clothing worn at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.

- Go immediately to see medical personnel either at the University Student Health Center or a local hospital emergency department. If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- If the student has not seen 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.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Talk with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault. You can call a hot line, a rape crisis center, or a counseling agency to find someone who understands the trauma of rape and knows how to help.

#### **IV. REPORTING INFORMATION**

SUA strongly encourages individuals to report all incidents and violations of this nature to the Office of the Dean of Students, Human Resources for staff/faculty, law enforcement officials, and/or a University official in order for these incidents to be properly addressed and for victims to avail themselves of all the services and rights to which they are entitled.

Any member of the SUA community can file a report with the Office of the Dean of Students. At SUA, all SUA's faculty and staff\*, except for Counseling Services staff, are designated as "responsible employees". This means that if a student or any member of SUA community reveals potential sexual misconduct/Title IX violations to any SUA staff or faculty, it is the responsibility of that staff or faculty to report the incident immediately to the Dean of Students/Title IX Deputy Coordinator who will then take appropriate actions. If a student wishes to discuss the incident in complete confidence, the student should report to the counselor.

In addition, it is the Reporting Party's right to notify law enforcement and to be assisted by University officials in doing so. Thus, it is the Reporting Party's right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the Reporting Party from receiving assistance from the University. The Reporting Party also has the right to use the University's procedures in addition to filing a criminal complaint.

Regardless of whether or not a student decides to report an incident, SUA strongly encourages students to at least meet with a Counseling Services staff member. All conversations with Counseling Services staff are held strictly confidential.

*\*SUA staff does not include 3rd party vendor employees such as facilities, custodial, or dining services staff.*

#### **Reporting Timeframe**

Any individual may file a complaint of sexual misconduct at any time. Early reporting is encouraged to preserve evidence if necessary and provide the Reporting Party with information regarding rights, options, and resources available to them by this policy and federal/state laws. However, all complaints will be taken seriously and investigated no matter how much time has passed since the incident.

## **Reporting Options**

### **A. Official Reporting**

All SUA students are strongly encouraged to make an official report of any incident of sexual misconduct to the Office of the Dean of Students or the Office of Student Conduct & Resolution whether the incident occurred on or off campus.

All SUA's staff and faculty (except for the staff of Counseling Service), including Resident Assistants, are required to promptly report to the Office of the Dean of Students information they have about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking.

Official reporting initiates a course of immediate action and the University's Student Conduct & Resolution process. The complaint/report can be filed directly with the Dean of Students or the Office of Student Conduct & Resolution via a written statement or an appointment. Once a complaint/report 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 the Student Conduct & Resolution Process. Each complaint will be investigated promptly and appropriate actions will be taken.

### **B. Confidential Disclosure**

SUA also 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 with this option.

## **Medical Amnesty Clause**

The Office of Student Conduct & Resolution offers immunity (Amnesty) to students who may have violated the Code of Conduct's Alcohol, Marijuana, or Illegal Drug Policy at the same time of the incident when the student became a victim of or is reporting of sexual misconduct. Therefore, no alcohol or drug violations are applied to a Reporting Party or witness who reports being under the influence of alcohol and/or drugs at the time of sexual misconduct.

The purpose of this clause is to encourage reporting. Victims or bystanders (witnesses) should not let the use of alcohol or drugs be a deterrent to reporting an incident. When conducting the investigation, the University's primary focus will be on addressing the sexual misconduct violation and not on alcohol/drug violations that may be discovered or disclosed. However, the University may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

## **Bystander Intervention**

The same above mentioned reporting options are available for bystanders or witnesses as well. These are safe and positive options for bystanders who intervened during an incident in order to prevent harm when there was a risk or an act of violence. SUA strongly encourages bystanders to step up on behalf of another person's well-being and safety.

