**College Presidents**

**At Healdsburg**
Sidney Brownsberger 1882-1886*
William C. Grainger 1886-1894*
Frank W. Howe 1894-1897*
Roderick S. Owen 1897-1899*
Marion E. Cady 1899-1903*
Elton D. Sharpe 1903-1904*
Warren E. Howell 1904-1906*
Lucas A. Reed 1906-1908*

**At Angwin**
C. Walter Irwin 1909-1921*
William E. Nelson 1921-1934*
Walter I. Smith 1934-1943*
Henry J. Klooster 1943-1945*
Percy W. Christian 1945-1950*
John E. Weaver 1950-1954*
Henry L. Sonnenberg 1954-1955*
Ray W. Fowler 1955-1963*
Floyd O. Rittenhouse 1963-1972*
John W. Cassell, Jr. 1972-1983
D. Malcolm Maxwell 1983-2001*
Richard C. Osborn 2001-2009
Heather J. Knight 2009-2017
Eric D. Anderson, 2017
Robert A. Cushman, 2017-

*Deceased

**College Trustees**

Bradford C. Newton, D.Min., Chair**
Executive Secretary and Ministerial Director, Pacific Union Conference

Harry Chip Gabriel, M.B.A., Vice Chair
President, Generations LLC

Robert A. Cushman, Ph.D., Secretary**
President, Pacific Union College

Jana Aagaard, J.D.
Lead Attorney and Senior Counsel, Dignity Health

Tony Anobile, M.A.**
Vice-President, Pacific Union Conference

Sheila Atiga Hodgkin, M.S.
Founding Member, Chief Development Officer, Med Play Technologies

Arnetha F. Ball, Ph.D.
Professor of Education, Co-Director of CREAL, Stanford University

Theodore Benson, Ed.D.**
Treasurer, Pacific Union Conference

Leon Brown, D.Min.**
President, Nevada-Utah Conference

Ramiro Cano, B.A.**
President, Central California Conference

Esther J. Chambi Herold, J.D.
Attorney, Herold & Herold L.L.C.

Eleanor Ferguson-Marshalleck, Ph.D.
Associate Dean Emerita, CSU Los Angeles

Ricardo B. Graham, D.Min. **
President, Pacific Union Conference

Steven Herber, M.D., FACS
President & CEO, St. Helena Hospital

Bonnie Hernandez Comazzi, M.S.
Retired Marriage & Family Therapist

Kristine R. Johnson, M.A.
Speech Pathologist; Board Member, Archie Tonge Education Foundation

Sonia Lee Ha, M.D.
Clinical Director of Pediatrics, Community Health Clinic Ole

Dwayne O. Leslie, J.D.
Director of Legislative Affairs, General Conference

James E. Pedersen, M.Div.**
President, Northern Calif. Conference

L. Steven Spears, J.D., C.P.A.
CFO and Senior Vice-President Mercy Housing, Inc.

Berit von Pohle, Ed.D.
Director of Education, Pacific Union Conference

Ralph S. Watts III, M.Div.**
President, Hawaii Conference

**Ex Officio
College Administration

Robert A. Cushman, Ph.D.  
Pacific Union College  
President

JoAnn Bowen  
Executive Assistant

William R. Chunestudy, D.M.A.  
Assistant to the President for Title IX Compliance

Serhii Kalynovs’kyi, M. S.  
Director, Institutional Research

Academic Administration

Nancy Hoyt Lecourt, Ph.D.  
Vice President for Academic Administration and Academic Dean

Marlo J. Waters, Ed.D.  
Associate Academic Dean and Registrar

Jonathan S. Bradley, B.A.  
Associate Registrar

Judy Cushman, M.S., P.P.S.C.  
Coordinator, Disabilities Support Services

Vivian Geow, B.S.  
Academic Records Specialist

Tanya J. Healy, B.A.  
Executive Assistant

Tauva Hellie, B.A.  
Assistant to the Associate Academic Dean

Georgina Hill, Ph.D.  
Director, Honors Program

Nancy R. Jacobo, M.P.H.  
Director, Teaching and Learning Center

Michelle Kendrick, B.A.  
Academic Mentor and Tutoring Coordinator

Christy Mantz, B.S.W.  
Coordinator, Service Learning Program

Martin Pita, M.S.W.  
Academic Advisor and Mentor

Maria G. Vance, B.S.  
Director, Academic Computing

Financial Administration

Brandon C. Parker, C.P.A., M.B.A.  
Vice President for Financial Administration and Chief Financial Officer

