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	and Office Manager	Bruce D. Bainum, Ph.D., Professor Emeritus of Psychology.
Information Technology Systems and Services		B.A., Pacific Union College, 1975; Ph.D., University of Tennessee, 1979. (1979)
Ron Vyhmeister, Ph.D.	Executive Director, ITSS	
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Dennis Elkins, B.S.	Associate Director, ITSS	1979. (1980-86; 2000)
Jon A. Falconer, B.A.	Senior Network Manager	Charles V. Bell, Ph.D., P.E., Vice President Emeritus for
Jeremy Hadley, B.S.	Media Services	Academic Administration and Academic Dean Emeritus.
Roland Haylock, B.S.	System Support Specialist	B.S.E.E., Mississippi State University, 1956; M.S.E.E., Stanford
James Burville, B.S. Jeff Weston, A.S.	Programmer III Client Support Supervisor	University, 1957; Ph.D., Stanford University, 1960. (1984)
Jell westoll, A.S.	Cheft Support Supervisor	Lloyd E. Best, M.A., Professor Emeritus of Mathematics. B.A.,
Library		University of California, Los Angeles, 1969; M.A., Pacific
Patrick Benner, M.L.I.S.	Director, Library	Union College, 1973. (1979-1982; 1988)
	Systems Librarian	Rosario Caballero-Chambers, M.A., Professor Emerita of
Karl Wilcox, Ph.D.	Director, Walter C. Utt Center for Adventist History and Research	Spanish. B.A., M.A., University Pedro Ruiz Gallo (Peru), 1973. (1997)
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Plerm Sample, B.S.	Acquisitions Technician	History. B.A., University of Redlands, 1976; M.A., University
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Matt Andrieux, B.B.A	Associate Director, Facilities	1967; D.M.A., University of Southern California, 1973. (1964)
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Tim de la Torre, Exec. M.B.A., *Assistant Professor of Visual Arts*. B.S., Pacific Union College, 2006; Exec. M.B.A., Quantic School of Business and Technology, 2022. (2013)

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Kimberly Dunker, R.N., D.N.P., CNE, CNEcl, Professor of Nursing. A.D.N. Atlantic Union College, 2000; B.S.N., Atlantic Union College, 2001; M.S.N. Regis College, 2004; D.N.P., Regis College, 2011. (2021)

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Holly Kalua, M.S.N. *Director of ASN-Sonora*. B.S.M., Pacific Union College, 2006; B.S.H.A., St. Joseph's College of Maine, 2015; M.S.N., Pacific Union College, 2024. (2024)

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Niqolas Ruud, M.Sc., Assistant Professor of History. B.A., Walla Walla University, 2019; M.A., Grand Canyon Theological Seminary, 2021. (2024)

Matthew Russell, M.S., Assistant Professor of Emergency Services. B.S., Union College, 2014; M.S., Southern Adventist University, 2016. (2016)

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

Jason St. Clair, M.S.L.S., *Associate Librarian*. B.A., Walla Walla University, 2005; M.S.L.S., Drexel University, 2008. (2017)

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)

Nathan A. Tasker, M.A.; *Director of Aviation*. B.Tech., Andrews University, 2000; M.A., Biola University, 2016. (2024) Tamara Tirado, R.N., D.N.P., *Professor of Nursing*. A.S. Pacific Union College, 2000; B.S.N., Pacific Union College, 2001; M.S., Sonoma State University, 2004. D.N.P., Loma Linda University, 2013. (2008)

Tuwan Ussery, M.S.W., MAPM, Associate Professor of Social Work, B.S.W., Oakwood University, 2001; M.S.W, Andrews University, 2007; M.A.P.M, Andrews University, 2014. (2020)

Debra L. Wallace, R.N., M.S., Associate Professor of Nursing. A.S., Walla Walla Community College, 1978; B.S., Walla Walla College, 1981; M.S., University of Phoenix, 2003. (1997)

James R. Wibberding, D.Min., *Professor of Applied Theology and Biblical Studies*. B.A., Southern Adventist University, 2000; M.Div., Andrews University, 2004; D.Min., Andrews University, 2010. (2017)

Laura A. Wibberding, M.A., *Assistant Professor of History*. B.A., Southern Adventist University, 2000; M.A., Andrews University, 2004. (2021)

Karl Wilcox, Ph.D., Walter C. Utt, Professor of History, Director of the Utt Center. B.A. Newbold College, England, 1986; Grad. Diploma, University of St. Andrews, Scotland, 1986; M. Phil., University of St. Andrews, Scotland, 1991; Ph.D., University of Nevada, Las Vegas, 2005. (2022)

