

GENERAL UNIVERSITY POLICIES

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CLASS CANCELLATION DUE TO WEATHER OR EMERGENCIES

In the event of deteriorating weather conditions or emergency situations, information regarding the cancellation of classes is available on www.twu.ca/ conditions. TWU also provides information to the radio stations CKNW (980 AM), CKWX (1130 AM), STAR FM (107.1 FM), PRAISE (106.5 FM), and KARI (550 AM) by 6:30 a.m., and an announcement will be placed on the University's weather bulletin notification message box (604.513.2147).

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. In addition, 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 Vice-Provost's Office for faculty, and from Human Resources for staff and administration. The policy 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 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 3.3 and 3.4 of the procedures document. This encouragement to use the informal process should not be construed as a means to suppress an 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. Six or more individuals on campus 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 be documented in written form.

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

In the event a complaint is received regarding a vice-president or the president, the Senior Harassment Officer shall serve as the Contact Person and will initiate an investigation through an external investigator, notifying the Governance Committee of the Board of Governors.

SENIOR HARASSMENT OFFICER

The Senior Harassment Officer is 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.

PRIVACY POLICY

Privacy is a critical issue for Trinity Western's employees, students, donors, and others affiliated with the University. Based on the Personal Information Protection Act of B.C., the University's privacy policy outlines the principles and procedures regarding the confidentiality and security of personal information. To read the University's privacy policy, visit www.twu.ca/governance/policies/privacy.html.

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 worldview.

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 (Phi 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 the 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 personal 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 respect 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 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 his 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. 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—engages each other in Trinity Western'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 and which is fully outlined in the General University Policies chapter of this Calendar.

If a student fails to maintain his or her commitment to the *Responsibilities of Membership* and/or policies and guidelines of the University as outlined in the Student Handbook, Academic Calendar, and TWU website, 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 University's responsibilities, policies and/or guidelines may be dealt with in a formal process overseen by the Associate Provost for Student Life and Dean of Students. Such cases may be referred for resolution to a Community Council or the Accountability Committee which consists of faculty, staff, and students.

A full description of the University's accountability policy and procedures is available in the Student Handbook or on the TWU website. 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 him or her re-admission to the University.

STUDENT PARKING

All parking on campus is by permit, daily dispenser tickets, or by short-term metered parking. Campus parking regulations are enforced campus-wide 24 hours a day, seven days a week, and 365 days per year. For more information, visit www.twu.ca/parking.

Commuter and resident students may purchase an

Academic Year Parking Permit at the following locations (students must provide accurate vehicle details – make, model, colour, and vehicle licence plate number):

- TWU students:
Office of the Registrar (Mattson Centre)
- Global Learning Connections students:
GLC office (Northwest Building)
- ESLI students:
ESL administrative coordinator (Reimer Student Centre, Room 219).

All permits may be purchased through Parking Services in the Welcome Centre.

ACADEMIC YEAR PERMIT:

Students are encouraged to purchase an Academic Year Parking Permit which is valid from September 1 to April 30 of each calendar year and costs \$210 for commuters and \$225 for residents. Permits may be obtained throughout the school year on a pro-rated basis. Should a student's status change during the school year, the permit can be exchanged at Security and Parking Services. A charge or refund may apply. "C" permits (Commuter) are valid in "C" lots only on weekdays and valid in "C" and "S" lots after 6 p.m. weekdays, and all day weekends and holidays. "C" permits are not valid between 3 a.m. and 6 a.m. "R" (Resident) permit holders must park in an "R" lot; they are the only permit holders who have the privilege of parking 24 hours a day. Permits must be clearly displayed in the left corner of the windshield or as a hangtag from the vehicle's rear-view mirror. Hangtags can be obtained from Parking Services.

PAY DAILY

Students can purchase a parking dispenser pass for \$4 per day. The pass must be clearly displayed on the dash to park in any "C" lot, and/or "C" and "S" lots after 6 p.m. weekdays and all day weekends and holidays. Daily dispenser passes are valid for 24 hours.

PAY WEEKLY

Students can purchase a weekly parking permit at a parking dispenser for \$15. The pass is valid for seven calendar days and must be clearly displayed on the dash to park in any "C" lot.

SUMMER PARKING

Summer parking permits must be purchased between May 1 and September 1. Permits may be purchased for a full Summer session, or on a monthly, weekly, or daily basis. Academic year parking permits are not valid after April 30. Summer parking permits are available in April.

GUIDELINES FOR STUDENT PARKING

PLACEMENT OF PERMIT

All permits must be clearly visible. Failure to clearly display a valid permit will result in a violation. It is an offence to deface, alter, or duplicate a permit.

LOST OR STOLEN PERMITS

To replace a lost or stolen permit, the permit holder must purchase a new permit at the full pro-rated cost.

However, if a permit holder has a police/ICBC report explaining the loss, the permit will be replaced for a \$25 administration fee.

TEMPORARY PASSES

If the vehicle holding a registered parking permit is being repaired, a complimentary temporary pass should be obtained from Parking Services, or a daily pass must be purchased.

HANGTAGS

A permit placed on a hangtag or device of any kind is deemed an illegal hangtag unless it has been obtained and registered with Parking Services. To transfer a hangtag between two vehicles, the permit holder must provide Parking Services with photocopies of the two vehicle registrations (family vehicles only). Parking Services will record the information and issue a legal hangtag.

MOTORCYCLES

Motorcycles do not require a parking permit when parked in designated areas.

