

Trinity Western University

Student Handbook

2016 - 2017



# Table of Contents

[Welcome to Trinity Western University](#)

[Our Mission](#)

[2016-2017 Campus Theme](#)

[The Trinity Western Community](#)

[Accepting the invitation](#)

[Rewards of community](#)

[Partnering in service](#)

[Living in Community](#)

[Account Information](#)

[Advertising](#)

[Academic Advising Office](#)

[Alcohol](#)

[Bicycles](#)

[Change Machines](#)

[Classroom Behaviour Expectations](#)

[Collegium Program](#)

[Dining Services](#)

[Ecosystem Study Area](#)

[Events](#)

[Excessive Noise](#)

[Explosives](#)

[Fines](#)

[Fire and Safety](#)

[Health Care](#)

[Identification cards](#)

[Library Facilities](#)

[Lost and Found](#)

[Lounges](#)

[Mail and Courier Services](#)

[Musical Instruments](#)

[Off-Campus Housing](#)

[Office of the Registrar](#)

[Online Communities](#)

[Open Residence Hours](#)

[Parking and Vehicle Guidelines](#)

[Parking Enforcement](#)

[Parking Options](#)

[Pets](#)

[Photocopying](#)

[Possession, Use and/or Sale of Non Medical Drugs](#)

[Posters and Notices](#)

[Pranks](#)

[Refunds for Vending and Laundry Machines](#)

[Rollerblades and Skateboards](#)

[Safety and Security](#)

[Self Care](#)

[Social Dance](#)

[Solicitation](#)

[Student Associations](#)

[Student Leadership](#)

[Summer Housing](#)

[Technology](#)

[Telephones](#)

[Tobacco, e-cigarettes & vaporizers](#)

[Travel](#)

[TWUSA Ombudsman](#)

[Weapons](#)

[Withdrawals](#)

[Living in Residence](#)

[Damage Assessment](#)

[Fire Safety](#)

[Furniture Requests](#)

[Guests](#)

[Keys](#)

[Laundry](#)

[Lock-outs](#)

[Maintenance and Custodial Requests](#)

[Posters, Notices and Decorations](#)

[Room Assignments](#)

[Room Furnishings](#)

[Room Inspections](#)

[Room Modifications](#)

[Room or Roommate Changes](#)

[Single Rooms](#)

[Storage](#)

[Telephone Service](#)

[Vacuums](#)

[University Policies](#)

[Community Covenant Agreement](#)

[Community In Covenant](#)

[1. The TWU Community Covenant](#)

[2. Christian Community](#)

[3. Community Life at TWU](#)

#### [4. Areas for Careful Discernment and Sensitivity](#)

[Wise and Sustainable Self-Care](#)

[Healthy Sexuality](#)

[Drugs, Alcohol and Tobacco](#)

[Entertainment](#)

#### [5. Commitment and Accountability](#)

[Student Accountability Process](#)

[Student Accountability Policy](#)

[The Goal of the Accountability Process](#)

[Conduct Expectations](#)

[Accountability Procedures](#)

[Informal Accountability Process \(Minor Incidents\)](#)

[Formal Accountability Process \(More Serious Incidents\)](#)

[Community Council and the University's Accountability Committee](#)

[Emergency Temporary Suspension](#)

[Possible Accountability Actions](#)

[Accountability Action Precedent](#)

[Accountability appeals](#)

[Academic Dishonesty and Plagiarism](#)

[Protection of Privacy and Information](#)

[Harassment Policy](#)

[Policies and Procedures](#)

[Preferred Action](#)

[Contact Person](#)

[Senior Harassment Officer](#)

[Investigation Team](#)

[Appeals Procedure](#)

[Discipline](#)

[Confidentiality](#)

[Communicable Disease Policy](#)

[Residence Requirement](#)

[Campus Closure Policy](#)

[For Your Information](#)

[Student Leadership Positions](#)

[Student Life](#)

[Trinity Western University Student Association \(TWUSA\)](#)

[Other](#)

[Contact Information](#)

[Hours of Operation](#)

[Emergency and Professional Assistance Numbers](#)

[All Serious Emergencies \(on or off campus\)](#)

[On-Campus Resource and Emergency Numbers](#)

[Off Campus Resource and Emergency Numbers](#)

[Off Campus Medical Clinics](#)

## Welcome to Trinity Western University

We are pleased that you have accepted the invitation and have become a member of the Trinity Western community. It truly is our goal to develop godly Christian leaders with thoroughly Christian minds. We are privileged that you have joined our mission and look forward to becoming an intimate part of your life. We have become partners in a very purposeful and life changing experience. We trust the Student Handbook will help guide you in understanding who we are as a making, academic community.

## Our Mission

The mission of TWU, 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.

## 2016-2017 Campus Theme

Called to Unity, Committed to Community

“Therefore I, a prisoner for serving the Lord, beg you to lead a life worthy of your calling, for you have been called by God. Always be humble and gentle. Be patient with each other, making allowance for each other’s faults because of your love. Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace. For there is one body and one Spirit, just as you have been called to one glorious hope for the future. There is one Lord, one faith, one baptism, and one God and Father, who is over all and in all and living through all.”

# The Trinity Western Community

Trinity Western is much more than an institution with classrooms, books and exams; we are a passionate, disciple-making academic community. We have a purpose. Our faculty and staff are committed to helping students fulfill their potential to make a positive contribution to their world and to serve God and others over the course of their life. At TWU, staff and faculty take an interest in helping students develop to their full potential, and the University provides many opportunities where students can test their gifts and skills as they prepare to make a difference.

## Accepting the invitation

Because TWU is a learning community with a unique, exciting mission, it is important for students to consider what it means to be a member of our community. First, students come into the TWU community by invitation. They are invited to embrace the waiting opportunity to be part of a community with an exciting history and share—with fellow students, professors and staff—our mission to have a positive impact on society. We count it a privilege to be members together in this enterprise. Becoming a co-owner in any community brings with it certain expectations, responsibilities and subsequent accountability. Accepting an invitation to become a member of the Trinity Western community entails agreeing to live in accordance with its Community Covenant which seeks to foster a positive educational environment that reflects the values cherished by our community. Students are called to maintain TWU's positive environment by being accountable to the community and its members for their own actions. The actions of each member have a direct effect on the other co-owners of the community. Students are encouraged to take initiative to see where they can contribute to campus life and have a positive influence on others.

## Rewards of community

As students become active, responsible members in the TWU community, they find that the campus offers many privileges for them to enjoy. Through classes, community life, and residences, students have the unique opportunity to develop meaningful friendships with people from Canada and around the world. Through quality friendships, students come to better understand themselves and others, explore what's important to them, and discover what they have to offer.

## Partnering in service

As students become involved in student leadership and other campus activities, they discover opportunities to partner with others to serve the campus community. In doing so, they earn the respect and trust of people and gain the right to have a greater influence in their community and its development. As students become shareholders in this community, engage others in active friendship, and work together to serve others, they will find that TWU is a learning community second to none.

# Living in Community

## Account Information

[twu.ca/registrar](http://twu.ca/registrar)

Students can view their Account Statements online on the Student Portal ([www1.twu.ca/services](http://www1.twu.ca/services)). For students that have questions regarding their student account or have concerns about making required payments, staff in the Office of the Registrar are available to assist and may be able to help with alternate payment arrangements. Students may also visit the Financial Aid office for assistance with loans, bursaries, scholarships or special awards.

## Advertising

[twu.ca/life](http://twu.ca/life)

[studentlife@twu.ca](mailto:studentlife@twu.ca)

All solicitation, advertising and/or marketing by non-TWU businesses or organizations to students on campus must be vetted through the Student Life Office.

## Academic Advising Office

[twu.ca/advising](http://twu.ca/advising)

[advisingoffice@twu.ca](mailto:advisingoffice@twu.ca)

Academic advising is an integral component of the learning process at Trinity Western University. The Academic Advising Office personnel are available to assist students develop their program of studies. Services include the selection of a degree program, long term planning, course selection for each semester, and help with the adjustment to academic life.

The Academic Advising Office will assign each student (Advisee) to an academic Advisor. Each Advisor is a faculty member in the Advisee's chosen field of study thus ensuring a perspective from which guidance on discipline-specific issues such as careers and graduate study options can be provided.

As students progress through their educational experience at TWU, they may find that a change of program and/or Advisor is necessary. The Academic Advising Office will facilitate those changes. The goal of the Academic Advising Office is to see each student progress through to graduation.

The Academic Advising Office collaborates with the Admissions Office, the Office of the Registrar, TWU Extension, Financial Aid, Student Life, and all Faculties and Schools.

## Alcohol

Trinity Western University is an alcohol free campus. Consumption of alcohol, possession of alcohol or empty alcohol containers on TWU property, at any TWU sponsored event or on a TWU sponsored trip is prohibited. Consumption of alcohol by minors and providing alcohol to those under the legal drinking age are both illegal and therefore prohibited. Community members hosting parties off campus where alcohol is present are responsible for any incidence of underage drinking at the party, whether they provide the alcohol directly or not. Drunkenness is also prohibited at all times, for all TWU community members.

## Bicycles

All bikes are to be stored in the bike shed or on a bike rack. Bikes stored in the bike shed must be registered at the Student Life Office. Always use a bike lock even when stored in the shed (students must supply their own lock). The bike shed uses a keyless entry system and requires a resident style ID card for access. If you have a commuter style ID card the cost of upgrading to a keyless entry card is \$6. There is no charge for use of the bike shed and students should be aware that bikes are left at the owner's risk. Students can register their bikes and pick up a bike sticker at the Student Life Office. This sticker should be updated at the beginning of each Fall semester. The University will not be held responsible for locks that must be cut to access bicycles.

## Change Machines

One dollar coins are available from change machines which are located in the lower level of Douglas Centre and in the Northwest Building laundry room. Coins are also available and at the University Bookstore.

## Classroom Behaviour Expectations

Students are responsible to conduct themselves in a manner that enhances and does not disrupt an environment of learning in the classroom (or other learning venues, e.g. labs). Disruptive behaviour is defined as that which a) prevents an instructor from teaching or making progress towards course objectives, and/or b) can reasonably be determined to create an impediment to the learning of other students. Instructors have the right to require a student to leave the classroom if the disruptive behaviour is significant or persistent, and the student may be subject to removal from a course and/or accountability action through the Student Accountability Process.

## Collegium Program

[twu.ca/collegium](http://twu.ca/collegium)

Trinity Western University is pleased to provide a “home away from home” for commuter and graduate students attending university. To become a member of one of these personal and professional networking communities, undergraduate students can register online at [twu.ca/students](http://twu.ca/students) through TWU’s Student Portal. Graduate students may pick up an enrolment card in the Graduate Collegium in the Fosmark Building. Interested students are encouraged to stop by the collegium anytime during normal hours for a tour. Hours of Operation for the undergraduate collegia are from 7 a.m. to 7 p.m. Monday through Thursday and 7 a.m. to 5 p.m. on Fridays. Collegiums are closed on all major holidays and during Reading Week.