Robert L. Wilson, Ph.D., *Professor of Chemistry*. B.S., Andrews University, 2007; Ph.D., University of Illinois, 2012. (2012)

Ross E. Winkle, Ph.D., Professor of New Testament. B.A., Walla Walla College, 1983; M.Div., Andrews University, 1987; Ph.D., Andrews University, 2012. (2005)

Aimee C. Wyrick-Brownworth, M.Sc., Associate Professor of Biology. B.S., Pacific Union College, 1996; M.Sc., Loma Linda University, 1998; M.Sc., The University of Montana, 2004. (2004)

Ronnie Zanella, M.M., Assistant Professor of Music. B.S., Union College, 2015; M.M., Andrews University, 2019. (2023)

#### Walter C. Utt Professors of History

Eric D. Anderson, Ph.D., Walter C. Utt Professor of History; Director, Walter C. Utt Center for Adventist History. B.A., Andrews University, 1970; M.A., University of Chicago, 1972; Ph.D., University of Chicago, 1978. (2015)

Harry H. Leonard, Ph.D., *Walter C. Utt Professor of History*, 2002. B.A. (Honors), University of London, 1955; P.G.C.E., University of London, 1956; Ph.D., University of London, 1970.

Benjamin McArthur, Ph.D., Walter C. Utt Professor of History, 1998. Ph.D., University of Chicago, 1979.

Malcolm Russell, Ph.D., Walter C. Utt Professor of History, 2000. B.A., Columbia Union College, 1970; M.A., Johns Hopkins University, 1972; Ph.D., Johns Hopkins University, 1977.

A. Gregory Schneider, Ph.D., Walter C. Utt Professor of History, 2006. B.A., Columbia Union College, 1971; M.A., University of Chicago, 1973; Ph.D., University of Chicago, 1981. (1977)

David J. Trim, Ph.D., Walter C. Utt Visiting Scholar, 2019. B.A., Andrews University, 1995; Ph.D., University of London, 2003; FRHistS, 2003.

Karl Wilcox, Ph.D., Walter C. Utt, Professor of History, Director of the Utt Center. B.A. Newbold College, England, 1986; Grad. Diploma, University of St. Andrews, Scotland, 1986; M. Phil., University of St. Andrews, Scotland, 1991; Ph.D., University of Nevada, Las Vegas, 2005. (2022)

#### **Field Supervisors in Education**

Peggy Prescott, B.A., University of California, Berkeley, 1961.

#### **Field Instructors in Education**

Mike Bass, St. Helena Elementary.

Lauren Bledson, Howell Mountain Elementary.

Daisy Bogart, Calistoga Elementary.

Angie Bond, St. Helena Elementary.

Audrey Browning, Presession & Full time ST Mentor.

Ken Burkhart, Pope Valley Elementary.

Elizabeth Corey, Presession & Full Time ST Mentor.

Julie Cramer, Presession & Full Time ST Mentor.

Pam Curry, Foothills SDA School.

Tania Duncan, PUC Elementary.

Julie Filipps, Presession & Full Time ST Mentor.

Patricia Flores, Presession & Full Time ST Mentor.

Corey Gabrys, Presession & Full Time ST Mentor.

Amy Gibson, B.A., Humboldt State University, 1986.

Amy Gibson, Presession & Full Time ST Mentor.

Chip Gifford, Presession & Full Time ST Mentor.

John Gilley, PUC Preparatory School

Missy Gott, St. Helena Primary.

