



LOS ANGELES PACIFIC
UNIVERSITY

Student Code of Conduct

The Los Angeles Pacific University Student Code of Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission. The NCHERM Group Model Code Project, 2013.

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PREFACE

Core Values of Student Conduct at Los Angeles Pacific University

- ***Integrity***: LAPU students exemplify honesty, honor, and a respect for the truth in all of their actions, attitudes, and aspirations.
- ***Community***: LAPU students build and enhance their community and display that they are just and equitable in their treatment of all members of the community.
- ***Respect***: LAPU students show positive regard for each other, for property, and for the community.
- ***Responsibility***: LAPU students are given and accept a high level of responsibility to self, to others, and to the community, to the glory of God.

University students are responsible for knowing the information, policies, and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are responsible to check online [<https://www.lapu.edu/resources/academic-catalog/>] for the updated versions of all policies and procedures at the beginning of every term.

LAPU Student Code of Conduct

SECTION 1: PURPOSE/VISION/VALUES/PRINCIPLES

Purpose Statement

We create for people a new hope for the future by investing in lives through learning pathways that are Christ-centered, flexible, and accessible.

Vision

Los Angeles Pacific University exists to serve people around the world who desire education delivered in the context of faith, excellence, and flexibility, removing the barriers of affordability and accessibility.

Core Values

- Exemplary—to honor God in our actions, attitudes, and aspirations.
- Caring—to serve with grace the needs of our colleagues and learners.
- Learning—to continually nurture new thinking that generates and contributes to ongoing learning opportunities for all.

Principles

- Christ Centered—We are believers who teach and serve from a Christian worldview.
- Academic Excellence—We are committed to educational excellence and quality certificates for professional skills and continuing education.
- Accessibility—We are committed to economic affordability, global delivery, and, wherever feasible, open admission.
- Market Relevance—We are responsive to market demand, employer needs, and professional occupations.
- Organizationally Sustainable—We are economically viable and scalable, valuing the gifts, talents, and resources of the University.

Statement of Compliance

Los Angeles Pacific University (LAPU), in accordance with applicable federal and state laws and university policies, does not discriminate on the basis of race, color, national origin, sex, age, disability, medical status, or status as a veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and operation of university programs and activities. This policy is in accordance with applicable state law and Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Title I of the Americans with Disabilities Act; and Section 504 of the Rehabilitation Act of 1973.

Learning Environment

LAPU is committed to fostering a learning environment that is conducive to academic inquiry, personal development, and thoughtful study and discourse. The student conduct program within the Office of Student Success is committed to an educational and developmental process that balances the interests of individual students with the interests of the LAPU community.

A community exists on the basis of shared values and principles. At the University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Student Code of Conduct* (*hereinafter, the Code*). These standards are embodied within a set of core values that include integrity, community, respect, and responsibility.

Each member of the LAPU community bears responsibility for their conduct. When members of the community fail to exemplify these four values by violating the rules below, student conduct proceedings are used to assert and uphold the *Code*.

The student conduct process at LAPU is not intended to punish students; rather, it is developmental and educational. It exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Fair process, as defined within these procedures, assures written notice of the alleged misconduct, a meaningful opportunity to be heard, and a decision rendered by an objective decision-maker. Students will be found in violation of this Code of Conduct only if a *preponderance of the evidence* establishes that they committed a policy violation. Sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student, and will be consistent with sanctions rendered in prior similar cases (if any).

SECTION 2: JURISDICTION

Students at LAPU have access to a copy of the *Code* in the form of a link on the LAPU website. Students have a responsibility to read and abide by the provisions of the *Code*.

The *Code* and the student conduct process apply to the conduct of individual students, whether undergraduate, graduate, doctoral, or professional. For the purposes of student conduct, LAPU considers an individual to be a student when an application for admission has been accepted and thereafter as long as the student has a continuing educational interest in the University.

Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and/or individually and will be proportionate to the involvement of each individual and the organization.

LAPU retains jurisdiction over any student for conduct that allegedly occurred prior to graduation. For students who are on leave or not actively enrolled at the time sanctions are issued, sanctions may include a hold on the student's ability to re-enroll and/or obtain official transcripts until specified conditions are satisfied. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, LAPU may invoke these procedures and should the former student be found responsible, LAPU may revoke that student's degree if LAPU determines (by a preponderance of the evidence) that the degree would not have been obtained either but for the misconduct or had LAPU discovered the misconduct prior to issuing the degree.

LAPU is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. There are witnesses, who may offer information regarding the allegation. There is an individual who gathers the information, whose role is to present the allegations and share the evidence that LAPU has obtained regarding the allegations.

The *Code* applies to behavior conducted in any curricular setting of the institution, online, via email, or via other electronic mediums.