S. Jolié Trogdon, B.B.A.  
Associate Vice President for Financial Administration

Christopher S. Ames, B.B.A.  
Assistant Controller

Nicholas Lapido, B.A.  
Student Financial Services Counselor

Sheri L. Miller, B.S.  
Student Financial Services Counselor

Stacy Nelson II, B.S.  
Director, Human Resources

Debbie S. Stewart, B.S.  
Executive Assistant

Sean Westenrider, B.S.  
Director, Public Safety

Laurie L. Wheeler, M.B.A.  
Director, Student Financial Services

L. Fredrick Whiteside  
Student Financial Services Counselor

Student Affairs, Enrollment Services, and Public Relations

Jennifer Tyner, M.A.  
Vice President for Student Life, Enrollment, and Marketing

Lunelle Bertresse, M.S.W.  
Assistant Dean of Women

Janae Bowman, B.S.  
Enrollment Counselor

James I. Boyd, Jr., B.S.  
Dean of Men

Brittany J. Brown, B.A.  
Director, Athletics

Candice Carstens, B.A.  
Admissions Specialist

Lila Cervantes, B.S.M.  
Prospective Student Financial Advisor

Larissa Church, B.A.  
Director, Public Relations

Alexandra Dunbar, M.Ph.  
Enrollment Counselor

Hernan Granados, M.Div.  
Associate Dean of Men

Jonathan Henderson, B.A.  
Campus Chaplain

Jaime Herman, M.A.  
Campus Visit and Summer Groups Coordinator

Juan Hidalgo, B.A.  
Assistant Dean of Men

Kristi R. Horn, M.S.  
Executive Assistant

Dana Howard, B.S.  
Webmaster

Nicholas Hubbard, B.S.  
Director, Counseling Center

Michael Jefferson, M.A.  
Career Counselor

Sydney Johnston, M.S.  
Transfer Student Enrollment Counselor

Avery Lay, B.S.  
Transfer Student Enrollment Counselor

Fabio Maia, B.A.  
Service and Mission Coordinator

Cameron Mitchell, B.F.A  
Graphic Designer

Dana Negro, B.S.  
Communications Specialist

Judy Ness, M.S.W., L.C.S.W.  
Executive Assistant and International Student Advisor

Crista Peterson, M.S.W.  
Director, Admissions

Craig E. Philpott, B.S.M.  
Interim Dean of Women

Gena Philpott, B.A.  
Director, Recruitment

J.R. Rogers, B.S.  
Art Director

Clifford M. Rusch, M.F.A.  
Director, Health Services

Sandra Sargent, R.N.  
Assistant Dean of Women

Rebecca Seibert, B.S.  
Director, Student Engagement & Leadership

Douglas S. Wilson
College Personnel

College Advancement
Kellie J. Lind, B.S. Chief Philanthropy Officer
Eckhard Hubin, M.Div. Director, Estate Planning
Christina Im, B.A. Event Coordinator for Alumni & Advancement
Karen A. Roth, A.S. Administrative Assistant and Trust Officer for Planned Giving
Carrie White (Moore), B.S. Executive Assistant for Alumni & Advancement

Information Technology Support Services
Maria G. Vance, B.S. Director, ITSS
Dennis Elkins, B.S. Assistant Director, ITSS
Jon A. Falconer, B.A. Internet Services
Roland Haylock, B.S. Programmer
Rico D. Mundy, B.A. Associate Director, ITSS

Library
Patrick Benner, M.L.I.S. Interim Director, Library
Eric Anderson, Ph.D. Systems Librarian
Junior Artigas, B.S. Director, Media Services
Plerm Sample, B.S. Acquisitions Technician
Jason St. Clair, M.S.L.S. Reference Librarian
Katy Van Arsdale, M.L.I.S. Special Collections and Reference Librarian