Jeremy Grove, Calistoga Jr / High School. Gary Guttman, Calistoga Jr / High School. Raelene Haugen, M.A., La Sierra University, 2011. Jeanne Heck, Calistoga Jr / High School. Eric Heitz, Calistoga Jr / High School. Tom Hoppe, St. Helena High School Vern Jeske, PUC Elementary. Jamie Krause, Presession & Full Time ST Mentor. Kristy Kyle, PUC Elementary. Matthew Lee, PUC Preparatory School. Kristy Lindsey, Presession & Full Time ST Mentor. Diane Lindwall, Pope Valley Elementary. Michael Luque, Howell Mountain Elementary. Michelle Mackey, Presession & Full Time ST Mentor. Carla J. Massie, M.A., Touro University, California, 2017. Todd Mills, Robert Louis Stevenson Middle School. Megan Millholland-Brookes, PUC Preparatory School. Christine Moningka, Pressesion & Full Time ST Mentors. Dr. Eduardo Moreno, St. Helena Elementary. Corev Morton, Presession & Full Time ST Mentor. Louise Owens, Calistoga Jr / High School Amy Palma, Calistoga Elementary. Beatrice Parrales Ahn, B.S., Pacific Union College, 2010. Michael Parriot, St. Helena Elementary. David Pauls, Robert Louis Stevenson Middle School. Nina Pedersen, Calistoga Jr / High School. Sue Peterson, Presession & Full Time ST Mentor. Tammy Priest, Foothills SDA School Jamie Phillips, Pope Valley Elementary. Tammy Priest, M.A., Pacific Union College, 2014. Kristin Pruit, Presession & Full Time ST Mentors. Jessica Rennie, Presession & Full Time ST Mentors. Melody Rivas, Calistoga Elementary.

Rob Robinson, Presession & Full time St Mentor.
Robert J. Robinson, M.S., Loma Linda University, 1986.
Vinnie Rothwell, Howell Mountain Elementary.
Molly Ryden, Presession & Full Time St Mentor.
Lamar Sandiford, Presession & Full Time St Mentor.
Connie Schlotthauer, Presession & Full time ST Mentor.
Paula Schweiger, St. Helena Primary.
Vicki Sims, Robert Louis Stevenson Middle School
Tyrone Sorrentino, Calistoga Jr / High School.
Joel Steffen, PUC Preparatory School.
Ashley Toscani, Pope Valley Elementary.
Kim Whipple, Presession & Full Time ST Mentors.
Kelly Williams, Presession & Full Time ST Mentor.
Ashley Wright, St. Helena Elementary.
Lea Zumwalt, St. Helena Primary

#### **Field Instructors in Social Work Practicum**

Sarah Marshall, MSW - University of Minnesota, 1982 Jill Wood, MSW: San Jose State, 2010 Calai Brown, MSW - University Southern California, 2017 Angelee Suraz, MSW - Colorado State University, 1997 Lindsy Morrison, MPA - Grand Canyon University, 2014 Ronni Duncan, MSW, LCSW - MSW, Humboldt State University, 2016 Marty Lajoe, PsyD - California Institute of Integral Studies, 2017 Kathy Purnell, PHD - Capella University, MSW, Alabama A&M University Tuwan Ussery, MSW, MAPM - Andrews University, 2007 & 2014

#### **Paulin Center for the Arts**

Rachelle M. Berthelsen Davis, D.M.A., *Strings*. B.S., Pacific Union College, 1994; M.Mus., Indiana University, Bloomington, 1998; D.M.A., University of Texas, Austin, 2004. (2003)

David Davies, M.A., *French horn*. B.A., La Sierra University, 1963; M.A., La Sierra University, 1964. (2023)

Ramon Fermin, M. Mus., *Guitar*. B.M., University of California, Santa Barbara, 2008; M. Mus., San Francisco Conservatory of Music, 2011. (2023)

Kent Gaisford, M.A., *Trumpet*. B.A., University of California - Berkeley, 1982; M.A., San Francisco State University, 2006. (2023)

Karen Han, B.S., Piano. B.S., Pacific Union College, 1991. (2018)

Eric Lambert, M.A., *Drums*. B.A., Brigham Young University, 1987; M.A., Johns Hopkins University - School of Advanced International Studies, 1990. (2024)

Mika Palitang, *Piano*. Student, Pacific Union College, current. (2022)

Nathan Splitter, B.M., *Piano*. B.M., San Francisco Conservatory of Music, 2011; att., The Juilliard School, 2005; Idyllwild Arts Academy Preparatory, 1999. (2023)

Kyle Stachnik, M. Mus., *Cello*. B.M., University of Miami - Frost School of Music, 2020; M. Mus., San Francisco Conservatory of Music, 2023. (2024)

Eve-Anne Wilkes, D.M.A., *Voice*. B.S., Ohio State University, 1968; M.A., Ohio State University, 1974; D.M.A., West Virginia University, 1981. (2015)

#### **Church Partners in Ministerial Training**

Angwin Village SDA Church Calistoga SDA Church The Haven 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 Yountville SDA Church

