This Handbook supersedes and replaces all previous versions of the Cook School of Intercultural Studies Graduate Student Handbook. Each student, by enrolling at Biola University, is responsible for reviewing and adhering to all published University policies, procedures and standards. While the policies, procedures and standards outlined in this Handbook provide students an effective set of guidelines for conduct, the University retains the right to enact additional policies, procedures and standards, correct errors, or to modify existing policies, procedures and standards as it determines. New, updated, or modified policies, procedures and standards are effective immediately upon publication (including online publication) unless otherwise noted. In the event of any conflict or discrepancy between a PDF or other written version and the online version (at http://cook.biola.edu/programs/doctoral/) the online version shall be considered authoritative and take precedence. For information about this Handbook, please contact the office of the Dean at 562-903-4844.
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Cook School of Intercultural Studies is a part of Biola University – a community committed to following Christ. "Love your neighbor as yourself" therefore becomes the foundation stone of association. We believe that community is born of other-centered practices, strengthened when members

- live with integrity,
- practice confession and forgiveness,
- attempt to live in reconciled relationships,
- accept responsibility for their actions and words, and
- submit to biblical instruction.

As women and men of Biola, we do not ask each other to be perfect people, but rather to be people in active pursuit of integrity and growth, in dynamic relationships with the living God and with others in community. Those in leadership at Biola are eager to serve by coming alongside you and offering support, accountability, and, when necessary, loving discipline, in order to help you grow. We affirm our commitment to serve you with your best in mind.

**Graduate Student Standard of Conduct**

Biola University is a community of Christians committed to the principles of Christian living found in the Bible and holds that these biblical standards are vital to our individual and corporate relationships.

Consistent with the example and command of Jesus Christ, we believe that life within a Christian community must be lived to the glory of God, with love for God and for our neighbors. Being indwelt by the Holy Spirit, we strive to walk by the Spirit, “crucifying the flesh with its passions and desires” (Galatians 5:24). To this end, members of the Biola community are not to engage in activities that Scripture forbids or advocate positions inconsistent or contrary to these standards of conduct or the University’s doctrinal statement. Such activities include, but are not limited to, dishonesty, thievery, fornication, adultery, drunkenness, unscriptural divorce, homosexual practice, and the destruction of innocent human life after conception through abortion on demand, infanticide, or euthanasia. Scripture also condemns other “deeds of the flesh” such as covetousness, jealousy, pride and lust-sins, which the maturing Christian should put off and replace with “fruit of the spirit”: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (e.g., Luke 10:27; Galatians 2:20, 5:14-24; Ephesians 2:3; 1 Corinthians 6:9-10).

As maturing Christians, the entire Biola community will strive for the holiness of God (1 Peter 1:13-19) and love Him with all our hearts, souls, and minds (Matthew 22:37). In addition, we are called to love our friends and neighbors as God has loved us (Matthew 22:39; 1 John 4:7-11). We will achieve this calling by walking by the power of the Holy Spirit and avoiding sins clearly forbidden in Scripture (Galatians 5:16-21; 1 Corinthians 6:9-11; Ephesians 5:1-14). Also, we will pursue the fruit of the Spirit from our Lord, with one another (Galatians 5:22-24).

When the Bible is not clear regarding a specific behavior, we will be guided by our desire to glorify God in our bodies as temples of the Holy Spirit (1 Corinthians 6:19-20), and will discern if any of our brothers or sisters in Christ would stumble in their faith (1 Corinthians 8; Romans 14). If our Lord is not glorified or another Christian is harmed or offended by our behavior, then we will freely abstain from that activity, both on and off the campus of Biola. We know that many behaviors are lawful, but not all are profitable (1
These standards apply to the student while enrolled in any of the schools or programs of the University on
and off campus. Biola students have chosen, freely and willingly, to associate with the Biola community
and to accept and abide by these standards. Any violation of these standards constitutes a breach of
integrity.

The University reserves the right to refuse or revoke admittance and/or dismiss any person who
does not conform either to the stated guidelines and regulations governing student conduct, or to
the expressed principles, policies, and expectations of the University.

The University also reserves the right to take action against an individual for violating the Standards
regardless of how much time has passed since the violation. The University also reserves the right to
take disciplinary actions for violations of University standards by graduates awaiting degrees and
students who withdraw from school while a disciplinary matter is pending.

**When The Standards Apply**
The Biola Graduate Standards of Conduct apply to all students:

1. While enrolled in classes for the Fall Semester (including Thanksgiving), Interterm, Spring
   Semester (including Spring Break), and Summer Term;
2. Who are representing the Biola Community in any off-campus events, such as mission trips,
   internships, study abroad, and athletic or academic activities;
3. Who are not enrolled in classes but are living on campus, and not checked out of their room.

The fact that these standards only apply to students while they are enrolled or in residence in no way
indicates that the University believes that contrary behavior is acceptable during non-enrolled
periods. The University recognizes that it is inherently the responsibility of the individual to make
such behavior decisions. The essential role of individual judgment, discernment, and recognition of
personal accountability to God throughout the Biola community cannot be overemphasized.
Behaviors while not enrolled may affect a student’s ability to re-enroll or continue at Biola
University (see also below, “Violation Of Law And University Discipline”).

**Do the Standards Apply Off-Campus?**
Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior
that reflect favorably on them, the University, and the community. Accordingly, the University reserves
the right to take disciplinary action in response to behavior off campus that violates University standards
and policies or adversely affects the University community and/or the pursuit of its objectives. The
University also reserves the right to take disciplinary actions for violations of University standards by
graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

**Violation Of Law And University Discipline**
The University reserves the right to review actions taken by civil authorities regarding any student or student organization. University disciplinary proceedings may be instituted against a student charged with violation of a law and may, at the sole discretion of the University, be carried out prior to, concurrently, or following civil or criminal proceedings. Violations occurring during non-enrolled periods may be considered by the University in determining whether a student will be eligible to continue his/her enrollment in the University and, if so, under what conditions.

**Reporting Misconduct**
Anyone may report a suspected violation of the Biola Community Standards by contacting the Office of the Dean at ext. 4844. The person reporting the violation may be asked to submit a written report. The report should be a brief written statement citing the section of the Standards allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place; however, the University reserves the right to take action against an individual for violating the Standards regardless of how much time has passed since the incident. Students living in the residence halls may also notify their Resident Director or Resident Assistant. For any campus emergency, call x5111 (from campus phone) or 562-777-4000 (from cellphone). Students who knowingly make a false report of misconduct are in violation of University policy.

**STUDENT DISCIPLINE**

In certain instances, a suspected violation of the Biola Standards of Conduct may be referred to the Dean, or to his or her designee, for appropriate action. At his or her discretion, the matter may be delegated to an Adjudicator. Disciplinary sanctions are based upon the nature and severity of the issue.

The Adjudicator shall gather and review all the relevant information on the situation, make a determination, and notify the student of any sanctions to be imposed.

It is also important to note that in respect to disciplinary proceedings, formal rules of evidence are not followed, and past conduct may be considered in the discipline process. No particular model of procedural process is required; however, the Adjudicator will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

A separate policy is followed for academic dishonesty/plagiarism/cheating.

**Sanctions**
Violation of University policies, including the Biola Graduate Student Standards of Conduct, may result in the imposition of one or more of the sanctions listed below. A sanction is a disciplinary action that requires the student to meet certain expectations and/or complete specific requirements within a stated time frame. Sanctions that may be imposed are not limited to those listed. In certain limited situations, University officials may impose a sanction but suspend or postpone its actual implementation.

Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions will take into account the intent of the accused, the effect of the conduct on the victim
and/or University community, the student’s disciplinary history, whether sanctions such as education and community service are likely to change the student’s conduct, and the student’s needs and prospects for improvement. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case. Some sanctions may need to be more punitive due to the seriousness of the offense.

Therefore, administrators responsible for disciplinary actions will seek to combine a Biblical and developmental approach to the student care process. It is important that we see ourselves as fellow sinners in need of God’s grace, and to encourage the whole campus community to remember Christ’s example of offering hope rather than condemnation.

Sanctions include, but are not limited to:

**Warning:** A restatement of the Biola Graduate Student Standards of Conduct is made to the student, together with an official warning concerning future behavior. May include loss of or restriction from certain activities or privileges.

**Campus Community Service:** Created to emphasize an educational response toward discipline. Students within the disciplinary process who are deemed good candidates for campus community service, as a means to make restitution for their behavior, are assigned an on-campus service project.

**Fines:** Payment of charges for violation of regulations. These charges will be added to a student’s account. These vary according to the violation.

**Probation:** The student is expected to show development in responsible actions toward Biola and members of the community for a specified period of time. May include limitations in or restriction from certain activities or privileges.

**Restitution:** Payment of financial compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).

**Interim Suspension:** In certain circumstances, the Dean or a designee may immediately impose a University or residence hall suspension. Interim suspension may be imposed:

a) to ensure the safety and well-being of members of the University community or preservation of University property;

b) to ensure the student’s own physical or emotional safety and well-being; or

c) if the student poses a credible threat of disruption of or interference with the normal operations of the University.

During the interim suspension, the student will be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean or the designee may determine to be appropriate. The interim suspension shall extend only until such time as adjudication (see above) can be completed and other sanctions (if any) imposed.

**Suspension:** The student is involuntarily separated from the University for a specified length of time.
Absences from classes and chapels are not excused and academic work that is missed may not be made up.

**Administrative Withdrawal:** The student is required to withdraw from the University without the privilege of returning until a time specified by the Dean, or his or her designee.

**Expulsion:** The student is permanently separated from the University with a notation of the reasons for the termination in his/her file. No refunds are made and the student will suffer the academic consequences of his/her actions.

When students are suspended or expelled for disciplinary reasons, there will be no refund of tuition or room charges for the semester and financial aid may be canceled. Upon permanent separation from University housing, students may apply to Auxiliary Services for unused board charges.

**Sanctions for Student Organizations**

Student groups and organizations may be charged with violations of these Biola Graduate Student Standards of Conduct. A student group or organization and its officers may be held collectively and/or individually responsible when violations of this code occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group. The following sanctions may be imposed upon groups or organizations: deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including University recognition, for a specified period of time. Individual students are subject to other sanctions as described above.

**General Grievance and Appeal Process**

Grievance procedures have two related functions:

a) To determine whether or not an injury alleged by the student (grievant) was the result of an erroneous decision of the University regarding the implementation of university policies and procedures or their administration; and

b) If error is established, to determine an equitable redress for the student

**NOTE:** The interpretation or judgment of university administrators regarding the meaning of the written regulations of the University, or of the Implementation of the Mission Statement and Biola Graduate Student Standards of Conduct, or the regulations themselves are not within the scope of the appeal process.

**NOTE:** The General Grievance and Appeal Process is not applicable to any Discrimination or Sexual Assault processes resulting from a grievance covered under the those policies. Complaints arising from a Discrimination or Sexual Assault issue must be handled through the process designated for such complaints, and may not be brought under this policy.

Students are not immune from legal or judicial processes arising as a result of their actions and any disciplinary actions and/or proceedings taken by Biola do not replace federal, state or local law.

**INFORMAL APPEAL PROCEDURES**

The student and the appropriate university administrator or professor should first attempt to resolve the problem before an appeal to a formal mechanism is made. In cases where this informal appeal is
unsuccessful in resolving the problem to the student's satisfaction, the student should share the grievance with the Dean or his or her designee. The Dean or designee will make a personal effort to resolve the grievance, unless, of course, the problem is between the Dean and the student.

FORMAL APPEAL PROCEDURES
When informal procedures have failed to resolve a conflict, the student (grievant) may request a Dean’s hearing. There are two formal appeal and hearing procedures: A Dean’s hearing or a committee hearing. If the appeal arises from a decision previously made by the Dean, the grievant may request a committee hearing. If the appeal is not from a decision previously made by the Dean, the grievant may request a Dean’s hearing.

Committee Hearing:
The steps to be taken by the grievant to initiate such a hearing are as follows:

   a) A written request for a committee hearing must be submitted by the grievant to the Dean. If the grievance involves a disciplinary action taken by the University, this request must be submitted within ten (10) days from the time the student was informed that disciplinary action would be imposed. The Dean may choose which of the disciplinary sanctions are to be implemented while the appeal is in process.

   b) The committee will be composed of five (5) members, three (3) from University faculty or staff, and two (2) students selected as follows: The grievant will select one University faculty or staff member, the Dean selects another, and the grievant and the Dean together select a third member. All members are to be selected from a list of faculty and staff members approved by the Provost. The first two members are to be chosen not as advocates, but rather for their familiarity with the kinds of issues involved in the case. All three members are to be impartial and familiar with the policies and procedures of the University.

   c) The three-committee members so chosen shall select one of them to serve as the chair of the committee.

   d) The chair of the committee shall select two students from a list of students approved by the Provost.

   e) The grievant must submit to the chair of the committee a written statement including all of the issues and evidence to be considered, and a list of any witnesses. Issues omitted from this statement may not be considered in the hearing.

   f) The grievant will be notified in writing of the date, time and place of the committee's hearing.

   g) The committee hearing will be conducted in an informal manner to the greatest extent possible. The committee will personally interview the grievant, the Dean (or other designated faculty member), any other witnesses, and will consider all other relevant evidence presented. The University may tape the hearing in its entirety. The committee will evaluate the testimony and evidence and prepare a written recommendation to the Provost or his/her designee for final decision. The Provost or his/her designee will consider the recommendation and make a decision that will be final and no further appeal is open to the student at Biola University.

During periods other than regular semesters (summer, Christmas, Interterm), the Dean reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

Dean's Hearing:
The steps to be taken by the grievant to initiate such a hearing are as follows:

   a) A written request for a hearing must be submitted to the Dean. If the grievance involves a disciplinary action taken by the University, this request must be submitted within ten (10) days from the time the student was informed that disciplinary action would be imposed. The Dean may choose which of the disciplinary sanctions are to be implemented while the appeal is in process.
b) The grievant must also submit to the Dean a written statement including all of the issues and evidence to be considered, and a list of any witnesses. Issues omitted from this statement may not be considered in the hearing.

c) The grievant will be notified in writing of the date, time and place of the Dean's hearing.

d) The Dean's hearing will be conducted in an informal manner to the greatest extent possible. The Dean will personally interview the grievant, any other witnesses, and will consider all other relevant evidence presented.

e) The Dean will evaluate the testimony and evidence and prepare a written decision in the matter, which will be communicated to the grievant within 10 days of the hearing. The decision of the Dean will be final and no further appeal is open to the student at Biola University.

During periods other than regular semesters (summer, Christmas, Interterm), the Dean reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

A separate appeal process is followed in cases of academic dishonesty; please see policy on “Academic Honesty” below.

Interpretation And Revision

Any questions regarding interpretation of these Biola Graduate Student Standards of Conduct should be referred to the Dean of the School. In these Standards, the School gratefully acknowledges the use and adaptation of model codes of student conduct published by the National Association of College and University Attorneys in Student Disciplinary Issues: A Legal Compendium and Student Handbook Policies.

Updated policies and regulations may be found under the Student Handbook section of the http://cook.biola.edu/programs/docotoral/doctoral-missiology/. New or modified policies are effective upon publication (including online publication); notice of these changes will be posted on the School website and placed in the relevant school newsletter for graduate students.

ACADEMIC APPEAL

SECTION 1.3

General Process

An academic appeal may be made in accordance with this policy when a student believes that an academic decision (e.g., a course grade, admission to a program or major, etc.) involving that student is unfair or erroneous. It is the intent of the University that appeals should be dealt with in a timely manner and moved toward closure with appropriate balance of deliberation and speed. During the regular semesters, the appeal will normally be brought under review by the relevant party within two (2) weeks of its receipt. The process will then move forward to the final decision as rapidly as is reasonably possible. During times between regular semesters (summer, January), review of the appeal may be delayed until the relevant people are available.

Course grades and decisions regarding admission to a program must be appealed within 90 days of the posting of grades or notification to the student of a decision regarding admission to a program.

A. Appeal of Academic Decision by a Faculty Member

Step 1: Consultation with Faculty Member

In order to appeal an academic decision made by a faculty member (e.g., course grade), the student must first interact with the relevant faculty member. This interaction may be made verbally or in
writing (letter or email) stating why the student disagrees with the decision. This level of interaction is likely to resolve the issue in most cases.

**Step 2: Appeal to Associate Dean or Dean of School**
If the situation is not resolved in Step 1, the student may appeal the faculty member’s decision to the Associate Dean or the Dean of the School. This appeal must be in writing and must set forth the reasons for the appeal. The Associate Dean or Dean will contact the student and the faculty member and may seek further information or consultation regarding the merits of the appeal. The Associate Dean or Dean’s decision will be provided to the student in writing.

**B. Appeal of Academic Decision by a Department/Program**

**Step 1: Appeal to Chair of Department**
In order for a student to appeal a decision made by a department or program, the student must first submit the appeal in writing to the Chair of the department setting forth the reasons for the appeal. If the original decision was made by a committee within the department, the Chair will forward the appeal to the relevant committee. The Chair or committee will contact the student to discuss the student’s concerns and the relevant departmental policies and practices. In most cases, this interaction will resolve the matter.

**Step 2: Appeal to Dean**
If the situation is not resolved in Step 1, the student may then appeal in writing to the Dean. The Dean will review the appeal, contact the relevant parties and gather information pertinent to the matter. The decision related to the appeal shall be made by the Dean and is final. The Dean’s decision will be provided to the student in writing.

**C. Appeal of Academic Decision by the University**

**Step 1: Appeal to Registrar**
In order for a student to appeal an academic decision made by the University (e.g., academic probation or dismissal), the student must submit the appeal in writing to the Registrar setting forth the reasons for the appeal. The appeal must be made within three (3) weeks of the posting of grades. In most cases, this interaction will resolve the concern.

**Step 2: Appeal to Provost**
If the situation is not resolved in Step 1, the student may appeal the decision to the Provost. The Provost will review the appeal, contact the relevant parties and gather information pertinent to the matter. The Provost may convene an advisory committee to review and make recommendations to the Provost. The decision related to the appeal shall be made by the Provost and is final. The Provost’s decision will be provided to the student in writing.

**ACADEMIC INTEGRITY**

**SECTION 1.4**

**Overview**
We are committed as an institution to ethical practice in teaching, scholarship, and service. We practice academic honesty in our oral and written scholarship. This means that we take care to appropriately acknowledge the contributions of others to our work. This policy defines and provides examples of plagiarism and outlines the disciplinary actions that follow verified acts of academic dishonesty.

**Definition**
Academic dishonesty is the deliberate attempt to misrepresent individual efforts, whether in writing,
COOK SCHOOL OF INTERCULTURAL STUDIES

PhD PROGRAM HANDBOOK

audio-visual representation, or oral presentation. Issues of plagiarism are specific examples of academic dishonesty. Basically, plagiarism is claiming someone else’s ideas, words, or information as your own without acknowledgement or citation. In minor cases, it can be the simple quotation of a sentence or two without quotation marks and without a citation, footnote, endnote or inclusive note to indicate the true author. Cutting and pasting from web material into a student’s written work without placement in quotation marks or block quotation format is plagiarism—even when the web source is listed in the bibliography. In the most serious cases, plagiarism reproduces a significant fraction of an entire work written by someone else. Examples of plagiarism consist of removal of the true author(s) name(s) and substituting the plagiarist’s name. Mere reformating of a text does not constitute “original” thought, but merely juxtaposing someone else’s work and text.