Auxiliary Enterprises and Services
Ada M. Funes, B.S. Director, Discoveryland
Arthur B. Goulard, B.A. Director, Landscape
Geoffrey Hilton, B.S. Director, Flight Center
Miguel A. Irula Director, Custodial Service
Sheldon S. Schultz, B.A. Director, Albinon Retreat and Learning Center
Robert B. Wilson Director, Copy Center and Mail Services
Dale I. Withers, B.S.M. Director, Facilities Management
Allan L. Zehm, B.S. Director, Land Management

Howell Mountain Enterprises
A Wholly Owned Subsidiary of Pacific Union College
Brandon C. Parker, C.P.A., M.B.A. President
Robert A Cushman, Ph.D. Chair, Board of Directors
Stacy Nelson II, B.S. Secretary
S. Jolié Trogdon, B.B.A. Treasurer
Pat A. Withers, B.S.M. Assistant Manager, Chevron Station TBD
Pat A. Withers, B.S.M. Manager, Market TBD

Professors and Administrators Emeriti
Bruce D. Bainum, Ph.D., Professor Emeritus of Psychology. B.A., Pacific Union College, 1975; Ph.D., University of Tennessee, 1979. (1979)
Charles V. Bell, Ph.D., P.E., Vice President Emeritus for Academic Administration and Academic Dean Emeritus. B.S.E.E., Mississippi State University, 1956; M.S.E.E., Stanford University, 1957; Ph.D., Stanford University, 1960. (1984)
Paul F. Bork, Ph.D., Professor Emeritus of Religion. B.A., Pacific Union College, 1950; M.A., Seventh-day Adventist Theological Seminary, 1952; B.D., Andrews University, 1961; Ph.D., California Graduate School of Theology, 1971. (1967)


Lloyd E. Eighme, Ph.D., Professor Emeritus of Biology. B.A., Pacific Union College, 1951; M.A., Pacific Union College, 1953; Ph.D., Oregon State University, 1965. (1958)

Mary Margaret Eighme, M.S., Professor Emerita of Family and Consumer Sciences. B.S., Pacific Union College, 1950; M.S., Oregon State University, 1965. (1958)


Donald R. Halenz, Ph.D., Professor Emeritus of Chemistry. B.A., Emmanuel Missionary College, 1957; M.S., Ph.D., Virginia Polytechnic Institute, 1961. (1979)


Edwin L. Moore, Ph.D., Associate Academic Dean Emeritus. B.S., Pacific Union College, 1971; M.A., University of Hawaii, 1974; Ph.D., Claremont Graduate University, 2013. (1997)


William C. Mundy, Ph.D., Professor Emeritus of Physics. B.S., Southern Missionary College, 1962; M.A.T., Vanderbilt University, 1963; Ph.D., Iowa State University, 1972. (1975)


Burton A. Pontynen, Ed.D., Professor Emeritus of Industrial Education. B.S., Stout Institute, 1951; M.S., Stout Institute 1953; Ed.D., Arizona State University, 1973 (1953)


**Faculty Directory**


Chantel C. Blackburn, Ph.D., Associate Professor of Mathematics. B.S., Andrews University, 2006; M.S., University of Arizona, 2009; Ph.D., University of Arizona, 2014. (2012)

Katrina Blue, Ph.D., Assistant Professor of Biblical Studies. B.A., Monash University, 1995; M.A., Fuller Theological Seminary, 2002; M.A., Fuller Theological Seminar, 2008; Ph.D., Andrews University, 2015. (2017)


Susan M. Bussell, R.N., D.N.P., Associate Professor of Nursing. B.S., Loma Linda University, 1993; M.S., University of California, San Francisco, 1999; D.N.P., Loma Linda University, 2013. (2005)


Serah Choi, R.N., M.S.N., Assistant Professor of Nursing. B.S.N., Pacific Union College, 2008; M.S.N., Loma Linda University, 2012. (2013)

Kim-Liang Chuah, Ph.D., Professor of Business Administration and Economics. B.S., University of the Philippines, 1980; M.A., University of the Philippines, 1982; Ph.D., Washington State University, 1992. (2015)


Amy Cronk, M.A.A.T., Assistant Professor of Fine Art. B.F.A., La Sierra University, 2009; M.A.A.T., School of the Art Institute of Chicago, 2011. (2011)