#### **Affiliated Agencies for Nursing Clinical Instruction**

Adventist Health Adventist Health Ukiah Adventist Health Hanford Community Hospital Adventist Health Medical Center Selma Adventist Health Delano Adventist Health Clearlake Adventist Health Medical Center Tehachapi Adventist Health Mendocino Coast Adventist Health Tulare Adventist Health Castle Medical Center-Kailua, Hawaii Adventist Health Dameron Hospital Adventist Health Feather River Adventist Health Glendale Medical Center Adventist Health Lodi Memorial Hospital Adventist Health Northwest Medical Foundation, Tillamook, OR Adventist Health Portland Adventist Medical Center, Portland, OR Adventist Health Reedley Community Hospital Adventist Health Rideout Memorial Hospital Adventist Health Bakersfield w/Adventist Health San Joaquin Community Hospital Adventist Health Simi Valley & Health Care Services Adventist Health Sonora Community Hospital Adventist Health St. Helena Hospital Adventist Health Vallejo Adventist Health White Memorial Medical Center Adventist Health Willits Hospital Adventist Health Howard Memorial Adventist Health Home Care Services/Western Health Resources Adventist Health Physicians Network Alameda Health System American Medical Response for Emergency Services Antelope Valley Hospital Asante' Beautiful Minds Medical, Inc. Bright Sky Home Health Care, Inc. Charleston County School District Children's Hospital of Los Angeles CommuniCare Health Centers, Davis Community Clinic CommuniCare Health Centers, Peterson Clinic CommuniCare Health Centers, Salud Clinic Community Behavioral Health Center Community Action of Napa Valley Community Health Clinic Olé County of Humboldt County of Kings Public Health County of Lake Public Health Department County of Sonoma Department of Health Services Creekside Behavioral Health Crestwood Center of the Napa Valley, Includes Stockton Manor Skilled Nursing Facility in Stockton

Dameron Hospital Association David Grant Medical Center Department of State Hospitals-Napa Dessert Aids Project Doctors Medical Center of Modesto Duke University Health System, Inc. dba Duke University Hospital

#### Dignity Health

Bakersfield Memorial Hospital California Hospital Medical Center, Los Angeles, CA Central Valley General Hospital Chandler Regional Medical Center, Arizona Community Hospital of San Bernardino Family Care Clinic French Hospital Medical Center, San Luis Obispo, CA General Medicine Clinic Glendale Memorial Hospital, Glendale, CA Kids Care Clinic Lauren Small Children's Center at Memorial Hospital Mark Twain Medical Center Memorial Hospital, Bakersfield Mercy General Hospital, Sacramento, CA Mercy Hospital Downtown Mercy Hospital of Folsom, Folsom, CA Mercy Hospital Southwest Mercy Medical Center, Merced, CA Mercy San Juan Medical Center, Carmichael, CA Methodist Hospital of Sacramento, Sacramento, CA Northridge Hospital Medical Center, Northridge, CA Sequoia Hospital, Redwood City, CA Sierra Nevada Memorial-Miners Hospital, Grass Valley, CA St. Bernardine Medical Center St. Joseph's Behavioral Health Center St. Joseph's Medical Center Woodland Memorial Hospital, Woodland, CA Fairfield-Suisun Unified School District Fontana Unified School District Healthy Moms & Babies, Olé Health Holy Names University Hospice Service of Lake County Jewish Community Center, Santa Rosa & Rohnert Park John Adams Academies, Inc.

Kaiser Permanente

Roseville home health

Roseville hospice Sacramento home health Sacramento hospice South Sacramento home health South Sacramento hospice Roseville inpatient Sacramento inpatient South Sacramento inpatient North Valley Area outpatient South Sacramento outpatient Stockton outpatient Modesto outpatient Manteca outpatient Tracy outpatient Manteca inpatient Modesto inpatient Fresno inpatient Fresno outpatient Oakland home health Oakland hospice Hayward hospice Oakland inpatient Richmond inpatient Oakland outpatient Richmond outpatient Pinole outpatient San Leandro inpatient Fremont inpatient Hayward inpatient Hayward outpatient Fremont outpatient Havward home health Hayward hospice San Rafael inpatient San Rafael outpatient San Rafael home health San Rafael hospice Santa Rosa inpatient Santa Rosa outpatient Santa Rosa home health Vallejo home health Vacaville home health Vallejo hospice Vacaville hospice