The *Code* also applies to behaviors that take place on the campus or other space used to conduct LAPU business, at university-sponsored events and to off-campus conduct when the University determines that the off-campus conduct affects a substantial LAPU interest.

The *Code* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to students enrolled in extension, partner, dual-credit, or continuing education programs, and anyone associated with LAPU coursework. Visitors to and guests of LAPU may seek resolution of violations of the *Code* committed against them by students of LAPU.

There is no time limit on reporting violations of the *Code*; however, the longer someone waits to report an offense, the harder it becomes for LAPU officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Success.

LAPU email is the University's primary means of communication with students. Students are responsible for all communication delivered to their LAPU email address.

Amnesty:

1) For Victims

LAPU provides amnesty to victims who may be hesitant to report to LAPU officials because they fear that they themselves may be accused of policy violations at the time of the incident.

2) For Those Who Offer Assistance

To encourage students to offer help and assistance to others, LAPU pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Success, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored.

3) For Those Who Report Serious Violations

Students who are engaged in violations but who choose to bring related serious violations by others to the attention of LAPU may be offered amnesty for their violations. Educational options may be explored.

Abuse of amnesty requests can result in a decision by the Director of Student Success not to extend amnesty to the same person repeatedly.

SECTION 3: VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code*. When an offense over which LAPU has jurisdiction occurs, the process outlined in this document will usually go forward notwithstanding any criminal complaint that may arise from the same incident. That a student is under criminal investigation is not a justification for refusing to comply with an LAPU investigation. A refusal to answer questions can be used against the student, even if the refusal is based on the Fifth Amendment to the U.S. Constitution, which does not apply to LAPU, and/or the advice of counsel.

SECTION 4: THE RULES

A. Core Values and Behavioral Expectations

LAPU considers the behavior described in the following subsections as inappropriate for the LAPU community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. LAPU encourages community members to report to LAPU officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions appointed by the Director of Student Success, or designee.

These core values reflect the rules outlined below.

Integrity: LAPU students exemplify honesty, honor, and a respect for the truth in all of their actions, attitudes, and aspirations.

Community: LAPU students build and enhance their community. Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

Respect: LAPU students show positive regard for each other and for the community.

Responsibility: LAPU students are given and accept a high level of responsibility to self, to others and to the community.

Conduct that violates these values includes, but is not limited to:

- 1) **Falsification.** Furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments
- 2) **Unauthorized Access.** Unauthorized access to any LAPU building (i.e. keys, cards, etc.); unauthorized possession, duplication, or use of means of access to any university building; or failing to report in a timely manner a lost LAPU identification card or key.
- 3) **Collusion.** Action or inaction with another or others to violate the *Code*.
- 4) **Taking of Property.** Intentional and unauthorized taking of LAPU property or the personal property of another, including goods, services, and other valuables.
- 5) **Disruptive Behavior.** Substantial disruption of LAPU operations including obstruction of teaching, research, administration, other LAPU activities, and/or other authorized non-LAPU activities which occur on campus.

- 6) **Inciting.** Causing, provoking, or participating in any disturbance that presents a clear and present danger to self or others, causes physical/emotional harm to others, or damage and/or destruction of property.
- 7) **Trademark.** Unauthorized use (including misuse) of LAPU or organizational names and images.
- 8) **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of LAPU property or the personal property of another.
- 9) **IT and Acceptable Use.** Violating LAPU Acceptable Use and Computing Policy, found online [BY CLICKING HERE](#)
- 10) **Weapons.** Possession of any type of weapons, including but not limited to regular firearms, ammunition, BB/pellet guns, paint guns, air guns, airsoft guns, taser guns, any facsimile of a gun or any counterfeit firearm, blow guns, blow gun ammunition, switchblades, bows and arrows, explosive devices or materials used to manufacture explosive devices, martial arts weapons, fireworks, water balloon launchers, and all other weapons listed in the California penal code section 18710-22610, and/or other weapons considered illegal, dangerous, or deemed by university officials to be inappropriate to possess on university premises is prohibited.
- 11) **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a) Intentionally or recklessly causing a fire which damages LAPU or personal property or which causes injury
 - b) Failure to evacuate a university-controlled building during a fire alarm
 - c) Improper use of LAPU fire safety equipment or
 - d) Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on LAPU property (such action may result in a local fine in addition to LAPU sanctions).
- 12) **Animals.** Animals are not permitted on campus except as permitted by law (e.g., service animals)
- 13) **Wheeled Devices.** Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside university buildings. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to LAPU property caused by these activities
- 14) **Harassment.** Any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status. More information about

LAPU's Title IX policies & procedures can be found at <https://www.lapu.edu/title-ix>.

- a) Any unwelcome conduct should be reported to university officials, who will act to remedy and resolve reported incidents on behalf of the victim and community
- b) Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities.

15) Retaliatory Discrimination or Harassment. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant, or supporter of a participant in any lawful activity or of any proceedings under this Code.