## Contact Information

### A. On Campus Resources

Title IX Coordinator (For Faculty, Staff and Others)

Katherine King, kking@soka.edu (949) 480-4161

Deputy Title IX Coordinator (For Students)

Hyon Moon, hmoon@soka.edu (949) 480-4139

Student Conduct & Resolution

Jennifer Cunningham, jcunningham@soka.edu (949) 480-4191

Counseling Services

Anhthu Dang, adang@soka.edu (949) 480-4192

Health Services

healthservices@soka.edu (949) 480-4143

Public Safety (24-Hours)

(949) 480-4100

Residential Life Staff (24-Hours) (949) 480-4658 or (949) 480-4664

### B. Off Campus Resources

Sexual Assault Victim Services/Prevention Program (714) 957-2737

RAINN: National Sexual Assault Crisis Hotline (800) 656-4673

National Domestic Violence Hotline (800) 799-7233

GLBT National Help Center (888) 843-4564

Trans Lifeline (877) 565-8860

24-Hour Crisis Hotline (949) 831-9110

Orange County Sheriff's Department (949) 425-1800

## V. RIGHTS OF THE REPORTING AND RESPONDING PARTIES

It is SUA's responsibility to assure students involved in allegations of an incident of sexual misconduct that:

- Students will be treated with dignity, respect, and in a non-judgmental manner.
- Students will be informed of all allegations of misconduct reported or responses to those allegations.
- Students will have the opportunity to request prompt proceedings and that a fair, and impartial investigation and resolution will occur.
- Students will be provided with information on available services for mental health, victim or accused advocacy, legal assistance, and other available community resources on and off campus.
- Students will be informed of the ability to be accompanied to any related meeting or proceeding by an advisor or support person of their choice.
- Students can obtain no contact orders to prevent unnecessary or unwanted contact or proximity between two parties when reasonably available.
- Students can request immediate on-campus housing relocation or other steps to prevent unnecessary or unwanted contact or proximity between two parties when reasonably available.

- Students will receive, in writing, the final results of the Conduct & Resolution process within one business day of such outcome being reached.
- University officials will treat the incident seriously and ensure that the incident will be investigated and adjudicated by appropriate University officials.
- Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues and shall use preponderance of the evidence standard (which is “more likely than not” and the standard used by civil courts in the United States).
- University officials will inform students of their option to notify appropriate law enforcement authorities, including on-campus Public Safety and local police, to pursue legal options including a restraining order, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.
- University personnel will not discourage anyone from reporting, nor encourage them to underreport 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/criminal proceedings.
- University officials will prohibit retaliation and will not only take steps to prevent retaliation but also take strong responsive action if it occurs. They will also follow up with complaints to determine whether any retaliation or new incidents of harassment have occurred.

## **VI. GRIEVANCE PROCEDURE**

The grievance procedure outlined below follows the same general process used for other Student Code of Conduct violations but includes additional details for cases involving an allegation of sexual misconduct.

### **A. Right to Involve Law Enforcement**

At any time, it is the Reporting Party’s right to notify law enforcement and to be assisted by University officials in doing so. Thus, it is the Reporting Party’s right to decide whether or not to involve law enforcement. Declining the involvement of law enforcement does not prevent the Reporting Party from receiving assistance from the University. The Reporting Party also has the right to use the University’s procedures in addition to filing a criminal complaint.

A student accused of sexual misconduct 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 student may be subject to University disciplinary action. University Student Conduct & Resolution process should be considered distinct and independent of any and all criminal procedures. Student Conduct & Resolution process may precede, occur simultaneously, or follow court action. In the event that the University’s Student Conduct & Resolution process follows court action, the court proceedings and/or verdict may be considered in the Student Conduct & Resolution process.

## B. University Process

### 1. Initial Report

Upon receiving a report of a possible violation of the Sexual Misconduct/Title IX Policy, the Deputy Title IX Coordinator will designate an investigator for the case. Investigators include, but are not limited to, the Assistant Director of Student Conduct & Resolution and the Director of Student Services. All investigators will be trained on all forms of sexual misconduct, as well as Title IX requirements.