Kent A. Davis, Ph.D., Professor of Chemistry. B.S., Andrews University, 1992; Ph.D., Indiana University, 1998. (2002)

Diana M. Diaz, M.S.N., Assistant Professor of Nursing. A.D.N., Antillean Adventist University, 1989; B.S.N., Antillean Adventist University, 1991; M.S.N., Pontifical Catholic University. (2016)


Abram Y. Fisher, J.D., Associate Professor of Business Administration. B.S., Pacific Union College, 2007; J.D., University of Maryland, 2011. (2014)


Linda L. Gill, Ph.D., Professor of English. B.A., Andrews University, 1984; M.A., La Sierra University, 1986; Ph.D., University of California, Riverside, 1992. (1993)

Raulton Haye, M.S. Assistant Professor of Physics and Engineering. B.S., Howard University, 2000; M.S., University of Rhode Island, 2004. (2014)

Floyd E. Hayes, Ph.D., Professor of Biology. B.S., Loma Linda University, 1985; M.S., University of Michigan, 1986; Ph.D., Loma Linda University, 1993. (2003)


John Nunes, Ph.D., Professor of Business Administration. B.S., University of Tennessee, Chattanooga, 1981; M.B.A., Old Dominion University, 1983; Ph.D., Capella University, 2009. (2011)

Helo Oidjarv, Ph.D., Associate Professor of Social Work. B.A., University of Tartu, Estonia, 1996; M.S.W., Andrews University, 2000; Ph.D., University of Illinois at Chicago, 2009. (2017)

Marie Pak, Ph.D., Professor of Chemistry. B.S., Indiana University, 1988; M.S., Ph.D., Albert Einstein College of Medicine, 1993. (1999)


Laurie Parson, D.N.P., Associate Professor of Nursing. B.S., Utah State University, 1993; B.S.N., Walla Walla College, 1996; M.S., Ball State University, 2012; D.N.P., Southern Adventist University, 2017. (2009)


Damaris Perez, M.S.W., Instructor of Social Work. B.S.W., Pacific Union College, 2007; M.S.W., Walla Walla University, 2010. (2017)


Michelle L. Rai, M.S., Assistant Professor of Communication. B.A., Pacific Union College, 1993; B.S., Pacific Union College, 1997; M.S., Golden Gate University, 2007. (2006)


Sylvia B. Rasi Gregorutti, Ph.D., Professor of Modern Languages. B.A., Andrews University, 1989; M.S., Georgetown University, 1991; Ph.D., Georgetown University, 2002. (1993)

Heather A. Reid, Ph.D., Professor of English. B.A., Canadian Union College, 1997; M.A., University of Victoria, 2003; Ph.D., University of Victoria, 2011. (2008)

James Robertson, M.S., Associate Professor of Physics. B.S., Southern College of Seventh-day Adventists, 1991; M.S., Florida State University, 1994. (2003)


Hannah Saravanakumar, M.S.N., Assistant Professor of Nursing. B.S.N., MG Ramachandra Deemed University, 2003; M.S.N., Washington Adventist University, 2012. (2016)

Vicki Saunders, M.S., Assistant Professor of Nutrition. B.S., Loma Linda University, 1975; M.S., Ohio State University, 1979. (2011)


Sidney Shields, Ph.D., Assistant Professor of Mathematics. B.S., Pacific Union College, 2011; Ph.D., University of Nevada, Las Vegas, 2017. (2017)

Rajeev Sigamoney, M.S., Assistant Professor of Film and Television. B.S., Johns Hopkins University, 1997; M.S., Johns Hopkins University, 2002. (2012)

Shanthi E. Solomon, Ph.D., Assistant Professor of Nursing. B.S., Madras University Christian Medical College, 1991; M.S., Loma Linda University, 2006; Ph.D., Loma Linda University, 2015. (2016)


Backil Sung, M.D., Ph.D., Professor of Biology. M.D., Korea University, 1995; M.M.S., Korea University, 1997; Ph.D., Korea University, 1999. (2012)

Visiting Lecturers


Walter C. Utt Professors of History and Visiting Scholars


Field Supervisors in Education

Donna Altes, B.A., University of California, Los Angeles, 1996.


