

PACIFIC ISLANDS UNIVERSITY



2024 - 2025

STUDENT HANDBOOK





WELCOME TO PIU!

The faculty and staff of PIU are excited to have the opportunity to be a part of your journey through college.

We believe that college is a formative part of all areas of a person's life and are honored you have chosen us to walk alongside you in that. We further believe that God can use—and has used—PIU to be a powerful means to shape individuals into the men and women of character He intends them to be. This process of shaping a vessel fit for the Master's use is outlined in the pages that follow and something the University seeks to foster in all areas of the PIU experience.

Welcome to Pacific Islands University! "Only be strong and very courageous," for we are confident that He who began a good work in you will complete it to the praise of the honor of His Name.

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FOUNDATIONAL INFORMATION

VISION STATEMENT

Pacific Islands University (PIU) aspires to be a leader in providing accessible, transformational, quality Christian higher education and ministry training to the people of Micronesia, to the Pacific Islands, and to the ends of the earth.

PURPOSE AND MISSION STATEMENT

PIU exists to provide accessible, excellent, transformational Christian higher education and ministry training to the people of Micronesia, the Pacific islands, and to the ends of the earth. As such, our mission is to prepare men and women with a biblical worldview for leadership and service in life, work, and ministry in the global community and the church.

STATEMENT OF FAITH

- I. We believe that the whole Bible is inspired by the Holy Spirit and is the Divine authority and infallible rule for faith, life, and doctrine.
- II. We believe in one God, eternally existing in three Divine Persons, Father, Son and Holy Spirit, equal in nature, power, and glory.
- III. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His shed blood as the only atonement for sin, in His bodily resurrection and ascension to the right hand of the Father and in His personal return in power and glory.
- IV. We believe in the Holy Spirit who convicts of sin, testifies of Christ, enables the believer to live a victorious life, and guides into all truth.
- V. We believe that man was created in the image of God but fell into sin and is in need of regeneration through faith in Jesus Christ.
- VI. We believe in the resurrection of the body. The believer will arise to eternal life, the unbeliever will arise to eternal condemnation.
- VII. We believe in the Spiritual unity of all believers in our Lord Jesus Christ.
- VIII. We believe in the commission of the Risen Christ, "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age." (Matthew 28:19, 20).
- IX. We accept the reality of the spirit world as stated in Scripture. Angels are holy beings

who do God's will. Satan and demons are evil beings who oppose God, His plan, and His servants, as stated. Though powerful, these beings do not possess God's infinite greatness.

- X. We uphold the truths as stated in the Nicene and Apostles' Creeds.

ACCREDITATION

Pacific Islands University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434)525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation II Status as a Category III institution by the TRACS Accreditation Commission on November 5, 2019. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). Contact information for TRACS:

TRACS
15935 Forest Road
Forest, VA 24551
telephone: 434-525-9539
email: info@tracs.org | website: tracs.org

STUDENT DEVELOPMENT

PURPOSE STATEMENT

The Student Development Team exists to create, foster and encourage community where students and staff alike are dynamically experiencing the Word and truth of God and being transformed in all areas of their lives including academics, relationships and community, emotional and spiritual transformation to be more like Jesus and to create more followers of Jesus through this change.

“We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ. For this purpose, also I labor, striving according to His power, which mightily works within me.” — Colossians 1:28-29

The Student Development Team exists to support students in their holistic transformation by:

- Building and fostering community
- Developing biblical character
- Encouraging purposeful outreach
- Promoting well-being

The Student Development Team has the following in place to accomplish these goals:

BUILDING AND FOSTERING COMMUNITY THROUGH

- Student Chapel attendance twice a week, evening Fellowships, organizing staff-led community groups, PIU Days, the K2 Retreat, all of which provide accountability, encouragement, and support.
- Providing leadership and support through training staff and students for resident life and student services.

DEVELOPING BIBLICAL CHARACTER BY

- spiritual/emotional counseling and support discipling and building relationships
- encouraging biblical standards within the community

ENCOURAGING PURPOSEFUL OUTREACH BY

- providing mission opportunities in Micronesia and beyond informing and providing

students service opportunities in their churches, on the campus, and in the local community

- helping students assess and use the gifts, talents, and passions that God has given them

PROMOTING WELL-BEING BY

- providing transportation for shopping and other off-campus trips
- providing trained student-staff in the dorm setting providing medical assistance
- communicating with Operations Director when the need arises

STUDENT CONDUCT

PIU AUTHORITIES

The governing authority at PIU is the Board of Trustees. The Board establishes the program and principles of operation. The President, Executive Administrator & Administrative Vice President, Provost & Academic Vice President and Student Development Vice President function to lead the various departments.

The Board and staff of PIU have carefully considered cultural and ecclesiastical concerns and agreed upon standards of conduct for PIU students. These are described here in the Student Handbook (Also Standards and Behavior Appendix 1) and must be followed by each student.

PERSONAL GROWTH

We desire to see students transform to be more like Jesus in the faith, servanthood, attitudes, and behaviors they demonstrate both inside and outside the classroom and the PIU community.

UNITY OF THE PIU FAMILY

God calls the staff and students from different cultural and church backgrounds. This complicates daily life on the PIU campus, for not all Christians are in agreement about some aspects of Christian life.

PIU works to encourage, build up, pray for and, when necessary, address one another to enhance the quality of our relationships with Christ and with each other.

CHRISTIAN GROWTH

ANNUAL RETREAT

During the fall semester, each year, we as the PIU community come together for a weekend consisting of (but not limited to) worship sessions, prayer, service projects, ministry, evangelism, outreach, etc. Participation in the weekend's activities is expected of both residential and commuter students. Attendance is mandatory for full time students. Exemption to this can only be made in consultation with VP for Student Development ahead of time.

CHAPEL



The Chapel Team provides a variety of different chapel programs each semester that include guest speakers, live music, times of prayer, fellowship and worship. All resident and full-time students are **required** to attend chapel service. Attendance will be taken and the “strike” policy will be enforced to include chapel; three absences equals to a strike and three tardies equals to an absence. If a student is unable to participate in chapel due to work schedule or other conflicts, exceptions can be made. However, the student must speak with a Student Development Team member to determine his or her individual requirements for chapel attendance.