PARKING FOR PEOPLE WITH A DISABILITY

Persons holding a valid "Disabled" parking permit from any province or state may park in any disabled space, or "C", "R", or "S" lot. If a student has a temporary disability that merits special parking considerations, students can obtain a temporary disabled permit from Parking Services upon submission of a physician's certificate.

OVERFLOW PARKING – FOSMARK CENTRE

Parking at TWU is on a first-come, first-serve basis. If students are unable to locate a parking space, they can park in the overflow parking area at Fosmark Centre.

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 permit or paid parking only. The RCMP, in cooperation with Security and Parking Services, enforces the Motor Vehicle Act on campus.

- Staff, faculty, residents, commuters, service vehicles, and all visitors to TWU must display a valid permit, a purchased dispenser ticket, or a complimentary pass.
- Certain parking spaces at the University are designated "Reserved Parking" and are intended for the use for which they have been reserved; e.g., ambulance, resident staff, etc.
- There is no parking on roadways or driving on sidewalks or grass for any reason (with the exception of authorized service vehicles). Parking is allowed in marked spaces only and in those areas authorizing specific permits.
- Maximum speed in parking lots is 15 km/h; elsewhere on campus is 30 km/h.
- Making a delivery, lack of convenient parking spaces, being late for class, appointments, exams, etc. are not valid excuses for violating a parking guideline.

- No parking in a fire lane (\$75 for violation; no appeal)
- No parking in a “Disabled” parking space unless with a valid disabled permit (\$75 for violation; no appeal)
- Summer storage of vehicles is not permitted unless approved by Security and Parking Services.
- No parking permit may be altered for any reason.
- Parking uninsured vehicles on campus is prohibited.
- Living or camping in a vehicle on campus is prohibited.
- Any vehicle parked in contravention of the Parking Guidelines may be removed at the risk and expense of the owner/operator.

VIOLATIONS

RECEIVING A PARKING VIOLATION

Any violation ticket issued to a student’s vehicle is the student’s responsibility to pay. Fines are \$50 for each offence. Disabled or fire lane fines are \$75. If the parking ticket (with the white copy) is received with payment within seven days, the cost of the fine is reduced. Fines over seven days may be automatically charged to a student’s account or processed through a Motor Vehicle Search (to determine vehicle ownership). A \$15 administration fee for the ownership search will be charged on any ticket remaining unpaid after 30 days of the ticket’s issue date. Grades will not be released and pre-registration may be delayed until outstanding violations are paid.

Multiple unpaid fines shall result in a wheel lock applied to the vehicle. The charge will be \$50 plus a \$15 administration fee. Vehicles will not be released to the owner until all fines have been paid.

HOW TO PAY A PARKING VIOLATION

TWU students may present their white ticket copy plus payment to the Office of the Registrar in Mattson Centre.

All other individuals with parking violations may present their ticket plus payment to Parking Services in the Welcome Centre.

HOW TO PAY AFTER HOURS

Ticket plus payment can be placed in a sealed envelope and dropped through the mail slot at Mattson Centre. The envelope must be clearly addressed to “Office of the Registrar—Parking.” If a mailed payment is postmarked within the seven-day limit, payment will be accepted as \$25. Payments can be mailed to:

TWU Parking Services, 7600 Glover Road, Langley, B.C. V2Y 1Y1

PARKING VIOLATION APPEALS

Parking violations may be appealed in person within seven days of issuance. Appeal forms can be obtained at Parking Services. Students should refer to www.twu.ca/parking for information on restrictions and enforcement which outlines the Campus Parking rules and regulations. These are the basis for Parking Service’s appeal process. All processing of appeals is at the discretion of Parking Services, located in the Welcome Centre.

SECURITY AND COMMUNITY SAFETY

LIABILITY

The security of a student’s vehicle is the student’s responsibility. The University assumes no responsibility for loss or damage through fire, theft, collision, or otherwise to the contents.

TWU Security will do its utmost to patrol, protect, and secure all areas of campus, but it is the students’ responsibility to ensure their vehicle and their possessions are not vulnerable to theft. Thieves will attempt to locate any vehicle that is unsecured, including vehicles at TWU.

- Students are encouraged to use an anti-theft device on their vehicle while it is parked on campus.

There are three types of safety devices:

1. Mechanical, including steering wheel locks such as The Club;
2. Vehicle alarms; and
3. Electronic immobilizers.

For more information about anti-theft devices, vehicle theft, and auto crime, visit www.icbc.com/Crime-Fraud/index.html.

- Students must ensure that their vehicle is locked, all windows are closed, and that all valuables have been removed from the vehicle or placed in the trunk.
- Students should engrave their personal belongings with their driver’s licence number. Removable stereo units are recommended. When leaving their vehicle, students should place the stereo unit in the trunk, out of sight. Students should keep their laptop and other valuables (including books) with them at all times.
- Students should report any suspicious activity in the parking areas to Security at 604.513.2099 or at ext. 2099. Students should report all incidents and/or thefts to Security immediately.
- Students are encouraged to keep a spare car key in their wallet, not in their vehicle. (A mobile locksmith charges \$35 to unlock a vehicle.)
- Students should park in areas that are well-lit at night. If a student feels apprehensive about walking to his or her vehicle alone, the student is encouraged to contact Security for an escort or to voice any concerns.

*Parking Services
Welcome Centre*

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

Rink Beeksm

Security and Parking Services Supervisor

Tel: 604.513.2121 ext. 3843

Fax: 604.513.2165

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Wendy Shellborn

Parking Services Coordinator

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