## Dining Services

[twu.ca/dining](http://twu.ca/dining)

Sodexo is Trinity Western’s food service provider. The cafeteria is located in the Reimer Student Centre. There are also two smaller food service venues; the Lower Café, located in the lower level of Douglas Centre and The Cognoscenti, located in the lobby of the Northwest Building. Students may eat their meals in the Cafeteria, Lower Café and The Cog either by paying individually for each meal (cash, credit and debit accepted at each location) or by purchasing credit in advance on a meal card. Meal cards can be loaded at the Student Life Office. Please do not borrow the cutlery and dishes from the Cafeteria if you are eating outside of the food services area. A Food Services Committee is

established every year to discuss food quality, quantity, value, available options and other food related concerns. Give your suggestions to a member of this committee or offer written feedback via the suggestion box in the Cafeteria.

## Ecosystem Study Area

[twu.ca/ecosystem](http://twu.ca/ecosystem)

Opened in 1998, Trinity Western University's Ecosystem Study Area (ESA) is an area dedicated to the study, preservation and proper management of the environment. TWU takes seriously the stewardship of this portion of the Salmon River Habitat, entrusted to us by God. The ESA functions as a "living creation laboratory" for TWU students to be able to learn about the local ecology and species of this area. Environmental Studies and Biology students regularly undertake exercises and research projects to study different parts of the ecosystem such as trees, soils, salmon, stream invertebrates and the endangered Oregon Forest snail. The following guidelines will care for, preserve and protect our natural areas for future generations:

- Stay on designated trails;
- Do not remove or disturb wildlife or vegetation;
- No smoking, fires of any kind or camping are permitted;
- Place all litter in designated containers;
- No bicycles, motorized vehicles, horses or pets

For further information or to volunteer with the ESA contact the Ecosystem Study Area Manager at ext. 2979.

## Events

Students from officially recognized clubs, organizations, or student leadership roles may plan events by submitting an event approval request online via the TWU Student Portal. Approval is required for all TWU student events at least three days prior to the event, whether the event will take place on or off campus. An event is considered a TWU student event when one or more of the following apply:

- A TWU representative (employee, affiliate employee, TWUSA or TWUGSA member or student leader) plans the event or activity to which TWU students are invited ostensibly in the fulfilment of their TWU leadership responsibilities;

- The event is promoted as a TWU student event, or as a TWU group, club or team event;
- TWU funds or student fees have been used to carry out the event.

## Excessive Noise

Please remember that residence halls and campus buildings accommodate individuals interested in securing a university education. Campus quiet hours are 11 p.m. – 7 a.m. daily, although an individual's right for quiet study and sleep time always supersedes another's rights to make unnecessary noise, 24 hours a day, seven days a week.

## Explosives

Unauthorized explosives, fireworks, flammable substances and dangerous chemicals are not permitted on University property.

## Fines

Fines may be assessed to students for various violations of the Community Covenant or other policies and guidelines of the University including those published in the Student Handbook, Academic Calendar and TWU website. Common fines will be assessed for, but are not limited to the remuneration of damages, cleaning and replacement costs to campus or student property, malicious or intentional misconduct and services that have been abused or neglected. Fines will be charged to student accounts and can be paid at Enrolment Services. Grades may not be released and pre-registration may be delayed until all outstanding violations are paid.

Minor fines include, but are not limited to: parking violations; library fines; burning candles, incense, or potpourri; pranks causing damage to property or inconvenience to community members; propping open fire doors; residence hall visitation violations; storing bikes in campus buildings; inappropriate or excessive decorations; prohibited furniture or appliances; unreported roommate or room changes; remaining in buildings during fire alarms or drills; having unauthorized pets; and excessive noise levels.

Serious fines include, but are not limited to: intentionally or accidentally pulling a fire alarm; tampering with fire and/or safety equipment; unauthorized access to campus buildings or areas (including all

roofs); rappelling from windows and/or buildings; and possessing weapons of any kind. Repeat violations may result in fine increases and/or further accountability.

## Fire and Safety

Jeopardizing the safety of our community is a serious offence and will be dealt with through the Student Accountability Process. If you hear a fire alarm, exit the building immediately. Do not re-enter the building until the fire department or appropriate designate grants permission. It is a criminal offence to pull a fire alarm as a prank. Disassembling, mishandling or tampering with exit signs, fire extinguishers, hoses, valves, alarms, sprinkler heads, heat sensors or smoke detectors for any reason other than an emergency is prohibited. On campus fires are not permitted due to municipal fire regulations and for the safety of our community.

## Health Care

[twu.ca/health](http://twu.ca/health); [twu.ca/life/wellness](http://twu.ca/life/wellness)

Every student is required by law to purchase British Columbia Medical Insurance. This entitles you access to British Columbia Medical Services. Using your British Columbia Care Card, you can be treated at any clinic or hospital in British Columbia, including the medical clinic in Trinity Western's Wellness Centre (2nd floor, Douglas Centre). For clinics in the TWU area look in the Telus Yellow Pages under "clinics". If you are a new International or U.S. student, you will have a British Columbia interim insurance card for the first three months at TWU. Be sure to read the pamphlet summarizing plan benefits and exclusions.

The TWU Wellness Centre's medical clinic is available for students with personal health concerns or insurance questions. Appointments with a doctor or nurse can be made by calling campus extension #2024, or by going to the clinic in person during normal office hours. On campus 24-hour 1st Aid assistance is also available by calling Security at 604.513.2099. For emergency assistance call 9-1-1.

Some students on campus may require the utilization of syringes due to a medical condition. For the safety of our campus community, it is a requirement that anyone utilizing syringes ensure they are safely disposed of in designated Sharps Containers. These containers are available free of charge to anyone who requests one through TWU's Wellness Centre.

## Identification cards

[www.twu.ca/housing/mealplanFAQ.asp](http://www.twu.ca/housing/mealplanFAQ.asp)

Your ID card will be issued for use for athletic events, meal plan purchases, checking out resources at the library, for security verification, and residence access. If you lose your ID card, you can purchase a new card at the Student Life Office. A replacement fee will apply. Security staff maintains the right to ask for student ID cards at their discretion. Students are expected to comply, at all times, with the requests of TWU's Safety and Security personnel.

## Library Facilities

[twu.ca/library](http://twu.ca/library)

The Alloway Library provides over half a million resources onsite or online as well as study rooms, internet workstations, listening-viewing facilities and photocopiers. Professional librarians are ready to assist you at the library or online. Resources are available on all three floors. Fines or replacement charges will be levied for material which is late, damaged or lost.

## Lost and Found

The main campus lost & found is located at the Student Life Office in Reimer Student Centre. There is also a lost and found service at the Library and in the Gym for items found in those locations only. All other articles lost or found at TWU should be registered in the Student Life office.

## Lounges

There are common area lounges within most TWU residence halls. Common area lounges can be booked through the Student Life office for group activities. Removal of furniture or furnishings from residence hall lounges is not permitted and extra furnishings should not be added without permission.

The following co-ed common area lounges are open 24 hrs, 7 days per week:

- Douglas Hall (first and second floor main lounges),
- Fraser Hall (first floor lounge),
- Northwest Hall (first floor 'The Cog' lobby area).

## Mail and Courier Services

[twu.ca/divisions/mail](http://twu.ca/divisions/mail)

Telephone: 604-513-2005; Fax: 604-513-2062

Mail services, located in the University Bookstore, are available Monday to Friday, 9:30 a.m. to 5 p.m. Services include sale of Canadian stamps, outgoing mail options including: express post, international mail, parcels, and couriers. Students will be notified if they have received a parcel and it will be held for them in Shipping/Receiving (ID required for pick up).

Residents will be allocated a shared mailbox on campus, located in Douglas Centre. Commuter students can sign up for a mailbox on a first come - first served basis. Addressed mail for students no longer at TWU will be "returned to sender" as mail forwarding is not an option. Please note that addressed "admail" is not accepted by TWU and will be recycled.

Please have mail addressed to you as follows:

Student Name

(Box #)

7600 Glover Road

LANGLEY, BC V2Y 1Y1

## Musical Instruments

Instrument amplifiers are not permitted and playing instruments is not encouraged within the residence halls. Designated music practice rooms are available on campus and are designed for this purpose. Campus quiet hours are 11 p.m. – 7 a.m. daily, although an individual's right for quiet study

and sleep time always supersedes another's rights to loud expression, 24 hours a day, seven days a week.

## Off-Campus Housing

[trinity.och101.com](http://trinity.och101.com)

The Off Campus Housing 101 website is a free resource students may access when in need of finding accommodations off campus. Listings are provided for landlords seeking TWU student renters, and students can also look for roommates with this service. This site is not managed by TWU.

Commuting students are strongly encouraged to apply for membership in a campus collegium as the best way to stay connected to the TWU Community. Application can be made online from a link on the Student Portal.

It is also important for students to remember that the TWU Community Covenant applies to students both on and off campus. For this reason co-ed living arrangements are not appropriate for TWU students. If students have questions about the application of the Community Covenant off campus they should contact the Assistant Director of Community Life for Commuter Programs at: [Glenn.Hanson@twu.ca](mailto:Glenn.Hanson@twu.ca)

## Office of the Registrar

[twu.ca/registrar](http://twu.ca/registrar); [www.twu.ca/services](http://www.twu.ca/services)

[registrar@twu.ca](mailto:registrar@twu.ca)

The Office of the Registrar is the foremost resource for all your registration and financial account activity during your studies and beyond. Located in Mattson Centre, we provide services online or in person. If you have a need that has anything to do with your enrolment at TWU, either registration or financial, the Office of the Registrar can help you.

## Online Communities

Participation in social networking and broadcasting communities such as, but not limited to, Instagram Facebook or YouTube are common sources of social connection and personal expression for

members of the TWU community. In a proper balance with face to face relationships, online community involvement can be an enriching experience when certain precautions are taken. Students choosing to participate in online communities should consider the following:

- Limit the amount of personal information provided and make use of the site's security or privacy settings to control access to personal information. Phone numbers, SIN or SSN information, student ID numbers, credit card information, physical addresses (including room numbers), email addresses, date of birth, photos, or personal disclosures can be accessed by others who may share them or use them in ways you do not intend;
- Behaviour that is inappropriate in face to face relations is also inappropriate online, such as threats, harassment, discrimination or acts of fraud. For the TWU community this also includes behaviour that is contrary to the Community Covenant and/or policies and guidelines of the University. Displays or disclosures of inappropriate behaviour may be investigated through TWU's Student Accountability Policy and Procedures;
- All TWU students should be familiar with the Community Acceptable Use Policy, which can be found at: [twu.ca/divisions/information-technology/it-acceptable-use-policy.pdf](http://twu.ca/divisions/information-technology/it-acceptable-use-policy.pdf).

## Open Residence Hours

The University encourages students to actively participate in their living-learning environments, promoting out of the classroom learning and personal development in the residence. However, to balance the need for student freedom with personal privacy, the following open residence hours are to be observed by all students and visitors of the University:

- Douglas Hall / Fraser Hall / Northwest Hall
  - Weekdays 5:00 p.m. – 9:00 p.m.
  - Weekends & Holidays 12:00 p.m. – 9:00 p.m.
  - Independent Study Breaks & Final Exam periods 12:00 p.m. - 9:00 p.m.
- Robson Hall (Upperclassmen Housing)
  - Daily 10:00 a.m. – 1 a.m.

Holidays Include: Thanksgiving Day, Remembrance Day, Good Friday & Easter Monday.