CHURCH ATTENDANCE

All students, both resident and commuters, are expected to be active in the life of a local congregation on Guam, at a minimum participating in worship services each weekend. PIU may provide transportation to some local churches every Sunday. If transportation is provided, the schedule will be announced and/or posted. Students who are unfamiliar with the churches on Guam are encouraged to ask the Student Development Department or another staff member for recommendations.

DEVOTIONAL LIFE

Students are encouraged to spend time alone with the Lord each day. The Student Development Team has organized various evening fellowships, Bible studies, movie nights, open mic nights, guest speakers and other activities and events to draw students to and promote the Kingdom of God. All on-campus resident students are to attend these evening

fellowships and non-resident students are welcome and encouraged to attend but must leave campus by 9:30pm if they are not attending the evening Dorm Fellowship.

DISCIPLESHIP

Discipleship is one of the three stated goals of Pacific Islands University. Along with academics and training in ministry skills, character development through previously stated discipleship process, is a basic requirement for all followers of Jesus. All PIU students are encouraged to be involved in discipleship/mentorship relationships.

PRACTICAL MINISTRY

Practical ministry refers to the involvement of the students in ministries to the community and in the local churches for the purpose of learning ministry skills. The goal is for the students to begin to consistently apply in practical ministry settings what they have learned in the classroom.

The Field Education program at PIU provides opportunities for each PIU student to observe and to participate in a variety of regular ministries. Some examples might include student outreach in public schools, prison ministry, community evangelism, local church ministry, government and other community programs. The intent is that the students will participate in a variety of ministries during their time of study here.

The Field Education program consists of one three-credit class. This class prepares the PIU student for the three-credit Ministry Practicum (internship), which corresponds to the minor that the BA students have selected. AA students complete the class without the practicum. More information about Field Education is available in the PIU Catalog.

All Full-Time Program students will be REQUIRED to complete 36 hours of Community Service and Ministry each semester (remedial students are exempt from this requirement). The hours may be earned on campus, in the community or area churches. This is a graduation requirement and will be noted on the student's transcript.

If a student does not complete his or her hours by the end of the semester the student will be placed on disciplinary probation by the Student Development Department and required to meet with the Student Development Team for accountability and help to complete the required hours. If the student does not make up at least 36 hours by the end of the 2nd semester, the student will be withheld from registering for the following semester. **Students must turn in a completed Ministry Hours form to the Student Development office at the end of each semester.**

PIU DAYS

The Friday, Saturday, and Sunday before Spring Break are historically known as PIU days, celebrating the founding of the school. The Student Council is responsible to organize PIU. As with all student-led activities, a staff-advisor will assist in the planning meetings. As a PIU community event, all students, staff and faculty participate to ensure the success of the event.

CAMPUS LIFE

HOUSING AGREEMENT

At the beginning of each semester, all resident students will be required to sign the housing agreement. The housing agreement includes agreeing to: - the Standards of Behavior which includes prohibiting from the use of tobacco in any form, alcohol, drugs, betel nut, pornography, weapons and all other illegal substances. While some practices are left between the individual's conscience and God these are specifically prohibited on school property and at any school related activities.

The "strike" policy (see page 26 – 27) will be enforced for all broken prohibitions. The housing agreement includes:

- follow all Guam Laws
- not tampering with any safety equipment including smoke detectors and fire extinguishers
- report any violations of the standards of behavior to Student Development or the Resident Assistants.
- participate in clean and green for 2 hours each week.
- report any maintenance needs to the RA.

LEAVING CAMPUS

Resident students must notify the Resident Assistant (RA) on duty before leaving campus overnight and need to provide the **name of the person** with whom they will stay, and best way to **contact you in case of an emergency**.

PARTICIPATION

Students are held accountable to follow the daily schedule of classes, chapel, and campus activities. Each student is strongly encouraged to be present for all school activities. The "strike" policy will be enforced for all mandatory student activities.

PETS

Students are not permitted to have pets on campus.

RECREATION

There are facilities on the campus for a variety of recreational activities. In addition, periodic activities may be planned for the students at various off-campus facilities.

TRANSPORTATION

Students desiring transportation for any other purpose than scheduled trips should contact the VP for Student Development. Regularly scheduled shopping trips and banking trips will be posted or announced. When students need special transportation, they should ask the VP for Student Development to see if he/she is available. For personal use of a school vehicle a charge per mile may apply.

VEHICLES

Resident students must obtain permission from the office if they desire to park a vehicle on campus more than a few hours. A resident student must have a valid Guam driver's license and the car must be currently licensed, insured, operational, and registered with the office.

Students will forfeit their privileges of keeping a car on campus if they use their cars for anything illegal or fail to comply with the campus conduct rules. Any car that is left on campus unattended will be towed at the owner's expense, unless special permission has been obtained from the office.

USE OF FACILITIES

Certain campus facilities (staff kitchen, classroom buildings, etc.) may only be used by first securing permission from the **Operations Director**. Those wishing to use the campus facilities must then schedule the activity on the Activities Calendar in the administrative office, including the name of the person responsible for the event or activity.

When a group of students is granted the use of facilities by the Operations Director and after it is scheduled on the Activities Calendar in the office, those students are responsible for leaving the facilities clean and orderly. The students will contact the Operations Director at the end of their activity. The Operations Director will check that the facilities are clean and orderly and will then be the one to turn off the lights and air conditioning when students are finished using the facility.

If any non-student group would like to use any of the PIU facilities, such as the basketball court, the group's representative must make personal arrangements with the PIU Office Staff during office hours and sign a waiver. This waiver will be kept on file with the Operations Director, and will need to be renewed, if desired, each year.

RESIDENT AND DORM LIFE

The dormitory is the student's "home away from home." PIU will try to make the dorm a real home for the students.

Putting others first is a simple principle or value that we seek to maintain on our campus. Living together in the dormitories is a perfect setting to learn to honor one another and seek to be a "giver" instead of being a "taker."

DORM STAFF

RESIDENT ASSISTANTS (RAs) are selected each semester through an application and interview process. Resident Assistants are student leaders who are selected to go through intensive leadership training in preparation to serve the students' emotional, physical and spiritual needs. Resident Assistants will receive a scholarship benefit for working in the dorm. Resident Assistants are selected by the VP for Student Development and the Student Development Team.