Jon Salinger, M.P.A., Sacramento State University, 1983.

Field Instructors in Social Work Practicum
Linda Bradas, M.S.W., CA State University, Sacramento, 1992.
Meg Easter-Dawson, M.S.W., Indiana University, 1997.
Rachel Hart, M.S.W., CA State University, Sacramento, 1998.
Nick Honey, M.S.W., San Francisco State University, 1990.
Tracy Lamb, B.S.W., Western Michigan University, 1983.
Kerry Locklear, L.C.S.W., CA State University, Sacramento, 1972
Meghan Murphy, M.S.W., CA State University, Chico, 2006.
Mark Perkins, M.S.W., L.C.S.W., Fresno State University, 1980.
Celine Regalia, M.S.W., San Jose State University, 1998.
Randy Storm, M.S.W., L.C.S.W., Simmons College, 1983.
Lisa Tremain, M.S.W., CA State University, Sacramento, 2000.
Kristen Wagner, M.S.W., University of Chicago, 1992.
Maya Webb, M.S.W., CA State University, Sacramento, 2001.
Janlee Wong, M.S.W., San Francisco State University, 1977.

Paulin Center for the Creative Arts
John Milholland, Brass. (1997)

Church Partners in Ministerial Training
Angwin Village SDA Church
Calistoga SDA Church
Elmshaven SDA Church
Middletown SDA Church
Napa Community SDA Church
Napa Spanish SDA Church
Napa Valley Korean SDA Church
Santa Rosa SDA Church
Santa Rosa Spanish SDA Church
St. Helena SDA Church
St. Helena Spanish SDA Church

Affiliated Agencies for Nursing Clinical Instruction
Adventist Medical Center Hanford
Adventist Medical Center Selma-Dignity Health
Alpha Pregnancy Center, Napa
Bakersfield Memorial Hospital
Central Valley General Hospital-Dignity Health
Child Start
Children’s Hospital of Los Angeles
Citrus Valley Health Partners
Collabria Care
CommuniCare Health Centers- Davis Community Clinic
CommuniCare Health Centers- Peterson Clinic
CommuniCare Health Centers- Salud Clinic
David Grant Medical Center
Doctors Medical Center of Modesto
Feather River Hospital
Glendale Adventist Medical Center
Jewish Community Center, Santa Rosa & Rohnert Park
John Muir Health
John Muir Medical Center, Walnut Creek
John Muir Medical Center, Concord
John Muir Home Health Services
Kaiser Foundation Hospitals
Kaiser Permanente, Santa Rosa
Kaiser Permanente, Vallejo
Kaiser Permanente, Vacaville
Lodi Memorial Hospital

Loma Linda University Medical Center
Madera Community Hospital
Marin County Health & Human Services
Maxim Healthcare Services, Concord
Maxim Healthcare Services, Fresno
Mendocino Coast District Hospital
Mendocino Coast Public Health
**Mendocino Community Health Clinic**
Mercy General Hospital-Dignity Health
Mercy Hospital of Folsom-Dignity Health
Mercy San Juan Medical Center-Dignity Health
Methodist Hospital of Sacramento-Dignity Health
Mission Carmichael Care Center
Mt. Diablo Medical Center
North Bay Health Care Group & Vaca Valley Hospital
Oroville Hospital
Queen of the Valley Medical Center including
Santa Rosa Memorial
SRM Alliance Hospital Services and Petaluma Valley Hospital
Redlands Community Hospital
Redwood Memorial Hospital c/o St. Joseph Hospital of Eureka
Reedley Community Hospital
San Bernardino County
San Joaquin County Public Health Services
San Luis Obispo County Public Health
San Ramon Regional Medical Center
Santa Rosa Memorial Hospital
Shriners Hospitals for Children
Sierra Nevada Memorial Miners Hospital – Dignity Health
Siskiyou County Health & Human Services Agency, Public Health Division
Solano County Health & Social Services
Sonoma Valley Hospital
Sonora Regional Medical Center
St. Bernardine Medical Center – Dignity Health
St. Helena Hospital
St. Helena Hospital Center for Behavioral Health
St. Helena Hospital, Clearlake
Surprise Community Hospital
Sutter Health Sacramento Sierra Region includes;
Sutter Auburn Faith Hospital
Sutter Center for Psychiatry
Sutter Davis Hospital
Sutter Medical Center Sacramento
Sutter Roseville Medical Center
Sutter Solano Medical Center
Sutter Lakeside Hospital
Sutter Santa Rosa Regional Hospital
Sutter-Solano Medical Center
UC Davis Medical Center
UCSF Medical Center San Francisco
Ukiah Valley Medical Center
VA Northern California Health Care System
Valley Children's Hospital
White Memorial Medical Center
Willits Hospital