Why is Plagiarism a moral offense?
The basic Judeo-Christian ethical mandate includes “thou shalt not steal” (Exodus 20:15). Plagiarism is first and foremost an act of theft and fraud. To claim others’ work as your own without acknowledgement or citation is an example of academic fraud. Laws in civilized societies protect individual expression as the property of the original author. Plagiarism—either by verbatim copying or paraphrasing without citation—is infringement of most nations’ copyright laws. Repeating words or thoughts of other people and claiming that those precise words are original to you is an example of lying, misrepresentation and theft. Expectations within the academic community assume the production of new knowledge, discoveries of new facts, or new ways of looking at previously known facts. Analysis of data expressed in written form must be attributed to the source of the analysis.

Plagiarism is an especially challenging issue for international students and non-native speakers of English because definitions of acceptable and unacceptable behavior may vary from culture to culture. Culture “A” may say that copying another’s work is “acknowledging the superior mastery and expression of an expert,” while Culture “B” may say that the same behavior is “plagiarism.” This section describes the expectations of the U.S. academic community (and Biola University) regarding plagiarism.

What must you do to avoid plagiarism?
You must put others’ words in quotation marks and cite your source(s) and must also give citations when using others’ ideas, even if those ideas are paraphrased in your own words. The “work of someone else” includes: original ideas, strategies, outlines, research, art, graphics, computer programs, music, media examples, and other creative expression. Unpublished source materials such as class lectures or notes, handouts, speeches, other students’ or faculty’s papers, or material from a research service must also be cited to avoid plagiarism. Faculty members who use student assistants for research and writing are required to acknowledge the contribution of the student worker in the citation portion of a faculty member’s academic work.

All students and faculty should be educated in appropriate forms of paraphrase and citation. Cosmetic changes in another work without citation is still plagiarism. Avoid single word substitutions (e.g. “less” for “fewer”), reversing the order of a sentence, or merely using an ellipsis mark (i.e., …). You do not have to cite “common knowledge” facts. That Abraham Lincoln was the U.S. President during the Civil War is common knowledge; that Abraham Lincoln suffered from severe depression and migraine headaches may require a citation to support the claim.

Purchasing a previously written or provided research paper from an on-line computer service and
submitting it as your own work is morally reprehensible and constitutes plagiarism. Any time you use information from any source, you must provide a citation of acknowledgement of the original source. Internet web sites may be referenced for academic work, but cited by the date referenced.

Examples of Academic Dishonesty and Plagiarism

- While taking exams, tests, quizzes, work done should be the sole effort of the individual student and should not contain any answers or responses that have been knowingly obtained from someone else.
- Seeking to gain an advantage in an exam by obtaining advanced access to particular questions or advance copies of a professor’s exam.
- Making a public presentation (e.g., speech, lecture, sermon) where elements of the presentation are misrepresented as original thought or work.
- Having someone else write a paper for you and turning it in as your own work, or writing a paper for someone else.
- Submitting as your own work papers, articles, book chapters, reports formerly written by other students, graduate students working with a faculty member, or purchased from commercial services.
- Using published materials word for word, without citation or quotation marks, as all or part of work submitted as your own. (This category also includes media examples covered in a separate paragraph.)
- Close, deliberate paraphrase of another’s work, published or unpublished, without acknowledgement.
- Turning in a paper previously written for another course (unless approved by the instructor), or one paper for two current courses, without permission of the instructors.
- Deliberately using false citations to give the appearance of acknowledgement and research.
- Referencing Internet web sites without citation or acknowledgement.

Plagiarism in Media and Artistic Expression

It is Biola University’s policy that no copyrighted material may be included in media productions without the written permission of the copyright owner. This pertains to any media production produced by Biola, its students, staff or faculty. Copyrighted material is any material created by someone else that has not come into the public domain, whether or not there is a copyright notice. It is the responsibility of the one producing the media to ascertain if the material is in the public domain, or else to receive written permission.

Some copyright issues can be complex. A Beethoven sonata is in public domain because of its age, but a recording of it is copyrighted. The Grand Canyon is not copyrighted, but a picture of it is.

Performance or exhibition of copyrighted materials falls under different laws than inclusion of material in media productions. In general, copyrighted materials may be shown or viewed in classrooms without violating the law, under the provision of “Fair Use.” However, performance rights need to be cleared for material presented in public venues, especially those for which admission is charged.

Quotes or summarization of material from media productions when cited in scholarly papers should be cited in the same way any other material would be.
Detection of Plagiarism
Biola University authorizes individual professors and students to use any computer search mechanisms to validate and verify examples of plagiarism, prior to disciplinary action. Detection may also include verification of duplicated student work, current or previous.

Disciplinary Results from Plagiarism or Academic Dishonesty
Ignorance regarding appropriate paraphrase and citation is not an excuse warranting misrepresentation of original work. Individual professors may determine whether an isolated instance of plagiarism was due to faulty citation skills or misrepresentation with intent. In such cases, the professor may allow a student to correct the citation in a final assignment.

Dishonesty in a minor class assignment (e.g., test, short reaction paper, quiz, etc.) will result in a score of zero for the assignment, or possibly a failing grade for the entire course. Dishonesty or plagiarism of a major assignment (e.g., examination, prominent writing submission, term paper, term project, etc.) will result in immediate grade of “F” for the course and will be referred to the Dean. Individual departments or programs within the university may hold additional requirements for academic dishonesty (e.g., a graduate program policy of dismissal from the program).

If a faculty member discovers evidence of plagiarism or academic dishonesty, the instructor should confront the student with the seriousness of the charge and report the infraction to the department or program chair. The disciplinary action by the faculty member should follow the above guidelines. In addition, the faculty member shall provide a written report to the Dean of the School and the Office of the Registrar. The Office of the Registrar shall place a copy of the report in a sealed, confidential envelope in the student's file. At the receipt of a second report on the same student, the Registrar's Office will notify the program or department major chair and the Dean of the School for further disciplinary action. Multiple cases and disciplinary actions for academic dishonesty will result in academic probation or dismissal from the university.

In the case of a student denying commitment of academic dishonesty, but not to the satisfaction of the professor or Dean, the matter will be referred to the Provost for review and a final decision.

ADVERTISING, POSTING AND SOLICITATION

SECTION 1.5

Rev. April 2012

Advertising & Selling On Campus
The Office of the Dean will not allow the posting or distribution of any materials that are contrary, in appearance or content, to the Doctrinal Statement and Standards of the University. The decision of the Dean, or his/her designee, on these issues will be final.

In addition, the following agencies, organizations, or persons will not be allowed to advertise or solicit on the Biola campus through any means:

- day care services,
- credit card companies (except for those offered by banks during Orientation Week),
- political groups or organizations not sponsored by a Biola department or recognized Biola student group or club,
- religious or other groups not in accord with the mission, purpose, and doctrinal statement of the
University.

- housing/rental opportunities: Due to potential liability risks, Biola does not allow any direct soliciting of off-campus housing by homeowners, landlords, managers, etc. Rental opportunities may be registered with the Off Campus Housing Services website (http://studentlife.biola.edu/campus-life/commuter-life/off-campus-housing/).

**Solicitation/Selling On Campus**

To ensure the safety and privacy of all residents, solicitors (including students) are not permitted to canvass or market any product on campus without prior approval from the Director of Auxiliary Services, which controls all commercial sales on campus. Solicitors are never allowed into Residence facilities, including apartment complexes.

Items sold as part of fundraising for Biola departments or registered student clubs or organizations are allowed, as long as University protocols are followed (see “Fundraising Projects”). However, food sales as fundraisers are limited: health department regulations require that food sales either be pre-packaged or sold by a registered, approved food vendor.

Additionally, students may not operate multi-level marketing/business, selling merchandise or soliciting subscriptions/services (i.e. Mary Kay, Avon, Pampered Chef…) anywhere on university property.

**Political Advertising**

For additional information on political/partisan soliciting and posting, please see the Political Activity policy.

**Posting Policy: Who May Post**

For posting purposes, advertisers are divided into either commercial or non-commercial categories:

a) Commercial ventures may only advertise in the Chimes, on Biola radio and/or in the Biolan, at the discretion of those organizations. This includes banks, restaurants and coffeehouses, theaters or other entertainment establishments, housing rentals and merchants. Such for-profit endeavors may not post material on campus.

b) Non-commercial ventures may advertise through campus flyers and posters. This includes Biola club, hall, or team sponsored functions; University based/sponsored events; churches; government sponsored events; faculty/staff/student-club sponsored political groups and organizations; and charitable organizations.

**Approval Process**

All flyer/poster(s) must be submitted to the Office of The Dean 24 hours in advance of desired posting date(s). Each copy of the flyer/poster(s) must be stamped with both an “Approved” stamp and an expiration date before posting. Any flyer/poster(s) found posted without official approval will be removed and discarded. Only official Biola departmental postings are exempt from this requirement.

One copy of the poster will be retained by the Office of The Dean, along with the name and phone number of the person/agency posting. A maximum of 50 copies of any one flyer may be posted; a maximum of 5 posters (larger than 24” x 36”) may be posted; a maximum of 6 placards (posters staked into the ground) may be posted (see "Placard Policy" below).
Removal
All flyers/posters/etc. shall be displayed no longer than 14 days or until the date of the event being advertised, whichever comes first. It is the responsibility of the person or organization posting to remove the material(s) before the expiration date or two days after the event, whichever comes first. The posted mechanism (tacks/pushpins/tape/stakes, etc.) must also be removed. Organizations that do not remove their signs by the deadline will be subject to disciplinary process, including paying restitution to Facilities Services for the cost of sign removal.

Materials Used
Poster putty or duct tape/packing tape/shipping tape are not to be used. Use tacks/pushpins and/or masking tape only, which may be purchased at the University Bookstore. Organizations causing damage to University property, facilities, equipment, furnishings, or landscaping will be billed for repairs and/or repainting. Additional information regarding placards (posters staked into the ground) is below (see "Placard Policy").

Placard Policy
Placards (laminated signs mounted to stakes and inserted in the ground) may be posted only in the 6 approved posting areas around campus. See the "placard posting map" [bottom of this section] for these locations.

Only one placard per group or event may be posted in each approved posting area. The placard must be inserted into the ground within 1 foot from the adjacent sidewalk containing the "APPROVED POSTING AREA" sign. Placards must not protrude into sidewalks or be higher than 36" off the ground at their top edge.

Placards placed in areas other than the approved posting areas will be removed by university staff. Additional placards for the same group/event will be removed by university staff. Placards that are not laminated will be removed by university staff.

Posting Locations
Posting of flyers/posters is allowed on bulletin boards or other designated areas. Posting is not permitted in restrooms, on windows, glass, pillars, light or sign poles, bollards, signage, and/or on the outside of buildings. For safety reasons, posting horizontally on sidewalks, roads or other walking surfaces is not allowed.

Bell Tower - No posting is allowed.
Bookstore - No posting is allowed.
Café - Cafe management must approve posting of materials inside the dining hall. The Dean may approve posting in the lobby but "No Posting" areas must be observed.
Chase Gymnasium - No posting is allowed.
Crowell Hall - See Music Department secretary for additional approval, ext. 4892. Limited posting.
Rose Hall - Posting is allowed on the bulletin boards located on the two pillars outside the front door. Metzger - Bulletin boards are located near the stairwell, ground floor.
Myers & Feinberg Halls - Posting must be approved in advance and stamped "Approved" by the Talbot receptionist, ext. 5500. Posting on official bulletin boards only. No materials of any kind may be posted on interior or exterior walls or windows.
Residence Halls - Resident Directors must approve location of posting (see below). Rosemead Office - See dean of administration for approval.
On Directional or Street Signs - No posting is allowed.
   Student Services - See secretary for additional approval. Limited posting.
   Student Union Building (SUB) – Approval from the Office of Associated Students required for posting on or in the SUB.
   Sutherland Hall - Bulletin boards are located on exterior pillars. Interior bulletin boards are for official department postings only.

*Exceptions to these restrictions must be approved in advance by the Office of The Dean.*

**Posting in Residence Halls**

Posting is allowed in Residence Halls with the permission and oversight of the Resident Director, with the following instructions:

- Adhesives: postings may be hung only by poster putty, masking tape, or painter’s tape.
- Locations: postings may not be hung on fire doors or building entrance/exit doors.

**Chalking**

Chalking on sidewalks is permitted under limited circumstances, and is subject to removal at the discretion of the Director of Student Communications, Office of The Dean:

- **Media:** Only ‘sidewalk chalk’ or other temporary, washable chalk may be used.
- **Grounds:** Only cement sidewalks may be chalked. Blacktop or pavers may not be chalked.
- **Locations:** Only exterior sidewalks in ‘residential’ and ‘recreational’ areas may be chalked, such as areas around residence halls or near the SUB. Sidewalks surrounding academic or administrative buildings are not eligible. Interior surfaces are never to be chalked.
- **Removal:** Correctly applied chalking will either wear off or be removed after a few days during regular maintenance by Biola staff. If chalking is incorrectly applied, the student(s) or organization involved will bear the responsibility and cost of having the chalk removed.

**ALCOHOL, TOBACCO AND OTHER DRUG POLICY**

**SECTION 1.6**

**Philosophy**

Biola University seeks to foster an alcohol-and-drug-free environment in which to work, live, learn, and grow. As a Christian University, we approach alcohol and other drug abuse with a combination of compassion, encouragement, directness, and concerned firmness. An aspect of this caring approach is the consistent enforcement of the regulations on alcohol and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol-and drug-free environment. The use, possession or distribution of illicit drugs by students of Biola is prohibited and violates this policy as well as the Graduate Student Standard of Conduct. The use, possession or distribution of alcoholic beverages by students of Biola on the Biola campus, at off-campus University buildings or residence housing sites, or at Biola related functions is prohibited and violates the Graduate Student Standard of Conduct. Biola University is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-336) and Drug-Free Workplace Act of 1988. The following summarizes Biola’s policy and program:

**Health & Lifestyle Risks**

The use or abuse of alcohol and other drugs could increase the risk for a number of health related and other medical, behavioral, and social problems. These include the acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological
dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain
damage, high blood pressure, heart disease, ulcers, and cancer of the liver, mouth, throat, and
stomach; contracting diseases such as AIDS through the sharing of hypodermic needles; pregnancy
problems including miscarriages, still birth and learning disabilities; fetal alcohol syndrome;
psychological or psychiatric problems; diminished behaviors (hangovers, hallucinations,
disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical
injury or death; violent behavior towards others, such as assault or rape; accidents caused by
operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest,
traffic accidents, injuries, and fatalities; negative effects on academic and work performance;
conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in
disciplinary actions, including loss of employment; and legal problems including imprisonment.

Sanctions Regarding Alcohol and Other Drugs
Students or employees violating this policy are subject to disciplinary actions up to and including
suspension or dismissal from the University in accordance with university policies and procedures.
The University will involve local law enforcement officials when appropriate. Illegal possession, use,
or distribution of illicit drugs, or illegal use or possession of alcohol is punishable under applicable
local, state, and federal law. The California Penal Code states that “Every person who possesses any
controlled substance shall be punished by imprisonment in the state prison” (CPC 11350), and,
“Every person who possesses for sale, or purchases for sale, any controlled substance shall be
punished by imprisonment in the state prison for two, three or four years” (CPC 11351). In addition,
the purchase, possession, or use of alcoholic beverages is illegal for those under the age of 21 in the
State of California and constitutes a misdemeanor under B & P Code 25658, 25658.5 and 25662.

Assistance in Overcoming Alcohol and Other Drug Abuse
If you need help or know someone with a drug-related problem, please know that the Counseling
Center, the Health Center, our resident directors, deans, faculty, and all other university personnel will
provide assistance to those who come forward seeking help. The Counseling Center provides
confidential consultations with trained psychologists and marriage & family therapists, at extremely
low cost, and also makes referrals to outside counseling and treatment services.

Regulations Regarding Alcohol and Other Drugs
Students are responsible for conforming their behavior to Federal, State, and local law, and to the
University’s Policy on Alcohol and Other Drugs. When violations of law or policy come to the
attention of school officials, students may be referred for prosecution and University sanctions will be
imposed. Harm to persons or damage to either private or University property arising from the actions
of intoxicated individuals on the premises of the University will be the full and sole responsibility of
such individuals.

1. It is a violation to promote, distribute, sell, possess, or use narcotics or other controlled
   substances either on- or off-campus regardless of the student's age.
2. Graduate students age 21 and over are required to abstain from the use of alcoholic beverages
   while on the Biola campus, at off-campus University buildings or residence housing sites, or at
   functions (such as social gatherings, departmental meals, meetings, seminars, conferences,
   athletic competitions, etc.) where participants are primarily drawn together by nature of their
   relationship to Biola. Graduate students under the age of 21 are required to abstain from the
   use of alcoholic beverages at all times while enrolled.
3. Because we are a Christian community of believers, our choices impact each other. Therefore, it is a violation to knowingly be and/or remain in the company of others who are using alcohol, tobacco, controlled and/or other mind-altering substances while on University property.

4. It is a violation to misrepresent one’s age for the purposes of purchasing or consuming alcohol. This includes possessing a fraudulent ID. Possessing a fake ID may result in University probation on the first offense.

5. Operating a motor vehicle while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence should expect to be permanently dismissed.

6. The attempt to obtain, use, possess, distribute, or sell, any amount of any potentially harmful or illegal drug (including marijuana) or drug-related paraphernalia is strictly prohibited. Anyone involved in the sale or distribution of drugs on or off-campus should expect to be permanently dismissed.

7. It is a violation to possess or use non-alcoholic beers on-campus.

8. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of University properties or through University-sponsored or approved publications. No displays of any kind that promote a lifestyle of drinking or drug use are permitted, including in vehicles parked on campus. Examples include: alcohol brand advertisements or clothing; pictures or posters of drugs or alcohol; alcohol-carrying containers or bottle caps.

9. Any student or student organization found supplying alcohol at University-sponsored off-campus events will be subject to disciplinary action.

10. Hosting or in any way assisting or promoting an off-campus gathering that includes drunkenness is a violation of University policy and may result, minimally, in suspension.

11. Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person’s will is subject to dismissal.

12. Any student who sexually assaults another person who is intoxicated is subject to immediate dismissal.

**Smoking and Tobacco Use Policy**

Research demonstrates that tobacco smoke is a health hazard to both smokers and non-smokers. According to the Surgeon General, cigarette smoking is the leading preventable cause of illness and premature death in the United States. Non-smokers who are regularly exposed to second-hand smoke are also at increased risk of illness. In the interest of creating a safe and healthy environment, Biola University has adopted the following policy. This policy applies to all University facilities on the La Mirada campus. All persons using the facilities of the University are subject to this policy.

1. Students smoking, possessing and/or using any tobacco products (e.g., cigarettes, snuff, cigars, pipe tobacco, chewing tobacco) on campus are in violation of University policy.

2. Smoking is prohibited on all University facilities, either inside buildings or outside.

3. Smoking is prohibited in any vehicle owned, leased, or operated by the University.

4. The sale, distribution, or advertisement of tobacco products is prohibited on campus.

5. Clothing, posters, containers or other materials displaying tobacco product logos or trademarks are prohibited on campus.
Compliance with Non-Discrimination Laws and Regulations
The university deplores the unfair treatment of individuals based on race, color, national origin, sex, socio-economic status, age, disability, or cultural differences regardless whether such treatment is intentional or simply resultant from careless or insensitive behavior. Rather, employees and members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Biola University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. Such laws and regulations include:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin in the programs and activities of the university. This policy of non-discrimination also complies with Internal Revenue Service Revenue Ruling 71-447 required for maintaining the university’s tax-exempt status.

2. Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on sex, race, religion, color, or national origin.

3. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities.

4. The Americans with Disabilities Act of 1990 (Public Law 101-336), the purpose of which is to afford the disabled equal opportunity and full participation in life activities and to prohibit discrimination based on disability in employment, public service, public accommodations, telecommunications, and transportation.

5. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs and activities of the university.

6. The Age Discrimination in Employment Act of 1967, which prohibits discrimination against persons aged 40 and over regarding employment decisions.

7. Title IX of the Education Amendments of 1972, which prohibits all forms of discrimination on the basis of sex (including sexual harassment and sexual assault) in programs and activities of the university, except where the university has been granted exemptions based on its religious tenets.

8. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) (“Clery Act”) which requires colleges and universities to disclose information about crime on and around their campuses. This includes recent amendments to the Clery Act under the Campus SaVE Act and Violence Against Women Act, which deals with incidents of sexual assault, domestic and dating violence, and stalking.

As a religious institution, the university is exempted from certain provisions of the above laws and regulations relating to discrimination on the basis of religion.
Sexual Misconduct Policy

It is the policy of Biola University to maintain the university environment as a Christian community that provides a place for spiritual growth, work, and study free of all forms of sexual intimidation and exploitation. All students, staff, and faculty should be aware that the university is prepared to take action to prevent such intimidation and exploitation and that individuals who engage in such behavior are subject to discipline.

“Sexual misconduct” can include sexual harassment, sexual violence, domestic and dating violence, and stalking. Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. This includes suggestions that academic or employment reprisals or reward will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile, or offensive work environment. Sexual violence as used in this policy refers to physical sexual acts perpetrated without the affirmative consent of the parties or where a person is incapable of giving consent and includes, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Incidents of domestic violence, dating violence, and stalking are also processed under this policy. For additional information and definitions on sexual assault, domestic violence, dating violence, and stalking, please refer to section VII of this policy. None of these actions reflect a Christian attitude or commitment and adversely affect the working or learning environment. All forms of sexual misconduct constitute violations of the university’s spiritual expectations and standards of conduct for the university community; and such misconduct will not be tolerated. Any individuals engaging in such conduct may also be personally liable in legal action brought against them and/or prosecuted for criminal violations.

Under the direction of the appropriate administrator, the university will thoroughly investigate all reports of sexual misconduct and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against sexual misconduct. The reporting student or employee will be informed of the action taken. These university officials will also take action to protect the reporting student or employee to prevent further misconduct or retaliation, and as appropriate, to redress any harm done.

A student or employee who feels that he or she has been sexually harassed, assaulted, or the victim of domestic violence, dating violence, or stalking involving sexual assault or sexual harassment may meet with a person officially designated to receive reports of discrimination and to work for resolution in such situations.

Under Title IX, certain individuals employed by the university are considered “responsible employees.” These responsible employees are obligated to report incidents of alleged sexual violence that they become aware of to a Title IX Coordinator. According to guidance from the U.S. Department of Education, a responsible employee includes any employee who has authority to take action to redress sexual violence; has been given the duty of reporting incidents of sexual violence or other misconduct by students to the Title IX Coordinator; or whom a student could reasonably believe has this authority or duty. At Biola, responsible employees are defined as all regular and adjunct faculty members, academic department administration personnel, athletics personnel, all human resources employees, student development officers and their administrative assistants, resident directors (RDs), resident assistants (RAs), all staff personnel director level and above, and any employee who is supervising student employees. All other employees and all students are also strongly encouraged to share any incidents of alleged sexual violence that they become aware of to a Title IX Coordinator.
Procedure for Processing Complaints of Unlawful Discrimination, Including Sexual Harassment and Sexual Assault

I. Intent of the Procedure
Biola University is committed to maintaining the university environment as a Christian community that provides a place for spiritual growth, work, and study free of all forms of unlawful discrimination and sexual misconduct. The intent of this procedure is to implement all applicable civil rights legislation and to make a good faith effort to ensure that no person shall, on the basis of race, ethnic group identification, national origin, age, sex, color, or physical or mental disability be unlawfully subjected to discrimination under any program or activity offered under the control of Biola University. Complaints of sexual misconduct are included in the complaint procedures described below. It is the intent of these procedures to allow for the prompt and equitable resolution of all complaints. This policy and the procedures for the processing of complaints are intended to comply with Title IX, the guidance issued by the White House Task Force to Protect Students from Sexual Assault, the guidance issued by the Department of Education’s Office for Civil Right, and the requirements of the Campus SaVE Act (and the Violence Against Women Act).

II. General Provisions
A. Coverage:
These procedures apply to the processing of complaints arising from alleged unlawful discriminatory actions and sexual misconduct. Any student, applicant for admission, employee, or applicant for employment (administrative staff or faculty) who believes that he or she is a victim of discriminatory action may file a complaint under these procedures. Student or employee complaints based on grounds other than discrimination or sexual misconduct should be pursued under the grievance and appeal procedures contained in the student handbook or employee handbook.

B. Definitions:
1. Complainant: The complainant is an individual or group of individuals who believe that unlawful discrimination or sexual misconduct may have or has occurred.
2. Respondent: The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or sexual misconduct is made.
3. Complaint: A complaint is an allegation that a student, employee, or applicant for admission or employment has been subjected to unlawful discrimination or sexual misconduct.
4. Preponderance of Evidence: Standard of determining the validity/outcome of a complaint. Preponderance infers it is more likely than not, that the alleged incident did or did not occur.

C. Title IX Coordinator/s and Section 504 Coordinator:
The Title IX Senior Coordinator, Ron Mooradian, Sr. Director of Human Resources (Address: Human Resources, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Metzger Hall) Phone: x4757, Email: ron.mooradian@biola.edu), maintains authority over the compliance and adjudication of all Title IX complaints and all other complaints of unlawful discrimination under this procedure with the exception of any complaint of unlawful discrimination based on disability which will be overseen by the Section 504 Compliance Coordinator designated below. However, depending on the complainant’s affiliation with the university, a specific Deputy Title IX Coordinator will oversee the investigation.

1. Title IX Deputy Coordinators for undergraduate students (or applicants):
Associate Dean of Students, Matthew Hooper (Address: Student Development, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Student Services Building), Phone: x4874, Email: matthew.hooper@biola.edu).

Assistant Dean of Residence Life/Student Care, Sandy Hough (Address: Student Development, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Student Services Building), Phone: x5807, Email: sandy.hough@biola.edu).

2. Title IX Deputy Coordinator for graduate students (or applicants):

Dr. Tamara Anderson (Address: Rosemead School of Psychology, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Rose Hall), Phone: x4867, Email: tamara.anderson@biola.edu).

3. Title IX Deputy Coordinators for Biola University Faculty, Administration, and Staff:

Sr. Director of Human Resources, Ron Mooradian (Address: Human Resources, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Metzger Hall), Phone: x4757, Email: ron.mooradian@biola.edu).
Assoc. Director of Human Resources, Susan Kaneshiro (Address: Human Resources, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Metzger Hall), Phone: x4757, Email: susan.kaneshiro@biola.edu).

4. Title IX Deputy Coordinator for pre-college youth programs:

Director of Ministry Outreach, Mike Brimmage (Address: Ministry Outreach, 14540 San Cristobal Dr. (Building 10), La Mirada, CA. 90638, Phone: x4056, Email: mike.brimmage@biola.edu).

5. Section 504 Compliance Coordinator, Asst. Dean of Student Development/Director of the Learning Center, Dr. Kevin Grant (Address: Learning Center, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Library), Phone: x4542, Email: kevin.grant@biola.edu).

The Section 504 Compliance Coordinator will be responsible for overseeing any complaint of unlawful discrimination based on disability under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. All references in this procedure to a Title IX Deputy Coordinator will apply to the Section 504 Compliance Coordinator.

6. Title IX Coordinator for Inter-Collegiate Athletic Programs: Assistant Athletic Director and Head Women's Basketball Coach, Dr. Bethany Miller (Address: Biola University, 13800 Biola Avenue, La Mirada, CA. 90639 (Gymnasium Building), Phone: x4082, Email: bethany.miller@biola.edu).

If the complainant does not meet requirements of the procedure, the Title IX Coordinator/Deputy Coordinator shall immediately notify the complainant of the specific deficiencies of the complaint.

D. Title IX Advocates:
The university’s Title IX Advocates are available for referral and support services for student complainants and respondents. Members of the team are trained to assist individuals by providing information and discussing available resources and options (medical, legal, emotional, and academic), by making referrals
and providing access to appropriate university and community services as needed and providing on-going follow-up with the individuals involved. When a situation arises and multiple individuals are involved, there may be times when the Title IX Coordinator will designate Title IX Advocates to meet with each of the individuals involved and help them understand their resources and options.

The University Title IX Advocates are:
- Dawn White, Director of Residence Life, x5842
- Garrett Suhr, Associate Director of Residence Life, x5872

Students who believe they have experienced a violation of the Title IX/Sexual Misconduct Policy are encouraged to contact a Title IX Advocate for assistance. Also, students who are facing allegations of such violations are encouraged to contact a Title IX Advocate for assistance.

E. Related Violation of Standards of Conduct:
Sometimes an individual may be reluctant to report an instance of unlawful discrimination or sexual misconduct because of the fear of being charged with a violation of the university’s Standard of Conduct, such as the use of alcohol or drugs. The university encourages individuals to report instances of unlawful discrimination or sexual misconduct and will take into consideration the importance of reporting such instances in addressing a violation of Standards of Conduct. This means that, whenever possible, the university will respond educationally rather than punitively to a violation of the Standards of Conduct associated with an instance of unlawful discrimination or sexual misconduct.

F. Retaliation Prohibited:
Any retaliatory action of any kind by an employee or student of the university against any other employee, student, or applicant of the university as a result of that person’s seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for disciplinary action. As such, if a student, parent, teacher, coach, or other individual complains formally or informally about sexual violence or participates in a university investigation related to sexual violence, the university is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual’s complaint or participation.

Also, the university recognizes that complaints of sexual violence may be followed by retaliation against the complainant or witnesses by the respondent or his or her associates. When the university knows or reasonably should know of possible retaliation by other students or third parties, it will take immediate and appropriate steps to investigate or otherwise determined what occurred, protect the complainant and witnesses, and ensure their safety as necessary. At a minimum, this includes making sure that the complainant and witnesses know how to report retaliation by school officials, other students, or third parties by making follow-up inquiries to see if there have been any new incidents or acts of retaliation and by responding promptly and appropriately to address continuing or new problems. Furthermore, the university will also inform complainants and witnesses that Title IX prohibits retaliation and that university officials will not only take steps to prevent retaliation, but will also take strong responsive action if it occurs.

G. Privacy:
The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.

University response may be hindered and limited with a complainant desiring anonymity and/or inaction. The university may be obliged to pursue an alleged sexual assault through internal disciplinary procedures
without the cooperation of the complainant. In such instances, the university will inform the complainant of its obligation to address a community safety issue.

H. Resolution Options:
Individuals are encouraged to use this procedure to resolve their complaints of unlawful discrimination or sexual misconduct. However, they may also file a complaint at the beginning, during, or after use of Biola’s complaint procedure with:

U.S. Department of Education
Office of Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105

or

U.S. Equal Employment Opportunity Commission
Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012

In addition, for complaints concerning the university, including complaints related to institutional policies or procedures, an individual may contact the Bureau for Private Postsecondary Education for review of a complaint:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
Phone: (916) 431-6924
Fax: (916) 263-1897

III. Processing of a Complaint
Any person who believes he/she has been discriminated against, sexually harassed, or subject to domestic violence, dating violence, or stalking involving sexual assault or sexual harassment may file a complaint with the Title IX Coordinator or Deputy Coordinator. All individuals are encouraged to file a timely complaint. The university’s ability to investigate and respond effectively may be reduced with the passage of time.

If an individual requests that the university not investigate or seek action against the alleged perpetrator, the university will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all individuals, including the individual who reported the incident. The university will consider the following factors in weighing an individual’s request not to investigate or seek action:

1. Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual violence, sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other violence against the complainant or others in the university community, such as:
a. Whether there have been other complaints of sexual violence, sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other violence about the same alleged perpetrator.

b. Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence.

c. Whether the alleged perpetrator threatened further sexual violence, sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other violence against the complainant or others.

d. Whether the sexual violence, sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other violence was committed by multiple perpetrators.

2. Circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual violence, sexual assault, domestic violence, dating violence, stalking, or other violence under similar circumstances at a given location or by a particular group (e.g., whether the report reveals a pattern of perpetration).

3. Whether the sexual violence, sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other violence was perpetrated with a weapon.

4. The age of the student subjected to the sexual violence, sexual harassment, sexual assault, domestic violence, dating violence, stalking, or other violence.

5. Whether the university possesses other means to obtain relevant evidence (e.g., security cameras, physical evidence).

Additionally, individuals are strongly encouraged to report alleged incidents of sexual assault, domestic violence, or stalking immediately to Department of Campus Safety and/or other local law enforcement. Campus Safety personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported. However, it is the individual’s decision whether or not to file a police report or to pursue civil action against the alleged perpetrator. (See section VII of this policy for further guidance.)

Individuals will have access to support and referral services on campus regardless of whether or not he/she decides to report the incident to local law enforcement.

IV. Informal Procedures

The university has established the following informal process to resolve charges of unlawful discrimination or sexual misconduct (not including allegation of sexual violence). This informal procedure is not appropriate for cases involving alleged sexual violence.

A. The complainant or person who would like assistance in determining whether unlawful discrimination or sexual misconduct has occurred should be referred to the Title IX Coordinator or the appropriate Title IX Deputy Coordinator (hereinafter “Title IX Coordinator”). If the university becomes aware of a situation that may be considered a violation of our Title IX Policy and alleged victim has not come forward, the university will initiate a process with that person. If the situation involves an alleged incident of sexual assault, domestic violence, dating violence, or stalking, Campus Safety will be notified to being an initial investigation.
B. The Title IX Deputy Coordinator or their designee (who is a person also trained to process such complaints), shall meet with the concerned individual to:

1. understand the nature of the concern;
2. give to complainant a copy of the Biola University policy and procedure concerning unlawful discrimination and sexual misconduct and inform complainant of his or her rights under any relevant complaint procedure or policy;
3. assist the individual in any way advisable.

C. If deemed appropriate, Title IX Coordinator or their designee shall meet with the respondent to inform him/her of the nature of the concern.

D. If the parties agree to a proposed resolution that does not include disciplinary action, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process the complainant may initiate a formal complaint.

E. The Title IX Coordinator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.

F. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

Whether or not the complainant files a formal complaint and/or the parties reach a resolution, if the Title IX Coordinator determines that circumstances so warrant, the Title IX Coordinator shall initiate a formal investigation and take appropriate actions as necessary to fully remedy any harm that occurred as a result of unlawful discrimination or sexual misconduct and to prevent any further unlawful discrimination or sexual misconduct.

V. Formal Procedures
In all cases involving sexual violence or in other situations where informal complaint procedures fail to satisfactorily resolve the matter, the complainant may file a complaint with the Title IX Senior Coordinator or a Deputy Coordinator. Similar to the Informal Procedures, if the university becomes aware of a situation that may be considered a violation of the Title IX Policy and the alleged victim has not come forward, the Title IX Coordinator or Title IX Student Advocate will initiate a process with that person. If the situation involves an alleged sexual assault, domestic violence, dating violence, or stalking Campus Safety will be notified to being an initial investigation.

A. On the Unlawful Discrimination or Sexual Misconduct Complaint, the complainant shall submit a detailed account of the alleged, unlawful discrimination or sexual misconduct and the action the complainant requests to resolve the matter. All written complaints shall, where known, contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged, unlawful discrimination or sexual misconduct. Names, addresses, and phone numbers of witnesses or potential witnesses should also be included, if possible.

B. Within five (5) working days after the receipt of the complaint, the Title IX Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual misconduct
which is prohibited under these procedures and whether the complaint sufficiently describes the facts of
the alleged misconduct.

If the complaint does not describe the kind of prohibited conduct the university investigates under these
procedures, the complainant will be notified and will be referred to the appropriate process. If the
complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can
be made regarding the alleged misconduct, the complaint will be returned and the complainant will be
invited to submit an amended complaint providing enough factual detail to allow the above determination
to be made.

C. Within ten (10) working days of receiving the complaint or amended complaint, the appropriate Title
IX Coordinator shall act as investigator or shall appoint one or more investigators to act alone, together, or
in conjunction with the Title IX Coordinator to investigate the charges and shall notify the appropriate vice
president and the respondent that a written complaint has been received and a formal investigation has
begun.

For allegations involving sexual misconduct, the appropriate Title IX Coordinator will determine whether
“interim actions” should be taken. This process seeks to assess the need to remove any person from
campus deemed an immediate threat or danger to any member of the campus community or to take other
temporary actions to protect the safety of the complainant. The university will investigate claims of sexual
misconduct even if the complainant does not wish to pursue disciplinary or legal action. Additionally, if
the complainant desires to press legal charges, local law enforcement may also conduct a formal
investigation.

D. The investigator(s) shall, within ten (10) working days of the complainant’s referral to the formal
complaint process, commence an investigation of the alleged unlawful discrimination or sexual
misconduct. The investigator(s) shall meet with the complainant to review:

1. the nature of the complaint, and
2. identify the scope and nature of the investigation.

The investigator(s) shall also meet with the respondent to:

1. present a copy of the complaint,
2. present a copy of the Title IX policy if needed,
3. receive the respondent’s answer to the complaint, and
4. review with the respondent the scope and nature of the investigation.

Any written response from the respondent shall be given to the complainant.

E. The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation,
the investigator(s) may meet again with the complainant and the respondent separately to give an overview
of the steps taken during the investigation, to ask the complainant and the respondent for the names of any
others the investigator(s) should speak with, and to request any additional information.

F. After completion of the investigation, the investigator(s) shall meet with the vice president designated
below. The appropriate vice president shall be responsible for reviewing the report of the investigator(s),
making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any, in consultation with the Title IX Coordinator involved in the matter.

1. If both parties are students or if both are faculty – Provost/Senior Vice President.

2. If one both parties are administrative staff members – Vice President of Financial and Business Affairs, unless the complainant or respondent is a Financial and Business Affairs employee, in which case the Vice President of University Services.

3. Any case not covered above – Provost/Senior Vice President or other appropriate vice president designated by the Provost.

G. Within sixty (60) calendar days of receiving the complaint, the investigation shall be completed and a determination shall be made. A preponderance of evidence standard will be utilized. The Provost or other appropriate vice president shall concurrently forward to the complainant and respondent all of the following:

1. a summary of the investigative report; and

2. a written notice setting forth:
   a. the findings of the appropriate vice president as to whether unlawful discrimination, sexual misconduct, domestic violence, dating violence, or stalking did or did not occur with respect to each allegation in the complaint;
   b. a description of actions taken, if any, to remedy any unlawful discrimination, sexual misconduct, domestic violence, dating violence, or stalking that occurred and to prevent similar problems from occurring in the future;
   c. the complainant’s and respondent’s right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

VI. Appeal Rights

A. If the complainant or respondent is not satisfied with the results of the formal level administrative decision, the complainant or respondent may appeal the determination by submitting a written appeal setting forth his/her objections to the results to the Title IX Senior Coordinator within ten (10) calendar days of the receipt of the determination.