Vallejo inpatient Vacaville inpatient Napa outpatient Kaiser Permanente Continued Vallejo outpatient Vacaville outpatient Fairfield outpatient Walnut Creek home health Antioch home health Walnut Creek hospice Antioch hospice Walnut Creek inpatient Antioch inpatient Antioch outpatient Martinez outpatient Pleasanton outpatient Walnut Creek outpatient San Francisco hospice South San Francisco hospice San Francisco home health South San Francisco home health San Francisco inpatient San Francisco outpatient South San Francisco inpatient South San Francisco outpatient Redwood City home health Redwood City hospice Redwood City inpatient Redwood City outpatient Santa Clara inpatient Santa Clara outpatient Milpitas outpatient Mt. View outpatient Homestead outpatient Campbell outpatient Redwood City, South Bay home health Santa Clara home health Santa Teresa home health Redwood City, South Bay hospice Santa Clara hospice Santa Teresa hospice San Jose home health San Jose hospice San Jose inpatient

San Jose outpatient Kern County Public Health Loma Linda University Medical Center Lucille Packard Children's Hospital at Stanford Madera Community Hospital Marin County Health & Human Services Maxim Healthcare Services, Fresno Meadowood Nursing Center Medical Care Professionals Mission Carmichael Care Center Napa County Health & Human Services North Bay Health Care Group with Vaca Valley Hospital Oroville Hospital Piners Nursing Home Napa

#### Queen of the Valley Medical Center

SRM Alliance Hospital Services dba Petaluma Valley Hospital NorCal Health Connect, LLC dba Petaluma Valley Hospital Healdsburg Hospital St. Joseph Health Northern California LLC dba Providence Santa Rosa Memorial Hospital Providence Redwood Memorial Hospital of Fortuna Providence St. Joseph Hospital of Eureka Queen of the Valley Medical Center St Joseph Home Care Network/Hospital Redwood Memorial Hospital Relief Hospice, Inc. Sacred Heart Hospice Salinas Valley Memorial Healthcare System San Bernardino County Unified School District San Gabriel Unified School District San Joaquin Community Hospital San Joaquin County Public Health Services San Luis Obispo County Public Health San Ramon Regional Medical Center Santa Rosa Community Health Santa Rosa Memorial Hospital Sharp Chula Vista Medical Center Shriners Hospitals for Children Sonoma Valley Hospital Sonora Community Hospital dba Sonora Regional Medical Center Sourcewise San Jose Sourcewise Morgan Hill State of California Department of Rehabilitation St. Helena Unified School District

#### Stallant Health - Weimar

Sutter Health Bay Hospitals Alta Bates Summit Medical Center, Berkely Alta Bates Summit Medical Center, Oakland California Pacific Medical Center Sutter Delta Medical Center Eden Medical Center Mills-Peninsula Medical Center Novato Community Hospital Sutter Lakeside Hospital Sutter Lakeside Community Clinic Sutter Lakeside Family Medicine Clinic Sutter Santa Rosa Regional Hospital Sutter Maternity & Surgery Center Sutter East Bay Medical Foundation Palo Alto Medical Foundation Sutter Pacific Medical Foundation Urgent Care Sutter Health Walk-In Car, Dublin Sutter Health Walk-In Car, Petaluma Sutter Health Walk-In Car, San Francisco Sutter Health Walk-In Car, San Jose Sutter Health Walk-In Car, San Ramon Sutter Health Walk-In Car, Walnut Creek Sutter Amador Hospital Memorial Hospital Los Banos Memorial Medical Center Sutter Auburn Faith Hospital Sutter Center for Psychiatry Sutter Davis Hospital Sutter Medical Center, Sacramento Sutter Roseville Hospital Sutter Roseville Medical Center Sutter Solano Medical Center Sutter Tracy Community Hospital Sutter Medical Foundation Sutter Gould Medical Foundation Sutter Medical Foundation Urgent Care Sutter Health Walk-In Care, Citrus Heights Sutter Health Walk-In Care, El Dorado Sutter Health Walk-In Care, Elk Grove Sutter Health Walk-In Care, Roseville VA Northern California Health Care System Valley Children's Hospital

Vasona Creek Healthcare Center Vibra Hospital of Northern California

#### **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 Valleio Unified School District Windsor Unified School District

## **Appendix A: Code of Academic Integrity**

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 damaging 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 you 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 Education, 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

#### Title IX

Pacific Union College is committed to maintaining a respectful learning, living, and working environment that is free of discrimination based on sex and sexual harassment and upholding the College's responsibilities under Title IX. Acts of sex-

based discrimination and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, are inconsistent with this commitment. strictly prohibited, and intolerable. A full and complete record of the College's policy prohibiting sexual discrimination and harassment and grievance procedures are available at www.puc. edu/titleix. Printed copies are also available upon request to the Title IX Office. Nothing in the policy is intended or should be construed to waive or relinquish any constitutional or statutory

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

*Education Amendments* of 1972 (20 U.S. C. §1681)

rights PUC possesses as a nonprofit religious institution. Neither should the policy be construed to be a replacement or alternative for the criminal or civil justice systems.