JUNIOR RESIDENT ADVISORS (JRAs) are students who assist the RAs. These students are responsible to assist the RAs and also help maintain the cleanliness of the dorm. JRAs must also attend the leadership training.

RESIDENT DISCIPLESHIP LEADERS (RDLs) work closely with the VP for Student Development and Resident Director to ensure that discipleship of our students is a priority. The RDLs encourage students to be involved in local churches and ministries. RDLs also help to mentor the Resident Assistants.

THE STUDENT DEVELOPMENT TEAM (VP for Student Development, Counselor, Resident Director, Resident Discipleship Leaders, and the RAs) is concerned with the holistic life of each student: the academic, spiritual, physical, and emotional drive to be servant leaders. During the first year, full-time single students are recommended to live on campus.

MOVE-IN DAY

Students are allowed to move in starting the Tuesday of Registration. Upon moving in each student must sign a Housing Agreement Form (Appendix 2).

CHECKING-IN TO THE DORM

Upon arrival each resident will pay a \$50 room deposit. Dorm assignments and keys will be

issued. Students will be charged for lost keys.

CHECKING-OUT OF THE DORM

Residents will return their keys to the VP for Student Development and/or RAs who will inspect the room, bathroom, and common area.

If there is no damage to these areas, and the room is clean, a full deposit will be returned. In the case of a full deposit, the deposit may be applied to a student's account if requested, or to an outstanding balance in the student's account.

If the student's area is damaged or not clean, the deposit will not be returned to the student. If the repair to the area costs more than \$50, the cost of repair will be added to the student's account.

STRIKE POLICY

A significant violation of the following areas of campus and dormitory life will result in receiving a "strike." Resident Assistants, Resident Director and VP for Student Development may designate strikes. If students receive three (3) strikes in a given semester, they forfeit their \$50.00 dorm deposit (and consequently get recharged the fee to their account) and are required to meet with the Student Development Team with the possibility of losing campus residence privileges. The objective of this "Strike Policy" is to motivate students to take responsibility for their obligation to live a "Jesus-centered" lifestyle.

CLEANLINESS

Cleanliness must be maintained. Health inspectors from the government health department can show up at any time and inspect the dorms. Every student will clean his/her own room as well as help with the bathrooms and common areas. There will be weekly inspections by the Resident Director.

Each resident student will be required to participate in Clean and Green (a campus wide cleaning event) each Monday from 10-12pm. **(See Clean and Green)**

CLEAN & GREEN

Clean and Green is an opportunity to encourage stewardship of the beautiful campus that God has given us. All resident students will participate in 2 hours of Clean and Green each week. The

schedule time for this is Mondays from 10-12pm. If a student cannot make it to clean and green, he or she must get special permission from the maintenance department and make plans to make up the 2 hours within that week. If a student does not fulfill the requirement or make plans to fulfill the requirement within that week, he or she will be given a strike.

CURFEW

Students must be inside the dorms between 10:00PM and 6:00AM from Monday to Thursday; between 12:00AM and 6:00AM on Friday & Sunday.

DAILY ACCOUNTABILITY

Students are held accountable to follow the daily schedule of classes, chapel, and campus activities. Each student is strongly encouraged to be present for all school activities. The “strike” policy will be enforced for all mandatory student activities.

HOUSING DURING BREAKS

Students must complete a break housing form to stay in the dorms over summer & Christmas breaks. Once the Break form is completed and there is availability, the student will be charged \$12 per day for room fee.

Students will be responsible for their own meals. All the PIU rules still apply to this student. If possible, PIU will work with students and local churches to help find housing during these breaks if so requested.

MUSIC IN THE DORMS

Music may be played in the dorms during non-quiet hours but only as long as others are not disturbed. If a student continually disturbs others with loud music, the student will no longer have the privilege to play music in the dorm.

PERSONAL FOOD

Food may be stored in refrigerators, cabinets and rooms in the dorms in sealed labeled containers or the cabinet only. All common areas are to be kept clean at all times.

PERSONAL PROPERTY

Students are encouraged to lock their rooms when unoccupied and mark their belongings such as clothing, books, etc. A student must never use another student's personal belongings, including food, without permission.

QUIET HOURS

Students must be quiet in the dorms between **10:00PM and 7:00AM from Monday to Sunday**. Any music/movies must be used with headphones during these hours.

ROOM CARE

Students may only hang appropriate posters, banners, pictures, etc. on the walls. Mounting on drywall is permitted only with thumbtacks. Use only clear tape to mount items on doors or concrete walls. No items may be hung or mounted on the ceiling. Any damages incurred will be charged to the responsible party and could result in loss of dorm deposit.

No lifting up or removal of ceiling tiles. If a student is caught climbing through the ceiling tiles that student will automatically lose his or her room deposit.

ROOM INSPECTION

Any resident student living in one of the dorms is subject to random room inspections without notice.

TELEPHONES

Although students are welcome to use the phones in the dorms, they are asked to limit the time spent on the phone in consideration of others. The phones in the dorms are meant to make important, brief phone calls, not for long periods of chatting with friends or family. If a student's phone needs are greater, he/she is expected to use a public phone or cell phone.

The dorm phone is only programmed for local calls. If a student wishes to call long distance, he/she must use a phone card.

VISITORS IN THE DORM

The dorm is off-limits to all persons except students and staff. If you want to have a non-student visitor, you must ask the VP for Student Development. **Men and women may only visit a dorm of their respective gender.**

The VP for Student Development may grant permission to non-resident students to stay overnight in the dorm for a fee of \$15 per night. This fee must be paid in advance in the business office or to Dean of Students or Resident Director. A commuting student who stays overnight without permission will have disciplinary action taken against him/her.

STORAGE POLICY

All students are expected to keep their personal effects and belongings in their own dorm room. Additional storage space is not guaranteed and may be provided at the discretion of the Maintenance Department and Student Development Staff.

At the end of each semester students are expected to move out of the dorms unless given expressed permission by the Student Development Team.

Students may store items over Christmas and Summer Breaks ONLY. Anything that is not clearly labeled will be donated to charitable organization.

Students must pick-up storage contents no later than 2 weeks into the semester. Should items not be collected they will be donated to a charitable organization. Students are not allowed to store items in suitcases, baskets, plastic bags, trash bags, or coolers. No loose materials will be allowed to be stored. These items should be kept in the student's room.