## Parking and Vehicle Guidelines

[twu.ca/parking](http://twu.ca/parking)

**Parking Restrictions:** Permit holders may not park in any spaces that are “Reserved”, such as fire lanes, disabled person spaces, staff parking or any other unauthorized space. Overflow parking is available and can be found in the Fosmark-CanIL parking lot. Owners of motor vehicles that wish to park in a loading zone for the purpose of short-term loading/unloading must first check-in with Parking Services to avoid receiving a parking violation.

**Parking Refunds:** Since parking permits are issued to a specific vehicle and operator, they are not transferable. Should your vehicle be sold or traded, Parking Services must be notified immediately with new vehicle details and license plate information. An administrative charge may apply. To receive a pro-rated refund, you must contact Security & Parking Services. The refund will be credited to your student account as per the withdrawal fee schedule.

**Vehicle and Traffic Restrictions:** Uninsured vehicles are not permitted on campus and may be towed at the owner’s expense. Other uninsured motorized vehicles, carts, or scooters (other than university service vehicles or those required for equity of access) are also not permitted on campus. Except for authorized service vehicles, parking or driving on sidewalks or grass is strictly prohibited. Maximum speed in parking lots is 15 km/h.

**Liability:** The security and insurance coverage of one’s vehicle is the responsibility of its owner. Please remove valuables from view and lock your vehicle. The University assumes no responsibility for loss or damage through fire, theft, collision or otherwise, to the vehicle or its contents.

## Parking Enforcement

[twu.ca/parking](http://twu.ca/parking)

**PARKING VIOLATION(S):** Parking fines are \$50 if your parking violation plus payment is received within seven (7) calendar days of issuance. Unpaid fines over seven (7) days will increase to \$75. Parking in a “Reserved” spot will result in a \$75.00 non-appealable fine. Any unpaid violations may be

license-searched through the Motor Vehicle Branch and a subsequent charge of \$15.00 will be added to the owner's student account. Multiple unpaid fines may result in a wheel lock applied to the vehicle or tow and impound at the owner's expense. Vehicles will not be released until these expenses are paid.

**PARKING VIOLATION(S) APPEALS:** You may challenge or appeal violations within seven (7) calendar days of issuance. Appeals will not be dealt with personally but must be put into writing on TWU appeal forms located at Parking Services in the Welcome Centre. Cancellation of a violation will be at the discretion of Parking Services only. All decisions based upon appeals are final.

## Parking Options

[twu.ca/divisions/parking](http://twu.ca/divisions/parking)

**HOURLY:** Parking is available on an hourly basis and can be purchased at the dispensers located at the following locations: The entrance to campus (flagpole), Fosmark Building, Northwest Building, Music building parking lot, Vernon Strombeck parking lot or in the Reimer underground parkade. Permits of all varieties can also be purchased at the Parking Services Office, located in the Welcome Centre at the entrance to campus.

**DAILY Permit:** Purchase a dispenser daily permit (\$7.50). All parking is "Pay by License Plate" There is no need to display any pass in your car. You may park in any student parking lot with the exception of the Robson underground lot.

**WEEKLY Permit:** Purchase a 7 day permit (\$25.00) from a parking permit dispenser. This is "Pay by License". Note: that the Reimer Student Centre underground lot is a "reserved" and "pay hourly" lot and therefore weekly permits are not valid for this lot.

**ACADEMIC Permit:** Commuter and resident parking is now called "Student Parking". Students can purchase a yearly permit or a permit for any duration of the year, from the Welcome Centre. All parking permits are "Pay by License Plate" so there is nothing to display on the vehicle as it is the vehicle that is registered. Failure to present accurate information to Parking Services may result in issuance of parking violations. Underground parking permits for Robson building are available on a first-come, first-served basis. Academic year permits are also available after September on a prorated fee basis. Parking refunds can be made if a student notifies parking services in writing or in person that they no longer require the permit. The refund will be calculated from the date that parking

services are informed. Students changing status from Resident to Commuter, or vice versa, should exchange their permit at Parking Services. Although this won't affect where you can park it does affect the price of the pass.

**TEMPORARY Permit:** Temporary day permits are available from Parking Services free of charge when a student's registered vehicle is in for repairs. The vehicle must be registered with security in advance to avoid a parking violation.

**DISABILITY Permit:** Persons holding a valid "Disabled Person" parking permit from any province or state may park in disabled person parking spaces or in non-reserved spaces throughout campus that assists convenient access to our facilities. Please register your vehicle with Security & Parking Services. If you have a temporary disability that merits special parking consideration, you may obtain a temporary disabled person permit upon submission of a physician's certificate. Applicable parking fees apply.

**MOTORCYCLES:** Motorcycles do not require a parking permit, but must be parked in designated motorcycle areas.

Students may not park in Staff parking lots, Reimer underground or in front of the Mattson building. There is an overflow parking lot located beside the Fosmark Building.

**MATTSON CENTRE:** All vehicles must have either paid for hourly parking at the parking meter or display a Mattson Centre complimentary pass.

- Hourly parking can be purchased at the Flag Pole parking dispenser.
- See receptionist at the Mattson Centre for complimentary passes.

## Pets and Service Dogs

Health, sanitation and general consideration for others prohibit the keeping of pets on campus by students. Exception granted only to aquarium fish; maximum tank capacity of five gallons. No animals are allowed in TWU buildings unless specifically approved by University policy. Service dogs are welcomed since they are professionally trained to provide much needed services for people with diagnosed disabilities. Students with disabilities who have a service dog should register with the TWU Equity of Access Office.

## Photocopying

Copiers for general use are available in the Library, Stanley Nelson Centre and Douglas Centre. You may purchase a copier card at the Library for use in any of these copiers. Coin-op access is also available in the Library. A discounted copying service is offered to students through the TWUSA (Trinity Western University Student Association) office, located in Douglas Centre.

## Possession, Use and/or Sale of Non Medical Drugs

The possession, use or sale of illegal drugs is prohibited under the University's Community Covenant agreement.

## Posters and Notices

Posters and notices must be stamped and dated by Student Life or TWUSA before they are displayed. Posters and notices should be posted on bulletin boards only and are not to be placed on glass doors or windows anywhere on campus. Municipal fire regulations prohibit posters and notices in resident lounges. Posters, or notices without stamps, deemed offensive, excessive, or objectionable shall be removed.

## Pranks

Pranks in the community can cause inconvenience, conflict, costly physical damage and loss of personal dignity. Often starting as harmless pranks, situations tend to escalate so that successive pranks become more destructive than the preceding one(s). Activities that harm (or have the reasonable potential to harm) individuals physically, emotionally or activities that damage (or have the reasonable potential to damage) personal or university property are prohibited.

## Refunds for Vending and Laundry Machines

Students who have lost money in one of the beverage or laundry machines on campus should report it to the Student Life office for a refund. If an issue arises with one of the snack vending machines please report this to a Sodexo employee.

## Rollerblades and Skateboards

Sports activities, including skateboarding, rollerblading, hockey, etc., are NOT permitted in any parking areas or automobile roadways on Trinity Western University property. TWU wishes to maintain a safe campus community. Failure to comply with these conditions may expose individuals to severe injury and property damage claims.

## Safety and Security

[twu.ca/divisions/security/](http://twu.ca/divisions/security/)

A false sense of security can inadvertently be created in a Christian university setting. TWU desires to provide a safe and secure home for students. You are expected to take an active role in ensuring a safe and secure environment. Please follow these basic safety guidelines:

- Fire doors or any locked doors should not be propped open as this can endanger the lives and belongings of everyone in the residence hall;
- Lock the doors and windows of your room and carry your keys with you. Keep valuable items in a safe place out of sight, engrave valuables, and record serial numbers. If you are locked out of your building or room, call Security at local 2099. An unlock charge of \$10 will be issued for this service;
- Do not walk alone on the campus perimeter during evening hours. Please call Security at ext. 2099 if you require an escort to your vehicle or to another campus building;
- Report thefts and/or suspicious persons or incidents to Security immediately;
- Pizza delivery personnel should be met in residence hall lounges;
- Do not climb on building roofs or out of windows;
- Use a lock on your computers and laptops to deter theft;

Security concerns or suggestions? Security would love to hear from you, and value your input. Your safety is of the utmost concern! Please contact Security at ext. 2099.

Students are reminded that Trinity Western University will not be liable directly or indirectly, for loss or theft of student personal property of any kind. This will also include, but not be limited to, damages from fire, water or other causes. Students are advised to obtain personal insurance against such

losses. For most students, it is possible to obtain coverage through a rider on their family tenant or homeowner insurance policy.

## Self Care

Part of being a member of community is to demonstrate through day to day actions that one is able to assure one's own welfare and meet normal obligations. This essentially means that students must agree to care for themselves and behave in ways that will not cause problems for themselves or those around them nor negatively impact the welfare, safety and success of other community members. Examples would include, but are not limited to, caring adequately for one's physical and emotional health, dealing appropriately with life challenges, getting along with others successfully, making adequate academic progress and not causing or threatening to cause harm to one's self. It is also expected that students will seek out and/or accept professional assistance for those situations which they are unable to resolve on their own. If these self care expectations are not met, students will be held accountable for their behaviour and the negative impact on the community. Accountability may include the requirement to move out of campus housing and/or withdrawal or suspension from the university.

Students needing accommodation due to a documented disability or significant, ongoing medical condition are required to contact the Director, Equity of Access and Learning Resources to discuss accessibility issues.

## Social Dance

Social dances, both on and off campus, are only permitted as TWU student events when organized and sponsored by approved student groups or campus departments of the University. In all cases, dances will be kept modest, wholesome and fun. Organized and sponsored dances will be subject to the Director of Community Life and the Event Approval and Room Booking Process of the University, administered through the Student Life Office. Organizers and sponsors will be responsible to communicate the expectations of the event to the participants in order to ensure that the dance environment maintains the integrity of the standards of the University.

TWU community members are expected to evaluate all forms of social dancing in light of the Community Covenant, abstaining from behaviours that do not reflect the values of the TWU

community. A complete description of TWU's Social Dance Policy and corresponding procedures is located at [twu.ca/studenthandbook/dance](http://twu.ca/studenthandbook/dance).

## Solicitation

Outside agencies, groups, or business representatives are not permitted to sell or solicit in the University residence halls or on the campus unless invited. Please report any solicitors to Security at ext. 2099. Any requests for off campus solicitation, advertising and marketing to students on campus must be vetted through the Student Life Office prior to any steps taken.

## Student Associations

[twusa.ca](http://twusa.ca); [twu.ca/students/twugsa](http://twu.ca/students/twugsa)

Every TWU student enrolled in at least 4 semester hours of courses is officially a member of the Trinity Western University Student Association (TWUSA). Every graduate TWU student is officially a member of the Graduate Student Association (GSA). Each year a new student government is elected for each association. These members approve and provide accountability for student initiated events, activities, programs and services on campus and work as liaisons between administration and students. To get involved, go to the TWUSA office in Douglas Centre.

## Student Leadership

[twu.ca/studentleadership](http://twu.ca/studentleadership)

Student Leadership is a great way to get involved, develop skills and gain valuable life experience. There are over 250 official student leadership opportunities distributed among 50+ unique roles. Check out the many possibilities on the Student Life website. Role descriptions, applications and reference forms are also available online.