### 2. Investigation

After the investigator has been named and received the initial report, the investigator will schedule and conduct intake interviews with individuals named in the report. All students interviewed will be informed of their rights, including the right to have an advisor present for the interview. The role of the advisor is to be present for support but not to participate in the interview.

### 3. Timeline

The investigation will be conducted in a timely manner. The investigator will update both the Reporting and Responding Parties regarding the status of the process while the investigation proceeds. The University will attempt to complete cases within 60 days.

### 4. Interim Measures

When necessary, temporary action may be taken by the University during the investigation to ensure the Reporting or Responding Party can continue to receive an education. Interim measures may include the following:

- a) Suspension or restriction from campus
- b) Relocation within or removal from the residence halls
- c) Restricted access to areas of the University and/or participation in University events, such as attendance at classes, use of the Recreation Center, and separate meal times at the Bistro
- d) Issuing a No Contact order between the Reporting Party and Responding Party to eliminate all forms of communication, both in person and electronically.
- e) Any other measures deemed appropriate

Interim measures are proposed by the investigator based on the nature of the case and impact on the students involved and approved by the Dean of Students. Interim measures are only in effect until the process is complete and a decision is rendered.

### 5. Review of Information

Both the Reporting Party and Responding party will have the ability to review notes from their respective individual interviews to ensure accuracy. In addition, each party will have access to accusations or relevant information in the case from the other party or witnesses, be given an opportunity to respond, and suggest questions to be posed to the other party.

## 6. Determining Outcomes

When determining if a policy violation has occurred, the investigator shall use the preponderance of the evidence standard, which is “more likely than not” based on the facts of the case.

The investigator will present the facts of the case and a recommendation regarding responsibility to the Director of Student Services, who will determine the outcome of the case. In the event the Director of Student Services acts as the investigator, the Assistant Director of Student Conduct and Resolution will be consulted before an outcome is issued.

The Reporting Party and the Responding Party will be provided the outcome of the case, in writing, within one business day of the outcome being reached. The outcome will include the rationale which led to the decision.

## C. Sanctions

If a student is found responsible for violating the Sexual Misconduct/Title IX Policy, the university may impose sanctions immediately. In determining the sanctions, the Office of Student Conduct & Resolution will consider the specific policy violated, impact on the victim, and totality of the situation.

The following are possible sanctions for incidents reviewed under this policy:

1. Students found responsible for violating this policy in regard to non-consensual sexual contact or intimate partner violence will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of conduct.
2. Students found responsible for violating this policy in regard to non-consensual sexual intercourse will likely receive a sanction of suspension, dismissal or expulsion.
3. Students found responsible for violating this policy in regard to sexual harassment, sexual exploitation, stalking, complicity or other misconduct will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct.

The University reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. The University also reserves the rights to include additional sanctions, educational or otherwise, in accordance with the general student conduct process. Other sanctions may include campus restrictions, relocation within or removal from the residence halls, restricted access to areas of the University and/or participation in University events such as attendance at classes or use of the Recreation Center, and/or extending a No Contact order for a period of time.

The University encourages the report of sexual misconduct and considers addressing such misconduct a priority. In cases involving alcohol, drugs, or other Code of Conduct violations, the University recognizes Medical Amnesty and does not intend to hold Reporting Parties accountable for student code of conduct violations that may have occurred along with violations of sexual misconduct.

## D. Appeals

The Appeals process outlined below follows the same general process used for other Student Code of Conduct violations.

A Responding Party or Reporting Party can appeal the decision. It is important to note that the purpose of the appeals process is only to review the decision to hold a student responsible for violating the Student Code of Conduct; not the sanctions. Sanctions issued from the original decision will remain in place during the appeals process, unless the Dean of Students makes an exception due to exigent circumstances, such as an undue burden. If the decision to hold a student responsible is upheld, the sanctions remain the same. *A student can only appeal once and the decision made by the appeals process will be final.*

### 1. Grounds for Appeal

The following are the only grounds for appeal:

New facts/information: New facts/information that could potentially alter the outcome of the case became available after the decision. Failure to present facts/information available prior to the decision is not grounds for an appeal under this provision.