All members of the College, including college students, faculty, staff, and administration, share in the responsibility to uphold the College's policy prohibiting Acts of sex-based discrimination and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, and if found in violation, may be subject to disciplinary action. The scope of the policy covers activities and educational programs operated by the College, including admissions and employment.

#### **Title IX Coordinator**

The Title IX Coordinator is tasked with coordinating the College's responsibilities under Title IX. Any inquiries regarding the College's policy and grievance procedures should be referred to the Title IX Coordinator information listed below.

(707) 965-6226 (24 hours) titleix@puc.edu www.puc.edu/campus-services/title-ix/resources

Human Resources Office Pacific Union College 1 Angwin Avenue Angwin, CA 94508

#### Reporting

The College encourages anyone to report incidents of sexbased discrimination and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. One does not need to have experienced the incident in order to report it. Reports may be made at any time, including outside business hours via phone, email, or mail by using the contact listed for the Title IX Coordinator. Reports can also be made online at *www.puc.edu/ixreportform*. Anonymous reporting may be made on the LiveSafe app. Anonymous reports will be investigated to determine if supportive measures and remedies can be provided; however, the ability of the College to respond to anonymous reports may be limited.

#### **External Inquiries or Reports**

External inquires or reports can be made at any time to:

Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1100 Customer Service Hotline #: (800) 421-3481 Fax: (202) 453-6012 TDD#: (877) 521-2172 Email: OCR@ed.gov Website: www.ed.gov

Employment Opportunity Commission (EEOC) Website: www.eeoc.gov/contact-eeoc

#### Preventing Harassment, Discrimination, and Retaliation

Pacific Union College (PUC) believes that all people are created in the image of God, and therefore should be treated with dignity and respect. PUC highly values its diverse campus community, as it is representative of cultures around the world. As such, PUC does not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, gender, disability, or prior military service in administration of its educational policies, admissions, financial aid, employment, educational programs, or activities.\*

#### Harassment, Discrimination, and Retaliation Policy

The College is committed to providing an educational and employment environment where individuals with diverse backgrounds and experiences can work to advance the institution's mission free from unlawful harassment, discrimination, and retaliation. To accomplish this goal, it is essential for all people to be treated with dignity, decency, and respect. Therefore the College will not tolerate harassment or unlawful discrimination based on race, religion, color, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity and gender expression, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, military and veteran status, or any other basis protected classification under federal, state, or local law (hereinafter referred to as protected class or classification). Through the enforcement of this policy and by educating employees, the College seeks to prevent, correct, and discipline behavior that violates this policy. In addition, the College will not tolerate retaliation against an employee engaging in a lawfully protected activity, such as participating in the grievance process or opposing conduct that constitutes a policy violation.

PUC's policy on the prevention of harassment, discrimination, and retaliation, applies to the behavior and activities of all campus community members; including students, faculty, staff, administrators, trustees, volunteers, guests, vendors, consultants, or any person who provides services to PUC, whether on or off campus. Such activities include, but are not limited to, classes, seminars, meetings, events, and study abroad programs. All individuals are expected to comply with the provisions of this policy, including taking appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy based on the seriousness of the offense, up to and including termination.

Allegations of harassment, discrimination, and retaliation, except on the basis of sex as covered in the College's Title IX policy, shall be administered by the College's Human Resources Department. Allegations of harassment, discrimination, and retaliation on the basis of sex fall under the College's Title IX: Sex Nondiscrimination and Sexual Harassment Policy, and shall be administered by the College's Title IX office. This policy also contains the complaint resolution process for all PUC campus community members. The process may vary depending on who is involved, the type of conduct, and the severity of the conduct and/or consequences. Sanctions for violating the policy by a non-student may be governed by another college policy, depending on the role of the person who violated the policy.

The free exercise of religion, guaranteed by the United Stated Constitution, includes the right to establish and maintain religious educational institutions. The College is a religious nonprofit, owned and operated by the Seventh-day Adventist Church as an integral part of the Church's teaching ministry. Federal and state law recognize the right of the College as a religious institution to give preference in employment of faculty and staff and admissions of students to members of the church which sponsors the institution.