**School Partnerships in Supervised Instruction**
Calistoga Joint Unified School District
City of Santa Rosa School District
Fairfield-Suisun Unified School District
Fortuna Unified School District
Foothills Adventist Elementary School
Howell Mountain School District
Konocti Unified School District
Lakeport Unified School District
Middletown Unified School District
Napa Christian Campus of Education
Napa Valley Unified School District
Pacific Union College Elementary School
Pacific Union College Preparatory School
Pope Valley Unified School District
Rio Lindo Academy
St. Helena Unified School District
Upper Lake Union School District
Vallejo Unified School District
Windsor Unified School District
Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that the work one presents as one’s own is one’s own.

Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code of Academic Integrity whether or not faculty members establish special rules of integrity for particular courses. Failure of faculty to prevent academic dishonesty does not excuse students from compliance with the Code.

Those who engage in academic dishonesty diminish the quality and value of their education and bring discredit to the academic community.

Categories of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

1. **Cheating**—Using, or attempting to use, unauthorized materials in any academic exercise; or having someone else do one’s own academic work. Examples of cheating include looking at another student’s paper during a test, bringing notes to a test, obtaining a copy of a test prior to the test date, and presenting homework prepared by someone else.

2. **Fabrication**—Inventing or falsifying information. Examples of fabrication include “dry-labbing” (inventing data for an experiment not done or not done correctly), making references to sources not actually used in a research paper, forging signatures on academic forms, forging letters of recommendation, and falsifying credentials in an application.

3. **Facilitating Academic Dishonesty**—Helping someone else to commit an act of academic dishonesty. This includes giving someone a paper or homework to copy from and allowing another to cheat from one’s test paper.

4. **Plagiarism**—Using the words or ideas of another writer without attribution, so that they appear as if they were one’s own. Plagiarism includes copying someone else’s work word for word, rewriting someone else’s work with only minor word changes, and paraphrasing or summarizing work without acknowledging the source.

5. **Multiple Submissions**—Presenting work done in previous courses as if it were new and original work. Although professors are sometimes willing for a student to use previous work as the basis for new work, they expect the student to do new work for the current course. A student who wants to submit a piece of academic work in more than one course should seek the approval of the instructors.

6. **Abuse of Academic Materials**—Harming, appropriating, or disabling academic resources so that others cannot use them. This includes removing tables and illustrations from books and journals to use in a paper, stealing books or articles, and disabling computer files intended for the use of others.

7. **Misrepresentation**—Lying about or misrepresenting one’s work, academic records, or credentials. Examples include claiming ownership of another’s work, several students submitting copies of the same computer document and taking credit for group work to which a student did not contribute significantly or fulfill his or her obligations.

8. **Electronic Dishonesty**—Inappropriately using network access in a way that affects a class or other students’ academic work. Examples of electronic dishonesty include using someone else’s authorized computer account to send and receive messages, breaking into someone else’s files, gaining access to restricted files, disabling others’ access to network systems or files, obtaining a computer account under false pretenses, and knowingly spreading a computer virus. These general definitions may be supplemented or modified by additional policies stated in course syllabi.

Procedures for Addressing Academic Dishonesty

1. When an instructor believes that a student has acted dishonestly, a conversation on the incident in question occurs between the instructor and the student. The instructor should notify the department chair of the incident and the conversation about it.

2. If the instructor is not satisfied with the student’s explanation, the instructor documents the incident in writing. The documentation includes definition of disciplinary action. A copy is filed in the Academic Dean’s office. These files are available to the Pre-professional Recommendations Committee, to any instructor who is asked for a recommendation, and to the program admissions committees for Nursing, Ministerial Studies, and Social Work.

