



GENERAL UNIVERSITY POLICIES

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Campus Closure Policy

In the event of deteriorating weather conditions overnight or other emergency situations, every effort will be made to communicate information regarding the cancellation of classes to the radio stations CKNW (980 AM), CKWX (1130 AM), MAX (850 AM), PRAISE (106.5 FM) and KARI (550 AM) by 6:30 a.m., and an announcement will be placed on the University's campus closure notification message box (604.513.2147) and web site (www.twu.ca/conditions/). The first announcement regarding a closure will cover the period up to 1:00 p.m. only. If classes are to be cancelled beyond 1:00 p.m., this decision will be announced by the same means before 11:00 a.m. that day. Students and faculty should assume that all night classes will continue to operate. If the emergency continues into the evening, students and faculty may check for a closure notice on the University's campus closure notification message box and web site after 3:00 p.m. that day.

Campus Parking Guidelines

Parking at Trinity Western University is by pay or permit only.

Parking information is found in the "Campus Parking Guidelines" brochure, the rules of which are enforced campus-wide year round. The RCMP, in cooperation with Parking Services, enforces the B.C. Motor Vehicle Act on campus.

Parking Options

Commuter and resident students can choose what permit suits their parking needs. Permits are purchased at Enrolment Services. Cost is determined as per the published fee schedule.

- **Pay Daily:** Purchase a parking dispenser pass valid for the date of purchase and clearly display on dash to park in any P-lot.
- **Pay Weekly:** Purchase a weekly hangtag pass and clearly display on the rear-view mirror. Valid only for week purchased, dates noted on permit.
- **Coin Meter Parking:** Available in different areas of campus for short-term access only.
- **Academic Year Parking:** Purchase a Commuter "P" or Resident "R" parking permit valid in designated parking lots for the academic year (Sept.-April) at Enrolment Services (cost is determined as per the published fee schedule).
- **Pay Hourly:** Reimer Student Centre (underground parking) is available to users on an hourly fee basis only, purchased at the underground parking dispenser. This lot is "Visitor" and "Reserved" parking only, and a valid hourly dispenser ticket is mandatory.

Guidelines

Parking Permit:

Permits are the property of Trinity Western University. Permits may not be defaced, altered, sold, exchanged, transferred, or falsely declared lost

or stolen. Valid permits must be returned to Parking Services for replacement or refund. The refund will be credited to the student account as per the withdrawal fee schedule.

Lost or Stolen Permits

A lost or stolen permit must be reported immediately to Parking Services. Students are responsible for the cost of a replacement permit at the pro-rated fee unless they have a police report and/or ICBC claim number.

Temporary Passes

If the vehicle holding a registered parking permit is being repaired, a temporary pass should be obtained from Parking Services (free of charge) and clearly displayed.

Parking for People with a Disability

Persons holding a valid "Disabled" or "Handicapped" parking permit from any province or state may park in any "Disabled" space or any convenient "P", "R" or "S" lot free of charge. Any vehicle using these spaces must register with Parking Services. A physician's certificate must be submitted if a student is applying at Parking Services for "short-term disability parking" privileges.

Motorcycles

Motorcycles do not require a parking permit but must be parked in designated areas.

Restrictions and Enforcement

Campus Parking Guidelines are enforced campus-wide year round, seven days a week, 24 hours a day. All parking on campus is by pay or permit parking only.

- Parking without a permit/no visible permit will result in a violation.
- Parked in a zone not assigned by permit will result in a violation.
- Parked in a stall with expired meter will result in a violation.
- Parked in a Fire Lane will result in a violation.
- Parked in a "Disabled" space without a handicapped permit will result in a violation.
- Parking in a non-designated area such as roadways, grass, lawn areas or sidewalks will result in a violation.
- No overnight parking except by residents with an "R" pass.
- No living or camping in any vehicle on campus.
- No summer storage of vehicles on campus (unless prior approval is given by Parking Services).
- All parking permits are invalid at metered spaces.
- Parking lot speed is 15 km/h and road speed on campus is 30 km/h.
- Overflow parking is available at Fosmark Centre.
- Any vehicle obstructing the flow of traffic, parked with three or more outstanding violations, causing a noise disturbance, or occupying a reserved space without authority, will be towed at owner's expense.