## Summer Housing

Summer housing is available on a limited basis for students in registered university programs. Availability is subject to minimum occupancy requirements. For inquiries, the Student Life office at ext. 3401. See also: Off Campus Housing

# Technology

[twu.ca/helpdesk](http://twu.ca/helpdesk)

The University offers free network access to all students. Residents have access to both wired (by request) and wireless networking options, while commuters can access our wireless network throughout campus. Please note that the use of 2.4GHz cordless phones, wireless speakers and wireless hubs is prohibited as they directly interfere with University's wireless network, disabling access to the wireless network for all users in that area.

The university understands that materials accessed through the network are generally to be used for academic purposes and also recognizes the recreational value of the Trinity Western network. All community members are prohibited from viewing pornographic, hate literature, and other sorts of materials in opposition to the University's Community Covenant and/or policies and guidelines of the University. The University's full network use policy is located at [twu.ca/divisions/information-technology/it-acceptable-use-policy.pdf](http://twu.ca/divisions/information-technology/it-acceptable-use-policy.pdf) and use of the University's network constitutes acceptance of this policy. The university provides assistance for both networking, email, and other TWU electronic services through our web based helpdesk at [twu.ca/help](http://twu.ca/help). If you cannot access the helpdesk electronically, please call 604.882.4357 from off campus or ext. 4357 from any on campus phone.

# Tobacco, e-cigarettes & vaporizers

Trinity Western University is a smoke free and tobacco free campus. Use of tobacco, e-cigarettes and/or other sorts of vaporizers in any form on TWU property, at any TWU sponsored event or on a TWU sponsored trip is prohibited. Use of tobacco by minors and providing tobacco to those under the age of 19 is also prohibited.

# Travel

Local airline services are available through Vancouver International, Abbotsford, Bellingham and Seattle airports. Bus service between your residence and Vancouver International Airport is available with Airport Link Shuttle at 604-852-1999 (call for current schedule and rates). Bus service to the Abbotsford Airport is available with Valley Airporter Shuttle at 1-877-604-6688 (call for current

schedule and rates). Bus service in the Langley community and surrounding area is available via Translink at 604-953-3333.

## TWUSA Ombudsman

[twusa.ca](http://twusa.ca)

The Ombudsman is a valuable resource to assist student in conflicts with the university. Students can contact the Ombudsman who will provide information, resources, and support through the conflict resolution process. If you have a problem and are not sure where to turn, the Ombudsman can point you in the right direction. Areas with which the Ombudsman can help include, but are not limited to: student accountability, academic appeals, the Registrar's Office, Financial Aid, and Parking/Security.

## Weapons

Trinity Western University has a strict zero tolerance stance on weapons and replica weapons.

Weapons of any kind, including but not limited to, firearms, ammunition, replica firearms, sling shots, hunting knives or other large blades, and BB or pellet guns, air-soft guns, or paintball guns are strictly prohibited on campus or at university sponsored activities. Students participating in theatre classes or productions in which prop weapons are used must be careful to follow all SAMC policies regarding use and transportation of these props.

## Withdrawals

Any student, who after registration, finds it necessary to withdraw from the University should request a withdrawal form at the Student Life Office and obtain signed approvals and releases from various departments as required. The date on which the complete form is submitted to the Student Life Office will be used by The Office of the Registrar for calculating refunds of tuition, residence fees and any other fees that would apply. Upon withdrawing, residence keys, mailbox keys and Student ID cards are required to be returned.



# Living in Residence

## Damage Assessment

Trinity Western University reserves the right to do periodic maintenance and safety checks of all resident rooms as necessary and may assess related fines if damages or violations to policies are discovered. If required, occupants of resident rooms or apartments will be assessed and billed for damage and/or cleaning costs. Roommates bear equal responsibility for damages unless a degree of responsibility can be individually assigned. Students causing excessive or wilful damage to residences or university property are subject to eviction.

## Fire Safety

In compliance with municipal fire regulations, no cooking appliances, with or without exposed heat elements are to be used in resident rooms and/or lounges. In Robson and the apartments all use of cooking appliances should be confined to kitchen areas. Resident rooms and hallways must be kept orderly and clean, maintaining clear and unobstructed exit options for all community members. Halogen lamps, candles, incense or an open flame of any kind are prohibited in residence buildings. Live Christmas trees are also prohibited. Residents should ensure nothing comes into contact with fire suppression sprinkler heads or their protective covers in residence rooms or lounges to prevent accidental discharge and accompanying water damage. Residents should ensure they are aware of exit plans and fire safety equipment for their building.

## Furniture Requests

Residents missing any of the standard furniture should contact the Student Life office. Light bulbs are available to residents from the Student Life office at no charge.

## Guests

Overnight guests must be registered with the Student Life office at least two days prior to their arrival and residents are responsible for their guest's behaviour. If a guest violates any residence guideline,

the resident host can be held responsible. As a courtesy to roommates and other students, residents may accommodate overnight guests in their room for a maximum of three nights per semester. In exceptional circumstances, the Student Life office may grant extensions and a charge may be assessed. Guests may not sleep in residence lounges.

## Keys

Residence keys are distributed at registration. Replacement keys can be obtained at the Student Life office for a charge, which may include re-keying of the door lock. All keys must be returned when students check out of the residence hall (normally at the end of the Spring semester). Fines will be assessed for keys not returned at this time, a portion of which will be refunded if keys are returned at a later date. Unauthorized possession or copying of keys is viewed as a serious offence and is prohibited.

## Laundry

Coin operated laundry rooms are located in or near all residence halls. Money lost in these machines can be reimbursed at the Student Life office in exchange for the machine number and location. Any maintenance needed in the laundry rooms should be requested through the Maintenance Request procedures located at [twu.ca/helpdesk](http://twu.ca/helpdesk)

## Lock-outs

Security is available by calling ext. 2099 to assist students who are locked out of their room. A nominal fee of \$10 is charged for this service.

## Maintenance and Custodial Requests

[twu.ca/helpdesk](http://twu.ca/helpdesk)

General maintenance and custodial services are included within annual housing fees. As needed, maintenance will fix toilets, unclog shower drains, repair broken furniture, broken windows, sinks and shower taps, appliances, lights, door locks etc.

To submit a request for maintenance and/or custodial assistance please access the Facility Services Helpdesk at [twu.ca/helpdesk](http://twu.ca/helpdesk) or call ext. 3515 and follow the auto prompts.

For emergency maintenance or custodial requests call ext. 3515 or Security at ext. 2099 for immediate assistance.

## Posters, Notices and Decorations

In compliance with municipal Fire Regulations, resident room walls and ceilings may have a maximum coverage of 20%, including posters, papers and pictures. Bookcases and closets are to be included in the 20% calculation. Posters, notices and decorations are prohibited in all residence lounges, exit corridors and stairways. In resident rooms, use staples or pins to hang posters and pictures. Tape and “plasti-tak” are not permitted. Posters or decorations deemed offensive, objectionable, or excessive shall be removed.

## Room Assignments

Room assignments are completed after room deposits have been received. Specific building or room requests can be made on the housing application but final room assignments cannot be guaranteed in advance. TWU reserves the right to determine the best composition of students in each building to intentionally build communities that will achieve the mission of the university. Whenever possible, roommates are selected upon the basis of the compatibility of information provided on the residence application. Specific roommate requests can be made on the housing application, and when they are received well in advance of the start of the semester, mutual roommate requests can usually be accommodated. TWU reserves the right to make temporary room arrangements if necessary, change room assignments, re-assign roommates, or consolidate vacancies by requiring students to move. Consolidation will most likely not occur after the first three weeks of classes in any semester.

## Room Furnishings

Residents are provided with a single bed, mattress, desk, desk chair, dresser or drawers, bookshelf, and waste basket. These furnishings are the property of TWU and may not be re-modeled, removed or stored outside of the room. Unless provided for by TWU, sofas and loveseats are not permitted in individual rooms. Microwaves, hot plates, and other small electrical appliances are considered a fire

hazard and are therefore not allowed in resident rooms. Students wishing to bring a mini fridge must request permission from their RD, and only a limited number of these requests can be granted due to the electrical load requirements. Students are responsible for the cleanliness of their own rooms but must maintain a minimum standard for health and safety reasons.

## Room Inspections

Trinity Western reserves the right to have authorized personnel enter any unit or room for the purpose of inspection, repairs or other official business. Authorized personnel may also enter rooms for investigation when they have reasonable grounds to believe that the well-being or safety of the occupants of the building are in jeopardy or that a serious violation of university policy has occurred. During vacation periods, university personnel may make safety inspections. Unsafe conditions created by residents will be corrected at their expense, and prohibited items found in student rooms will be removed and disposed of.

## Room Modifications

Rooms must not be modified in any way that will cause permanent damage or create any obstruction to egress. This includes, but is not limited to, making any alterations to the existing walls, floor, ceiling or furniture. Beds are bunked in some areas and not in others and they must stay in the same condition in which they are found. Students may not modify beds nor will maintenance staff be available to do so. Should modifications take place that are prohibited or found unsafe, students will be billed for returning rooms to original condition.

## Room or Roommate Changes

While resolving conflicts is preferred to avoiding them, sometimes extenuating circumstances may necessitate a room or roommate change. A student's request for a room change should be directed to his or her Resident Director, and all room changes must be approved by an RD prior to moving. Unreported moves are prohibited. Room change requests will not be approved during the first 2 weeks of each semester.

## Single Rooms

Residence rooms are established as double and in some cases triple occupancy; however, single rooms can be requested on the residence application. Single rooms are only available as space permits and therefore cannot be guaranteed in advance. A single room charge will apply to students that have requested and been granted single rooms.

## Storage

Temporary storage of personal items is available for residents on a limited basis. Access to the storage rooms can be obtained through the Student Life Office or through the student leader for your living area (RA or Rep). All items are stored “at your own risk” and must be in boxes, bags, or suitcases that are clearly labelled with the student's name and a current date. Storage of furniture is not permitted anywhere on campus. Unclaimed, unmarked, or unapproved items will be removed and sent to a local charity.

## Telephone Service

[support@twu.ca](mailto:support@twu.ca)

The Information Technology department provides phone service for all residents. Each residence room is equipped with a phone line that is activated for local calling and voicemail. Instructions for setup are posted in each room.

## Vacuums

Vacuums are available in residence halls for student use, and may be accessed by talking to the Building Service Worker in each area. Vacuums must be signed out and returned as soon as possible for use by others.

# University Policies

## Community Covenant Agreement

Every community has conduct expectations for its members. As an evangelical Christian community, the University has formulated a set of behavioural responsibilities that apply to students, staff, and faculty. These responsibilities reflect the values of Trinity Western as an academic, disciple making community. People who become members of the community are asked to comply with the University's Community Covenant as a matter of respect for the values of this community even though the standards may not reflect their personal convictions in every detail.

The Community Covenant is included within the application process, and those applying for community membership should read the statement carefully. Maintenance of one's integrity with regard to the Community Covenant is essential for continued membership in the community. Once a commitment has been indicated through signature, failure to respect the Community Covenant is a breach of personal integrity, a matter which may, in some cases, be of greater concern than the violation itself.

## Community In Covenant

### Our Pledge to One Another

Trinity Western University (TWU) is a Christian university of the liberal arts, sciences and professional studies with a vision for developing people of high competence and exemplary character who distinguish themselves as leaders in the marketplaces of life.

### 1. The TWU Community Covenant

The University's mission, core values, curriculum and community life are formed by a firm commitment to the person and work of Jesus Christ as declared in the Bible. This identity and allegiance shapes an educational community in which members pursue truth and excellence with grace and diligence, treat people and ideas with charity and respect, think critically and constructively about complex issues, and willingly respond to the world's most profound needs and greatest opportunities.