B. The appeal shall be considered by a committee comprised of five (5) persons selected from a standing list of faculty and administrative staff available for such purpose. The complainant and respondent shall each select one committee member. The two members so chosen shall select a faculty member (from the standing list) who shall be the third committee member. The appropriate vice president and the Title IX Coordinator involved in the matter shall each select one committee member. The committee members chosen shall select one member to be the voting Chairperson for the committee.

C. Within thirty (30) calendar days of receiving the appeal, the committee shall consider the objections presented, review and evaluate the investigative report and findings of the appropriate vice president and any actions taken, reach its conclusion (by majority vote), and communicate its conclusion in the form of an advisory recommendation to the President.
D. The President shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee’s recommendation, which shall be the final decision of the university in the matter.

VII. Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual violence is a criminal act that violates the standards of our community and is unacceptable at the university. Sexual violence can be devastating to the person who experiences it directly and can be traumatic to the person’s family, friends, and larger community as well. Situations involving sexual violence will follow the procedures set forth in the “Sexual Assault, Domestic & Dating Violence, and Stalking” section in the Annual Security & Fire Safety Report (http://www.biola.edu/offices/campus_safety/downloads/2014-ASFSR-09-24-14-FINAL.pdf#page=59) and in Section V of these policies/procedures. The Title IX Coordinator will request Biola University Campus Safety to work in conjunction with the Title IX Coordinator in the investigation of all matters involving sexual violence.

In addition to the above policy regarding sexual misconduct, the following information is meant as an additional resource for individuals involved in an incident of sexual violence. The Violence Against Women Act requires the university to follow certain disciplinary procedures in cases of alleged sexual assault, domestic violence, dating violence, and stalking. As such, in addition to the procedures described in Sections V and VI above, the procedures and information described below apply in cases of alleged sexual assault, domestic violence, dating violence, and stalking. For more information about the university’s policy and procedures regarding these offenses, please see the “Sexual Assault, Domestic & Dating Violence, & Stalking” section in the Annual Security & Fire Safety Report (http://www.biola.edu/offices/campus_safety/downloads/2014-ASFSR-09-24-14-FINAL.pdf#page=59)

A. Following an allegation of sexual assault, domestic violence, dating violence or stalking, the protective measure that the university may offer include:

- Moving a student’s residence
- Adjusting a student’s work schedule for university employment
- Changing a student’s academic schedule
- Changing a student’s transportation arrangements
- Allowing a student to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support
- Issuing a “no contact” directive
- Issuing a “no trespass” directive
- Written instruction on how to apply for a protective order
- Enforcement of the university’s anti-retaliation policy, which prohibits retaliation against a person for complaining of sex-based incidents

B. The university may impose any one or more of the following sanctions following the results of a disciplinary procedure for an allegation of sexual assault, domestic violence, dating violence, or stalking:

- Reprimand/warning
- Changing the respondent’s academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting access to university facilities or activities (including student activities and campus organizations)
- Community service
- Issuing a “no contact” directive to the respondent or requiring that such an order remain in place
- Moving the respondent’s residence
In addition to above sanction(s) (except where the sanction is expulsion), the university may require the respondent to receive appropriate education and/or training. The university may also recommend counseling or other support services for the respondent.

C. When an allegation of sexual violence, domestic violence, dating violence, or stalking is involved, the procedures set forth in Section V will also include the following:

1) A prompt, fair, and impartial process from the initial investigation to the final result, which shall include a proceeding that is:

   a) Completed within reasonably prompt timeframes, allowing for an extension of timeframes for good cause;

   b) Conducted in a manner that:
      i) Is consistent with the university’s policies and transparent to the complainant and the respondent,

      ii) Includes timely notice of meetings at which the complainant or the respondent, or both, may be present, and

      iii) Provides timely and equal access to the complainant, the respondent, and appropriate official to any information that will be used before any disciplinary action or appeal hearing; and

   c) Conduction by official who do not have a conflict of interest or bias for or against the complainant or the respondent.

Definitions:
The following terms are used as defined below by the university in our policy and procedures.

Consent: The State of California has adopted an affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In addition, in the evaluation of complaints in any disciplinary process:

1) It shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

   a) The accused’s belief in affirmative consent arose from the intoxication or recklessness of the accused.
b) The accused did not take reasonable steps, in the circumstances known to the accused at the
time, to ascertain whether the complainant affirmatively consented.

2) It shall not be a valid excuse that the accused believed that the complainant affirmatively
consented to the sexual activity if the accused knew or reasonably should have known that the
complainant was unable to consent to the sexual activity under any of the following circumstances:

   a) The complainant was asleep or unconscious.
   b) The complaint was incapacitated due to the influence of drugs, alcohol, or medication so that
      the complainant could not understand the fact, nature, or extent of the sexual activity.
   c) The complainant was unable to communicate due to a mental or physical condition.

**Sexual Assault:** The term “sexual assault” is used to mean an offense that meets the definition if rape,
fondling, incest, or statutory rape as used in the Federal Bureau of Investigation’s Uniform Crime
Reporting program.

*Rape* is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object
or oral penetration by a sex organ of another person, without the consent of the victim.

*Fondling* is defined as the touching of the private parts of another person for the purpose of sexual
gratification without the consent of the victim, including instances where the victim is incapable of giving
consent because of his/her age or because of his/her temporary or permanent mental incapacity.

*Incest* is defined as non-forcible sexual intercourse between persons who are related to each other within
the degrees wherein marriage is prohibited by law.

*Statutory Rape* is defined as non-forcible sexual intercourse with a person who is under the statutory age of
consent.

**Domestic Violence:** The term “domestic violence” means a felony or misdemeanor crime of violence
committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate
  partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws
  of the jurisdiction in which the crime of violence occurred: or
- By any other person against an adult or youth victim who is protected from that person’s acts
  under the domestic or family violence laws of the jurisdiction in which the crime of violence
  occurred.

**Dating Violence:** The term “dating violence” means violence committed by a person who is or has been in
a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship
shall be determined based on the reporting party’s statement and with consideration of the length of the
relationship, the type of relationship, and the frequency of interaction between the persons involved in the
relationship.

For the purpose of this definition:
Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purpose of this definition:
- “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, devise, or means, follows, monitors, observes, surveils, or communicates to or about a person, or interferes with a person’s property.
- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

**College and Community Resources:**
The needs of someone who has experienced sexual assault, domestic violence, dating violence, or stalking vary from person to person and may vary over time. The university offers services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what he or she would find most helpful and healing.

The university urges anyone who has experienced sexual assault, domestic violence, dating violence, or stalking to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or pursue civil litigation or formal university action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, Biola is prepared to help him or her.

The university offers educational resources to the campus community through Student Development, Campus Safety, and the Physical Education Department (Rape and Aggression Defense system).

**Other Available Resources:**
Biola Counseling Center: 562-903-4800
Information and resource referral, Professional Building
Biola Health Center: 562-903-4841
Medical and information resource, next to Library
Director of Student Care, Katie Powell x4874 or 562-903-4874
Information about the Title IX/Sexual Assault Policy, Student Services building
Biola Campus Safety Department: x5111
Emergency Response
Biola external emergency line: 562-777-4000
National Sexual Assault Hotline: 1-800-656-HOPE
Sexual Assault Crisis Hotline 24 hour: 714-957-2737
Local hospitals that have a SART (Sexual Assault Response Team):
CONFIDENTIALITY/Legal Reporting Requirements:
The university will make every reasonable effort to preserve an individual’s privacy and protect the confidentiality of information related to sexual assault. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles. They include counselors at the Biola Counseling Center, medical clinicians, clergy, and sexual assault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists, and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed.

Any requests for information by the press or other parties concerning incidents of sexual assault should be directed to the Biola University Communications and Marketing office.

HAZING POLICY

The law of California makes it a criminal offense for anyone to participate in hazing. Biola policy is based upon the proposition that students are entitled to be treated with consideration and respect. Biola regulations on hazing are synonymous with state law as stated below (Calif. Penal Code §245.6):
It shall be unlawful to engage in hazing, as defined in this section.

a) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.

b) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both.

c) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

d) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
e) Prosecution under this section shall not prohibit prosecution under any other provision of law.

IDENTIFICATION CARD POLICY  SECTION 1.9

Each student is issued an official identification card that must be carried at all times; a current semester sticker for the card is issued at the beginning of each semester. This card is required for entry into various University facilities, as well as for participation in University services and functions, such as the food serves, library, Convocation/Chapel, and student elections. The identification card is designed to last the duration of four academic school years. If a card is lost, damaged, or stolen, the cost of replacement is $20. If a card is malfunctioning because of normal wear and tear or electronic failure, a replacement fee is not charged. The Department of Auxiliary Services makes and replaces identification cards. The replacement fee must be paid by cash or check and cannot be charged to a student account.

ID cards are the property of Biola University and are non-transferable. Unauthorized use or altering of the card in any way, including using another student’s card, or allowing someone else to use your card, will result in disciplinary action. Further, this card must be presented for identification purposes to any University official upon request. The card becomes void upon termination or interruption of enrollment and must be returned to the University.

MAIL SERVICES USE & PRIVACY POLICY  SECTION 1.10

The Mail Services office is located on the south end of the Bookstore Plaza (next to Common Grounds). An auxiliary office, including student mailboxes, is located just north of the Student Union Building. Mail Services is for the convenience of the university and is not part of the U.S. Postal Service.

This system includes “Campus Mail” (in-house, internal mailings), and “Outside Mail” (USPS mail, delivery services such as UPS or FedEx).

Since important material and communication are often distributed through student mailboxes, students are required to check their mailboxes regularly. Tampering with another person’s mail is a federal offense as well as a violation of University policy.

Purpose and Use Restrictions
Use of “Campus Mail” must be in accord with University policy and applicable law. Campus Mail will be accepted only from current and emeritus Biola employees and students, and from university departments and recognized student organizations. Campus Mail service is restricted to those mailings directly related to (a) official university business, and (b) personal communication between members of the Biola community. It is not available to outside agencies, organizations, and commercial firms for activities not directly sponsored or conducted by the university. Also, use of Mail Services for the personal and private business of university students, faculty, and staff members is subject to the discretion of the Mail Services office. This policy is designed to ensure compliance with federal regulations and university guidelines relating to the use of U.S. and Biola Mail Services.

Privacy
Once “Outside Mail” comes to Biola University from the USPS or other delivery service, Biola
University is acting as an agent for the recipient (not as a “contract employee” of the USPS) and, as such, inspection and delivery by Biola University is subject to the following provisions.

Biola University reserves the right to inspect the contents of any item, whether Campus Mail or Outside Mail, and to withhold delivery of any inappropriate or suspicious items. While Biola Mail Services will not routinely open mail, items will be opened by authorized Mail Services supervisory personnel when:

- no other means can be used to determine recipient or, in the case of mail that must be returned, when the sender cannot be determined.
- material that is inappropriate or suspected to be inappropriate is found. Such material is subject to being opened. Mail Services personnel will withhold delivery of such material and notify the Dean of the School if mail items contain substances, materials or communication that violate the mission and policies of Biola University.
- suspicious mail items are found. Mail Services personnel will withhold delivery of such material; safety authorities may be called to investigate and these items may be opened to determine the contents.

Material is considered inappropriate or objectionable which (among other things) depicts, expresses or deals with matters of nudity, sexual activity, sex, drug misuse or addiction, crime, cruelty or violence in a manner that conflicts with the stated mission, standards, and policies of Biola University. Final determination of inappropriateness shall rest with the Dean or his/her designee.

PEACEFUL ASSEMBLY POLICY

It is the desire of Biola University to promote appropriate expression of views that do not conflict with the mission/identity of our unique Christian higher education community. To accomplish this, provision is made for peaceful assemblies and forums by members of the Biola community, rather than protests or demonstrations. The policy of Biola University with respect to peaceful assembly and forums on all campuses, is as follows:

Time, manner, and place are subject to the approval of the office of the Dean or his/her designee. A request by a Biola student group to assemble or hold any event that could be otherwise construed as an assembly or forum must be submitted and written approval from the office of the Dean must be in possession of those in charge at the time and at the location of the assembly/forum. Only sound amplification that is officially authorized is permitted.

Time and Place Guidelines: (subject to change)

- Time: Limited between the hours of 8:00 a.m. and 8:00 p.m., Monday-Friday (excluding Chapel periods; M-W-F 9:15-10:30 a.m.)

- Place: The walkway between the Café and the gymnasium (or other approved locations) upon submission of request and written permission from the Dean or his/her designee.

Such activities may not interfere or disrupt the orderly conduct of university business, events, or infringe on the rights of others. If an activity becomes disruptive, the university will take appropriate action to limit or terminate the activity. In the event the area is not restored to its original condition, the organizer will bear fiscal accountability.
Persons who are not students of Biola or otherwise affiliated with Biola may not participate in such assemblies or forums on campus.

Assemblies or forums that do not conform to these provisions may subject participants to temporary or permanent suspension from the university or other sanctions as outlined in the Student Handbook.

**STUDENT POLITICAL ACTIVITY**

**SECTION 1.12**

As noted elsewhere, Biola University is a unique environment committed to following Christ. By enrolling at Biola, students have vouched that they have made a personal commitment to Christ; further, Biola University has a strongly evangelical Christian commitment and requires that to be accepted, the applicant must be an evangelical believer. While we hold these things in common, we recognize that within this community there may be a wide diversity of ideas and opinions on issues of the day, including, but not limited to, political perspectives. As part of our stated goal of “equipping men and women in mind and character to impact the world for Jesus Christ,” the University supports student efforts to be aware and become involved in the political process and campaign-related activities, both within the University community, and off-campus.

**Important Limitations**

However, as a non-profit, private institution of higher education whose activities are regulated in part by Section 501(c) (3) of the Internal Revenue Code, the University is prohibited from engaging in partisan political activity or permitting its resources to be used for support of such activities.

When endorsing or opposing a candidate for political office or taking a position on an issue, students and student groups within Biola University should undertake to make it clear that they are speaking only for themselves and are not stating a University position. Administrative officers, faculty, students and staff of the University are free to express their individual and collective political views provided they understand and make clear they are not speaking for or in the name of University.

Neither the University name nor that of any University entity (supported in part or whole by University funds), nor University insignia may appear on stationery or any other material used or intended for political purposes.

**Political Postings and Advertising**

Any and all political or partisan postings on campus are subject to the university Advertising and Posting policy, including but not limited to: posting locations, number of postings, approval process, etc. Placements of such postings shall be done by Biola students only.

Any and all political or partisan online communications are subject to the university Technology policy; including but not limited to: unsolicited emails, etc.

Display tables for political or partisan purpose are subject to the university Advertising and Posting policy. At least one Biola student must staff the table while it is in operation.

**Political Disagreement**

It is important to note that political discourse at Biola must be conducted in an atmosphere of civility and respect, an atmosphere that may be in stark contrast to the way politics are conducted
elsewhere. Our eternal bonds as brothers and sisters in Christ cannot be set aside during the heat of partisan conflict; we can openly discuss and debate, civilly persuade and plead, but always aware that what we say must be said in love, and cognizant that at the end of the day we must be willing to respectfully ‘agree to disagree.’

Therefore, actions disrespectful to others, whether connected to political disagreement or not, will not be tolerated, including (but not limited to) the following:

- Personal attacks, whether in person, print, or online;
- Heckling, spamming, trolling, or other disruptions of another’s events or online communications;
- Removing or vandalizing others’ posters, flyers, or other signage. Signage that is in violation of Biola policies should be reported to the Office of The Dean, who will be responsible for its removal.

Such behavior by students or student groups is subject to disciplinary policies as outlined elsewhere in this Handbook.

**Non-Partisan Political Activities**

Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) are encouraged, but only if they do not evidence a preference for or opposition to a political party, candidates, or current ballot measure.

In order to ensure that all legal and University requirements are followed, advance approval for these events must be obtained from the Office of the Dean, which will, if necessary, provide further guidance to the organizer. Electronic resources may also be used for non-partisan voter education purposes. For example, a university web page with current election information may include a link to candidates’ web sites, if the web page (a) includes all legally qualified candidates and (b) excludes any commentary in support or against a candidate, express or implied. Again, a statement should be given that the university does not endorse nor oppose any of the candidates.

**On-campus appearances by candidates, their representatives, and/or ballot-measure advocates:**

As an important part of their educational experience, student clubs may invite speakers to campus representing a diverse range of views. In terms of political or partisan issues, it is important for all members of the University community to adhere to certain standards applicable to appearances on campus by candidates, representatives of candidates, and other representatives of political parties or political action committees.

If candidates or their representatives are invited on campus, all legally qualified candidates for the same office must be invited and given an equal opportunity to speak and participate. Therefore, all such appearances must be coordinated with the Office of the President, specifically the Vice President of University Communications and Marketing, who will help ensure that opportunities to appear on campus are extended to all viable candidates running for a particular public office.

Appearance of a candidate for public office (or their representative) on campus must be for an educational or informational talk to the university community and must be sponsored by a registered student organization and/or academic department. The speaker's appearance must constitute a speech, question and answer session, debate, or similar communication in an academic setting, and must not be conducted as a campaign rally or event. The appearance or presentation shall not be used to collect campaign or other political contributions or commitments from members of the
audience.

The event moderator should make it clear that the institution does not support or oppose any candidate. At the beginning of each political event, after the event is fully convened, a moderator from the sponsoring University unit must deliver the following spoken disclaimer:

“This event is sponsored by __________. The use of the University’s facilities for this event does not constitute an endorsement by the University. The University does not endorse these candidates or organizations or any other candidates or organizations in connection with this or any other political campaign or election.”

Admission to speaker appearances must be open to the entire University community and, if the sponsoring organization chooses (in compliance with other applicable University policies), the general public, without regard to the attendees’ party affiliations or support of any particular candidate. Admission may not be controlled by speakers, campaign staff, or any other person or organization not affiliated with the University.

The University may choose to allow representatives of the news media to be present during a speaker's appearance, but only if access is permitted in a politically neutral manner. Media coverage may not be directed or controlled by speakers, campaign staff, or any other person or organization not affiliated with the University. Press conferences and other election-related media events managed by candidates and their campaign staffs generally are not permitted on University premises. Sponsoring groups anticipating or seeking media coverage are responsible for contacting the Office of the President, specifically the Vice President for Communications, in advance of any appearance.

Use of University Facilities and Resources

University-related organizations composed solely of members of the University community may utilize available University building space (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) to engage in partisan political campaign activities within the University community, provided that such organizations follow the standard University procedures for reserving such facilities, without preference or hindrance, and pay in full any rental fees for the use of such facilities that they would otherwise be charged. All use of University properties are subject to University policies regarding time, place, and manner. Organizations that are composed of non-University members, participants or employees, in whole or in part, are ineligible for use of University space to engage in partisan political campaign activities, except in contracted facility-rental situations under the auspices and policies of Conference Services. Example: a meeting on campus with an organizer for a specific candidate or ballot measure that is focused on recruiting campaign workers from the student population would be a violation of these guidelines. On the other hand, a Biola graduate now working for a particular candidate speaking on campus to a group of students about what it has been like to be in the political arena, and what her/his particular experience has been, would be allowable.

Campus organizations and departments may use campus communications to announce political forums and discussions sponsored by officially constituted campus groups. However, use of campus communications — including those provided by University postal services, phone system, or its website(s) and computer networks — for partisan political activity is not allowed.