Receiving a Parking Violation

- Any violation ticket issued to a student's vehicle is the student's responsibility to pay. Fines are \$35 for each offense. If the parking violation is paid within seven (7) days of issue date, each violation will be reduced to \$15. Unpaid violations over seven days will automatically be charged to the student's account at a cost of \$35.
- Unknown license plates, with unpaid violations, will be tracked through ICBC for the administration cost of \$15 plus the cost of the violation. Multiple unpaid violations may result in a wheel lock applied to the vehicle and/or tow and impoundment at the owner's expense. Vehicles will not be released until these expenses are paid. Contraventions of the "Student Parking Guidelines" may result in parking privileges being withdrawn.
- Grades will not be released and pre-registration may be delayed until outstanding violations are paid.

Parking Violation Appeals

- Parking violations may be appealed in person within seven days of issuance of the ticket. Cancellation of a violation is at the discretion of Parking Services only, not the security staff.
- The security of a student's vehicle and permit is the student's responsibility. Students should remove valuables from view and lock their vehicle. The University assumes no responsibility for loss or damage through fire, theft, collision or otherwise, to the vehicle or its contents.

Carpools

Carpools are encouraged; incentives are available.

Hours: 8 a.m. to 4:30 p.m., Monday - Friday

Parking Services
Facility Services Building

Tel: 604.513.2121 ext. 3032/3518

Fax: 604.513.2040

E-mail: parking@twu.ca

Harassment Policy

Upon joining Trinity Western University, students and employees agree to abide by the Responsibilities of Membership. The University insists that its members follow biblical principles of lifestyle and conduct and refrain from biblically prohibited practices. The Responsibilities of Membership express some of the lifestyle and conduct expectations that contribute to our distinctiveness as a Christian community and describe a living-learning environment conducive to the accomplishment of the University's mission.

TWU is committed to providing a community in which all individuals are treated with respect and dignity, free from harassment. The University considers harassment a serious offence and will not tolerate behaviour that may undermine the respect, dignity, self-esteem, or productivity of any student or employee.

Policy and Procedures

The Harassment Policy and Procedure documents are available from the Student Life Office for students, the Academic Vice-President's Office for faculty, and from Human Resources for staff. The document contains sections on policy, purpose, seriousness, retaliation, confidentiality, application of the policy, and definitions. As well, the Procedures document contains sections on roles and responsibilities, conflict of interest, complaint procedures, investigation, and records of complaint. Forms and appropriate appendices are also included.

Preferred Action

It is the University's desire to see any instances of possible harassment resolved in a Christian manner. Therefore, the University encourages anyone with a possible harassment complaint to carefully consider the Informal Resolution Process that is available as part of this policy. This can be accomplished through informal interaction with the Contact Person or by engaging the Mutual Resolution or Fast Track Process under points 3.2 and 3.3 of the Procedures document. This encouragement for use of the informal process should not be construed to suppress any individual's desire or decision to invoke a formal process of investigation and resolution. The formal process is always available.

Contact Person

If a person has any concern about possible harassment, the Contact Person is the initial point of contact. There are six such individuals available on campus and all have been trained in dealing with harassment issues. One's initial discussion with a Contact Person is confidential. If a complaint of harassment is to proceed into a formal investigation, then such complaints will need to be put into written form.

Complainants are encouraged to keep written records of consultation discussions. Contact Persons, however, will not keep records of the discussion unless they proceed to a formal investigation. Anonymous complaints will not be accepted or investigated.

Senior Harassment Officer

The Senior Harassment Officer is the person who has been appointed by the University to guide and manage the complaint and investigation process from beginning to end. Upon receipt of a formal complaint, the Contact Person will advise the Senior Harassment Officer who will follow the process outlined in the Procedures document.

Investigation Team

An Investigation Team will be appointed to conduct a full, fair, and impartial investigation of a formal complaint of harassment. The University expects the full cooperation of the complainant, the respondent, and any witnesses to the alleged incident(s). These individuals will be notified of the investigation and asked to attend the proceedings (non-compliance or refusal to attend will not stop the investigation). The Team will make all reasonable efforts to complete the investigation and render its report within the time frames outlined in the Procedures document.

Appeals Procedure

An appeals mechanism is also available as part of the Procedures. Appeals are accepted initially on the basis of a concern or disagreement on a point of fact or matter of law. Once a decision has been finalized, appeals regarding discipline will also be accepted. All appeals must be submitted in writing and include all grounds or reasons for the appeal.