The University is an interrelated academic community rooted in the evangelical Protestant tradition; it is made up of Christian administrators, faculty and staff who, along with students choosing to study at TWU, covenant together to form a community that strives to live according to biblical precepts, believing that this will optimize the University's capacity to fulfil its mission and achieve its aspirations.

The community covenant is a solemn pledge in which members place themselves under obligations on the part of the institution to its members, the members to the institution, and the members to one another. In making this pledge, members enter into a contractual agreement and a relational bond. By doing so, members accept reciprocal benefits and mutual responsibilities, and strive to achieve respectful and purposeful unity that aims for the advancement of all, recognizing the diversity of viewpoints, life journeys, stages of maturity, and roles within the TWU community. It is vital that each person who accepts the invitation to become a member of the TWU community carefully considers and sincerely embraces this community covenant.

## 2. Christian Community

The University's acceptance of the Bible as the divinely inspired, authoritative guide for personal and community life is foundational to its affirmation that people flourish and most fully reach their potential when they delight in seeking God's purposes, and when they renounce and resist the things that stand in the way of those purposes being fulfilled. This ongoing God-enabled pursuit of a holy life is an inner transformation that actualizes a life of purpose and eternal significance. Such a distinctly Christian way of living finds its fullest expression in Christian love, which was exemplified fully by Jesus Christ, and is characterized by humility, self-sacrifice, mercy and justice, and mutual submission for the good of others.

This biblical foundation inspires TWU to be a distinctly Christian university in which members and others observe and experience truth, compassion, reconciliation, and hope. TWU envisions itself to be a community where members demonstrate concern for the well-being of others, where rigorous intellectual learning occurs in the context of whole person development, where members give priority to spiritual formation, and where service-oriented citizenship is modeled.

### 3. Community Life at TWU

The TWU community covenant involves a commitment on the part of all members to embody attitudes and to practise actions identified in the Bible as virtues, and to avoid those portrayed as destructive.

Members of the TWU community, therefore, commit themselves to:

- cultivate Christian virtues, such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, compassion, humility, forgiveness, peacemaking, mercy and justice
- live exemplary lives characterized by honesty, civility, truthfulness, generosity and integrity
- communicate in ways that build others up, according to their needs, for the benefit of all
- treat all persons with respect and dignity, and uphold their God-given worth from conception to death
- be responsible citizens both locally and globally who respect authorities, submit to the laws of this country, and contribute to the welfare of creation and society
- observe modesty, purity and appropriate intimacy in all relationships, reserve sexual expressions of intimacy for marriage, and within marriage take every reasonable step to resolve conflict and avoid divorce
- exercise careful judgment in all lifestyle choices, and take responsibility for personal choices and their impact on others
- encourage and support other members of the community in their pursuit of these values and ideals, while extending forgiveness, accountability, restoration, and healing to one another.

In keeping with biblical and TWU ideals, community members voluntarily abstain from the following actions:

- communication that is destructive to TWU community life and interpersonal relationships, including gossip, slander, vulgar/obscene language, and prejudice
- harassment or any form of verbal or physical intimidation, including hazing
- lying, cheating, or other forms of dishonesty including plagiarism
- stealing, misusing or destroying property belonging to others
- sexual intimacy that violates the sacredness of marriage between a man and a woman
- the use of materials that are degrading, dehumanizing, exploitive, hateful, or gratuitously violent, including, but not limited to pornography

- drunkenness, under-age consumption of alcohol, the use or possession of illegal drugs, and the misuse or abuse of substances including prescribed drugs
- the use or possession of alcohol on campus, or at any TWU sponsored event, and the use of tobacco on campus or at any TWU sponsored event.

#### 4. Areas for Careful Discernment and Sensitivity

A heightened level of discernment and sensitivity is appropriate within a Christian educational community such as TWU. In order to foster the kind of campus atmosphere most conducive to university ends, this covenant both identifies particular Christian standards and recognizes degrees of latitude for individual freedom. True freedom is not the freedom to do as one pleases, but rather empowerment to do what is best. TWU rejects legalisms that mistakenly identify certain cultural practices as biblical imperatives, or that emphasize outward conduct as the measure of genuine Christian maturity apart from inward thoughts and motivations. In all respects, the TWU community expects its members to exercise wise decision-making according to biblical principles, carefully accounting for each individual's capabilities, vulnerabilities, and values, and considering the consequences of those choices to health and character, social relationships, and God's purposes in the world.

TWU is committed to assisting members who desire to face difficulties or overcome the consequences of poor personal choices by providing reasonable care, resources, and environments for safe and meaningful dialogue. TWU reserves the right to question, challenge or discipline any member in response to actions that impact personal or social welfare.

#### Wise and Sustainable Self-Care

The University is committed to promoting and supporting habits of healthy self-care in all its members, recognizing that each individual's actions can have a cumulative impact on the entire community. TWU encourages its members to pursue and promote: sustainable patterns of sleep, eating, exercise, and preventative health; as well as sustainable rhythms of solitude and community, personal spiritual disciplines, chapel and local church participation, work, study and recreation, service and rest.

## Healthy Sexuality

People face significant challenges in practicing biblical sexual health within a highly sexualized culture. A biblical view of sexuality holds that a person's decisions regarding his or her body are physically, spiritually and emotionally inseparable. Such decisions affect a person's ability to live out God's intention for wholeness in relationship to God, to one's (future) spouse, to others in the community, and to oneself. Further, according to the Bible, sexual intimacy is reserved for marriage between one man and one woman, and within that marriage bond it is God's intention that it be enjoyed as a means for marital intimacy and procreation. Honouring and upholding these principles, members of the TWU community strive for purity of thought and relationship, respectful modesty, personal responsibility for actions taken, and avoidance of contexts where temptation to compromise would be particularly strong.

## Drugs, Alcohol and Tobacco

The use of illegal drugs is by definition illicit. The abuse of legal drugs has been shown to be physically and socially destructive, especially in its potential for forming life-destroying addictions. For these reasons, TWU members voluntarily abstain from the use of illegal drugs and the abuse of legal drugs at all times.

The decision whether or not to consume alcohol or use tobacco is more complex. The Bible allows for the enjoyment of alcohol in moderation, but it also strongly warns against drunkenness and addiction, which overpowers wise and reasonable behaviour and hinders personal development. The Bible commends leaders who abstained from, or were not addicted to, alcohol. Alcohol abuse has many long-lasting negative physical, social and academic consequences. The Bible has no direct instructions regarding the use of tobacco, though many biblical principles regarding stewardship of the body offer guidance. Tobacco is clearly hazardous to the health of both users and bystanders. Many people avoid alcohol and/or tobacco as a matter of conscience, personal health, or in response to an addiction. With these concerns in mind, TWU members will exercise careful discretion, sensitivity to others' conscience/principles, moderation, compassion, and mutual responsibility. In addition, TWU strongly discourages participation in events where the primary purpose is the excessive consumption of alcohol.

## Entertainment

When considering the myriad of entertainment options available, including print media, television, film, music, video games, the internet, theatre, concerts, social dancing, clubs, sports, recreation, and gambling, TWU expects its members to make personal choices according to biblical priorities, and with careful consideration for the immediate and long-term impact on one's own well-being, the well-being of others, and the well-being of the University. Entertainment choices should be guided by the pursuit of activities that are edifying, beneficial and constructive, and by a preference for those things that are "true, noble, right, pure, lovely, admirable, excellent, and praiseworthy," recognizing that truth and beauty appear in many differing forms, may be disguised, and may be seen in different ways by different people.

## 5. Commitment and Accountability

This covenant applies to all members of the TWU community, that is, administrators, faculty and staff employed by TWU and its affiliates, and students enrolled at TWU or any affiliate program. Unless specifically stated otherwise, expectations of this covenant apply to both on and off TWU's campus and extension sites. Sincerely embracing every part of this covenant is a requirement for employment. Employees who sign this covenant also commit themselves to abide by TWU Employment Policies. TWU welcomes all students who qualify for admission, recognizing that not all affirm the theological views that are vital to the University's Christian identity. Students sign this covenant with the commitment to abide by the expectations contained within the Community Covenant, and by campus policies published in the Academic Calendar and Student Handbook.

Ensuring that the integrity of the TWU community is upheld may at times involve taking steps to hold one another accountable to the mutual commitments outlined in this covenant. As a covenant community, all members share this responsibility. The University also provides formal accountability procedures to address actions by community members that represent a disregard for this covenant. These procedures and processes are outlined in TWU's Student Handbook and Employment Policies and will be enacted by designated representatives of the University as deemed necessary.

By my agreement below I affirm that:

- I have accepted the invitation to be a member of the TWU community with all the mutual benefits and responsibilities that are involved;
- I understand that by becoming a member of the TWU community I have also become an ambassador of this community and the ideals it represents;
- I have carefully read and considered TWU's Community Covenant and will join in fulfilling its responsibilities while I am a member of the TWU community.

## Student Accountability Process

Trinity Western University is a unique and dynamic disciple-making and 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 Community Covenant commitment all students sign and which is fully outlined in the general University Policies section.

If a student fails to maintain his or her commitment to the Community Covenant 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 Community Covenant may be dealt with in a formal process overseen by the Director of Community Life or Associate Provost. Such cases may be referred to a Community Council or the University's Accountability Committee, consisting of faculty, staff and students, for resolution.

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 their commitment, the University reserves the right to discipline, dismiss, or refuse a student's re-admission to the University.

# Student Accountability Policy

Trinity Western University has established standards of conduct, which are intended to contribute to a learning environment conducive to the accomplishment of its mission. Admission to the University is limited to those who agree to comply with these behavioural expectations which apply to every student whether a resident or commuter both on and off campus. In situations involving suspected violations of the Community Covenant and/or policies and guidelines of the University, students can expect a fair and reasonable response from the University. The Student Accountability Policy in its entirety appears below.

## The Goal of the Accountability Process

The goal of the accountability process is to contribute to both the student's personal and spiritual growth. The objectives of the process are:

- To prayerfully and objectively assess what has occurred and indicate to the student what violation(s) has (have) been committed;
- To demonstrate care and acceptance for the individual even if behaviour may be unacceptable;
- To educate the student, explaining the reasons for the Community Covenant and/or policies and guidelines of the University;
- To have students decide that their future behaviour will be in keeping with their original commitment to the community through the University's Community Covenant and/or policies and guidelines of the University;
- To have the student accept accountability for his or her behaviour;
- To balance the needs of an individual along with the needs of the greater community.

Experience holding individuals accountable to their word has tended to show that repeated violations of the Community Covenant and/or policies and guidelines of the University are often indicators of larger issues in the life of a student. It is hoped, therefore, that the accountability process may ultimately challenge the pursuit of change, godliness and character development within individuals.

## Conduct Expectations

Each student who accepts an invitation of admission to Trinity Western University has agreed to accept the Community Covenant and/or policies and guidelines of the University for living in accordance with the community standards of this private, creedal Christian academic community. These are specified in the Community Covenant contract that each student signs. It is the responsibility of each student to clarify any misunderstanding that may arise in their mind before committing their signature to this contract. The University does not view a student's agreement to comply with these standards and guidelines as a mere formality. Therefore, students who find themselves unable to maintain the integrity of their commitment should seek a living-learning situation more acceptable to them.