MAINTENANCE AND SAFETY

APPLIANCES

Extra lights and other electrical appliances may only be used in the dorm with permission from the Resident Director. No extra air conditioners are allowed in the dorm rooms.

DORMITORY EQUIPMENT

Equipment, supplies, and furniture may not be moved out of individual rooms or taken outside of the dorm unless permitted by the Resident Director. The cost of anything that is left outside and ruined by the tropical weather will be charged to all people living in the dorm to which it belonged unless the people responsible admit fault.

ELECTRICITY AND WATER

Make a habit to turn off lights and water when not in use. Every student is to report to the Resident Director or Resident Assistant concerning broken lights, plugs, faucets, furniture, etc.

KITCHEN UTENSILS

All students are responsible to provide their own plate, bowl, cups, knife, fork and spoon for their meals.

WEAPONS

Under no circumstances may any student bring, keep, or use any kind of weapon in the dorm. Such items include firearms, knives, or anything that may be considered a weapon.

SOCIAL LIFE

PIU students have the privilege to enjoy social interaction with many different cultures of people. At PIU, the goal is to interact in unity according to Philippians 2 by treating others as more important than ourselves.

DISCRIMINATION

Although there are many cultural differences among PIU students, we believe all students are created in the image of God. All students will respect one another and treat each other fairly. Behavior that discriminates against one another will not be tolerated.

Pacific Islands University will admit students of any race, national or ethnic background to any of its programs. An admitted student is granted all of the privileges and services associated with PIU, as well as the responsibilities of belonging to this academic community. Thus, PIU maintains a policy of non-discrimination on the basis of race, color, national origin, sex or age as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 (approved, Board of Trustees, April 2, 1992). PIU is eligible to accept foreign students as approved by the U.S. Department of Homeland Security under the F-1 designation.

As a private religious institution, PIU reserves the right to exercise preference on the basis of its biblical beliefs and conduct in all of its employment practices and student admissions.

MIXED COMPANY

Male students are not permitted to be in the female dorm and females are not permitted in the male dorm at any time.

Both on and off campus students must demonstrate and have attitudes that honor Christ in their relationships.

DATING RELATIONSHIPS

A Christian university, like PIU, is a great place to develop Godly relationships. In order to keep all relationships Godly, we will together commit to the following Godly principles:

PRINCIPLE #1: BLESSING

As a community, we wish to encourage healthy dating relationships on campus. However, we cannot bless what we cannot see. This is why we require these relationships to be visible and public. Couples need to resist the temptation to be exclusive and private. Behavior that is intentionally exclusive on or off campus is to be avoided. Keep your relationship “in the light” and include others in your time spent together. Seek Godly counsel from staff and even other students, and God will bless your obedience to his ways.

PRINCIPLE #2: BOUNDARIES

Godly boundaries are clearly given in the Bible. These boundaries are for our safety and true satisfaction. Understanding these proper boundaries is very important. They include, but are not limited to:

- expressing physical affection
- amount of time spent (both in person and on the phone)
- commitment issues
- sexual activity

Students must not participate in any type of sexual immorality including premarital sex, same-sex relationships, or any other sexually immoral behavior.

MARRIAGE

If two students feel led by God to become married, it is strongly recommended that they seek marriage counseling from their church or from the counselor.

STUDENT GOVERNANCE

STUDENT COUNCIL (STUCO)

The Student Council consists of the President, Vice President, Secretary, Treasurer, Recreation Manager and Representatives from each academic class (freshman, sophomore, junior or senior) are elected by the entire Guam student body. A staff advisor must be present at all meetings. The Student Council President represents the entire student body to the Academic Senate.

STUCO acts as a channel through which students may make constructive suggestions to the administration. It also serves an important role by being actively involved in the recreational programs of college functions and programs for special holidays and special activities.

Students on probation are not permitted to hold school or class offices. Any student holding office and not maintaining a GPA of 2.5 may be asked to resign from office.

STUDENT SERVICES

MAIL

Students may send and receive mail through the campus administration office using the following address: 172 Kinney's Drive, Mangilao, GUAM 96913 USA or by making arrangements with the VP for Student Development for a trip to the local post office.

HEALTH

In the event of a serious illness or injury, the Dean or another staff member should be consulted immediately (see emergency procedures for health emergency). The VP for Student Development maintains a supply of cold and flu medication and first-aid supplies for minor injuries. An injury or illness more serious will be reported to the Dean and that student will be taken for medical treatment to a local clinic or hospital.

PIU subscribes to a group accident insurance policy for Guam students. The cost of the policy is charged to each student's account. This is a limited, low-cost policy that only covers minor accidents. A student or his/her family is still responsible for any illness that requires medical treatment, or any major accident requiring medical treatment in excess of the policy limits.

COUNSELING

A Counselor provides personal growth and development counseling. Students experiencing adjustment problems, stress, anxiety, difficulties in relationships with others, or other symptoms of emotional distress may receive individual counseling on an appointment basis, or in some cases immediately. Our Counselor may refer students to services in the community. The University Counselor is a trained professional, and all information related to the person receiving counseling is confidential and may be released only with the written permission of the student seeking counseling.

Orientation provides students with information on registration, financial assistance, university facilities, services and personnel, student policies and procedures, campus involvement opportunities, and resources available at the university and in the community.

IDENTIFICATION CARDS

All students are issued picture identification cards when they become PIU students. Students are urged to carry their PIU I.D. cards at all times. The cards are proof of permission to be on the Guam campus. Some shops and attractions on Guam provide a discount when showing a PIU student I.D. card.

PRIVACY AND RIGHTS

In order to maintain a safe and productive learning environment and to comply with necessary legal mandates, Pacific Islands University has formulated the policy listed below.

NOTICE OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 was established to protect the privacy of student educational records.

Only certain employees of Pacific Islands University, acting individually or collectively in the educational interest of the student, are allowed access to educational records.

When the collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials.

Except as allowed and required by law, no personally identifiable information from a student's educational record will be disclosed to any third party (including parent, spouse or other students) by an official or employee of the University without prior written consent of the student. This will be accomplished through the use of a **Directory Information Release Form** and/or an **Educational Records Release Form**.