All on-campus political activities, including services and materials, must be paid for with non-University funds. Per the U.S. Supreme Court (Rosenberger v. Rectors & Visitors of UVA, 1995),
student ‘activity’ fees are not considered ‘University funds.’

Further, the following will not be used for political or partisan purposes:

- University-provided office supplies, office telephones, facsimile machines, copiers, etc. Residence hall room telephones are exempt from this restriction.
- University mailing lists—including the addresses and e-mail addresses of departmental offices or the offices of faculty or other employees;
- The University's sales tax exemption for purchases of goods and services.
- University office addresses and e-mail addresses may not be used as a return mailing address for partisan political mailings.

**Fund-Raising**

Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of University or on campus, and University resources may not be used in soliciting such funds. If University students, faculty, or staff make political contributions, they must do so as individuals and not on behalf of University.

Student groups may not use their student-fee allocations to make direct gifts, contributions, or donations to political campaigns or candidates. Student organizations may, however, choose to use their allocations to support their own expressive activities and views on public policy issues and other interests, within the bounds of this policy.

**In-Class Involvement**

University students may be asked to participate in political campaign-related activities as part of for-credit class coursework only to the extent that (a) such activities are genuinely aimed at educating students with respect to the electoral process, and (b) no student is required to be active in a campaign for a candidate or cause she or he does not support.

**SAFETY AND SECURITY**

SECTION 1.13

Biola University's security policies and procedures are aimed at safety and welfare. Help maintain safety by following all security policies and by using common sense safety practices. It is the responsibility of each Biola community member to refrain from criminal activities and any other form of behavior that might endanger the safety and welfare of any community member.

**Campus Safety**

The Department of Campus Safety has the responsibility and authority to administer safety and law enforcement policy for the institution. This function is defined in part as the supervision of all activities that lead to the prevention, apprehension, and investigation of crimes and criminal activity on University property.

Campus Safety enforces a variety of criminal statutes originating from the federal, state, and municipal levels of government, and is also responsible for enforcing several areas of student behavior under the university code of conduct. Campus Safety may impose selected administrative fines in addition to criminal prosecution or academic discipline imposed by the Office of the Dean. Additional information about safety and security policies is available in the Campus Safety handbook (http://www.biola.edu/admin/Campus_Safety/handbook_index.cfm) or on the Campus Safety website (http://www.biola.edu/admin/campus Safety/index.cfm).
The Crime Awareness and Campus Security Act Of 1990
Public Law 101-883, the “Student Right-To-Know” and “Campus Crime Act” requires colleges and universities receiving federal funds to make available yearly campus security policies, crime prevention programs, and specific campus crime statistics to current students and employees, as well as to any applicant for enrollment or employment, upon request. This includes making the community aware of crimes committed on campus within a reasonable amount of time. When crimes do occur, the campus community will be notified by one or more of the following methods: Campus Safety Alert Notices posted at all common building entry points, the Chimes, Inside Story, and E-Mail. In addition, all these policies and statistics are available at the Campus Safety Office.

SELF HARM POLICY
Biola University endeavors to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic and social development. In doing so, it reserves the right to implement a disciplinary process, which may culminate in the suspension or dismissal of any student who does not meet minimal and reasonable behavioral standards. The University also expects that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students. Students are expected to comply with requests to meet given by the Dean or his/her designee as it pertains to student care-related issues.

Danger to Self
Danger to self is defined as any direct act, or planned act, that places a person at reasonable risk of self-induced bodily harm or loss of life (see also policy on “Suicide Assessment”). This would include actual and/or planned acts of suicide, self-mutilation, substance overdoses, consistent purging, unhealthy dietary restriction, etc. Additionally, students posing danger to themselves through the use of weapons and/or substances may face other sanctions as imposed by the University and/or by law enforcement agencies.

Danger to Others
Danger to the health or safety of others is defined as any act, or planned act, that places another student, member of the faculty or staff, or any campus visitor at reasonable risk of bodily harm, exposure to illness, loss of life, or destruction of property. Further, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior and/or medical condition could reasonably expose others to illness or disease. This exposure risk must exceed that commonly found in community environments and would include a student's possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

Jeopardizing the Educational Process
Jeopardizing the educational process of others is defined as any disruptive act that within reason impedes another student's functioning within an academic or community life setting. A violation may include a single disruptive act or ongoing acts and will usually involve complaints from students, faculty, or staff. In determining violations, an assessment will be made of the nature of the disruption, the content and frequency of the complaint(s), and the number of complainants.

University Response
While Biola University expects all students to meet the behavioral standards, it recognizes that some students possess medical or psychological conditions that may affect functioning within the behavioral rules of the University. Additionally, students may not be discriminated against on the basis of verified
physical or psychological disability as determined with regard to applicable federal and/or state law provided that they remain otherwise qualified, which is defined as being able to meet the fundamental academic and behavioral standards of the University. The University thus reserves the right to determine whether medical or psychological intervention (e.g. medication, counseling) is necessary in order for the student to meet the minimal behavioral standards.

If medical or psychological intervention is needed to assist the student in meeting the behavioral standards, the University may choose to offer the student the opportunity to comply with an intervention plan as a partial or complete substitute for disciplinary action. The student may also be placed on a contract that clearly identifies the behaviors of concern, the accompanying behavioral expectations, and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan, or if the student violates the contract, the University may take disciplinary action up to, and including, suspension or dismissal.

**General Clearance Process**

There may be times when a student is required to complete the General Clearance Process in order to live in residential housing and attend classes (i.e., harm to self, harm to others, hospitalization). The process is not limited to but may include the following:

1. Providing the Dean or his/her designee with appropriate documentation, addressing:
   - The student’s ability to live safely with self and others in an independent living environment and can reasonable endure the rigors of academic life.
   - Ongoing treatment recommendations and/or any appropriate reasonable accommodations.
2. Scheduling a personal support meeting with the Dean or his/her designee.

Upon the evaluation of the aforementioned items, the Dean or his/her designee will determine the student’s ability to return and if any required supportive structure is necessary.

**Suicide Assessment Process**

To assist in facilitating student safety and community wellness, the University administrates a formal process of suicide assessment for students who evidence suicidal ideation or behavior. The Dean or his/her designee will evaluate incidents on a case-by-case basis and will require students who evidence suicidal ideation or behavior to undergo a required assessment through the Biola Counseling Center or other approved provider.

Students who are required to participate in the process will not be subject to disciplinary action unless violations of other behavioral or community standards have occurred, or unless the student fails to complete the assessment process. If a student is hospitalized for psychological evaluation, a clearance process may ensue. See General Clearance Process outlined above. More complete information regarding this policy can be obtained from the Dean’s office.

**SEXUALITY & RELATIONSHIPS POLICY**

In keeping with our mission and our commitment to biblical fidelity, all members of the University community are expected to follow the teaching of Scripture. We believe that the only authoritative and trustworthy norm for proper moral judgments is what God has revealed in his Word. Therefore, Biola University affirms that sexual intimacy is designed by God to be expressed solely within a marriage between one man and one woman. This view of sexuality and marriage is rooted in the Genesis account of creation, reflected in the teachings of Jesus Christ himself, and is maintained consistently throughout Scripture. It is a view based on the biblical teaching of monogamy -- that God designed sexual union for
the purpose of uniting one man and one woman into a permanent, lifelong, one flesh union in the context of marriage. Thus, God's design for marriage and sexuality is the foundational reason for viewing acts of sexual intimacy between a man and a woman outside of marriage, and any act of sexual intimacy between two persons of the same sex, as illegitimate moral options for the confessing Christian. Sexual relations of any kind outside the confines of marriage between one man and one woman are inconsistent with the teaching of Scripture, as understood by Christian churches throughout history. Therefore, as part of living out a consistent, biblical spirituality, one dedicated to the pursuit of Christ-likeness, all members of the University are expected to avoid sexual intimacy outside of marriage and to refrain from encouraging the same in others.

Biola's position statement regarding transgenderism, gender identity, and gender expression is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. We follow Christ's example to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness. With this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. We will make institutional decisions in light of this. The full statement regarding Biola’s position on sexuality and transgenderism can be obtained from the Dean’s office.

**Faculty-Student or Staff-Student Relationships**
A dating relationship between an instructor and a student enrolled in his/her class, or an advisor and an advisee, is generally prohibited. Dating relationships between faculty and students not currently enrolled in their classes, or between supervisors and subordinates or student workers, are generally deemed unwise. Such consensual relationships may create an environment in which power differences may be unfairly exploited, the respect and trust given someone in authority may be violated, and pressure may be subtly or inadvertently exerted on those in a vulnerable position (*from the Faculty Handbook, section 9.4*). Any inappropriate or unwelcome contact initiated by a faculty or staff member should be dealt with under the Discrimination & Sexual Harassment policy (*above*).

**Pornography**
University policy forbids exhibition, possession, or distribution of material or representations deemed to be obscene or contrary to the moral standards and/or mission of the University, including, but not limited to, pornography. Further, the use of institutional or personal computers for the viewing, transmission, retrieval and/or storage of such material is a violation of the Biola Graduate Student Standards of Conduct and will result in disciplinary action.

As with other sexual conduct outside the confines of marriage, viewing of pornography is inconsistent with the teaching of Scripture. As with other sexual misconduct, we will seek to be redemptive in the lives of the individuals involved. Consequently, the University will offer counsel and assistance to support and strengthen the individual’s resolve to live consistently with Christian teaching on sexuality.

**Pregnancy Issues**
The University wants to assist those involved in an unplanned pregnancy while at Biola to consider
the options available to them within the Christian moral framework. These include marriage of the parents, single parenthood, or offering the child for adoption. Because the Bible is clear in its teaching on the sanctity of human life, life begins at conception; we abhor the destruction of innocent life through abortion-on-demand. Biola personnel stand ready to help those involved to cope effectively with the complexity of needs that a crisis pregnancy presents. Additional support is available through the Biola Counseling Center, the Health Center, along with academic and other support services. While some students in these circumstances may choose to leave the University temporarily, it is our hope that any student who chooses to continue in classes during the pregnancy will find Biola to be a supportive and redemptive community during this crucial time.

Graduate Student Pregnancy Policy
California state law prohibits discrimination based on pregnancy in postsecondary education institutions. Specifically, Assembly Bill 2350 addresses the needs of graduate students who are either pregnant or recently experienced a birth or whose partner is pregnant or recently experienced a birth. Institutions, including Biola, are prohibited from requiring a graduate student to take a leave of absence, withdraw from the graduate program, or limit his or her graduate studies solely as a result of pregnancy or pregnancy-related issues. Furthermore, post-secondary institutions are required to reasonably accommodate pregnant graduate students so that they may complete their courses and research. Under AB 2350, a graduate student who chooses to take a pregnancy-related leave of absence is allowed a period of up to twelve (12) months to prepare for and take preliminary or qualifying examinations, as well as an extension of at least twelve (12) months toward normative time to degree completion, unless a longer extension is medically necessary. A graduate student who is not the birth parent and chooses to take a leave of absence for the birth of his or her child is allowed a one month period to prepare for and take any preliminary or qualifying examinations, as well as an extension of at least one month toward normative time to degree completion, unless a longer extension is medically necessary to care for his or her partner or their child.

In addition, if a graduate student in good academic standing takes a leave of absence because she is pregnant or has recently given birth, the student will return to her program in good academic standing following the leave period, subject to administrative procedures. Likewise, if a graduate student in good academic standing who is not the birth parent and takes a leave of absence because of the birth of his or her child, the student will return to his or her program in good academic standing following the leave period, subject to administrative procedures.

If a graduate student feels she or he has been the victim of pregnancy discrimination, the student must bring the claim under the procedures for a Discrimination and Sexual Harassment complaint.

STUDENT RECORDS POLICY

Students are advised that the University maintains school and student records for no longer than a five-year period beyond the student’s final term of enrollment, with the exception of the transcripts and the academic record.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended
This act and provisions of the California Education Code set out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (U.S. Dept. of Education) concerning alleged failures by Biola to comply with provisions of FERPA. Biola University has adopted policies and procedures concerning implementation of FERPA on
campus. Copies of the policy are available in the Registrar’s Office.

**Release of Student Directory Information under FERPA**

Students who choose the “privacy” option regarding their records need to approve any releases of information about themselves, with the exception of certifying a student’s loan or deferment of a loan that the student themselves initiated since that release is “in the best interest of the students and a benefit to the student.” Even these forms would normally only be processed if the loan form was received in the mail from the loan agency for enrollment verification or if the form was brought in by the student for processing. Students who do not choose “privacy” can still only have limited information released. The only thing that can be released concerning “non-privacy” students is “directory release information,” consisting of Photo; Name; Address; Telephone Number (though this is to be avoided when possible); Date and Place of Birth; Major Field of Study; Degrees awarded and dates received.

**TECHNOLOGY: NETWORK USAGE POLICY**

This policy is a guide to the acceptable use of the Biola network. It is intended to address issues involved in the use of Biola's wired and wireless networks, as well as the Internet for transfer of information. This includes but is not limited to e-mail, file transfer, or use of applications which utilize the networks. In the case where electronic information is carried across other networks (i.e., outside Biola), users are advised that acceptable use policies of those networks also apply and may further limit use. Biola employees may be subject to additional guidelines as specified in the Biola University Employee Handbook.

The Technology & Network Usage Policy is maintained by the Information Services department and is available at: [http://offices1.biola.edu/it/services/policies/network-usage-policy/](http://offices1.biola.edu/it/services/policies/network-usage-policy/).

**EMERGENCY PROCEDURES**

**Emergency Number**

For all on-campus emergencies such as FIRE, AMBULANCE, or SHERIFF, dial the Dept. of Campus Safety, x5111 (from campus phone) or 562-777-4000 (from cellphone). Residents should also contact their Resident Advisor immediately. Do not contact outside emergency assistance directly because they are unfamiliar with our campus and must be directed by the Department of Campus Safety. The following is a list of other emergency procedures.

**Additional Information**

Complete information can be found at the Campus Safety website [http://www.biola.edu/offices/campus_safety/](http://www.biola.edu/offices/campus_safety/)

**Emergency Contacts:**

x5111 (from campus phone) or 562-777-4000 (from cellphone) **(all emergencies)**

(Also, if any off-campus incident involves university property, please call Campus Safety.)

**General Security/Safety Problems**

Campus Safety Administrative Office  903-4877
Campus Safety Field Office  903-4812
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Student Health
Health Center 903-4841

Office for Disabilities
Director of the Learning Center, Dr. Kevin Grant (x4542).

Title IX Coordinators for Discrimination
Tamara Anderson: Phone: x4867, E-mail: tamara.anderson@biola.edu
Ron Mooradian, Senior Coordinator: Phone: x4757, E-mail: ron.mooradian@biola.edu

Facilities Problems
Facilities Services 903-4898
Facilities Planning 903-4790

Alcohol/Drug Problems
Dean’s Office 903-4844

Crisis Intervention
Biola Counseling Center (562) 903-4800

Persons with disabilities
Students, faculty and staff with disabilities have special needs and problems in the event of an emergency. Preparation is the key. Assign someone now to provide assistance for such individuals in the event of an earthquake, fire or bomb threat. Urge individuals with disabilities to maintain an extra supply of medications and spare equipment or supplies needed to cope with their disability.

Experience in past emergencies has shown that chances of survival for disabled individuals are usually quite good due to the fact that they have often learned to cope with obstacles on a daily basis. The campus community can help by assuring that disabled individuals receive emergency warnings and are not forgotten during the response effort. During evacuations, those with disabilities must not use elevators, but must be assisted to evacuate using stairways.

Wheelchair Users
Frequently, wheelchair users have respiratory complications. Remove them from smoke or fumes immediately. Wheelchairs should not be used in stairwells, if at all possible. Consult wheelchair users in advance as to their preference with regard to ways of being removed from the wheelchair, the number of people necessary for assistance, whether to extend or move extremities when lifting, whether a cushion or pad should be brought along, how they are carried on a flight of stairs, and after-care if removed from the wheelchair.

Individuals using crutches, canes or walkers should be treated as if they were injured for evacuation purposes. They can be carried using a two-person lock-arm position or sitting in a sturdy chair, preferably with arms.

Visually Impaired Persons
In the event of an emergency, tell a visually-impaired person the nature of the emergency and offer to guide him/her. As you walk, tell them where you are and advise of any obstacles. When you have
reached safety, orient them to where they are and ask if any further assistance is needed. Remain with them as long as you are needed.

**Hearing Impaired Persons**
Persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique may be required. It may be necessary to get the individual's attention by writing a note or turning the light switch on and off, then indicating through gestures or in writing what is happening and what to do.

**Shelter**
Some emergencies may require you to take shelter in your building. If you are notified to shelter-in-place or you find you cannot exit because of greater dangers outside the building:

- Move to an interior room or building space away from as many windows as possible.
- Do not use elevators.
- If possible, remain with your group, or join a group of people.
- If available, take a radio or television with you to monitor the news.
- Shut and lock all windows and doors.
- Keep calm and review evacuation procedures with others that are with you.
- Be prepared to receive information via the mass notification system.
- Stay where you are until otherwise notified to move. Wait for a campus safety officer or further directions.
- Follow instructions of emergency personnel.
- Do not leave your room until notified to do so by emergency personnel.

**Evacuations**

**Building evacuation will occur via one of the following mechanism:**

- When a building evacuation alarm (fire alarm) is sounded: or
- Upon notification by a Campus Safety officer, or by a Building/Floor Coordinator, RD, RC or RA.

**When a signal to evacuate the building is sounded:**

- If possible, take your personal belongings with you.
- Walk quickly to the nearest marked exit stairwell.
- **Do not** use the elevators.
- Assist people with disabilities or special needs in exiting the building.
- Once outside the building, move to your designated evacuation area.
- Stay at least 100 feet away from any affected buildings or structures.
- Keep streets and walkways clear for emergency vehicles and personnel.
- **DO NOT return to an evacuated building** unless directed to do so by a Campus Safety Officer, Building/Floor Coordinator, RD, RC, RA or emergency response personnel.

*Under no circumstances should a student or any member of the university community unilaterally decide to ignore a fire alarm, fire drill, or a request for evacuation. Anyone found in violation of this standard may be subject to a fine and/or disciplinary action.*
Evacuation Plans and Assembly Points

When evacuation orders have been given, it is important to proceed to the designated area in a quick but orderly manner. Evacuation sites are set up to be a safe distance from the building, but also so that all residents arrive in the same area. This is crucial if 'attendance' has to be taken, to make sure all residents have been evacuated and no one is still left inside the building. To view the assembly points for each building please navigate to: http://studentlife.biola.edu/student-support/handbook/emergency-disaster/evacuation-assembly-points/
The Cook School of Intercultural Studies (CSICS) exists to equip students to communicate, live, and work effectively in culturally diverse contexts to make disciples of all peoples and impact the world for the Lord Jesus Christ. Through the scholarly activities of its faculty and graduate students, the school endeavors to engage in continuing research, which will contribute to the knowledge bases of the disciplines, which support the program emphases of the school.

The key objective of CSICS is to provide educational opportunity at the graduate level for mature, experienced students to reflect upon their cross-cultural experience and develop further capability in cross-cultural ministry through exposure to missiological and educational theories, social science methodologies, language specialization and the refinement of ministry related research skills.