## Accountability Procedures

In Christian love, respect and responsibility, students are encouraged to seek resolution when tension, misunderstanding, conflict, failure or disagreements have fractured relationship. It is expected that as adult learners, members of our community will seek mutual solution to problems that arise within the context of daily living together. Persisting through personal shortfalls is essential and foundational to successful community living. At a grass roots level, it is expected and encouraged that students, staff and faculty will hold each another accountable to the commitments each has made to the University and community. Disregard for community responsibility and accountability is considered inappropriate behaviour, viewed as jeopardizing the effectiveness of the learning environment and mission of the University. Students are encouraged to reflect upon their own goals and values to ensure that they are not in conflict with the educational environment in which they have chosen to learn.

The student accountability process may be initiated as a result of a complaint against a student brought to Student Life by another member of the community or as a result of concerns from the community regarding a student's conduct.

## Informal Accountability Process (Minor Incidents)

In minor incidents, a designated Student Life staff member will follow up on the allegation or incident. This involves discussing the allegation or incident with the student(s) and determining an appropriate

response (verbal or official warning, community service, suitable apologies, fine or appropriate restitution).

Decisions of a Student Life staff member may be appealed, by the student and in writing, to the Director of Community Life within 48 hours of being informed of the decision. A \$100 administration fee is required prior to consideration and will be refunded if the appeal is granted. Until an appeal is granted the original decision remains in effect.

Students are encouraged to informally challenge one another and hold each other accountable to the Community Covenant and/or policies and guidelines of the University out of genuine concern for others within the University community.

Community members, directly working with students in leadership or representative roles, may be notified of violations or incidents involving a student working within their care.

## Formal Accountability Process (More Serious Incidents)

In more serious cases, the formal accountability process will be enacted. The formal accountability process often begins when a community member becomes aware of an alleged violation of Community Covenant and/or policies and guidelines of the University either through first hand knowledge or on report of an incident. It may also begin when the seriousness of an allegation warrants immediately moving to the formal accountability process or if a problem persists and cannot be solved through the informal accountability process.

### **Stage One**

An Assistant Director of Community Life or appropriate designate may make the decision that a case moves from informal accountability to the formal accountability process. When this decision is made, the student(s) who has/have been named in the allegation of misconduct will be informed that the allegation is being investigated. Pertinent information is collected to determine if there is sufficient cause for accountability action.

It is the responsibility of Assistant Directors of Community Life or appropriate designate to receive complaints and investigate possible violations of Community Covenant and/or policies and guidelines of the University. In the event that an Assistant Director of Community Life or appropriate designate, in his/her sole discretion believes that additional action is required, he/she will schedule an interview with the student. An Assistant Director of Community Life or appropriate designate is responsible to

arrange for and conduct an interview with the student, which may include other parties affected by or involved in the incident. Written confirmation of the date and time of the interview will be to the student's university email address prior to the scheduled appointment. Students are responsible for all communication that is sent to their university email address. At the same time the student will be informed of the availability of a counsellor, who may be seen in confidence and at no cost for personal support through the student accountability process. Additionally, the student may contact the TWUSA Ombudsman who will be a resource to the student through the process and provide support as needed. This service is free and completely confidential. Once investigated and interviewed, the matter will be referred to the Director of Community Life who, at his/her sole discretion, will either render a decision or refer the matter to the Community Council. If referred to the Community Council, the Director of Community Life will schedule a meeting and notify the student in writing of its date and time, and of the student's rights and responsibilities.

Decisions of the Director of Community Life or Community Council may be appealed, by the student and in writing, to the Associate Provost within 72 hours of being informed of the decision. A \$100 administration fee is required prior to consideration and will be refunded if the appeal is granted. Until an appeal is granted the original decision remains in effect.

## **Stage Two**

The Director of Community Life, at his/her sole discretion, may refer the matter to the Associate Provost (e.g., a referral of plagiarism and/or academic dishonesty; in the case of repeated or multiple offences; the student has made deceptive or dishonest statements at the interview; or due to the grievous nature of the violation to the Community Covenant and/or policies and guidelines of the University). The Associate Provost, at his/her sole discretion, will either render a decision or refer the matter to the University's Accountability Committee.

If referred to the University's Accountability Committee, the Associate Provost will schedule a meeting and notify the student in writing of its date and time, and of the student's rights and responsibilities.

Decisions of the Associate Provost or the University's Accountability Committee may be appealed, by the student and in writing, to the office of the President within 96 hours of being informed of the decision. A \$100 administration fee is required prior to consideration and will be refunded if the appeal is granted. Until an appeal is granted the original decision remains in effect.

Community members, working directly with students in leadership or representative roles may be notified of violations or incidents involving a student within their care.

## Community Council and the University's Accountability Committee

If selected to appear before the Community Council or the University's Accountability Committee, the student will have the right to appear at the meeting, the right to invite one person, a friend or relative, and the right to knowledge of the evidence upon which the allegations are based. The chair of the Community Council or the University's Accountability Committee will provide information to the student regarding the procedures to be followed in the meeting. The meeting will be closed to the public, except for one friend or relative for personal support. Formal rules of evidence will not apply nor will harmless procedural errors invalidate a decision. Failure to appear will result in a default decision. Final decisions of the Community Council or the University's Accountability Committee will be by majority vote of the members present and voting. The Director of Community Life, on behalf of the Community Council, will notify the student in writing of relevant decisions and the council's rationale for each. The Associate Provost, on behalf of the University's Accountability Committee, will notify the student in writing of relevant decisions and the committee's rationale for each.

The Community Council includes four members. Appointments to the council are made as follows: one faculty member appointed by the Vice Provost; one staff member and one Resident Assistant appointed by the Director of Community Life; and one student appointed by the Trinity Western University Student Association Executive upon approval from the Director of Community Life. Three members shall constitute a quorum. The Director of Community Life serves as chair and deciding vote in the event of a tie. Minutes of the committee's meetings are kept confidential.

The Accountability Committee includes seven members. Appointments to the committee are made as follows: two faculty members appointed by the Vice Provost for Academics; two staff members appointed by the Associate Provost; and three students, two appointed by the Trinity Western University Student Association Executive and one Resident Assistant appointed by the Director of Community Life upon approval from the Associate Provost. Four members shall constitute a quorum. The Associate Provost serves as chair and deciding vote in the event of tie. Minutes of the committee's meetings are kept confidential.

## Emergency Temporary Suspension

In exceptional circumstances, the Associate Provost or designate may issue an immediate, temporary suspension of a student prior to the completion of the Formal Accountability Process. This action will be taken when it is reasonable to conclude that serious misconduct has occurred and/or that a

student's continued presence on campus presents an unreasonable risk to the safety of him/herself or others. Students receiving this suspension must leave the campus immediately. The Formal Accountability Process will proceed, and the Emergency Temporary Suspension will be replaced by the decision rendered at the conclusion of this process.

## Possible Accountability Actions

- Miscellaneous Consequences - this may include a variety of actions such as an apology, community service, fine, loss of a services and payment for recovery of damaged property.
- Official Warning - an explanation of the relevant Community Covenant and/or policies and guidelines of the University is accompanied by a written warning that future violations would likely result in conduct accountability. A temporary record is kept.
- Conduct Accountability - a designated staff or faculty member will be made available to the student for regular mentorship and/or accountability meetings. Other required conditions may also be added. Failure to meet the conditions of a conduct accountability agreement would likely result in probation. Parents of students under 21 years of age may be notified. Conduct accountability may extend for one or two semesters. A temporary record is kept with the student's transcript.
- Probation - the student remains enrolled with the understanding that further violations of Community Covenant and/or policies and guidelines of the University would likely result in suspension. Probation impacts financial aid, participation on athletic and drama teams, in music groups and in student leadership positions. Parents of students under 21 years of age may be notified. Probation may extend for one or two semesters. A temporary record is kept with the student's transcript.
- Suspension - an involuntary separation of the student from the University for a specified length of time. Suspension impacts financial aid, participation on athletic and drama teams, in music groups and in student leadership positions. Parents of students under 21 years of age are notified and a temporary record is kept with the student's transcript. For the duration of the suspension students are not allowed on campus without express permission, and are not permitted to attend class or TWU events, either on or off campus.
- Expulsion - a permanent separation of the student from the University with a permanent notation on the student's transcript. Parents of students under 21 are notified. Students are not allowed on campus without express permission, and are not permitted to attend TWU events, either on or off campus without express permission.

The University reserves the right to impose probation, suspension or expulsion upon students for cases of plagiarism and academic dishonesty in addition to the typical academic penalties which may include being required to submit additional work, resubmit an assignment, accept a lower grade, accept a zero for the work, being barred from the final exam, receive a failure in the course and/or have a notation made in a student's permanent file.

## Accountability Action Precedent

Although each situation is considered on an individual basis, repeated violations of the Community Covenant and/or policies and guidelines of the University are taken into consideration when consequences for chosen behaviours are determined. As well, because the University values community, the welfare of the community will be balanced against the rights of the individual as accountability decisions are made.

The following are examples of likely consequences for first offences based upon TWU values and previous accountability decisions in order to assist students in having a realistic view of the seriousness of violating the Community Covenant and/or policies and guidelines of the University. It should be kept in mind, however, that each case is considered on an individual basis:

- Miscellaneous Consequences or Official Warning - deliberate conflict, pranks, misuse of telephone, computer equipment, or network/internet service, open residence violations, use of tobacco on campus and/or damage to property.
- Conduct Accountability or Probation - violations of the alcohol policy, accessing pornography, dishonesty, and/or behaviours that are destructive to community.
- Suspension (short term) - alcohol use or possession on campus, aggressive behaviour towards another student, pranks that cause property damage, theft, copying of keys, unauthorized use of keys, vandalism, sexual misconduct, and/or use of drugs.
- Suspension (long term) or Expulsion - recurring plagiarism, breaking and entering, providing alcohol to minors, possession of a weapon, harassment, assault, sexual assault, sale or distribution of drugs, arson, repeat offences and/or acts of greater severity.

## Accountability appeals

Prior to appealing accountability decisions within the Student Accountability Process, students should ensure that one or more of the following apply:

- New information has become available that would have altered the original decision.
- The original decision is significantly disproportionate to the offense.
- A substantive violation in the process calls into question the fairness of the process and/or initial decision.

## Academic Dishonesty and Plagiarism

One of the core values of Trinity Western University is the integration of high standards of personal, moral, and spiritual integrity with academic excellence. As such, the University considers any case where an individual knowingly acts or fails to act in a manner to gain unearned academic credit to be a serious offence. It is the student's responsibility to inform themselves as to what constitutes academic dishonesty, and to address any questions that they have in this respect to the individual professors with whom they are dealing. It is the instructor's responsibility to confront any student who, in the instructor's judgment, has committed an act of academic dishonesty. The penalty for an act of academic dishonesty will be assigned according to procedures listed below. The University does not record acts of academic dishonesty on student transcripts, but does keep a permanent record of such acts indefinitely for internal purposes.

### Definition of Terms

**Academic Dishonesty:** to act in a manner to gain unearned academic credit; examples of academic dishonesty include, but are not limited to:

Plagiarism (see below);

Cheating on examinations, tests, etc.;

Falsifying labs results;

Impersonating another student in an examination, test, etc.;

Falsifying or misrepresenting information on academic records or official documents;

Submitting the same or substantially the same work for credit in more than one course, without faculty permission (whether the earlier submission was at TWU or another institution);

Aiding or abetting another student's academic dishonesty.