Furthermore, nothing in this policy or in third-party training programs or materials shall constitute, or be interpreted as, a waiver of any right, privilege, or exemption the College possesses as a nonprofit religious corporation under the U.S. Constitution, the California Constitution, or any other federal, state, or local law. The College continues to reserve all such rights, privileges, and exemptions.

For more information on Harassment, Discrimination, and Retaliation, please contact PUC's Human Resources Department or Title IX Office.

#### **Nondiscrimination Policy**

Pacific Union College (PUC) believes that all people are created in the image of God, and therefore should be treated with dignity and respect. PUC highly values its diverse campus community, as it is representative of cultures around the world. In keeping with that belief, PUC does not unlawfully discriminate on the basis of race, religion, color, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity and gender expression, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, military and veteran status, or any other basis protected classification under federal, state, or local law in administration of its educational programs, or activities.

Discrimination for purposes of this policy is an unlawful prejudicial and/or harmful action taken against a person on the basis of a protected classification. The College is committed to complying with all applicable laws providing equal employment opportunities. It is a violation of the College's nondiscrimination policy to unlawfully discriminate on the terms of employment, such as the provision of employment opportunities, benefits, or privileges; creating discriminatory work conditions; or using discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, a person's protected class. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

As stated in Section 3.6, PUC is a religious nonprofit institution that exercises its right to give preference in employment of faculty and staff and admissions of students to members of the church which sponsors the institution. While PUC opposes harassment, discrimination, and retaliation as stated in this policy, it does not waive any exemptions afforded to religious non-profit corporations under the U.S. Constitution, the California Constitution, or any other federal, state, or local law.

#### Harassment

The College prohibits conduct that is disrespectful, unprofessional, or harassment based on the above-mentioned protected classes. Actions, words involving slurs, and other verbal or physical conduct relating to an individual's protected characteristic may constitute harassment when such conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment,
- b. Has the purpose or effect of unreasonably interfering with another's work performance, or
- **c.** Otherwise adversely affects an individual's employment opportunities.

Employees, students, visitors, volunteers, guests, others providing services to the College, and any other persons are prohibited from engaging in such actions, which are intolerable, may be illegal, and will result in appropriate discipline, up to and including dismissal. If such action persists or if the person feeling harassed is uncomfortable in confronting the offender, the complaint procedure outlined below should be followed. 3.6.3 Title IX: Sex Nondiscrimination and Sexual Harassment Policy

The College is committed to providing a respectful learning, living, and working environment that is free of sexual harassment, retaliation, and unlawful sex discrimination. Acts of sexual harassment and unlawful sex discrimination, regardless of the length of the relationship or gender of the individuals, are inconsistent with this commitment, strictly prohibited, and intolerable.

The Title IX Office is tasked with administering the College's

Sex Nondiscrimination and Sexual Harassment policy in a fair and equitable manner, as well as addressing the College's responsibilities regarding Title IX and the Violence Against Women Reauthorization Act (VAWA) of 2013; Sec 304.

The College is part of the Seventh-day Adventist system of higher education, a religious institution of higher education. The College is exempted by the state of California Education Code 66270, to the extent the application of Education Code 66270 is not consistent with the institution's religious tenets. Furthermore, the College is exempt from Title IX to the extent the application of Title IX is not consistent with the institution's religious tenets.

For more information on Sex Nondiscrimination and Sexual Harassment Policy, please refer to PUC's website under Title IX.

#### **Sex Nondiscrimination Policy**

The College adheres to all federal and state civil rights laws prohibiting discrimination, subject to exemptions previously listed in Section 3.6 based on sex or gender in private institutions of higher learning. The Title IX policy covers nondiscrimination on the basis of sex in both employment and access to educational opportunities. Therefore, any member of the College community whose acts unlawfully deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived sex or gender is in violation of this policy.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process described in the College's Title IX: Sex Nondiscrimination and Sexual Harassment Policy.

#### Sexual Harassment Policy

The College does not tolerate harassment of any employee, student, visitor, or guest. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

The College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment." A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive. The College reserves the right to address offensive conduct and/or harassment that does not rise to the level of creating a hostile environment.

For more information on Sex Nondiscrimination and Sexual Harassment Policy, please refer to PUC's website under Title IX.