Insufficient facts/information: The decision was not based on substantial facts/information; that is, the Reporting Party or Responding Party believes the facts/information supporting the decision was insufficient to establish that a violation of the code of conduct occurred.

Procedural issue: The Conduct & Resolution procedures were not followed in some material respect that resulted in significant detriment to the appealing party.

### 2. Requesting an Appeal

If the student chooses to appeal, the student must make a request in writing to the Assistant Director of Student Conduct & Resolution within 5 business days of the date of the original decision. The request should include which grounds the student will base the appeal upon (new facts/information, insufficient facts/information, or procedural issue). Within 10 business days from the date of the request to appeal, the student must submit a written statement which includes the grounds for appeal and any documentation supporting the argument for appeal. Documentation may include witness statements, pictures, copies of electronic communication, or other relevant materials. Documents may be delivered via email as a singular electronic file or printed as a hard copy.

Once an appeal is submitted, both parties will have the opportunity for a joinder appeal. In a joinder appeal, both the Reporting Party and Responding Party will be allowed to submit a written statement, review the other party's statement, and submit a response to the other party's statement. If the appeal cites a procedural issue, the Office of Student Conduct will have the opportunity to review and respond to the claim. Once all parties have reviewed and responded, the materials will be considered with the appeal.

### 3. Review of an Appeal

If the original decision was rendered by the Office of Student Conduct & Resolution (Assistant Director of Student Conduct & Resolution or Director of Student Services) a student may appeal to either the Dean of Students or to the Student Conduct and Resolution Board. If the original decision was rendered by the Dean of Students, a student may appeal to the President of the University.

#### a) Appeal to the Dean of Students

If a student appeals to the Dean of Students, the Dean will receive the appeal statement and accompanying documentation from the student. The Office of Student Conduct & Resolution will provide the Dean with all documentation which led to the original decision.

After reviewing all information, the Dean must first determine if the appeal meets the grounds to be heard. If the appeal does not meet one of the three grounds, the original decision will stand. If the appeal does meet one of the three grounds, the Dean will then determine if it is more likely than not a student violated a Student Code of Conduct policy.

#### Appeal Result and Sanctions

- If a student is found not responsible for violating the Student Code of Conduct, no sanctions will be applied.
- If a student is found responsible for violating the Student Code of Conduct, the original sanctions will remain in place.
- If the student was originally found not responsible, and through the appeal process the student is found responsible, the Dean will refer the case back to the Office of Student Conduct & Resolution to determine appropriate sanctions.

The Dean will inform the student(s) of the appeal outcome in writing and the decision will be final.

#### b) Appeal to the Student Conduct & Resolution Board

The Student Conduct & Resolution Board, convened by the Dean of Students, is made up of two students elected by peers (generally SSU EC Vice-President and Attorney General or other SSU EC members if necessary), two professional staff appointed by the Vice President of Administration and two faculty members appointed by the Dean of Faculty. 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.

All members of the Board will receive training on the Student Code of Conduct, Process and Procedures of the Office of Student Conduct & Resolution, Title IX/Sexual Misconduct Policy and Procedure, and other relevant University policies prior to receiving an appeal.