The Cook School of Intercultural Studies serves the mission of the university in two very distinct ways. Its graduates have a broad exposure to the ideas that have shaped human thinking, specifically in the theoretical contributions pertinent to our fields of knowledge. The school also supports the university's General Education curriculum at the undergraduate level by offering cultural anthropology as a part of the required social science requirement, physical anthropology for the science requirement and TESOL as an undergraduate minor.

In order to foster the university's emphasis on developing critical thinking and encouraging sound Biblical faith, all CSICS course offerings are highly integrative in nature. All students are challenged to critically evaluate and test various theoretical models and to subject them to theological and Biblical examination. The emphasis is on the integration and application of concepts for the purpose of service and ministry in the world.

HISTORY OF CSICS

From its inception in 1908, Biola has had an enduring commitment to the world, equipping students for effective cross-cultural careers in missions, medicine, education and other related areas. The birth of Biola University, then known as the Bible Institute of Los Angeles, took shape as an outgrowth of an evangelistic outreach known as the Fishermen's Club. In the early years, teams of students from the Bible Institute were frequently seen witnessing in downtown Los Angeles.

In 1916 Biola, through the efforts of Lyman and Milton Stewart who initiated a China project in 1909 expanded its outreach by opening the Hunan Bible Institute in South China. This school trained Chinese nationals for Christian service and continued to operate until it was forced to close its doors and transfer to Hong Kong in 1952.

Beginning in 1929, the Bible Institute began its annual Missionary Conference, which continues today. The Student Missionary Union is responsible for conducting the largest student-run missionary conference of its kind on the West Coast. SICS faculty serve as advisors to SMU.

In 1945, the School of Missionary Medicine was opened. The School graduated 25 classes from 1945 to 1966 before it was phased out to make way for a baccalaureate Department of Nursing in response to requests from mission boards for certified RNs on the mission field. Eighty percent of the School of Missionary Medicine graduates served or are serving in cross-cultural ministries. The Nursing
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Department continues to graduate students in significant numbers who intend to become involved in cross-cultural service.

Beginning in 1968, the Missions Department was restructured to offer a Bachelor of Arts degree in Social Science/Missions. This was modified in 1978 to the present Bachelor of Arts in Intercultural Studies and in 2000 a B.A. in Anthropology became the second undergraduate degree. Graduate degrees in Missions were developed in Talbot School of Theology. These presently include a Master of Divinity with Missions Major, Master of Arts in Ministry with Missions Emphasis, and Master of Theology with a Missions Major.

In 1982, the University brought Dr. Marvin K. Mayer’s from a career with Wycliffe Bible Translators to lay the foundations for establishing a separate School of Intercultural Studies within the University, which would offer graduate degrees at the masters and doctoral levels in cross-cultural studies. The school was inaugurated in 1983 and began by offering the MA in Intercultural Studies and the Doctor of Missiology degrees. In 1988, the Ed.D. degree program, with an emphasis in intercultural educational studies, was added in cooperation with Talbot School of Theology's faculty of Christian Education. A year later, the SICS instituted the Field Course Program. This distance education program allows graduate students to take courses off-campus.

In 1991, William Carey International University’s Applied Linguistics and TESOL program under the leadership of Dr. Herbert Purnell moved to Biola and became the Applied Linguistics and TESOL department within SICS. Further strengthening the school’s linguistics offerings, the Summer Institute of Linguistics began a cooperative program within SICS, eventually joining the Department of Applied Linguistics and TESOL.

By 1997, the Ph.D. degree in Intercultural Education was approved and the Ed.D. degree discontinued. Today the school has over 16 full-time and part-time faculties, and several adjuncts, serving over 500 undergraduate and graduate students. SICS offers the following degrees: BA in Intercultural Studies and Anthropology; Certificate in TESOL and Linguistics; MA in Intercultural Studies, Missions, Applied Linguistics, Linguistics & Biblical Languages, TESOL, and Anthropology; Doctor of Missiology; and Doctor of Philosophy in Intercultural Education, and Intercultural Studies.

Over the years, four deans have provided leadership to the school. In 1989, the founding dean, Dr. Mayers, returned to his work with Wycliffe, and Dr. Donald E. Douglas was installed as second Dean of SICS. Dr. Douglas served abroad with SEND International, English Language Institute/China and World Vision International and taught in the Philippines, at Missionary Internship, and at the University of Michigan before coming to Biola University. Dr. F. Douglas Pennoyer was selected as the third dean of the school in 1998. Dr. Pennoyer was the Executive Director of the Small Tribes Organization of Western Washington (1978-1982), Seattle Pacific University's Director of the Intercultural Institute of Missions (1983-91), and the Senior Pastor of the Snohomish Free Methodist Church in Washington. Dr. Bulus Y. Galadima was selected as the fourth dean of the school in July 2014. Dr. Galadima served for many years as the provost/president of the largest evangelical graduate school in Nigeria, ECWA Theological Seminary, Jos.
The Cook School of Intercultural Studies consists of four departments: the Department of Anthropology; the Department of Undergraduate Intercultural Studies, the Department of Graduate Intercultural Studies, and the Department of Applied Linguistics and Teaching English to Speakers of Other Languages (ALT). The Department of Graduate Intercultural Studies has five graduate programs: the Master of Arts in Intercultural Studies, the Master of Arts in Missions, the Doctor of Missiology, the Doctor of Philosophy in Intercultural Education and the Doctor of Philosophy in Intercultural Studies. The Department of Anthropology has one graduate degree, the MA in Anthropology. The ALT department has four graduate programs: the Certificates in TESOL and Applied Linguistics; the Master of Arts in TESOL; the Master of Arts in Linguistics and Biblical Languages, and the Master of Arts in Applied Linguistics. CSICS Undergraduate Programs include two undergraduate majors: the BA in Intercultural Studies and the BA in Anthropology. CSICS also offers undergraduate minors in anthropology, archaeology, Social Justice, Human Rights and Conflict transformation, International development, Islamic Studies, Missions, applied linguistics, and an undergraduate Certificate in TESOL.

The program objectives of the Cook School of Intercultural Studies are to:

1. Sustain a core faculty to prepare students in the study of language, culture and cross-cultural communication as they impact the ministry of worldwide mission.
2. Maintain specializations in areas that represent the vanguard of contemporary mission strategy: social and cultural anthropology, cross-cultural communication, professional service, mission strategy, Bible translation and linguistics, urban research and ministry, church planting and development, teaching English as a second language and international development.
3. Maintain area orientations, such as Africa, Asia, Europe, Latin America, North America and the South Pacific.

The office for the Cook School of Intercultural Studies is located in Marshburn Hall. Student with questions regarding appointments with faculty or with the Dean, or need information that is not available in the Handbook, are invited to inquire at reception in the Marshburn Hall lobby.

The Cook School of Intercultural Studies communication with its graduate students primarily via e-mail. Occasionally, Cook faculty or administration may need to call you, text or send something to physical address. Accurate, updated information is essential in our ability to provide you with the best service possible. The student’s responsibility is to keep both the Biola Registrar’s Office and the Cook School of Intercultural Studies Office informed of all name, phone number, e-mail and address changes.

E-MAIL: Every Biola student receives a University e-mail address. The default email address used for communicating with graduate students is the University e-mail account. Student preferring an alternative address are encouraged to have their University e-mail automatically forwarded to that address.

Please refer to the following section for instructions on how to access your University e-mail account.
BIOLA SPIRITUAL LIFE CONFERENCES  

SECTION 2.6

Each year Biola University offers special conferences to encourage personal spiritual growth and commitment to ministries of the church and school. During each semester there is one day that is set aside as a day of prayer and there are numerous activities scheduled during that day to encourage group and personal prayer.

In the fall semester each year, the Torrey (undergraduate) and Lyman Stewart (graduate) Bible Conferences are scheduled for a period of three days at approximately mid-semester. The University invites to campus gifted Bible teachers who present a special series of messages during the conferences. Classes are dismissed during the Torrey Conference, and students are encouraged to attend as many sessions as possible.

During the spring semester of each year, the University Student Missionary Union (SMU) schedules an annual Missions Conference, which runs for three days, during which classes are suspended. Special speakers are invited to campus as well as representatives from various mission agencies. The conference provides opportunities for CSICS graduate and undergraduate students to discuss career opportunities with representatives of various mission agencies. For those who are already field workers, it is a time to renew acquaintances and make new ones, as well as hear top speakers who update the campus on the current pulse of missions.

FINANCIAL AID & SCHOLARSHIP ASSISTANCE  

SECTION 2.7

Some scholarships are available to Cook graduate students. Students cannot be awarded more than their full tuition. Some scholarships may affect the amount received from other scholarships. U.S. students need to fill out a FAFSA form every year to be considered for financial aid.

A. All students

1. **CSICS scholarships/grants:** Limited funds are available through the Cook School of Intercultural Studies designed to assist graduate students complete their programs in a timely manner. To be considered for scholarships/grants administered by the school, graduate students must complete an application form indicating the extent and duration of their need. Forms are made available from the CSICS office. Some scholarships may affect the amount received from other scholarships.

2. **Church Matching Scholarship:** Please see information online at:
   http://offices.biola.edu/finaid/grad/cook/scholarships/

3. **ALT Scholarship:** Up to $500 may be available from a small fund administered by the department.

4. **SIL Tuition Reduction:** Contact Dr. Rick Floyd for details about financial aid available to students pursuing Bible translation.

B. United States students

1. **Graduate Grant:** Please see information online at:
   http://offices.biola.edu/finaid/grad/cook/grants/

C. International Students

1. **International Student Aid Grant**
2. International Leadership Grant

Please see information pertaining to both online at:
http://offices.biola.edu/finaid/grad/cook/international/

Further details of financial aid programs may be obtained from the Biola Financial Aid Office by clicking this link.

Teaching and research assistantships, which are ordinarily contracted for one term at a time, involve nomination by the faculty member with whom the student will work. Students should discuss the possibility of becoming a Teaching Assistant or Graduate Assistant with school faculty members prior to the term in which they wish to become an assistant. Since TAs and GAs are considered employees of the university during the duration of their appointment, they must complete university employment forms. Stipends are paid bimonthly.

MAIL SERVICES

Mailboxes are available to all graduate students. The mailboxes are located in Marshburn Hall lobby. Students desiring a mailbox may request one at Reception in the Marshburn Hall lobby. **Students leaving their CSICS program for any reason, must return the key to Reception to avoid an $8.00 key replacement fee.**

This mailbox may be used to receive off-campus mail and packages when the following address is used:

Your Name  
Biola University  
SICS Box # (your number)  
13800 Biola Ave.  
La Mirada, CA 90639

This system includes “Campus Mail” (in-house, internal mailings), and “Outside Mail” (USPS mail, delivery services such as UPS or FedEx).

Tampering with another person’s mail is a federal offense as well as a violation of University policy.

**Purpose and Use Restrictions**

Use of “Campus Mail” must be in accord with University policy and applicable law. Campus Mail will be accepted only from current and emeritus Biola employees and students, and from university departments and recognized student organizations.

Campus Mail service is restricted to those mailings directly related to (a) official university business or (b) personal communication between members of the Biola community. It is not available to outside agencies, organizations, and commercial firms for activities not directly sponsored or conducted by the university. Also, use of Mail Services for the personal and private business of university students, faculty, and staff members is subject to the discretion of the Mail Services office.

This policy is designed to ensure compliance with federal regulations and university guidelines relating to the use of U.S. and Biola Mail Services.

PRIVACY

Once “Outside Mail” comes to Biola University from the USPS or other delivery service, Biola University is acting as an agent for the recipient (not as a “contract employee” of the USPS) and, as such, inspection and delivery by Biola University is subject to the following provisions.
Biola University reserves the right to inspect the contents of any item, whether Campus Mail or Outside Mail, and to withhold delivery of any inappropriate or suspicious items. While Biola Mail Services will not routinely open mail, items will be opened by authorized Mail Services supervisory personnel when:

- no other means can be used to determine recipient or, in the case of mail that must be returned, when the sender cannot be determined.
- material that is inappropriate or suspected to be inappropriate is found. Such material is subject to being opened. Mail Services personnel will withhold delivery of such material and notify the Office of the Dean of Cook School of Intercultural Studies if mail items contain substances, materials or communication that violate the mission and policies of Biola University.
- suspicious mail items are found. Mail Services personnel will withhold delivery of such material; safety authorities may be called to investigate and these items may be opened to determine the contents.

Material is considered inappropriate or objectionable which (among other things) depicts, expresses or deals with matters of nudity, sexual activity, sex, drug misuse or addiction, crime, cruelty or violence in a manner that conflicts with the stated mission, standards, and policies of Biola University. Final determination of inappropriateness shall rest with the Dean of Students or his/her designee.

GOOGLE APPS & CANVAS INSTRUCTIONS

1. What is Google Apps?
   a. Google Apps is a package of online tools that makes communicating and collaborating easier and more efficient. The cornerstone of Google Apps is Gmail, Google’s web-based email program, which integrates with Google Calendar, for coordinating schedules, and Google Docs, for creating and sharing documents. All of these services are hosted online, so email, documents, and calendars are always accessible from any computer.

2. How do I get access to Google Apps?
   a. Before accessing Google Apps, you need to set your password using http://login.biola.edu/first-time. Once you have done this you will find instructions for logging in to your Google Apps account on the Welcome page of login.biola.edu.
   b. Once you know your e-mail address and password you can log in to Google Apps by going to http://mail.biola.edu. Use the first half of your e-mail address, the part before @biola.edu, as your user name.
   c. NOTE: You can access your University e-mail address from anywhere in the world by going to http://mail.biola.edu

3. Help
   a. Google Apps has a very valuable and extensive Help file. Click on the “Help” option on the top right toolbar to access the Help function. Please read through the guides and familiarize yourself with Google Apps.
   b. Remember to check your Google Apps account on a regular basis in order to stay up to date on all CSICS and Biola news and information.

If you have any questions that cannot be answered by the Help function on Google Apps, please contact the IT Helpdesk services on Biola’s campus.
Canvas instructions
Please refer to the following link for instructions on how to navigate Canvas:
https://sites.google.com/a/biola.edu/canvas/instructions/welcome-to-canvas

MY.BIOLA

The website my.Biola is Biola’s web portal—a personalized, first connection into Biola’s online tools, services, data, and community. It allows University members to have secure, single sign-on access to applications and services for their distinct roles. Students, faculty, staff, and alumni have access to a thriving educational and community services resource at any time and from anywhere.

This web portal is also a key part of internal Biola communications. It serves as a primary source for campus announcements and news, group communication, and also private, password-protected data, like finances, grades, etc. It also has the ability to automatically filter the announcements, news, and event information received, helping to reduce information overload. You can access my.Biola with your Net ID and password. For more information, visit this link.

BIOLA LIBRARY

All currently registered students have access to the Biola library. The Biola ID serves as the library card and allows entrance into the library. The Net ID and password (given upon matriculation) are required to access all online databases. Students can set up and access a library account via the library website. Students may also borrow resources utilizing Link+ and the Interlibrary Loan service [ILL]. The Biola Library allows up to $100 per student to be used for any additional fees required to secure ILL resources. Also, the library covers all costs involved in securing resources for students working on their dissertation (i.e., there is no limit imposed on these fees). As well, the library will send articles anywhere, either by electronic format or two-day priority shipping. However, nonresidential students are encouraged to use their local libraries for borrowing books through interlibrary loan. For more information, consult the Biola Library website.

DOCTORAL RESEARCH GROUP [DRG]

This student-led group generally gathers once a month throughout the semester to discuss items of interest and relevance to the CSICS doctoral community. Topics discussed in recent gatherings include the following: writing for publication, analyzing one’s own data, defending one’s proposal, using EndNote, and preparing for the qualifying exam. Information about upcoming meetings is highlighted in the doctoral newsletter called the “Doctoral Update” (see “Doctoral Newsletter” below).

DOCTORAL NEWSLETTER

The CSICS “Doctoral Update” is published as an occasional newsletter for all doctoral students. Our intent is that it will serve to both inform and encourage the Cook doctoral community by
highlighting student progress, listing upcoming events and courses, reminding everyone of important program information, and providing another means to communicate with one another. Please send any news items, suggestions, and comments to Patti Colombo the CSICS Graduate Administrative Assistant: csicsgrad@biola.edu.
COOK SCHOOL OF INTERCULTURAL STUDIES

PhD PROGRAM HANDBOOK

OVERVIEW

SECTION 3.1

This academic doctoral degree further equips experienced educational professionals by deepening their understanding and application of relevant theoretical constructs in intercultural education. Graduates of this program often teach in higher education and lead educational institutions in intercultural contexts. Half of the coursework for this Ph.D. program can be completed by distance—either online or through hybrid classes where the lectures are offered overseas. The remaining coursework can be completed during two-week hybrid on Biola’s La Mirada campus.

The Doctor of Philosophy in Intercultural Education [PhD–ICE] equips students for professional vocations in various educational arenas. The program aims to produce graduates who engage in research and writing about cross-cultural educational endeavors, are competent educators for intercultural contexts, and integrate a biblically informed perspective into their understanding and practice of education.

The Doctor of Philosophy in Intercultural Studies Degree [PhD–ICS] equips students for professional vocations in a variety of cross-cultural arenas. The program aims to produce graduates who engage in research and writing about cross-cultural issues, have competence in intercultural interaction, change, and transformation, and integrate a biblically informed perspective into their understanding of culture.

Students may gain admittance to the programs through the PhD application process conducted by the Admissions Office of Biola University. An accredited master’s degree or its equivalent appropriate to the PhD is required for admission. Students must have a GPA of at least a 3.30 in their previous graduate studies. Three years of cross-cultural experience plus proficiency in a second language is preferred. Three years of teaching experience in a cross-cultural or multicultural setting or its equivalent is expected of students pursuing the PhD in Intercultural Education.

The major components of the doctoral programs include the following: completion of 60 units (beyond the master’s degree) of required coursework, successful completion of the qualifying exam, successful defense of the dissertation proposal, and the research, writing, and defense of the doctoral dissertation. Conferral of doctoral degrees is made twice a year at the winter and spring commencements.

BIOLA CATALOG AND COURSE LISTINGS LINK

SECTION 3.2

Click here for the Biola University 2014–2015 Catalog for the most up-to-date program information and course listings.

ADMISSION REQUIREMENTS

SECTION 3.3

1. A baccalaureate degree from an accredited college or university with a minimum grade point average of 3.0 (on a 4.0 scale).
2. An accredited master's degree or its equivalent appropriate to the Ph.D. in Intercultural Education/Intercultural Studies with a minimum GPA of 3.30.
3. Three years of cross-cultural experience plus proficiency in a second language is preferred. Three years of teaching experience in a cross-cultural or multicultural setting or its equivalent is expected of students pursuing the Ph.D. in Intercultural Education.
4. Applicants without intercultural/missions, Bible/theology, or educational studies may have additional coursework added to their program.
5. Submission of the following: (a) a one-two page statement outlining vocational objectives and how the degree will relate to those objectives, with possible dissertation topic included; (b) a
writing sample in the form of an essay or research paper; (c) three letters of references on forms supplied by the admissions office; (d) official transcripts from all institutions of higher education attended, whether or not a degree was completed.

6. An oral interview with either the program director or their designate (may be completed over the phone) at the director's discretion.

7. Application and all required materials must be submitted by January 31 for fall semester admission, by August 30 for spring semester. Applications may be submitted after deadlines, along with an application fee of $65, but will only be considered if space and time allow. Late applications may be considered for admission to a later term.