16) Abuse of Conduct Process. Abuse or interference with, or failure to comply in, LAPU processes including conduct and academic integrity violations may result in further sanctions.

- a) Falsification, distortion, or misrepresentation of information;
- b) Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation;
- c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- d) Harassment (verbal or physical) and/or intimidation of a staff member prior to, during, and/or following a campus conduct proceeding;
- e) Failure to comply with the sanction(s) imposed by the campus conduct system;
- f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

17) Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

18) Threatening Behaviors:

- a) **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b) **Intimidation.** implied threats or acts that cause a reasonable fear of harm in another.

19) Bullying and Cyberbullying. repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, which are not protected by freedom of expression.

20) Hazing. Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the

purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and/or failing to report those acts may also violate this policy.

- 21) Public Exposure.** Includes deliberately and publicly, or through use of technology, exposing one's intimate body parts, public urination, defecation, and public sex acts.
- 22) Tobacco.** Smoking or tobacco use in any area of campus where smoking or tobacco use are prohibited.
- 23) Alcohol.** Use, being under the influence, in possession of, or distributing alcoholic beverages or paraphernalia in any area of campus.
- 24) Drugs.** Use, being under the influence, in possession of, or distributing controlled substances or illegal drugs as defined under federal law and/or drug paraphernalia except as expressly permitted by federal law in any area of campus.
- 25) Prescription Medications.** Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.
- 26) Failure to Comply.** Failure to comply with the reasonable directives of LAPU officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 27) Financial Responsibilities.** Failure to meet financial responsibilities to the institution promptly, including, but not limited to: knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- 28) Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.).
- 29) Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.

SECTION 5: THE CONDUCT REVIEW PROCESS

This section describes in detail how the University's conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. While these procedures are flexible, consistency in similar situations is a priority of LAPU. The University conduct process and all applicable timelines commence with notice to an administrator of a potential violation of LAPU rules.

Once notice of a potential violation is received from any source, LAPU will proceed to determine if enough information is provided to start immediately with an investigation without further inquiry, or if instead additional information must be gathered from the reporting party or identifiable witnesses in order to make that determination. LAPU also may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information. Once LAPU determines that it has enough information to proceed with an investigation, the following steps will be used.

A. STEP 1: Notice

NOTICE OF INVESTIGATION will be sent to the responding student by the Director of Student Success or designee.

B. STEP 2: Investigation

The University gathers information into the nature of the incident, complaint or notice, the evidence available, and the parties involved. An information-gathering process involves an inquiry into an incident or matter by university officials and may involve interviewing community members involved in the case and verifying information regarding the alleged violation.

It should be noted that information gathering may include information from anonymous sources and confidential reporters.

A meeting (virtual or in person) will be scheduled to allow the accused student an opportunity to hear and present information related to disciplinary process. All such meetings are closed and the proceedings may be kept confidential at the discretion of the University. The meeting may be recorded at the discretion of the University upon advance notice in writing to participants.

Although meetings are closed, students who wish to have a support person present at the meetings may request one in writing to the Director of Student Success or designee. The support person cannot be a family member or, except as required by law, a lawyer, and they may not actively participate in proceedings. The decision regarding the request will be communicated in writing by the Director of Student Success or designee and this must be done before the support person may attend the hearing or any other disciplinary-related meetings.

C. STEP 3: Decision/Sanctions

The Director of Student Success or designee is authorized to assess the information in the investigation and make a judgment of responsibility for conduct violations and apply any affiliated sanctions.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end.

If the University's finding is that the responding student is in violation, the Director of Student Success or designee will then determine the sanction(s) for the misconduct.

At the end of the investigation process, the Director of Student Success or designee will communicate their decision in writing to the accused student. The written decision will include a summation of findings, which includes a statement of the codes at issue, the findings of what occurred, and whether those findings amount to a violation of any of the codes at issue, and, where applicable, sanctions to be placed upon the violating student. The findings will become part of the student's educational record.

A. Parental Notification

LAPU reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. LAPU may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

B. Notification of Outcomes

The outcome of a hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "crime of violence" or forcible or non-forcible sex offense, LAPU will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether LAPU concludes that a violation was committed. Such release of information may only include the alleged/responding student's name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where LAPU determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, LAPU may also release the above information publicly and/or to any third party. FERPA defines "crimes of violence" to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and nonnegligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

Disciplinary Records

All conduct records are maintained by LAPU for ten (10) years from the time of their creation except those that result in separation (suspension or expulsion) and those that fall under Title IX, which are maintained indefinitely.