## Student Conduct and Resolution Board (SC&R Board) Procedures

- i. Prior to receiving all written materials for the appeal, SC&R Board members will be provided the names of the Reporting Party, Responding Party, witnesses, and policy pertaining to the appeal. Any member of the SC&R Board has an obligation to withdraw from proceedings if there is a compelling conflict of interest in the appeal.
- ii. Prior to SC&R Board members receiving all written materials for the appeal, both the Reporting Party and the Responding Party have the right to request a member of the Board withdraw from an appeal if a conflict of interest is involved. If a student believes a member of the SC&R Board has a compelling conflict of interest and should not hear the appeal, the student must notify the Dean of Students in writing and cite the compelling reason prior to the Board receiving the written appeal. The Dean of Students and the Chairperson, if appropriate, will determine whether the conflict is compelling, and if so, will make arrangements for a replacement member to hear the case.
- iii. The SC&R Board will receive the student's written appeal statement and accompanying documentation, as well as all documentation from the Office of Student Conduct & Resolution which led to the original decision.
- iv. Once the SC&R Board has received all written documentation, reasonable efforts will be made to hold the first session of the SC&R Board deliberation within fifteen (15) business days of receiving the materials. More than one meeting for deliberation may need to occur.
- v. In deliberation, the SC&R Board must determine the following by a majority vote.
  1. Does the material provided by the appealing party meet the criteria for an appeal (new facts/information, insufficient information for original decision, or detrimental procedural issue)? If the material provided does not meet the criteria for appeal, the original decision will stand.
  2. If the SC&R Board determines the information provided meets the grounds for appeal, the SC&R Board must next decide by majority vote to recommend whether the original decision should be upheld or overturned.
  3. Following deliberation, the Chairperson will communicate the recommendation and rationale of the SC&R Board to the Dean of Students, who will then inform the student(s) of the appeal outcome in writing and the decision will be final.

### Appeal Result and Sanctions

- If a student is found not responsible for violating the Student Code of Conduct, no sanctions will be applied.
- If a student is found responsible for violating the Student Code of Conduct, the original sanctions will remain in place.
- If the student was originally found not responsible, and through the appeal process the student is found responsible, the SC&R Board will refer the case back to the Office of Student Conduct & Resolution to determine appropriate sanctions.

The Dean will inform the student(s) of the appeal outcome in writing and the decision will be final.

#### c) Appeal to the President of the University

If the original decision was rendered by the Dean of Students and a student appeals to the President of the University, the President will receive the appeal statement and accompanying documentation from the student. The Office of Student Conduct & Resolution will provide the President with all documentation which led to the original decision.

After reviewing all information, the President must first determine if the appeal meets the grounds to be heard. If the appeal does not meet one of the three grounds, the original decision will stand. If the appeal does meet one of the three grounds, the President will then determine if it is more likely than not a student violated a Student Code of Conduct policy.

### Appeal Result and Sanctions

- If a student is found not responsible for violating the Student Code of Conduct, no sanctions will be applied.
- If a student is found responsible for violating the Student Code of Conduct, the original sanctions will remain in place.
- Through the appeal, if a student is found responsible and the original decision was not responsible, the President will refer the case back to the Office of Student Conduct & Resolution to determine appropriate sanctions.

The President will inform the student(s) of the appeal outcome in writing and the decision will be final.

## VII. SAFETY AND SECURITY INFORMATION REPORT

Under The Campus Save Act, an addendum to the Clery Act, the SUA Public Safety Department will provide annual statistics on incidents of campus crimes, including incidents of sexual misconduct occurring on campus and reported to campus authorities and/or local police. Additionally, SUA will comply with all mandatory reporting requirements that include a broader range of sexual misconduct incidents occurring on campus including domestic violence, dating violence, and stalking.

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 & Resolution Policy and Procedures.

### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Telephone: (916) 431-6924

FAX: (916) 263-1897

Website: [bppe.ca.gov](http://bppe.ca.gov)

The Bureau accepts all types of complaints related to the College, and may refer any complaint it receives including complaints related to institutional policies or procedures, or both, to the College, an accrediting agency, or another appropriate entity for resolution. More information about filing a complaint with the Bureau can be found at: [bppe.ca.gov/enforcement/faqs.shtml](http://bppe.ca.gov/enforcement/faqs.shtml) and [bppe.ca.gov/enforcement/complaint.shtml](http://bppe.ca.gov/enforcement/complaint.shtml).