Discipline

Discipline will be implemented through the vice-president for the appropriate area. Discipline will be guided by the processes established under the Staff, Faculty or Student Handbooks and related materials, and by any predetermined consequences stated therein.

Confidentiality

Confidentiality shall be maintained to the greatest extent possible within the requirements of completing a reasonable investigation. Only those individuals with an immediate need to know will have knowledge of the incident or investigation. All materials and notes relating to the incident will be kept in a separate, private, and confidential file that is the property of the University.

Protection of Privacy and Information

The University gathers and maintains information used for the purposes of admission, registration, student assessment, grade records, and other activities related to being a member of the Trinity Western University community. The information provided by applicants and students will be used in compliance with the 1996 British Columbia Privacy Act. The University Registrar serves as the privacy officer for student-related matters.

Responsibilities of Membership In the Community of Trinity Western University and Application to Students

Preamble

Trinity Western is a Christian university distinguished by a clear mission.

The mission of Trinity Western University, as an arm of the church, is to develop godly Christian leaders: positive, goal-oriented university graduates with thoroughly Christian minds; growing disciples of Jesus Christ who glorify God through fulfilling the Great Commission, serving God and people in the various marketplaces of life.

In order to accomplish this mission, members of

the community need to engage in an unhindered pursuit of knowledge, personal growth, and spiritual maturity (Heb 12:1-3). Consequently, the University strives to maintain a distinctly Christian living and learning environment conducive to a rigorous study of the liberal arts and sciences from the perspective of a biblical world view.

Membership in the Trinity Western community is obtained through application and invitation. Those who accept an invitation to join the community agree to uphold its standards of conduct. In return, they gain the privilege of enjoying the benefits of community membership and undertake to work for the best interests of the whole community (Phil. 2:4).

Compliance with these standards is simply one aspect of a larger commitment by students, staff, and faculty to live together as responsible citizens, to pursue biblical holiness, and to follow an ethic of mutual support, Christian love in relationships, and to serve the best interests of each other and the entire community.

Individuals who are invited to become members of this community but cannot with integrity pledge to uphold the application of these standards are advised not to accept the invitation and to seek instead a living-learning situation more acceptable to them.

Core Values and Responsibilities of Membership

The Responsibilities of Membership reflect our University's core values and help preserve its distinctly Christian character. These core values include:

- **The inspiration and authority of the Bible**
Members of the community voluntarily submit to its teaching.
- **The pursuit of personal holiness**
Members of the community strive to live distinctly Christian lives.
- **The University's mission**
Members of the community are determined to let nothing stand in the way of becoming "godly Christian leaders."
- **The Community**
Members of the community place the welfare of the community above their personal preferences.

These core values are easily transformed into principles of Christian conduct or Responsibilities of Membership that all members of the community are expected to follow. Because the Responsibilities of Membership are intended to reflect a preferred lifestyle for those who belong to this community rather than "campus rules," they apply both on and off campus. All members of the community are responsible to:

- Conduct themselves as responsible citizens.
- Engage in an honest pursuit of biblical holiness.
- Make the University's mission their own mission.
- Limit the exercise of their Christian liberty in accordance with the University's mission and the best interest of other members of the community.

Application of the Responsibilities of Membership to Students

It is recognized that not every student will have personal convictions wholly in accord with the following application of these standards. However, all students are responsible to:

- **Obey the law and conduct themselves as responsible citizens who contribute to the welfare of the greater community (Rom 13:1-7).** Among other things, this precludes the use of marijuana and drugs for non-medical purposes and conduct that disrupts classes or the general operation of the University. It also includes demonstrating respect for the property of others and of the University.
- **Show respect, love, and consideration for others.** We believe that, without exception, every human being is a valuable person created by God in His image (Gen 1:26-27) and thus possesses inherent dignity, and we are called to love and treat every person with genuine respect. Therefore, members of the community are expected to act with kindness and positive regard for the well being of each person, and to practise respect for all people at all stages of life. This manner of living obeys Jesus' commandment to show love for others (Joh 13:34-35) echoed by the Apostle Paul (Rom 14:1, 1Co 8:13). It is evidenced by making a habit of encouraging and building up others, showing compassion, demonstrating unselfishness, and displaying patience. Harassment of any person, whether or not a member of the community, is not acceptable. Differences of opinion on any issue are not only permissible, but are expected, and frequently encouraged as part of the educational process. However, dialogue about differences is always to be conducted with reason, consideration for the feelings of others, and recognition of TWU as a unique, faith-affirming community called to serve within the diverse society in which we live.
- **Refrain from practices which are contrary to Biblical teachings.** These include, but are not limited to, drunkenness (Eph 5:18), swearing or use of profane language (Eph 4:29 and 5:4, Jam 3:1-12), harassment (Joh 13:34-35, Rom 12:9-21, Eph. 4:31), all forms of dishonesty including cheating and stealing (Pro 12:22, Col 3:9, Eph 4:28), abortion (Exo 20:13, Psa 139:13-16), involvement in the occult (Act 19:19, Gal 5:19), and sexual sins including premarital sex, adultery, homosexual behaviour, and viewing of pornography (1Co 6:12-20, Eph 4:17-24, 1Th 4:3-8, Rom 2:26-27, 1Ti 1:9-10).
- **Observe biblical principles for marriage and sexual relationships.** Members of the TWU community agree to respect the biblical teaching that sexual intimacy is to be practised only within the context of marriage between a husband and a wife (Gen 2:23-24) and to keep their sexual behaviour consistent with this teaching. Also, married members of the community agree to respect and maintain the sanctity of marriage and to take every positive step to resolve conflict and avoid divorce.

- **Utilize careful judgment in the exercise of personal freedom (Gal 5:16-6:10, Rom 12:1-15:13, 1Co 8:9-13 and 13:1-13, Eph 4:17-6:18, Col 3:1-4:6, 1Th 4:1-5:24).** This entails the responsible use of time and material resources and the honest pursuit of knowledge, including regular attendance at classes, chapel services, and University events. It also requires that members of the community abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse, all forms of gambling, and that members of the community maintain modest, inoffensive behaviour in personal relationships. Co-ed living arrangements are not suitable for unmarried Trinity Western students. Furthermore, because many contemporary forms of amusement are of questionable value or diminish one's moral sensitivities, members of the community are to use discernment in their choice of entertainment including television, movies, live productions, and social dancing. Keep in mind that social dancing is not permitted on campus, nor may dances be sponsored by University or student groups. Furthermore, the University does not condone dancing at clubs where alcohol is liberally consumed, discretion in the choice of music is not exercised, and the overall atmosphere is questionable.

This application of the Responsibilities of Membership is not offered as a legalistic definition of right and wrong. Rather, it provides concrete examples of a commitment to the mission of Trinity Western University and a commitment to fellow members of this academic community. Certain expectations may not be commanded by Scripture, but nonetheless, they are desirable and essential if all members of the community are to achieve their personal goals. Consequently, all students are required to commit themselves to follow this application of the Responsibilities of Membership and maintain the integrity of that commitment.

Student Accountability Process

Trinity Western University is a unique and dynamic disciple-making academic community. Every member of the community—faculty, staff, and fellow students—engage each other in Trinity Western University's mission to prepare godly Christian leaders. Once invited to become members, students become "co-owners" of the mission and are accountable to every other member of the community to contribute to a positive and rewarding learning environment. This accountability is facilitated through a Responsibilities of Membership commitment all students sign, outlined in this General University Policies chapter.

If a student fails to maintain his or her commitment to the Responsibilities of Membership, an accountability process exists that is structured around the goal of bringing the student back into relationship with the community while contributing to the student's personal and spiritual growth. Initial and/or minor violations may be dealt with through a discussion process facilitated by Student Life staff. Subsequent and/or more serious breaches of the responsibilities may be dealt with in a formal process overseen by the Vice-

President for Student Life, and may be referred to a seven-member Accountability Committee consisting of two faculty, two staff members, and three students, for resolution.

A full description of the University's accountability policy and procedures is available in the Student Handbook or on the TWU web site. In every instance, the University seeks to prayerfully and objectively assess what has occurred, demonstrate care and acceptance for the individual involved, help build understanding and commitment to community responsibilities, and encourage the individual to accept accountability for his or her behaviour as a member of the TWU community. If a student, in the opinion of the University, is unable, refuses, or fails to live up to his or her commitment, the University reserves the right to dismiss the student from or refuse readmission to the University.