Plagiarism: “plagiarism (from a Latin word for ‘kidnapper’) is the presentation of someone else’s ideas or words as your own.” (The Little, Brown Handbook, 2nd Can. Ed. 555).

Knowingly: if the person ought reasonably to have known.

#### Procedures for dealing with acts of academic dishonesty

If an instructor suspects that a student has committed an act of academic dishonesty, the instructor shall determine if an offense has been committed by reviewing all relevant information and discussing the situation with the student.

If the instructor determines that an offence has been committed, the instructor shall query the Academic Dishonesty database to see if the student in question has committed a prior offence prior to assigning a penalty.

If it is the student’s first offence, the instructor will impose an appropriate penalty and note this on the form entitled Record of Academic Dishonesty, copies of which are then given to the student by the instructor and submitted to the Office of the Provost. For a first offence, the penalty will normally range from redoing the assignment to receiving a zero for the assignment/examination involved. Students may appeal the faculty member’s decision to the Faculty/School Dean, whose decision is final.

If it is not the student’s first offence, the instructor will consult with his/her Dean who will recommend an appropriate penalty to the Vice Provost, who will decide on the penalty. For a second offence, the penalty will normally range from receiving a zero on the assignment or examination to failing the course. For a third or higher offence, the penalty will normally range from failing the course to being suspended or expelled from the University. The instructor shall complete the Record of Academic Dishonesty and submit it to the Vice Provost who will meet with the student. For penalties up to failing the course, students may appeal the Vice Provost’s decision to the Provost, whose decision is final.

In cases involving a recommendation for suspension or expulsion, the Vice Provost shall forward the recommendation to the chair of the University Accountability Committee to begin stage two of the University’s formal Student Accountability Process. Students are entitled to hearings and appeals set out by that process.

In all cases, every effort will be made to process the review/decision in a timely fashion.

In cases involving a recommendation for suspension or expulsion, the Vice Provost shall forward the recommendation to the chair of the University Accountability Committee to begin stage two of the University's formal Student Accountability Process (as per the Student Handbook). Students are entitled to hearings and appeals set out by that process.

In all cases, every effort will be made to process the review/decision in a timely fashion.

## Protection of Privacy and Information

[twu.ca/governance/policies/privacy.html](http://twu.ca/governance/policies/privacy.html)

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 community. The information provided by applicants and students will be used in compliance with the British Columbia Privacy Act. The University Registrar serves as the privacy officer for student-related matters. The TWU Privacy Policy can be found using the link provided above.

## Harassment Policy

Upon joining Trinity Western University, students, faculty and staff agree to accept the Community Covenant. The University insists that its members follow biblical principles of lifestyle and conduct and refrain from biblically prohibited practices. The Community Covenant Agreement (i.e., Community Standards) expresses some of the lifestyle and conduct expectations which contribute to our distinctiveness as a Christian academic community and make possible the creation of a living learning environment conducive to the accomplishment of the University's mission "to develop godly Christian leaders."

The University 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, faculty, staff, or administrative member.

## Policies and Procedures

The Harassment Policy document is available from the Student Life Office for students, from the Office of the Provost for faculty, and from Human Resources for staff. This document contains sections on policy, purposes, seriousness, retaliation, confidentiality, application of the policy, and definitions. The Procedures document is also available from the same offices as stated above. It contains sections on roles and responsibilities, complaint procedure, investigation procedure, appeal process, results of the investigation, and records of complaint. As well, appropriate appendixes of lists and forms are included for use during the procedures.

## Preferred Action

It is the University's desire to see any instances of possible harassment resolved quickly and in a Christian manner. Such an approach, when sincerely engaged through to resolution, is honouring to the Lord and brings a peace and contentment that will mature and grow the Christian faith. 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 (see below) or by engaging the Mutual Resolution or Fast Track Process under points 3.3 and 3.4 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 you have any concern about possible harassment, the Contact Person is your point of initial contact. There are six such individuals available on campus and all have been trained in dealing with harassment issues. The list of Contact Persons is posted on the main bulletin board in the Reimer Student Centre. Your 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.

As a complainant, you 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. 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 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 co-operation 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 (noncompliance 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 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.

## Notes:

1. The University's administration may take immediate action to stop harassment if deemed necessary. This action is not limited to the process described in the Procedures document. Immediate action is NOT discipline but is simply action that is intended to protect the campus community as a whole or an individual member.
2. Retaliation in any form is specifically prohibited and, if proven, will result in serious and immediate discipline. This may include expulsion or dismissal for cause.
3. Subject to 1 and 2 above, there will be NO initial discipline as a result of complaint information provided to Contact Persons that alleges infractions of the Responsibilities of Membership.
4. While each harassment complaint will be adjudicated individually, this does not preclude additional, appropriate discipline where there are repeat instances. The governing vice president for the area will determine the need for and implementation of additional discipline consequences.

## 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. A complete description of TWU's Harassment Policy and corresponding Procedures is located at [twu.ca/governance/policies](http://twu.ca/governance/policies).

## Communicable Disease Policy

The University has adopted the following policies with respect to all communicable diseases including the Human Immuno-Deficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) and sexually transmitted diseases:

1. The University will endeavour to make available up-to-date educational materials and Public Health Unit bulletins to students, staff and faculty concerning any communicable infection and disease.

2. The University is not responsible for spread or infection on campus caused by reportable or non-reportable infections and diseases (as defined by Health Canada). Nevertheless, staff and faculty in University departments (e.g., Health Services, Community Life and Physical Education/Athletics) where an accident involving blood has a higher possibility of occurrence, will receive specific training and will maintain special guidelines designed to help protect students, staff and faculty from possible infection. Universal precautions (as prescribed by Health Canada) will be followed in the treatment and continue care of any ill or injured students, staff or faculty member.
3. The University will communicate to the local Public Health Office of Health Canada, all reportable communicable infections and diseases as per the following provisions:
  - a. While the health status information of any student, staff or faculty member is held in the strictest confidence, the University is also committed to protect the health and safety of other community members in our close living, working and teaching environment.
  - b. The University, in conjunction with the local Public Health Office, will give students, staff and faculty appropriate information, as needed, on reportable communicable infections or diseases.
  - c. The University will meet all legal requirements of the local Public Health Office for quarantine or isolation of any student, staff or faculty infected with a contagious disease.
4. No student who contracts a contagious infection or disease while enrolled will be asked to leave campus or withdraw because of his/her illness UNLESS he/she poses a danger to campus community members as determined by the local Public Health Office or by the University's Health Services Office.
5. In the event that testing for infection is required either by the Public Health Office or some other government body including Health Canada, it will be carried out only following consultation with a physician by the individual to be tested. If testing is required according to the Public Health Office or Health Canada, the need for such testing will be communicated confidentially to the individual by the University.
6. The University recognizes that those infected with a communicable disease may benefit from specific medical and counselling care. The university encourages anyone affected by these conditions to access services through their health care provider or the medical and counselling staff in the Wellness Centre on campus.

- a. The University recognizes that those who disclose their HIV/AIDS status have legal right to confidentiality. The confidentiality of such information will be maintained by the University's Health Services Office and will not be divulged to any member of the University's community, the Public Health Office or other governmental organizations under the guidelines of the Health Act.
  - b. HIV/AIDS has been added as a reportable infection or disease under the Health Act Communicable Disease Regulations of the Health Act. Patients will be given nominal (with name) and non-nominal (coded) HIV testing and reporting options using guidelines and obligations implemented by the BC Ministry of Health Planning.
  - c. All fully qualified students have equal access to the University's programs and services. The HIV/AIDS status of a student will not affect eligibility for admission.
  - d. Notwithstanding the issue of confidentiality, the University will act appropriately and as necessary to protect the health and safety of all its community members, including those with HIV/AIDS.
7. The risk of being infected with HIV/AIDS through day-to-day casual contact with people anywhere is extremely low. Although there is no known cure for HIV/AIDS, a great deal is known about how the virus is spread. Recognizing that misplaced fear and a lack of understanding may exist regarding HIV/AIDS or sexually transmitted diseases, the University commits to work to prevent and eliminate discrimination or harassment toward any staff, faculty or student community member. Appropriate education will be provided along with the formulation and implementation of related campus policies protecting all community members.

The University's Community Covenant statement outlines a framework to guide all students, staff and faculty in making responsible decisions and articulates the community's understanding of the lifestyle to which Jesus Christ calls Christians. Precautions such as educating oneself about "at risk" behaviour and making personally responsible decisions about one's own behaviours will help protect against the risk of many serious communicable infections or diseases.

## Residence Requirement

Trinity Western University is committed to providing on campus residence that assists students in personal growth. The University believes that residential living significantly contributes to the development of the total person and his/her persistence in post-secondary studies. To enhance the accomplishment of its mission "to develop godly Christian leaders," the University requires that all

full-time (12 or more semester hours) students live on campus for their first two years or until third-year standing of at least 57 semester hours is achieved. Automatic exceptions to this policy will apply to anyone who is: married, living with parent(s)/legal guardian, at least 21 years of age, or enrolled in part-time studies (11 semester hours or less).

Appeals for circumstances not mentioned in the previous exceptions may be submitted in writing to the Student Life Office in RSC no later than July 1 for the fall semester and November 1 for the spring semester. Until an appeal is granted by the University Housing Appeals Committee, the Residence Requirement remains in effect.

Students found living outside the University's Residence Requirement will be seen as not fulfilling the requirements of enrolment and may be required to deregister from the University.

## Campus Closure Policy

[twu.ca/conditions/](http://twu.ca/conditions/)

In the event of extreme weather conditions or other emergency situations, please consider the website the primary source of information, along with the TWU bulletin line (604.513.2147). The University will communicate information regarding the cancellation of classes to the following radio stations: CKNW (980 AM), CKWX (1130 AM), STAR FM (107.1 FM), PRAISE (106.5 FM) and KARI (550 AM). Should there be conflicting reports regarding class cancellations, the TWU website and bulletin line are to be considered correct.

The first announcement regarding status of campus is made at 6:00AM and covers the period up to 1:00PM. The second announcement is made at 10:00AM that will cover afternoon classes. Students and faculty should assume that all night classes will continue to operate. A third announcement covering evening classes is made at 3:00PM.