RELEASE OF INFORMATION

The following is considered “**Directory Information**” at Pacific Islands University and will be made available to the general public unless the student notifies the Office of the Registrar in writing:

Name	Class level	Participation in officially recognized sports and activities
Home address	Enrollment status	Weight and height of athletes
Phone number	Degrees conferred	Institution attended immediately prior to admission
Email address	Dates of conferral	Graduation distinctions
Photograph	Honors and awards received at PIU	Major field of study
Date and place of birth	Dates of enrollment	

This **Directory Information** includes records, files, documents, and other materials, on paper or held electronically, that contain information directly related to a student and are maintained by Pacific Islands University or by a person acting for the University.

A second type of student information is described as “**Educational Records**”. These are protected by FERPA and Pacific Islands University. The student’s **Educational Records** include but are not limited to: grades, class lists, student course schedules, disciplinary records, student financial records and payroll records for employees who are employed as a direct result of their status as students (e.g. work study, assistantship, resident assistant).

The **Office of the Registrar** is the only authorized agent for releasing student information.

Students may request that all items identified as **Directory Information**, **except their names**, be withheld and considered restricted information. To withhold **Directory Information**, written notification must be received in the Office of the Registrar prior to the end of the normal office hours, of the final day of Add/Drop (Schedule Adjustment) for the semester or session in which the withholding is to begin. Once students have requested the withholding of **Directory Information**, the request will be honored for one current school year (Fall, Spring, Summer) until they file a request to reinstate the permission to release **Directory Information**.

According to the law, a person becomes a student for purposes of FERPA when he or she is “**in attendance**” at the institution. This includes attendance in person or remotely by videoconferencing, satellite, Internet, or other hybrid electronic or telecommunications technology. At PIU, we define a student as someone **currently or previously enrolled** in any academic offering of the University. This does not include prospective students or applicants to any academic program of the University.

PIU recognizes that FERPA becomes effective on the first day of classes for those newly admitted students who have scheduled at least one course. A student who accepted an

admission offer but did not schedule at least one course, or a newly admitted student who canceled his or her registration either before or after the semester begins, **is not covered by FERPA.**

RIGHT OF REVIEW

Under FERPA, students have the right to review and inspect the educational records maintained by Pacific Islands University. The University follows a procedure which provides the student the opportunity to challenge information deemed inaccurate, misleading or otherwise in violation of that student's privacy or other rights and may request an amendment to the offending record.

Students may file a complaint with the U.S. Department of Education concerning an alleged failure of PIU to comply with the requirements of FERPA. A copy of the University's FERPA policy is available at the Office of the Registrar. Students wishing to review records under the auspices of FERPA must initiate the process at the Mangilao address.

Office of the Registrar
172 Kinney's Road
Mangilao, GU 96913
Phone: 671-734-1812

The Family Policy Compliance
Office
U.S. Department of Education
400 South Maryland Avenue, SW
Washington, DC 20202-5901

EMERGENCY PROCEDURES

In the case of an emergency, students are to follow the emergency plan for each specific part of campus. This plan is published and must be displayed in all public places (classroom, dorm, library, front office). The Student Development Staff (VP for Student Development or a Resident Director) shall be alert for any student who may need special care during emergencies.

HEALTH EMERGENCY

In the case of a health emergency:

- Contact the appropriate Student Development Staff
- At the discretion of PIU staff, request can be made for transportation to the Guam Memorial Hospital or to a trained medical person. A staff member shall accompany the sick or injured person to the hospital or other medical facility.
- If the person is admitted to the hospital, the staff shall continue appropriate pastoral care.

WEATHER EMERGENCY

The VP for Student Development, in consultation with the President and Vice Presidents, shall address weather emergencies and shall maintain vigilance, particularly during typhoon season, for warning messages regarding potentially dangerous storms.

When there is imminent danger from a storm, appropriate measures shall be taken to secure persons and facilities.

Staff and students shall be directed to a place of relative safety. For the most severe storms, all persons shall be directed to a concrete structure.

Buildings shall be secured as appropriate. The Maintenance Supervisor shall take the lead in this. Windows and roofs, which are at risk, shall be secured or covered.

Loose items and debris shall be disposed of or moved indoors.

Tools, equipment, batteries and other items needed during emergency times shall be provided for each location where people will be staying during the storm.

All personnel shall be encouraged to petition the Lord for safety. Worship is an appropriate activity while waiting out the storm.

POLITICAL EMERGENCY

In the case of a political emergency, the VP for Student Development in consultation with the President and Vice President shall address political emergencies.

If there is warning of a potential political emergency, communication shall be made of the situation to the appropriate local authorities and to the President of PIU.

When there is danger of violent attack, measures shall be taken to secure the staff and students in the strongest buildings.

The basic policy shall be to avoid any confrontation. All personnel shall be encouraged to remain indoors if at all possible. Only defensive measures should be taken.

If the danger persists and/or intensifies, the Student Development Staff shall use discretion before executing evacuation of students.

It shall be the policy not to make payments to those who threaten the personnel or facilities of PIU.

Staff and students shall be encouraged to be in prayer for a resolution to the situation and for the spiritual condition of those involved.

CAMPUS INTRUDER/SUSPICIOUS PERSON EMERGENCY

If an armed or threatening intruder comes on to PIU property it is very important that faculty, staff and/or students **report it immediately and take protective actions**. PIU maintains a relatively open campus in the middle of a residential area.

If you see an armed intruder and you are in a dormitory, office or classroom:

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 911 and alert the administrative office. Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep the dormitory, classroom, or office secure until police or PIU administrative staff arrive and give directions.

If you are caught in an open or exposed area and you cannot get into a dormitory, classroom or

office you must decide upon a course of action:

Hiding. Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.

Running. If you think you can safely make it out of the area, then do so. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) Between you and the hostile person. When away from immediate area of danger, summon help and warn others.

Playing dead. If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

Fighting. Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous but depending on your situation this could be your last option. If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.

OTHER EMERGENCY SITUATIONS

The VP for Student Development shall have authority and discretion for action in any other type of emergency. The Dean will seek advice in an emergency from local authorities, the PIU President, and Vice Presidents of PIU. The families of the students shall be informed and consulted whenever possible.

GRIEVANCE POLICY

The PIU Grievance Policy will be used if a student feels unfairly treated or is in conflict with another student. Grievance action may be initiated by a student in regard to another student, an instructor, an administrator, any member of the PIU staff, or persons from ministry centers where students do outreach and field training. Our goal for is to seek justice, love mercy and to draw people to the heart of God (Micah 6:8).