3. If a second incident occurs in any class, the Academic Dean may give the student an F in the class where the second incident occurred. A third incident may result in suspension from the college for one quarter. A fourth incident may call for permanent dismissal.

4. Students who wish to appeal the decision of the Academic Dean may appeal to the Academic Standards and General Education Committee. Students should submit a written appeal and may appear before the committee if they choose.

5. The decision of the committee is final. However, if any student believes that the final decision is unjust, he or she may follow the grievance procedure outlined in the Student Handbook.

6. Students are entitled to add a written rebuttal to their personal files in the Academic Dean’s Office.
In maintaining student records, Pacific Union College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act affords students certain rights with respect to their education records.

FERPA rights extend to any student who has attended Pacific Union College. Your FERPA rights begin on the first day that you attend class at the college and expire upon your death. These rights include:

1. The right to inspect and review your education records.
   If you wish to review your education record, you should submit to the Registrar a completed “Request to Inspect and Review Education Records” form, available at the Records Office. Requests will be processed within forty-five days from the date the request is filed. The Registrar will make arrangements for access and will notify you of the time and place where the records may be inspected.

2. The right to request an amendment of your education records that you believe to be inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.
   If you wish to request an amendment to your record, you should submit to the Registrar a completed “Request to Amend Education Records” form, available at the Records Office. If Pacific Union College decides not to amend the record as requested, you will be notified of the decision in writing and will be given a right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

3. The right to suppress the disclosure of directory information, provided that the request is submitted while you are an enrolled student.
   If you wish to exercise this right, you should submit to the Registrar a completed “Request to Suppress Directory Information” form, available at the Records Office.
   At Pacific Union College directory information consists of the following: 1. Name; 2. Address (local and home); 3. E-mail address; 4. Telephone number (local, home, and cellular); 5. Date of birth; 6. Photograph; 7. Most recent educational institution attended; 8. Participation in officially recognized activities and sports; 9. Weight and height of members of athletic teams; 10. Academic program of study; 11. Dates of attendance; 12. Enrollment status (full-time, part-time, etc); 13. Class standing (freshman, sophomore, etc); 14. Expected date of graduation; 15. Degrees conferred and date of conferral; and 16. Academic honors and awards received (dean’s list, cum laude, etc).

4. The right to provide written consent before Pacific Union College discloses information from your education records, except to the extent that FERPA authorizes disclosure without consent.
   Pacific Union College discloses directory or public information without your prior written consent, unless if you exercise your right to refuse disclosure as described above.

   Pacific Union College discloses information from your education records without your prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is: 1. A person employed by Pacific Union College as an administrator, faculty, or staff member; 2. A student employed by Pacific Union College to assist an administrator, faculty, or staff member in fulfillment of his/her professional duties; 3. A person employed by, or under contract to, Pacific Union College to perform a special task, such as an attorney or an auditor; 4. A person or organization acting as an official agent of Pacific Union College and performing a business function or service on behalf of Pacific Union College; 5. A member of a Pacific Union College committee (may include student members); or 6. A person serving on the Pacific Union College Board of Trustees. A school official has a legitimate educational interest if the official needs to review your education record in order to: 1. Perform appropriate tasks that are specified in his/her position description or by a contract agreement; 2. Perform a task related to your education; 3. Perform a task related to your discipline; or 4. Provide a service or benefit relating to you as a student such as health care, counseling, job placement, or financial aid.

   Upon request, Pacific Union College may disclose information from your education records to officials of another school in which you seek or intend to enroll.

   Upon request, Pacific Union College may disclose information from your education records to your parents if you are a dependent student as defined by the IRS code, provided that proper documentation is on file at the college to establish dependency.

   Pacific Union College may disclose information from your education records under additional FERPA provisions authorizing disclosure without consent. A full description of all authorized exceptions for disclosure may be obtained from the Registrar.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Educa-
tion, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pacific Union College to comply with the requirements of FERPA.

The Family Policy Compliance Office administers FERPA and any complaints may be filed at the following address:

Family Policy Compliance Office- U.S. Dept of Education
400 Maryland Avenue SW, Washington, D.C. 20202-5901