Note: Official documents presented for admission or evaluation become part of the student's academic file and normally cannot be returned or copied for distribution.

ACADEMIC ADVISING & REGISTRATION

All students will be assigned a faculty advisor prior to the beginning of their first semester of study. Faculty members are available to the students to plan their academic study in order to achieve the most effective program possible for each student. It is our goal to give all students the best learning options possible at Biola for fulfilling their personal career objectives.

Registration for the first semester in the program occurs a few days prior to the beginning of the semester. Faculty will be available at that time to advise students for their first semester registration.

Departmental tracking sheets are included in this handbook to advise students of credit requirements remaining for completion of the degree sought. Students' faculty advisors will utilize the tracking sheet to help them work out each semester's schedule and a total program plan.

Registration
During the initial registration, students will interact with a faculty advisor from the department and plan their first semester schedule. During each semester of enrollment, students are required to pre-register for the following academic semester. Pre-registration begins in late October during the fall semester and in late March during the spring semester. To plan registration for those semesters, students should contact their faculty advisor prior to pre-registration.

Biola University's online system for registering for classes and enrolling in the University is found on my.Biola.edu. All students must complete both registration and enrollment.

- Registration (Phase 1) is where current students reserve their courses for the upcoming semester.
- Enrollment (Phase 2) is required of all students and involves completing all nine administrative steps along with the down payment. (Enrollment payment deadlines are August 15 & January 15.) Classes will be dropped if you do not complete all steps of Enrollment (Phase 2) including your payment.

Please file all Financial Aid paperwork on time! You must allow 4 - 6 weeks from the time you complete your financial aid file to prevent delays and not incur the Late Enrollment fee.

PROGRAM REQUIREMENTS

The Ph.D. program requires a minimum of 60 credits past the appropriate master's degree, with 48 semester hours of course work and 12 semester hours of dissertation research.

If a student has completed a master's degree that does not contain the background necessary for the Ph.D. program, the total program will be longer than 60 credits, as determined by the program director. A faculty advisor will guide each student in planning a program of study to serve his or her career needs. The degree
Ph.D. in Intercultural Education

The Ph.D. in Intercultural Education program consists of a total of 60 credits, of which 12 may be devoted to dissertation research, including ISCL 872 – Foundations of Doctoral Research and ISCL 891 – Dissertation Proposal.

The coursework includes four foundational courses (12 credits), four specialized courses (12 credits), three electives or tutorials (9 credits), three Bible/Theology courses (9 credits), and two research methods courses (6 credits). The dissertation portion of the program includes two taught courses (6 credits) and allows students to devote six credits to independent research and writing. There is wide latitude for students to pursue their individual interests in elective courses (or tutorials) and ultimately in research for their doctoral dissertation.

If a student has completed a master's degree that does not contain the background necessary for the Ph.D. in Intercultural Education, the total program may be longer than 60 credits, as determined by the program director. A faculty advisor will guide each student in planning a program of study to serve his or her career needs. The degree offers an emphasis in either intercultural or multicultural education.

Program Learning Outcome

Upon completion of the Doctor of Philosophy in Intercultural Education, students will be able to:

1. Articulate relevant educational theories and identify key educationists’ current and seminal works relevant to intercultural education, including pertinent Christian scholarship (ULO 1).
2. Demonstrate a mastery of important constructs in intercultural education and related disciplines associated with their research area (ULO 1).
3. Discuss and analyze the integration of one’s faith commitments, theological understandings, and pertinent educational convictions (ULO 1 and 2).
4. Evaluate the research of other students and scholars in the field of intercultural education (ULO 1).
5. Synthesize theoretical understandings in intercultural education and apply them to a new educational context (ULO 1).
6. Generate new understandings and explanations (e.g., theoretical constructs) and apply them to the improvement of educational outcomes (ULO 1).
7. Employ cross-cultural communication skills through presentations to achieve culturally appropriate learning outcomes in diverse contexts (ULO 3).
8. Engage in and publish independent educational research (ULO 3).
9. Exemplify in scholarly writing “servant scholarship” (i.e., rigorous scholarship accompanied by Christ-like humility) (ULO 2).
**PHD—INTERCULTURAL EDUCATION CURRICULUM CHART**

**Prerequisites:** M.A. degree with a strong education background. Minimal 3 years of cross-cultural or multi-cultural educational experience.

**Prerequisites met:** Yes____ No_____

**Prerequisites required:**

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<th>Date Completed</th>
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**Foundational Courses: 12 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ISCL 709</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>ISAN 761</td>
<td>Culture and Transformation</td>
<td>3</td>
</tr>
</tbody>
</table>

**Choose 2 of the following 3 courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISCL 703</td>
<td>Curriculum Design for Intercultural Contexts</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 765</td>
<td>Cross Cultural Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 742</td>
<td>History of the World Christian Movement</td>
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**Educational Core Courses: 12 credits**

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<tr>
<td>ISCL 816</td>
<td>Education Theory</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 823</td>
<td>Cross-cultural Teaching &amp; Learning Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 825</td>
<td>Comparative Human Development</td>
<td>3</td>
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**Choose 1 of the following 2 courses:**

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<tr>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ISCL 815</td>
<td>Educational Philosophies of Global Religious Traditions</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 885</td>
<td>Multicultural Education</td>
<td>3</td>
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**Specialization Courses: 9 credits**

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</thead>
<tbody>
<tr>
<td>ISCL ___</td>
<td>Education/ICS Elective</td>
<td>3</td>
</tr>
<tr>
<td>ISCL ___</td>
<td>Education/ICS Elective or Tutorial</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 873</td>
<td>Tutorial</td>
<td>3</td>
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**Research Courses: 6 credits**

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ISCL 803</td>
<td>Qualitative Research</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 879</td>
<td>Research Design</td>
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**Bible/Theology Courses: 9 credits**

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**Dissertation Writing: 12 credits**

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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ISCL 872</td>
<td>Foundations of Doctoral Research</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 891</td>
<td>PhD Dissertation Proposal</td>
<td>3</td>
</tr>
<tr>
<td>ISCL 890</td>
<td>PhD Dissertation Field Research</td>
<td>_____</td>
</tr>
</tbody>
</table>

**Comprehensive Exam Completed:**

**Proposal Defense:**

**Faculty Advisor Approval:**

**Date:**
Ph.D. in Intercultural Studies

The Ph.D. in Intercultural Studies program requires a minimum of 60 credits past the appropriate master's degree, with 48 semester hours of course work and 12 semester hours of dissertation research.

The 48 credit component of the program includes four foundational course (12 credits), four specialized courses (12 credits), three electives or tutorials (9 credits), three Bible/Theology courses (9 credits), and two research methods courses (6 credits).

If a student has completed a master's degree that does not contain the background necessary for the PhD in Intercultural Studies, the total program will be longer than 60 credits, as determined by the program director. A faculty advisor will guide each student in planning a program of study to serve his or her needs.

Program Learning Outcomes

Upon completion of the Doctor of Philosophy in Intercultural Studies, students will be able to:

1. Articulate relevant anthropological, historical, and theological understandings and identify relevant scholars’ current and seminal works relevant to intercultural studies (ULO 1).
2. Demonstrate a mastery of important theoretical constructs in intercultural studies associated with their research area (ULO 1).
3. Discuss and analyze the integration of one’s faith commitments, theological understandings within the discipline of intercultural studies (ULO 1 and 2).
4. Evaluate the research of other students and scholars in the field of intercultural studies (ULO 1).
5. Synthesize theoretical understandings in intercultural studies and apply them to a new cross-cultural and/or multicultural context (ULO 1).
6. Generate new understandings and explanations (e.g., theoretical constructs) and apply them to the improvement of vocational involvement in cross-cultural and/or multicultural contexts (ULO 1).
7. Employ cross-cultural communication skills through presentations to facilitate learning in diverse contexts (ULO 3).
8. Engage in and publish independent research in intercultural studies (ULO 3).
9. Exemplify in scholarly writing “servant scholarship” (i.e., rigorous scholarship accompanied by Christ-like humility) (ULO 2).
PhD—Intercultural Studies-Curriculum Chart

**Prerequisites:** M.A. degree with a strong emphasis in intercultural studies, social sciences, or a related field. Minimal 3 years of cross-cultural experience.

**Prerequisites met:** Yes_____ No_____  
**Prerequisites required:**

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<th>Date Completed:</th>
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</table>

**Foundational Courses:** 12 credits

- **ISAN 761:** Culture and Transformation 3 credits
- **ISCL 709:** Intercultural Communication 3 credits

**Choose 2 of the following 3 courses:**

- **ISCL 765:** Cross-cultural Leadership 3 credits
- **ISCL 742:** History of the World Christian Movement 3 credits
- **ISCL 703:** Curriculum Design for Intercultural Contexts 3 credits

**Intercultural Studies Core Courses:** 12 credits

- **ISCL 853:** Theoretical Issues in Cross-cultural Engagement 3 credits
- **ISCL 801:** Method & Theory in Cross-cultural Studies 3 credits
- **ISCL 852:** Contemporary Issues in Cognitive Anthropology and Worldview Studies 3 credits
- **ISAN 751:** Social Anthropology 3 credits

**Specialization Courses:** 9 credits

- **ISCL ___:** Elective 3 credits
- **ISCL ___:** Tutorial or Elective 3 credits
- **ISCL 873:** Tutorial 3 credits

**Research Courses:** 6 credits

- **ISCL 803:** Qualitative Research 3 credits
- **ISCL 879:** Research Design 3 credits

**Bible/Theology Courses:** 9 credits

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**Dissertation Writing:** 12 credits

- **ISCL 872:** Foundations of Doctoral Research 3 credits
- **ISCL 891:** PhD Dissertation Proposal 3 credits
- **ISCL 890:** PhD Dissertation Field Research 0-6 credits

**Qualifying Exam Completed:**

**Proposal Defense:**

**Faculty Advisor Approval:**

**Date:**
CURRICULUM COURSE SUBSTITUTIONS

SECTION 3.6

It is possible in the Ph.D. program for faculty to make decisions allowing course substitutions for required courses. Generally, students are encouraged to draw upon the total resources of Biola University to best equip them for their vocation. Hence, courses in Talbot School of Theology, the School of Arts and Sciences, Crowell School of Business and Rosemead School of Psychology may be appropriate for students’ program. When a faculty advisor concurs that such substitutions are necessary, the advisor may authorize course substitution request forms, which are submitted to the graduation counselor. In this way the student may draw from the entire curriculum of the university to build a personalized program of training for ministry.

While it is possible to make program changes, it should be kept in mind that programs have been planned to provide foundational skills. Substitutions will only be made in keeping with the integrity of the Ph.D. degrees offered in the School. If the choice of courses cannot be settled with one's faculty advisor, appeal may be made to the faculty for final resolution.

TIME LIMIT FOR DEGREE COMPLETION

SECTION 3.7

All course and academic requirements for the Ph.D. in Intercultural Education/Studies degree should be completed within seven years, beginning on the date of the student's first registration. Petitions for extension beyond seven years will be considered on a case-by-case basis for students. At times students may need to interrupt their programs for a semester or more for a variety of personal or work-related reasons. This may be done with the consent of their respective Ph.D. Program Director. Students must be continuously enrolled unless on an official Leave of Absence. Students who fail to register in any given semester without a Leave of Absence will be dropped from their respective doctoral program. Also, students on Leave of Absence beyond two consecutive semesters must reapply to their respective doctoral program.

WITHDRAWAL & RE-ADMISSION PROCEDURES

SECTION 3.8

A student who must drop out of the school must go through the formal withdrawal process. To return to active status, the student should contact the program director and file a readmission form with the Office of Admissions.

TERMINATION FROM THE PHD PROGRAM

SECTION 3.9

Students may be terminated from their respective PhD program for various reasons, including the following:

1. Exceeding the time limit for degree completion;
2. GPA lower than 3.3 (see subsections “GPA Requirements” and “Probation”);
3. Failing the qualifying exam more than once;
4. The inability to successfully defend the dissertation research (see “The Defense”);
5. Plagiarism (see Academic Integrity section 1.4)

Students who have completed 42 units of doctoral coursework may request conferral of a terminal MA in Intercultural Studies degree.
Inactive students are those who have requested and been granted Leave of Absence from the program. A Leave of Absence may be granted upon petition for change of status if there is deemed sufficient reason for interrupting the program and intention to return to the program.

A Leave of Absence may be granted upon petition for change of status if there is deemed sufficient reason for interrupting the program and intention to return to the program. Inactive students are those who have requested and been granted Leave of Absence from the program. A Leave of Absence must be renewed by petition each semester and may not exceed two consecutive semesters. A Leave of Absence longer than two semesters will require withdrawal from the program and a petition for readmission if the student later wishes to regain active status. Each Leave of Absence must receive the approval of the Program Advisor and the Dean of CSICS. Students on leave are required to register for ISCL 893 Leave of Absence each term.

**PhD PROGRAM GUIDE**

**SECTION 3.11**

**Seven Preliminary Steps Leading Up to Original Research Phase**

1. **Coursework**

   **Advisement**

   At the outset of the program the Program Director will serve as Program Advisor to all new students. During the course of students first year of study, they will be assigned a more permanent advisor. These faculty members are available to students to plan their academic studies in order to achieve the most appropriate program possible for students.

   Prior to beginning their coursework, students will receive from the Office of Admissions a program curriculum chart. These charts are useful in helping Program Advisors and students track student progress in coursework.

   **Enrollment (Formerly called Registration)**

   *Enrollment for new and readmit graduate students is being conducted on line from the first Monday in July at 9:00 am through, August 15th at 4:00 pm. To avoid a late enrollment fee all steps including down payment must be completed by the deadline (Please note: if you choose to use the down payment method you MUST also sign up for a payment plan at the same time). The charge for late enrollment is $200.*

   On line enrollment can be found at [my.biola.edu](http://my.biola.edu) (new students will receive their BSI [Biola Student id number] when they are accepted and NET ID’s/passwords (for validated students) will be available the day after you validate your acceptance at [my.biola.edu](http://my.biola.edu) – new students click on “First time logging in”. This will also link you to the class schedule and curriculum charts.

   It is important that students utilize the correct registration codes (see below). For questions about registration, contact Thelma McLean ([thelma.mclean@biola.edu](mailto:thelma.mclean@biola.edu)).
Registraion Codes

01: on campus
C: extension center in Chiang Mai, Thailand
800: doctoral-level course
700: MA- or PhD-level course
C1/E1: MA-level course only
C2/E2: doctoral-level only

GPA Requirements

Students are required to maintain at least a 3.3 grade-point average throughout their programs.

Probation

Students who fail to maintain the minimum GPA will be placed on academic probation. During probation, students are advised to take a maximum of 6 units. Students who fail to achieve at least a 3.3 GPA by the end of the second semester of probation will be subject to dismissal from their doctoral program. Appeals for readmission must be directed to the Dean of the Cook School of Intercultural Studies.

Course Load

A typical course load for full-time students is 9 units per semester. Students engaged in full-time work or ministry should strongly consider taking a reduced load due to the intensive nature of doctoral course work.

Course Reductions

If a student has completed a master’s degree, which does not contain the background necessary for the PhD program, the total program will be longer than 60 credits, as determined by the program director. If a student enters the PhD program having completed a master’s degree with courses equal in rigor and content to any of the four common foundational courses, their program may be reduced up to 9 credits.

Students with advanced work in Bible and theology may be eligible for up to 9 credits of Bible/theology reductions for work completed as part of a DMin or DMiss degree, and up to 6 credits of reduction for students with a ThM degree. Requests for course reductions from other students with extensive coursework in Bible and theology will be considered on a case-by-case basis and will not normally exceed 6 credits of course reductions.

At the recommendation of the PhD Program Advisor and with the approval of the doctoral studies committee, students with a previous doctoral degree may be given course reductions of up to 24 credits but must complete at least 24 credits of new course work at Biola, plus a new dissertation (i.e., 12 credits). The Program Advisor will guide each student in planning a program of study to serve his or her career needs. The degree offers a concentration in either intercultural or multicultural education. Students are expected to choose the concentration most appropriate to their research interests.

A tutorial is a supervised course relevant to a student’s research and may be accomplished individually or with other students. In general, tutorials are largely self-directed and are often used to contribute to students’ literature reviews. Students should plan to spend a minimum of 135 hours on a 3-unit tutorial during the semester. Students may register for up to three tutorials throughout the duration of their program (see Appendixes A & B for PhD–ICE and PhD–ICS curriculum charts).
an exception is granted, tutorials must be supervised by a CSICS faculty member. While students generally register for a tutorial course (ISCL 873) under their respective Program Director, students may arrange to work on a tutorial course with another Cook faculty member who is knowledgeable about the student’s dissertation topic (or another topic of study relevant to their program). Upon consultation with the Program Advisor, it may be possible for students to work with a faculty member from another school at Biola University. It is the responsibility of students to contact the professor early in the semester in order to discuss their objectives and a proposed plan of study throughout the semester. It is up to the discretion of the supervisory professor as to how often students will meet with him or her and/or submit assignments during the semester.

Electives

Upon consultation with their dissertation chairs and/or program advisors, students may choose to take up to three elective courses. It is strongly advised that the subject matter of these courses be relevant to the students’ programs.

Residency Requirement

CSICS PhD Students taking coursework at the extension center must take at least 50% (24 credits) of their coursework at Biola’s main campus. For the purposes of Distance education student students, tutorials count toward fulfilling the residency requirement if students register for a fall course and begin their work while they are on campus in July. On-campus students may also participate in extension center courses.

Course Delivery System

1. Hybrid: During the fall and spring semesters, the modular courses blend weekend face-to-face class time with online interaction throughout the semester. The face-to-face portion is typically a doctoral seminar in which students come prepared to present and interact. The typical schedule of a hybrid course lasts two consecutive weekends, Thursday–Friday (5:00–9:00 PM) and Saturday (9:00 AM–5:00 PM). All courses are semester long.

2. Wholly Online: These courses are held online all semester long utilizing Canvas. These courses are not considered “independent study;” rather, students progress together through the course material by reading course texts, posting assignments, and interacting with one another utilizing the “threaded discussion” feature of Canvas. Students may participate in course discussion regardless of where they are located geographically and should plan to spend about 10 hours per week on a 3-unit online course.

3. Lectures Overseas: These courses are offered in January, July, and August in a 2-week, half day, face-to-face format. The lecture portion is taught in Chiang Mai, Thailand, on the campus at Payap University in January and August and at Biola’s La Mirada campus during the month of July. Most classes will also have an online component following the face-to-face meeting. Offering these hybrid classes with the lecture portion in Chiang Mai enable qualified students serving in ministries and professional vocations in the surrounding region complete up to 24 units of their doctoral studies program by taking courses at the extension site. All students attending courses at the extension site receive a one-third tuition reduction. No application is necessary. Standard tuition rates apply for study on Biola’s La Mirada campus. Please contact the CSICS Distance Learning Administrator for more information, ken.stewart@biola.edu.

4. Field Courses: A limited number of prepared courses are available for students to complete at their own pace providing all assignments are submitted within a year. Upon enrollment in the course, students are given electronic access to course lectures, a syllabus, a list of required readings and course texts. Students turn in their assignments directly to the professors utilizing the Canvas interface.
Course enrollment is available year round. Students may request a specific course by contacting the CSICS Distance Learning Administrator, ken.stewart@biola.edu. Currently, Cook offers the following doctoral-level, 3-unit, self-directed courses in this format:

a. Cross-cultural Leadership  
b. Cultural Anthropology for Christian workers  
c. Social Organization  
d. Principles of Church Planting  
e. Dynamics of the Religious Experience  
f. Urban Research and Ministry

5. Semester-long Courses: With the approval of their Program Advisors, students may enroll in semester-long courses at any of Biola’s six schools.