Some reasons a student might file a grievance include:

- Unfair treatment by prejudice
- Harassment or intimidation
- Verbal or physical aggression
- Any violation of the PIU standards

GRIEVANCE PROCEDURE

STEP 1. Submit a Complaint form (Appendix 3). Try to work out the problem directly with the person involved (Matt. 18:12-16). If a student feels that direct communication is difficult or inappropriate, he or she may proceed to Step 2. If direct communication does not solve the problem the student may proceed to step 2.

STEP 2. If the situation does not get resolved after step one, the student must submit in writing a report to the Dean of Students. The Dean of Students will meet with the student. If the problem involves the VP for Student Development or Student Development staff, the student should report the incident to the Academic Vice President. The Dean of Students will then meet with parties involved to discuss and seek resolution.

STEP 3. If the VP for Student Development is not involved in the incident a Student Grievance Committee will be formed and convened within (5) business days after receipt of the request. If the VP for Student Development is party to the incident, the Academic Vice President shall within (5) business days convene the Student Grievance Committee. This committee shall be chosen by either the VP for Student Development, or if necessary, by the Academic Vice President and consist of:

- One student from the Junior and Senior academic class level.
- The Student Council President.
- Two members of the faculty or staff.

Note- the accused person may be present or represented by a person of his/her choice. The accuser must be present to explain the charges.

STEP 4. The Student Grievance Hearing Committee has the authority to meet with the conflicting

parties in hopes of graciously resolving the issue. In the effort to best understand the situation, all people involved will have the opportunity to speak about the situation, and after thorough and fair discussion, the committee will make a written recommendation at the end of the Grievance Hearing, to the VP for Student Development or Associate Vice President and once approved, will be implemented.

All grievances not resolved by the Student Grievance Committee may be appealed in writing to TRACS, P.O. Box 328, Forest, VA 24551, (434) 525-9539, with a copy being filed with the Dean of Students.

DISCIPLINE POLICY

Any discipline will be based on Scriptural principles with the purpose of correcting the quality of our relationships with Christ and one another. The key to all of this is Christian love, which compels us to submit to God and to one another.

We understand that we should submit to authorities as we would to Christ. Students are expected to respond with obedience and respect to each other and to authorities regardless of culture, age, nationality, clan, or gender. We should resist the temptation to show scorn or ridicule one another.

This Discipline Policy is meant to be a basic guideline so students know what is expected of them and how they will be held accountable for their behavior.

STANDARDS OF BEHAVIOR FOR PIU STUDENTS

Personal spiritual growth is a basic purpose of PIU. The faith, attitudes and behavior of all members of the PIU family need to grow more like Christ inside and outside the classroom. This means that each individual at PIU must submit to the Word of God as the authoritative standard by which all aspects of the University is to operate

In addition, it is important to learn to live in a community. God calls staff and students from different cultural and church backgrounds. This complicates daily life on PIU campus, for Christians are not in agreement about some aspects of Christian life. The Board of PIU has carefully considered cultural and ecclesiastical concerns and agreed upon some standards of behavior for PIU students and staff members. For the sake of maintaining a healthy campus community, PIU specifically prohibits the possession and use of tobacco, illegal drugs, alcohol, and betel nut on school property or at school sponsored activities. Furthermore, PIU expects students to live lives that are consistent with biblical principles. We understand drunkenness, sexual immorality, gossip, slander, profanity, ethnic or cultural discrimination, dishonesty, stealing, plagiarism, etc. to be inconsistent with biblical living. We expect all PIU students to be active participants in the life of a local church and to strive for academic excellence. PIU will attempt to deal with these issues firmly and redemptive. These and other important standards are described further in the Student Handbook and must be followed by each student.

When necessary, there is a policy for discipline, also described in the Student Handbook. Any discipline will be based on scriptural principles with the purpose of correcting the quality of our relationships with Christ and with one another. The key to all of this is Christian love, which compels us to submit to God and to one another.

Suspected violation of PIU community standards will be referred to the Student Development Team for investigation and appropriate action. Resident Assistants or any other PIU staff or

faculty may be invited to be a part of the process, and at the team's discretion, the matter may be delegated to a specific team member. Disciplinary responses are based upon the nature and severity of the issue and may be imposed by the Student Development Team. The Student Development Team shall gather and review all the relevant information on the situation, make a determination, and notify the student.

DISCIPLINARY COMMITTEE

The Disciplinary Committee (DC) is convened at the discretion of the VP for Student Development. The Committee is convened when students' actions may lead to suspension or dismissal. A student may request to address the DC in the event that the student believes his/her situation involved extenuating circumstances. The committee is comprised of a resident student, a commuting student, and a faculty member who is not part of the Student Development team. The DC only provides a recommendation to the VP for Student Development.

When a student's behavior has been deemed to be inconsistent with PIU standards, the following may be recommended by the Student Development Team and/or the Disciplinary Committee. Any actions taken by the Student Development Team, will be forwarded in writing (except possibly Level One) to the student within (3) three business days of the infraction.

Level One - Verbal/Written Warning. When the Student Development Team determines that the student's behavior reflects a Level One concern, the Team will recommend a verbal or written warning that will be presented to the student. The record of the Team's decision and the recommended actions will be part of the student's official record. The Student Development Team will determine if, and the extent to which, local legal authorities will be informed of disciplinary actions on campus, unless local laws require notification for specific instances. The Student Development Team will comply with local laws requiring the reporting of specified offenses. The Student Development Team is also responsible for monitoring any recommended actions.

Level One concerns may include:

- A first offense of any actions inconsistent with biblical living
- Behaviors that have minimal impact on the relationships with other members of the community or minimal harm to the student exhibiting the behavior

Level Two – Written warning with One on One with Student Development Team. The Student Development Team may determine that a student's behavior reflects a Level Two concern. The Team will then meet with to discuss opportunities for restoration. If the team believes that the student is not contrite for what they did, then the Team can place a student on Level 3.