# For Your Information

## Student Leadership Positions

### Student Life

#### [TWU Student Leadership](#)

- Apartment Community Rep
- Chapel Media Coordinator
- Chapel Sound Coordinator
- Chapel Worship Program Assistant
- Chapel Worship Team Coordinator\*
- Commuter Collegium Assistant\*
- Commuter Community Life Assistant
- Community Facilitator\*
- Discipleship Coordinator\*
- Discipleship Leader\*
- Graduate Collegium Assistant\*
- Graduate Community Life Assistant
- Impact Dance Team Coordinator
- International Community Life Assistant\*
- International Resident Assistant\*
- International Team Member\*
- Mentor Coordinator
- Missions Week Coordinator
- OIL Activate Leader
- OIL Alpha Leader
- OIL DRIME Leader
- OIL Kids in Christ's Kingdom Leader
- OIL Langley Lodge Leader
- OIL Nightshift Leader

- OIL Rehab Ministry Leader
- OIL Students for Life Leader
- OIL Street Evangelism Coordinator
- OIL WORK core
- OIL Youth Drop in Centre Leader
- OIL Youth Extreme Leader
- Parent Relations Assistant
- Prayer Coordinator
- Recreation Services Assistant Coordinator
- Resident Assistant\*
- River Coordinator
- Robson Community Rep\*
- Shout Coordinator
- Shout Team Leader\*
- Spring Break Coordinator
- Sunday Night Alive Coordinator
- Student Life Integrated Media - Coordinator
- Student Life Integrated Media – Writing
- Student Life Integrated Media – Videography
- Student Life Integrated Media – Photography/Design/Web
- Student Orientation Assistant
- Student Orientation Staff\*
- Student Orientation Staff (Transfer Student)\*
- Student Orientation Staff Real Video Coordinator\*
- Summer Graduate Collegium Assistant

## Trinity Western University Student Association (TWUSA)

### [TWU Student Association Website](#)

- President
- Executive Vice President
- VP for Finance
- VP for Student Relations

- VP for Academic Affairs
- Executive Director for Events
- Executive Director of Internal Relations
- Business Representative
- Education Representative
- Human Kinetics Representative
- Natural, Applied & Technical Sciences Representative
- Nursing Representative
- Professional Studies and Arts Representative
- Humanities and Social Sciences Representative
- Arts Media & Culture Representative
- Senior Class Representative
- Junior Class Representative
- Sophomore Class Representative
- Freshman Class Representative
- Mars' Hill Editor-in-Chief
- Yearbook Editor-in-Chief
- Video yearbook Editor-in-Chief
- Mars' Hill Visual Editor
- Mars' Hill Managing Editor
- Yearbook Design Editor
- Associate Director of Communications
- Associate Director of Operations and Services
- Associate Director of Concert Promotions
- Events Assistant
- Finance Assistant\*
- Administrative Assistant

## Other

- ASA — Admissions Student Assistant\*
- Challenge Course Facilitator
- Gym Facility Supervisor\*

- IT Student Liaison
- Sports Club Team Captain
- Sports Club Team Discipleship Leader
- TA — Teaching Assistant\*
- Team Therapist\*
- Varsity Student-Athlete Council Team Representative\*
- Varsity Team Captain\*
- Varsity Team Discipleship Leader\*

## Contact Information

Questions About:	Contact:	Location:	Phone:
Absences from class	Your professors		
Absences due to illness	Wellness Centre, during illness	Douglas Centre	3624
Academic Advising	Advisor or Advising Office Director	Reimer Student Centre	3246
Academic Probation Appeal	Office of the Registrar	Mattson Centre	2070
Academic Records	Office of the Registrar	Mattson Centre	2070
Academic Skills Assistance	Learning Resource Office	Douglas Centre	3404
Accountability Issues	Director of Community Life	Reimer Student Centre	3447
Add/Drop Courses	Office of the Registrar	Mattson Centre	2070
Address Change	Enrolment Services	Mattson Centre	2070
Advertising	Mars Hill / TipOff	Douglas Centre / tipoff@twu.ca	2109
Aerobics	Recreation Services	Douglas Centre	3455
Athletics	Athletic Department	Gymnasium	2020
Audio Visual Equipment	Audio Visual Technician	Neufeld Science Centre	2107
Books and Supplies	University Bookstore	Reimer Student Centre	2005
Campus Closures		www.twu.ca/conditions	513-2147
Career Planning	Career Development Office	Reimer Student Centre	2017

Change of Major	Office of the Registrar	Mattson Centre	2070
Class Schedules	Office of the Registrar	Mattson Centre	2070
Clubs (recreational)	Recreation Services	Douglas Centre	3455
Collegium Project Facilities	Asst Director of Community Life	Douglas Centre	3402
Commuter Programs	Asst Director of Community Life	Douglas Centre	3402
Cooperative Education	Career Development Office	Reimer Student Centre	3406
Counselling	Wellness Centre	Douglas Centre	2100
Counselling Psychology MA	Director of MA Counselling	NW Building	2034 / 3130
Disabilities	Director of Equity of Access Office	Douglas Centre	3404
Doctor	Wellness Centre	Douglas Centre	2024
Ecosystem Study Area	ESA Manager	Neufeld Science Centre	3162
Employment	Student Success Centre	Reimer Student Centre	2017
Enrolment	Office of the Registrar	Mattson Centre	2070
Financial Aid	Financial Aid	Mattson Centre	2031
Grades	Office of the Registrar	Mattson Centre	2070
Graduation Requirements	Office of the Registrar	Mattson Centre	2070
Guests (overnight)	Student Life Office	Reimer Student Centre	2032
Harassment	Director of Human Resources	Reimer Student Centre	3040
Health Services	Wellness Centre	Douglas Centre	3622
Housing	Student Life Office	Reimer Student Centre	2032
Housing Appeal	Student Life Office	Reimer Student Centre	2032
I.D. Card Replacement	Student Life Office	Reimer Student Centre	2032
International Programs	Asst Director of Community Life	Reimer Student Centre	3420
Intramural Sports	Recreation Services Office	Douglas Centre	3445

Keys – rooms	Student Life Office	Reimer Student Centre	2032
Leadership Opportunities	<a href="http://www.twu.ca/studentleadership">www.twu.ca/studentleadership</a>		3406
Library Hours & Info	<a href="http://www.twu.ca/library">www.twu.ca/library</a>		2023
Locked Out?	Security	Welcome Centre	2099
Lockers	Student Life Office	Reimer Student Centre	2032
Lost and Found	Student Life Office	Reimer Student Centre	2032
Mail	University Bookstore	Reimer Student Centre	2005
Meals/Food	Student Life Office	Reimer Student Centre	2032
Medical Insurance	Wellness Centre	Douglas Centre	2100
Nurse	Wellness Centre	Douglas Centre	3611
Open Gym hours	Gym Supervision Office	Gymnasium	2115
Orientation	Director of Transition Programs	Reimer Student Centre	3422
Parking Services	Security	Welcome Centre	3518
Payments and Fees	Office of the Registrar	Mattson Centre	2070
Publications	Mars' Hill / Pillar / Tip-Off	Douglas Centre / Douglas Centre / <a href="mailto:tipoff@twu.ca">tipoff@twu.ca</a>	3356 / 3340
Re-Enrolment	Admissions	Mattson Centre	2019
Recreation Equipment	Recreation Services	Douglas Centre	3455
Refunds	Office of the Registrar	Mattson Centre	2070
Security/Safety Issues	Security Officer	Welcome Centre	2099
Spiritual Concerns	Director of Student Ministries	Reimer Student Centre	3823
Storage (residents)	Resident Director for your hall	Your residence area	
Student Government	TWUSA	Douglas Centre	3419
Study Skills Instruction	Learning Resource Centre	Douglas Centre	3404
Summer Employment	Career Development Office	Reimer Student Centre	3606
Telephones	Telecom Services	Mattson Centre	2111

Theft	Security	Welcome Centre	2099
Transcripts	Office of the Registrar	Mattson Centre	2070
TWU Mission	President's Office	Reimer Student Centre	2021
Vacuum Use	Building Service Worker	Your residence area	
Weight Room Hours	Gym Supervision Office	Gymnasium	2115
Withdrawals	Student Life Office	Reimer Student Centre	3431

## Hours of Operation

Admissions	Monday - Friday	8:30 am - 4:30 pm
Bookstore	Monday – Friday	9:30 am – 5:00 pm
Cafeteria	Monday – Friday Saturday – Sunday	7:00 am – 8:00 pm 8:00 am – 7:00 pm
Collegium Facilities (Undergraduate commuters, West Coast and Marlie Snider)	Monday – Thursday Friday	7:00 am – 7:00 pm 7:00 am – 5:00 pm
Collegium Facilities (Graduate commuters, Fosmark Centre)	Monday - Thursday Friday	8:00am - 8:00 pm 8:00am - 5:00 pm
Counselling Services	Monday - Friday	9:00 am – 4:30 pm
Doctor's Office	Monday – Friday	9:00 am – 12:00 pm 1:00 pm – 4:30 pm
Finance	Monday – Friday	8:00 am – 4:30 pm
Gymnasium and Fitness Centre	See posted days / hours	
Library	Monday – Thursday Friday Saturday Sunday	7:45 am – 11:00 pm 7:45 am – 6:00 pm 10:00 am – 6:00 pm 1:30 pm – 5:00 pm
Lounges (Main floor only) Fraser, Douglas, Northwest Halls	Daily	24 Hours
Nurse's Office	Monday – Friday	9:00 am – 4:30 pm
Office of the Registrar	Monday – Tuesday Wednesday – Thursday Friday	9:00 am – 3:30 pm 9:30 am – 3:30 pm 9:00 am – 3:30 pm
Student Success Centre Advising Office Career Development Office	Monday – Friday	8:30 am – 4:30 pm closed 12-1 for lunch
Student Life Office	Monday - Friday	8:30 am – 4:30 pm

## Emergency and Professional Assistance Numbers

### All Serious Emergencies (on or off campus)

Fire, Ambulance, Police	911
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Please assist by sending someone to meet emergency vehicles at University entrance.

### On-Campus Resource and Emergency Numbers

24 hour First Aid Attendant	604.513.2099
Clinic Nurse	ext. 3611
TWU Medical Clinic	604.513.2024
Community Life Emergency On-Call Mon - Fri, 4:30 pm - 8:30 am Sat - Sun, 24 hours	604.307.4857
Security (Fire alarms, lock-outs, and Emergency cell)	604.513.2099
Maintenance Emergency -- 24 Hours	ext. 3515

### Off-Campus Resource and Emergency Numbers

BC Nurse Line	811
Langley Memorial Hospital 22051 Fraser Hwy	604.534.4121
Poison Control Centre	604.682.5050 / 604.682.2344
Crisis Centre (for persons in emotional crisis)	604.951.8855
Sexual Assault Centre (for victims of sexual assault)	604.255.6228
Rape Crisis Centre	604.255.6344

### Off Campus Medical Clinics

Glover Medical Clinic 101-5796 Glover	604.530.3233
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<p>Mon - Thurs, 8 am - 8 pm  Friday 8 am – 5 pm  Weekends/holidays, 9 am - 5 pm</p>	
<p>Grove Medical Clinic  401-21183 88th Ave  Mon – Fri, 8 am - 9 pm  Weekends/holidays, 9 am - 5 pm</p>	604.888.4472
<p>Redwood Medical Clinic  #5, 8948 202 Street, Langley  Mon - Tues, 9 am - 5 pm  Wed. – Fri. 9 am – 3 pm  Saturday 9 am – 1 pm  Sundays and holidays - Closed</p>	604.888.4472
<p>Valley Medical Clinic  #109-20151 Fraser Hwy  Mon - Fri, 9 am - 8 pm  Sat, 9 am - 7 pm  Sun/holidays, 10 am - 6 pm</p>	604.534.9284
<p>Valley Centre Medical Clinic  Located inside the Real Canadian Superstore  on Willowbrook Dr.  Mon - Fri, 9 am - 8 pm  Sat, 9 am - 6 pm  Sun, 10 am - 6 pm</p>	604.534.9284
<p>Travel, Health and Vaccination Clinic  #105-9292 200th St  Mon - Fri, 9:30am - 5 pm</p>	604.888.8716