#### Retaliation

PUC is committed to providing a working environment that is free from retaliation for an employee engaging in a lawfully protected activity. No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment
- · Participating in the grievance process of a complaint
- · Supporting a Complainant or Respondent
- Assisting in providing information relevant to an investigation
- Acting in good faith to oppose conduct that constitutes a policy violation

Acts of alleged retaliation should be reported immediately to the Title IX office, if the protected activity involves "sex", or to Human Resources for any other protected class or activity. The College shall take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

#### Harassment, Discrimination, and Retaliation Grievance Process

#### A. Initial Action

Anyone who feels that another person is harassing him or her, or acting in an unlawfully discriminatory manner (hereinafter "offending behavior"), should request without delay that the offending behavior be stopped. If the action perceived as offensive was indeed unintentional or innocent, simply drawing the offender's attention to it could resolve the problem. If the offending behavior persists, if the person is uncomfortable in confronting the offender, or if the offending behavior is sufficiently serious, he or she should follow the complaint procedure outlined below.

#### **B.** Complaint Procedure

Employees who believe that they have been subject to offending behavior by supervisors, fellow employees, clients, students, or non-employees (also referred to as complainant) should immediately follow this complaint procedure:

- a. Report the offense immediately (within 24 hours, if possible) to facilitate prompt follow-up and any necessary investigation.
- b. Report to the department director, the Human Resources Director, or the immediate supervisor of the person the complainant feels has engaged in offending behavior.
- c. Submit the complaint orally or in writing. (Oral complaints must be written and signed by the complainant before a formal investigation begins). Also, written complaints may be submitted anonymously, by completing the report violation form under the Discrimination Policy link on PUC's website.

#### **C.** Investigation Process

The Human Resources Director will confer with all involved persons attempting to determine with appropriate objectivity whether offending behavior did occur, and utilize the following process:

- a. If the facts presented appear to justify further investigation or action, the Human Resources Director will appoint a three-member investigative team of persons appropriate to the type of offending behavior. The team will obtain written statements and will seek to define and remedy the problem.
- b. If the investigating team determines that the complaint of offending behavior is substantiated, immediate and appropriate disciplinary action will be taken. Depending on the severity of the offending behavior, the discipline may include, but not limited to, a written warning to the offender (with a copy to his or her personnel file) to relocation, suspension, or termination of employment. The offender may respond in writing to any written warning or discipline. That written response will be placed in the offender's personnel file.
- c. The Human Resources Director (or designee) will then explain to the complainant what type of action has been taken.

#### D. Confidentiality

During the sequence of complaint, investigation, and (if necessary) disciplinary action, personnel responsible for investigating an alleged incident of offending behavior will do their work as expeditiously as care and thoroughness will allow, and as confidentially and as objectively as possible. Because of the sensitive nature of allegations of offending behavior, both those interviewed and those on the investigating team will be instructed to respect the rights of privacy of all participants by refraining from divulging information to third parties except as required by law. They will also be asked and expected to refrain from any retaliatory behavior.

#### E. Supervisor's Reporting Responsibility

All supervising employees of the College who are aware of incidents of offending behavior in the workplace are responsible for reporting such incidents to the Human Resources Director (or designee), President, Vice-President, supervisor, department chair or director, or another official for investigation.

#### F. False Allegations

Unfounded allegations of offending behavior can irreparably damage one's reputation and can limit an employee's ability to perform his or her duties. Therefore, though the College encourages individuals to report incidents of offending behavior that they sincerely perceive, any employee who maliciously brings false allegations of offending behavior will be subject to disciplinary action, which may include, but not limited to, a written warning (a copy of which is placed in the employee's personnel file) to relocation, suspension, or termination of employment.

#### **Harassment Prevention Training**

As a California employer with five or more employees, the College requires two hours of sexual harassment, abusive conduct, and harassment based on gender prevention training for all supervisors, and one hour for all non-supervisory employees, within six months of hire or promotion, and every two years thereafter. This training helps to identify and eliminate workplace harassment and unlawful discrimination based on protected characteristics. This training helps employees to understand the law and respond to misconduct appropriately. The training is designed to help employees address inappropriate behavior before it creates a hostile work environment by giving employees the skills necessary to recognize and address abusive behavior and other misconduct that may lead to workplace bullying or hostility, reducing productivity and creativity.

<sup>\*</sup> As a religious institution, PUC exercises its right to accept only those employees who believe in and seek to support PUC's mission. While PUC opposes harassment, discrimination, and retaliation as stated in this policy, it is exempt from certain state and federal anti-discrimination laws based on its status as a religious non-profit corporation, and its religious beliefs.

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