Level Two Concerns may include:

- Repeated Level One offenses

- No responses to the recommended actions imposed in addressing Level One concerns.
- Behaviors that pose an immediate threat or have incurred harm to any members of the community

Level Three – Probation. The Student Development Team may determine that a student’s behavior reflects a Level Three concern. The Team and the student will meet to discuss the guidelines and requirements involved in the Probation. If the Team believes it to be necessary, or if the student violates the Probation then dismissal will be considered.

Level Three Concerns may include:

- Continuous repetition of previous offenses
- Defiance of faculty, staff, or administrative directives aimed at protecting the well-being of any members of the community
- Egregious examples of behaviors inconsistent with biblical living
- Behaviors that pose an immediate threat or have incurred harm to any members of the community

Dismissal – Upon extensive investigation and deliberation, the Student Development Team may recommend dismissal for a PIU student. The Team recommendation will include a clearly articulated justification that balances the well-being of the student as well as the best interests of the entire PIU community. The Team may recommend conditions on which the student may be considered for readmission to PIU.

Dismissal concerns may include:

- Continuous repetition of previous offenses
- Defiance of faculty, staff, or administrative directives aimed at protecting the well-being of any members of the community
- Egregious examples of behaviors inconsistent with biblical living
- Behaviors that pose an immediate threat or have incurred harm to any members of the community

APPEAL FOR BEHAVIORAL DISCIPLINE

The decision for implementation of the Disciplinary action may be appealed to the Provost within (3) business days. The appeal by the student must be in writing (within 3 business days of the decision).

If a student has been dismissed due to behavioral issues as decided upon by the Student Development Team he or she is eligible and has the right to appeal the decision. He or she must write a letter to the Provost outlining the complaint leading to the dismissal as well as the student's version of the issues that resulted in the dismissal. The Provost will review the reports from the Student Development Team and the Discipline Committee to determine if the decision for dismissal will be upheld, reversed, or addressed in a completely different manner. The decision made by the Provost is final and can only be appealed to through the accrediting agency.

VIOLENCE IN THE WORKPLACE POLICY

This section describes PIU's policies for preventing and responding to bullying, disruptive, threatening or violent behavior involving anyone on the PIU Campus. This pertains to actions on the campus or through use of PIU's internet site. This policy will pertain to faculty, staff, students or general community members. This policy serves as guidance for protecting the PIU community from and responding to, such conduct when directed toward them by unaffiliated visitors.

DEFINITIONS

- A. Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes bullying (either virtual or actual), yelling, using profanity, stalking, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.
- B. Threatening Behavior includes physical actions short of actual contact and/or injury (i.e. moving closer aggressively), stalking, general oral or written threats to people or property ("You'd better watch your back or I'll get you!") as well as implicit threats ("You'll be sorry!" or "This isn't over!").
- C. Violent Behavior includes physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (i.e. throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (i.e. threat to shoot or harm a named victim).

POLICY

- A. PIU can best perform its mission of providing accessible, excellent, transformational Christian higher education when faculty, students, staff, and visitors share a climate that supports a safe learning environment. PIU is committed to creating and maintaining an environment that is free from disruptive, threatening and violent behavior.

- B. PIU will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the PIU community or by visitors. Faculty, staff, students or outside visitors engaged in such behavior will be subject to appropriate disciplinary action (i.e. suspension, put on leave, removal from campus), up to and including dismissal, under the appropriate policy or contract.
- C. Disruptive, threatening or violent behavior is prohibited under criminal or civil law. When appropriate, PIU will refer cases for civil action or criminal prosecution.
- D. An individual may be excluded from PIU premises for disruptive, threatening or violent behavior. Additionally, members of the PIU community and individuals not directly associated with the University (i.e. a spouse or former spouse) may also be excluded pursuant to a court ordered restraining order. (Other applicable law or penal code-notice of withdrawal of consent).
- E. All University personnel and students are committed to upholding and implementing the University's policy relating to disruptive, threatening or violent behavior, including reporting such behavior through normal lines of administrative responsibility or to the Office of Student Development.
- F. PIU maintains Health and Safety response teams to assist department chairpersons, other faculty, staff, administrators and other members of the PIU community. Additional information regarding guidelines and procedures for dealing with Violence in the Workplace incidents can be seen in Pacific Islands University Handbooks. Printed copies can be viewed at the Administration Building or the Student Development Office.

OFF-CAMPUS OPPORTUNITIES

PIU's location on Guam enables students to participate in various cultural, educational, and religious opportunities. Although this list is not comprehensive, students are encouraged to discover other opportunities outside campus that would enlighten and encourage them in their educational experience.

CULTURAL

Richard F. Taitano Micronesia Area Research Center at University of Guam

Chamorro Village is a local weekly fair that offers food, dancing, art, and other events. Every Wednesday night in Hagatna.

Guam Council on the Arts and Humanities Agency (CAHA) fosters the opportunity for participation in arts and humanities programs to benefit citizens of all ages and from every community on the island. Check the website for events and programs.
www.prel.org/programs/pcahe/PTG/terr-guam1.html

EDUCATIONAL

University of Guam offers various workshops, programs, and ongoing education for the community. Check the website for current educational opportunities. www.uog.edu

Guam Community College offers courses and programs in career and technical education.

Guam Museum's "Museum Educational Series" offers educational programs to the community on historical and cultural subjects. Check the website for more information.
www.guammuseum.com Pacific War Museum in Piti offers educational opportunities to learn of Guam and Micronesia's history over the past centuries. Call for regular hours and other opportunities.

CHURCH

Local churches provide weekly and often bi-weekly services and numerous opportunities to serve and become involved in the community. Ask the Student Development Staff or other PIU staff for recommendations of where to attend.

STUDENT SERVICES

ACADEMIC ADVISING

Academic advisers are available to each student at PIU. It is very important that you meet often with an adviser in order to make sure you are taking the right classes in the right sequence. A list of advisers and the students they serve, along with the time each adviser is available, is posted each semester in the office. Academic advisers are available during each semester's registration process.

FINANCIAL AID

Awards are available based on various criteria, such as: financial need, program-based, ministry related, sponsoring organization criteria and others. That is, PIU will attempt to provide sufficient financial aid for each student who is admitted so that the student will be able to afford the expenses for the school year. However, the primary responsibility for tuition and fees rests with the student and his or her family.

Students wanting to be considered for this financial support must obtain and complete the application forms, including the financial summary form.