Format and Style for Academic (Non-dissertation) Papers & Writing Center

For all academic papers, students must use the Publication Manual of the American Psychological Association, Sixth Edition and the “Concise Form & Style Guide.” The CSICS Graduate Administrative Assistant, Patti Colombo at csicsgrad@biola.edu, will email you a pdf of the “Concise Form & Style Guide” upon request. It is also located on the PhD program website under resources.

Biola’s Writing Center is a place where students of all disciplines and writing abilities can discuss their writing with a trained consultant, designed to provide feedback and assessment of papers in progress. The focus is on the process of writing and assisting students who have writing deficiencies—not on editing or proofreading. The Center is open to all Biola students, both under- and postgraduate.

Assistance is provided on a walk-in basis or by appointment. Please call the office for further information, (562) 903-4826. The writing center is located in the Biola Library middle level.

For a free grammar checker software, click this link for the WhiteSmoke Grammar Checker.

2. Portfolio Assessment Systems

The Cook School of Intercultural Studies (CSICS) at Biola University has chosen to utilize a Portfolio Assessment System for its PhD programs effective Fall 2012-2013. This system is designed as a means to help monitor student progress in developing as a scholar. Before the end of the first semester at COOK SICS, students must create an e-portfolio on Canvas called “CSICS program portfolio” and send the link (URL) for that portfolio to csicsgrad@biola.edu. Students should upload or link the required components to their “CSICS program portfolio” on Canvas by January 31st for Fall semester work and by June 30th for Spring semester work. Students will submit a variety of course materials periodically throughout the duration of the doctoral program. These include:

1. Scholarly paper (PLO #1, 8) (first 12 months) Submit a paper where you attained B+ or better.
   • Criteria for assessment:
     a. Demonstrated understanding of pertinent theoretical issues (i.e. integration of coursework, theological and intercultural analysis as appropriate);  
     b. Coherent organization;  
     c. Clear, concise, and accuracy of written expression; and

2. **Introduction to dissertation** topic (PLO #6) (upon completion of course) (final assignment in ISCL 872 Foundations of Doctoral Research): This should be updated after completion of ISCL 879 Research Design and ISCL 891 Dissertation proposal (see #5, 9) Must attain a B+ or better or you have one semester to re-write. If you do not re-write within that timeframe, the doctoral committee will meet with you for advising.
   - Criteria for assessment:
     a. A convincing argument for the necessity of the study;
     b. A clear statement of the research problem articulating what is unknown;
     c. An unambiguous statement of the purpose of the study;
     d. Research questions that flow logically from the purpose statement;
     e. A clear explanation of the study’s delimitations and limitations;
     f. A convincing presentation of the significance of the study
     g. Clear, concise, and accurate written expression; and
     h. Adherence to the *Publication Manual of the American Psychological Association, Sixth Edition*.

3. **Book review (PLO #4, 8)** of publishable quality (end of second year)
   - Criteria for assessment:
     a. Same as for scholarly paper; and
     b. Adherence to editorial guidelines for a named academic journal

   OR

   **Article submitted for publication (PLO #4,8)** in a scholarly journal, or a conference paper presentation
   - Criteria for assessment:
     a. Same as for scholarly paper; and
     b. Adherence to editorial guidelines for a named academic journal

4. **Evaluated class presentation (PLO #7)**-where you attained a B+ or better

5. **Evaluated Methods and procedures chapter (PLO#6)** (upon completion of the course)(Final assignment in ISCL 879 Research Design) must attain a B+ or better or you have one semester to re-write. If you do not re-write within that timeframe, the doctoral committee will meet with you for advising.
   - Criteria for assessment:
     a. Justification and explanation of proposed research paradigm and approach;
     b. Description of clear and feasible data collection strategies and procedures;
     c. Potential ethical considerations with strategies for coping with them;
     d. Clear description of appropriate validation/verification strategies;
     e. Clear, concise, accurate written expression;
     f. Adherence to the latest *Publication Manual of the American Psychological Association Sixth Edition*; and
     g. Logical and coherent organization
6. **Evaluated Qualitative research project (PLO#6)** (upon completion of the course) (Final assignment in ISCL 803 Qualitative Research) Must attain a B+ or better or you have one semester to re-write. If you do not re-write within that timeframe, the doctoral committee will meet with you for advising.

7. **Evaluated Philosophy of ministry/Philosophy of education (PLO #3,9)** (Upon completion of the course)
Final assignment in ISCL 801 Method and Theory of Cross-cultural Ministry (PhD, ICS) OR ISCL 816 Educational Theory (PhD, ICE). Must attain a B+ or better or you have one semester to re-write. If you do not re-write within that timeframe, the doctoral committee will meet with you for advising.

8. **Qualifying exam (PLO #2)**
   - Criteria for assessment:
     a. A well organized and well developed essay demonstrating an acquaintance with and understanding of pertinent theorists and theories;
     b. A discussion of areas of agreement/disagreement among theorists (with application to students’ context and research interest), including citations from important works;
     c. A demonstrated capacity to apply theoretical constructs to a given context and/or research interest uniquely to each question, indicative of an ability to integrate and synthesize relevant concepts; and,
     d. A well-written, concise, and precise essay manifesting mastery of the *Publication Manual of the American Psychological Association, Sixth Edition* form and style requirements, including attention to grammar, spelling and other important aspects of professional-level written expression

9. **Approved dissertation proposal (PLO#5)**

3. **Graduation Procedures Check—Part 1**

As soon as students complete their coursework, they must contact their Program Advisor who will verify their coursework completion, then schedule a consultation with a Graduate Graduation Counselor, 562-944-0351 x5231, for a Graduation Procedures Check or “grad check.” The grad check ensures that all University coursework and graduation requirements have been met. Students should complete the grad check before writing the qualifying exam.

4. **Qualifying Exam**

After all required coursework is successfully completed, students may register for ISCL 865 Qualifying Examination to take the qualifying exam. The qualifying exam represents a transitional point in the doctoral program. Focusing on skills of integration and synthesis, the exam gives evidence that students have mastered a breadth of foundational understandings that position them to undertake original research. Along with the dissertation proposal, the exam marks the passage from student to scholar. For F1 visa students, the qualifying exam counts for full-time status during the semester they are registered.

Students should register for the qualifying exam in the semester in which they wish to take it. Before registering for the qualifying exam, students must have a cumulative GPA of at least 3.3.
Cook faculty members write exam questions during the first month of that semester. Students can arrange with Patti Colombo (csicsgrad@biola.edu), the CSICS Graduate Administrative Assistant, to write their exams during the second and third months of the semester in which they are registered (i.e., Oct 1–Nov 30 or Mar 1–Apr 30). Students will have five days (i.e., five 24-hour periods) to submit responses to their four questions. Students may consult print and electronic sources, but may not consult with another human being. Responses to each question should be no longer than 1500 words (approximately six pages of double-spaced text). Students should use the Publication Manual of the American Psychological Association, Sixth Edition for formatting. The required reference list is not included in the word count.

Graders of the exams are looking for the following:

1. A well-organized and well-developed essay demonstrating an acquaintance with and understanding of pertinent theorists and theories;
2. A discussion of areas of agreement/disagreement among theorists (with applications to each student’s context and research interest), including citations from important works;
3. A demonstrated capacity to apply theoretical constructs to a given context and/or research interest uniquely to each question, indicative of an ability to integrate and synthesize relevant concepts; and,
4. A well-written, concise, and precise essay manifesting mastery of the Publication Manual of the American Psychological Association, Sixth Edition form and style requirements, including attention to grammar, spelling, and other important aspects of professional-level written expression.

Each qualifying exam question will have two faculty members as graders. Graders will assess each question with a mark between 1 and 4, utilizing half-point increments.

24–32 = Pass (each question must earn at least 5 points, and the exam total must be 24 or higher)
16–23.5= Rewrite every question that scored below 5 points. A re-written question must score at least 6
8–15 = Rewrite the entire exam with new questions at a later date

If a student fails the qualifying exam, the Program Director will notify the student and will explain both the results of the exam and the options available. If all components of the qualifying exam have not been successfully completed within the semester, students should register for ISCL 866 Qualifying Examination Extension (0 units), fee $100. Students may retake the exam only once. Students are advised that retaking the qualifying exam is a discretionary privilege that may not be granted if, in the estimation of faculty, they manifest little likelihood of successfully completing the requirement. In such cases, students will be terminated from their doctoral programs.

5. Dissertation Proposal

CSICS PhD students commence formulating their dissertation research at the onset of their doctoral programs in the ISCL 872 Foundations of Doctoral Research course. They refine their dissertation topics throughout their coursework and, particularly, in the ISCL 803 Qualitative Research and ISCL 879 Research Design courses. By the end of these two research methods courses, students should have a clear understanding of the research process. ISCL 891 Dissertation Proposal is an online course that requires the formulation of a defensible doctoral dissertation proposal.

After successfully completing all required coursework and passing the qualifying exam, students must submit a dissertation proposal to the chairperson of their doctoral dissertation committee. When the chair declares the proposal ready to defend, the candidate will submit copies to each member of the doctoral committee. The committee chair will schedule a proposal defense. The committee will approve or recommend changes to the proposal, allowing the candidate to proceed (see “Appendix C: Path to a Defensible Dissertation Proposal in 3 Years”).
6. Candidacy

Official PhD candidacy indicates that students have completed all of the preliminary requirements and are now qualified to undertake original research contributing to scholarship in their respective fields through their doctoral dissertations.

To achieve candidacy, students must successfully complete the following:

1. Required coursework and the Graduation Procedures Check (or grad check);
2. Portfolio, approved by the doctoral committee;
3. Qualifying exam; and

It is the responsibility of students to contact their advisors in order to ensure all candidacy requirements have been met. Upon completion of the requirements, students will be notified of their acceptance to candidacy. Upon achieving candidacy, students may implement their proposed research plans under the supervision of the approved doctoral chairperson.

Students enrolled in ISCL 890 Dissertation Field Research or ISCL 891 Dissertation Proposal are considered full-time students if they enroll for at least 2 units per semester. During the dissertation phase, doctoral students are considered full time for a maximum of two years. If doctoral candidates have not defended their dissertations by the time all required dissertation units are completed, they must enroll continuously in ISCL 892 PhD Continuous Research each semester until the successful defense of the dissertation. This enrollment carries no academic credit but maintains the students’ continuous registration.

7. Approval from the Protection of Human Rights in Research Committee [PHRRC]

The final step to complete before students can begin the original research phase is to receive approval for their doctoral research proposals from the Protection of Human Rights in Research Committee [PHRRC]. All doctoral research proposals at Biola University must receive approval before field research begins. The PHRRC is a campus-wide committee of graduate professors who rule on the matter of human subjects research projects.

It is important for students to consider this requirement, particularly while they are enrolled in ISCL 879 Research Design when they are formalizing their dissertation proposals. Since university-wide committees seldom meet during the summer, students should plan to submit their proposals to the committee during one of the regular semesters. This is to protect both students and the University in a time of increasing litigation and heightened awareness of the rights of those people with whom students work. For the PHRRC guidelines and application, click here to access the pdfs.

Once students have filled out the application, they should email the application and one blind copy of the application, both in Word files, to their dissertation chair. Once the chair approves the application, he or she will walk it over to the PHRRC.
Dissertation Committee

Forming the dissertation committee normally begins with identifying a chair with whom students will work closely as they carry out their dissertation research. This faculty member must be knowledgeable about a student’s research topic and capable of supporting and guiding them through the research and writing process. The chair must also be someone with whom students will be comfortable working and entering into student/mentor relationships. The selection of a chair is consensual. Often this is done at the end of the ISCL 872 Foundations of Doctoral Research course, but no later than the beginning of the ISCL 879 Research Design course. When the student has identified a likely chair, they must check with their program director for approval before approaching the faculty member. Students will then work with their chairs to identify the two remaining members. These members must be chosen on the basis of ability to contribute to the research topic and complementation in expertise for other members on the committee. In some cases, an outside reader may be asked to read and comment on a dissertation in order to provide expert opinion on a particular topic, or it may even be appropriate to form a four-person committee. The Program Directors reserves the right to serve as ex-officio members of every doctoral committee.

At CSICS, doctoral committees normally have three members, including the chair. The chair and at least one additional committee member must be a CSICS faculty member. The third member can be any qualified person inside or outside of CSICS.

- If the chair of a dissertation is no longer serving as either a CSICS faculty member or emeritus faculty, it is the responsibility of the candidate to find a new chair from among CSICS faculty.
- Additionally, if at any point neither the second nor third member of the dissertation committee is a CSICS faculty member, the candidate must reorganize his or her committee so that the chair and at least one reader are current members of CSICS faculty (or emeriti).
- If the candidate is not satisfied with the dissertation committee, he or she may find replacements for the committee, as long as the chair and at least one reader are current CSICS faculty members.

The student will work with the program director to form the dissertation committee; and the committee is approved when the dissertation proposal date is set. Students must submit changes to their committee to their program director for approval.

Registration for Dissertation Research Courses

After receiving PHRRC approval, students must register for ISCL 890 PhD Dissertation Field Research. Normally, students must take a minimum of three dissertation units per semester to be considered full time. Students are considered full time for four semesters while taking these dissertation units. In order to maintain active enrollment in the program, students must register for ISCL 892 PhD Continuous Research (0 units) upon completion of ISCL 890 PhD Dissertation Field Research. Students who fail to register continuously each semester are automatically dropped from the PhD program. To return to active status, students must contact the Program Director and file a readmission form with the Office of Admissions.

Format Style for Dissertations

Students must consult the Publication Manual of the American Psychological Association, Sixth Edition and the full version of the “Cook Style Manual for Doctoral Students” (Contact Patti Colombo,
Students are highly encouraged to develop a working knowledge of Microsoft Word in order to correctly format their papers. Additionally, students should acquire and master a bibliographic management program for their references (e.g., Zotero, Mendeley, EndNote, etc.). A program is required in the Foundations of Doctoral Research class, and students should work to keep their chosen program up to date throughout their coursework, in preparation for writing their dissertation.

**First Draft of the Dissertation**

The dissertation chair will work with students during the data collection, data analysis, and writing process. The candidate must submit an acceptable first draft of the dissertation to the chairperson no later than the last day of the semester prior to the semester in which the student expects to graduate. Normally only the chair reads the first draft of the dissertation.

**Defensible Draft of the Dissertation**

Successive drafts may be required leading up to a defensible draft. If approved by the chair for defense, students must present a copy of the dissertation to all committee members no later than 10 weeks prior to the expected graduation date (i.e. within the first 5 weeks of the semester). The defense can be scheduled at a mutually agreeable time to all committee members, but no later than 8 weeks prior to graduation. The chair should not call for a defense without the consent of the other members of the committee that the proposal is reasonably defensible.

**The Defense**

During the semester students plan to graduate, they must be enrolled at Biola, as the University only graduates active students. During the final semester students and their doctoral committees schedule a public defense of the dissertation so that others in the University who have an interest in the research may attend.

The defense will be led by the chair and will consist of the student and the members of the committee. Other members of the faculty may attend the defense as observers, and at the discretion of the chair may be invited to ask questions or make comments. Defenses are public events, but guests do not have speaking privileges.

At the conclusion of the defense, the student, all guests and visiting faculty will leave the room while the committee makes its decision. Defense committees shall choose from one of the following decisions:

1. **Pass:** This decision indicates that the student has successfully defended the dissertation and is ready for the final stages of the dissertation process. Undoubtedly minor changes in the defensible draft will be required by the committee. It will be the responsibility of the chair to ensure that these changes are made before giving final approval.

2. **Conditional Pass:** This decision indicates that the student has successfully defended the dissertation but that certain conditions must be met to satisfy all committee members. The candidate must make these corrections to the satisfaction of the chair and to the other committee members before receiving final approval.

3. **Deferred:** This decision indicates that there are serious flaws in the research that require significant changes and a new defense. Such a situation might arise if one or more members of the committee object to the present state of the research and call for additional work to be done. In such cases, the objection will be recorded and a plan for remediation will be suggested. It will be the
responsibility of the chair to work with the student in implementing these changes before resubmitting a draft to the committee for another defense.

4. **Fail**: This decision indicates that the dissertation fails to meet the minimal standards of scholarly research or that it is inconsistent with the degrees offered by CSICS. As such this dissertation is deemed inappropriate for further consideration and will be rejected, resulting in the termination of the candidate’s doctoral program.

No dissertation is complete until all the formal University requirements for the dissertation are met (see “Postdissertation Defense Procedures”).

**Graduation Procedures Check—Part 2**

When students are about one year away from graduation (or in the semester previous to the semester in which they anticipate graduating), they should contact the Graduate Graduation Counselor again, 562-944-0351, x5231, to finalize all University graduation requirements.

**Post dissertation Defense Procedures**

As soon as students have completed their dissertation defenses, they must contact Thelma McLean (CSICS Executive Administrative Assistant, 562-944-0351, x5686) for final instructions, including (but not limited to) receiving the ProQuest/UMI guidelines for dissertation publication. Students are responsible for completing every step within the timelines indicated by the University.

Once students have successfully defended their dissertations, all final revisions have been implemented, and the dissertations are finally approved by the chairs, two final steps remain: the format check and the final check. The Format Checker ensures that the format of a dissertation conforms to the “Cook Style Manual for Doctoral Students” and the *Publication Manual of the American Psychological Association, Sixth Edition*. Students are expected to format their dissertations to the “Cook Style Manual for Doctoral Students” and the *Publication Manual of the American Psychological Association, Sixth Edition* and not rely on the Format Checker to do this (unless students wants to privately hire the Format Checker to do this).

**The Format Check**

As a general rule, if there are multiple formatting errors in the first few pages of the dissertation, the Format Checker will return dissertations to students who will then need to get them up to standard before they can be reviewed again.
Students have two options for the format check:

Option 1 (Preferred): The Format Checker indicates the required changes and students privately hire the Format Checker to implement those changes as well.

Option 2: The Format Checker indicates the required changes, students make those changes themselves, then they resubmit their dissertations for a second reading by the Format Checker.

Time allowance for format check: 2 weeks per dissertation

The Final Check

When the Format Checker gives final approval, the dissertation is submitted to the Final Checker, who checks on margins, paper quality, and clarity for archival and microfiche production. This check usually takes less time. After the Final Checker has approved the dissertation, students can then submit their dissertations for printing. Both checks must be completed within the timelines given by CSICS.

Time allowance for final check: 2 days per dissertation.

Submitting the Final Copies

Students will need to order one copy of their dissertation for COOK SICS. They must create an account at UMI, [http://www.etdadmin.com/cgi-bin/school?sitId=475](http://www.etdadmin.com/cgi-bin/school?sitId=475), the PDF and follow the directions on the website. Students can order as many bound copies as you wish, but will need to order one copy for Cook, and have it shipped to:

Biola University
COOK School of Intercultural Studies
13800 Biola Ave.
La Mirada, CA 90639.

Commencement

Each semester, there is a Hooding Ceremony, which is a time of celebration of student accomplishments and gratitude for God’s provision. This is followed by a Commencement ceremony. Students are strongly encouraged to attend, but attendance is not mandatory.