Sanctions

The following are examples of sanctions that may be imposed by the Director of Student Success or designee upon any student for violating the Code (not listed in a prescribed order). One or more of the following sanctions may be imposed upon any student for any single violation of the Code:

- 1) **Warning:** An official written notice that the student has violated LAPU policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
- 2) **Restitution:** Compensation for damage caused to LAPU or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- 3) **Fines:** Reasonable fines may be imposed.
- 4) **Community/LAPU Service Requirements:** For a student to complete a specific supervised LAPU service.
- 5) **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
- 6) **Confiscation of Prohibited Property:** Items whose presence is in violation of LAPU policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Student Success or designee.
- 7) **Behavioral Requirement:** This includes required activities including, but not limited to, seeking counseling, academic counseling or substance abuse screening, writing a letter of apology, behavioral plan, etc.
- 8) **Educational Program:** Requirement to attend, present and/or participate in a program related to the violation, or to write a statement of reflection. It may also be a requirement to sponsor or assist with a program for other community members to aid them in learning about a specific topic or issue related to the violation for which the student or group was found responsible. Audience may be restricted.
- 9) **LAPU Probation:** The student is put on official notice that, should further violations of LAPU policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

- 10) **Eligibility Restriction:** The student is deemed “not in good standing” with LAPU for a specified period of time, restricting access to privileges otherwise afforded students in good standing, at the discretion of the Director of Student Success.
- 11) **LAPU Suspension:** Separation from LAPU for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from university property, functions, events, portals, and activities without prior written approval from the Director of Student Success. This sanction may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Suspension on the student’s official academic transcript.
- 12) **LAPU Expulsion:** Permanent separation from the University. The student is banned from university property and the student’s presence at any university sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student’s official academic transcript.
- 13) **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense by the Director of Student Success or designee.

Failure to Complete Conduct Sanctions

Failure to comply with sanctions issued is itself a violation of these codes of conduct and may result in further sanctions. All students, as members of LAPU community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Success or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from LAPU and may be noted on, or with, the student’s official transcript at the end of the session. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Success.

STEP 4: Appeal

Students wishing to appeal the disciplinary process must do so in writing to the supervisor of the staff member who imposed the sanction on the student, or his/her designee. Students will have only one opportunity to appeal. All appeal meetings are closed and the proceeding may be kept confidential at the discretion of the University. The appeal meeting may be recorded at the discretion of the University upon advance notice in writing to participants in the hearing.

The decision of the investigator is final and goes into effect pending any appeal.

The appeal shall consist of one or more of the following exclusive grounds for appeal:

1. New Information — There is new and significant information that has not yet been considered. Information would be considered “new” if it was unavailable to the student until after a decision was rendered. Information that was not discovered but should have been discovered prior to the decision is not new information.
2. Excessive Sanctions — Sanctions imposed are excessive to the violation(s) relative to sanctions imposed for similar violations under similar facts and circumstances as determined by the Code.
3. Procedural Irregularity — The written procedure was not followed through the disciplinary process (e.g., the student did not have opportunity to present information at the meeting).

Guidelines for the letter of appeal:

1. Students must submit a written appeal to the Director of Student Success, and copy the staff member who imposed the sanction on the student, or his/her designee within three business days of the date of the written decision. Written appeal must reflect the guidelines as listed in the following point.
2. The petition must include:
 - a. Names of the parties involved
 - b. Clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):
 - i. New information
 - ii. Excessive sanctions
 - iii. Procedural irregularity
 - c. A narrative of the incident including:
 - i. Why it occurred
 - ii. How it occurred
 - iii. Where it occurred
 - iv. Who was present
 - v. The information on which the appeal is based
 - d. The desired outcome

The appeal officer may, in response to the written appeal and upon review of all information and testimony presented, revise or confirm an earlier disciplinary process. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified in writing by the supervisor. Decisions made in the appeal process are final and may not be addressed through the “Grievance Process” set forth in the catalog.

SECTION 6: STUDENT CONDUCT AUTHORITY

A. Authority

The **Director of Student Success** is vested with the authority over student conduct by the President. The Associate Vice President of Enrollment and Student Success appoints

a Director of Student Success to oversee and manage the student conduct process. The Director of Student Success may appoint administrative designees as deemed necessary to supervise the student conduct process efficiently and effectively.

The Director of Student Success (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

A complaint wholly unsupported by any credible information will not be forwarded for investigation.

C. Conflict Resolution Options

The Director of Student Success may also suggest that complaints that do not involve a violation of the *Code* be referred for mediation or other appropriate conflict resolution by a third party.

D. Interpretation and Revision

The Director of Student Success will develop procedural rules for the administration of hearings that are consistent with provisions of the *Code*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Director of Student Success may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Director of Student Success may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code* will be referred to General Counsel for LAPU. The *Code* will be updated annually under the direction of the Director of Student Success with a comprehensive revision process being conducted periodically.

Approval and Implementation

This *Student Code of Conduct* was approved on 2/18/19 by, and implemented Fall semester Session 1, 2019.