It is the hope that no admitted student will be denied opportunity to study at PIU because of inadequate financial support. For more information, contact the PIU financial aid director, the campus registrar, the teaching facility director or the teaching facility coordinator. Note: PIU does not participate in the student loan program. The Free Application for Federal Student Aid (FAFSA) is not required for admission. However, it is strongly encouraged and recommended that students complete the FAFSA as early as possible. The online application can be found at: fafsa.ed.gov.

SCHOLARSHIPS AND GRANTS

Federal Title IV Pell Grant Program. * PIU is a participant in the federal Title IV Pell Grant Program. Students are responsible for completing all required documents in a timely manner and to work with the Financial Aid Officer to ensure that all procedures have been carried out.

Other Publicly Funded Scholarships. Students may be eligible for scholarships granted by various local governments (Guam, CNMI, FSM, RMI, Palau). Students should identify those scholarships for which they are eligible and follow application and processing procedures.

Academic Excellence Scholarship. This scholarship is available to any full-time student who has a GPA of 3.5 or above in the previous semester and takes more than 12 credits hours in the

succeeding semester. Students will receive a scholarship for the tuition costs of up to 3 credits hours beyond 12 credit hours.

Bible Knowledge Enrichment Scholarship. This scholarship is available (upon approval of a letter of application) to all *non-program* students who are ineligible or unable to participate in Title IV or in other public or state scholarship, grant or award programs. This scholarship pays 50% of the tuition for all PIU Bible, Theology or Ministry classes taken and can be applied up to a maximum of 12 credits.

Bible Translation Training Scholarship. This scholarship is available to students who desire to learn about the field of Bible translation and its role in strengthening the church. This scholarship is funded by the Isles of the Sea which works in Bible translation in the Pacific. Scholarship funds will be awarded to students who have enrolled in the Bible translation courses, especially those who have declared a Bible translation minor.

Community Action Scholarship. Students may earn Community Action Scholarship funds by providing short-term services to local churches, community organizations, or residents in need (especially the elderly and the disabled). These services go above and beyond activities that support the requirement for Community Service and Ministry. The funds will be disbursed at the discretion of the Financial Aid Officer and the VP for Advancement.

Pastor's Scholarship. This scholarship is available for one first-time student from each local church each semester, who is ineligible or unable to participate in Title IV or in other public or state scholarships, grants or award programs. To apply for this scholarship, a student must submit a letter from the pastor of his or her local church recommending the student for the scholarship. This scholarship pays for the full tuition and fees excluding textbook charges for the first class taken at PIU.

PIU President's Grant*. The purpose of this grant (award amount up to \$500 per semester) is to make Christian higher education available for students who are unable financially to attend PIU **after all other grants are applied at the end of the semester.** All program students are eligible to be considered for this grant upon receipt of a written application. Applications will be considered and be awarded at the discretion of the President. The grant will be applied to the student account for tuition, room and other fees excluding course textbooks and penalty fees. This grant reflects the contributions to PIU made by Liebenzell Mission and volunteers to the operating and capital budget, as well as the provision of missionary faculty and staff.

Other Institutional Scholarships*. Other Institutional Scholarships are privately funded by monies given to PIU to provide scholarships. The funds may come from external sources, such as a branch of Liebenzell Mission, other organizations, or private individuals. The purpose of these scholarships vary, depending on the donor's intent for funds. See the Financial Aid office for applications procedures and availability.

Veterans Benefits. Students who have served in the United States military may be eligible for benefits through the US Department of Veterans Affairs.

(Source: GEN-12-10 USDE Office of Postsecondary Education). If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill benefits to you.

For more information on qualification or veteran benefits visit the US Department of Veterans Affairs website, www.gibill.va.gov, or contact the PIU Financial Aid Office.

*In order to be eligible to apply for this grant, the student must have a current FAFSA on record and must fill out PIU's General Scholarship application. Returning students must complete a valid FAFSA before the end of the previous semester and make application before the close of registration. New students must submit their written application and valid FAFSA latest 30 days after the close of registration. However, these funds are very limited, and date of application will be a major factor in determining how funds are distributed.

LIBRARY

The purpose of the library is to:

- Provide access to biblical and theological support and research materials for use by faculty and students.
- To help prospective students develop effective research and information-gathering techniques using a variety of traditional and electronic mediums.
- To serve as a resource to the local church community and Christian schoolteachers.

Library Hours. Regular hours are from Monday through Thursday, from 9:00AM to 8:00PM, Friday from 9:00AM to 5:00PM and on Saturday, from 1:00PM to 4:00PM.

The library is normally closed on Sundays and holidays. Any changes in the schedule will be posted and announced via email, PIU website and social media,

Please observe quiet voices while being in close proximity to the library. The library is quiet place of study and we want to maintain this for the respect and love of all our students.

Circulation Information. Books and other materials such as magazines and CDs may be checked out for two weeks and renewed for an additional two weeks. DVDs are borrowed for three days and renewed for an additional three days. Laptops, headphones, Reference books and reserve materials such as course textbooks must be used in the library. Requests for renewal can be made in person or by telephone 588- 1821.

Overdue and Lost or Damaged Materials. A fine of 15 cents per day will be charged for all overdue items. Unless special arrangements are made, all books must be returned before the end of each semester. A replacement cost, as determined by the librarian, will be charged for books and other lost or damaged items.

Computer Use in the Library. All currently enrolled students may use the library's computers for legitimate purposes. The permission of the person in charge of the library is required.

All students, faculty, and staff **must sign in to use a computer** and indicate how it will be used (Moodle, email, Internet search, library resources, etc.).

Legitimate uses include:

- searching the Internet
- word-processing
- using the library's CD-ROM programs.
- **Earplugs or headphones** are needed to listen to any audio.
- Users must demonstrate at least basic computer knowledge.
- The amount of time that one may use the computers may be limited depending on whether students are waiting for a computer be available.
- Normal black and white **printing and copying costs** ten cents (\$.10) per copy and is paid when copies are made.
- **Prepaid copy cards** for \$1.00 and \$2.00 are sold in the Library and may be used at both the Study Center and Library. If pictures or graphics are printed or copied, cost may increase up to \$1.00 as determined by the library staff.
- Food is not allowed in the Library; drinks with non-slip covers can be used.

Consideration for others using the Library. The library seeks to provide an environment where users are able to concentrate and seriously pursue research and information needs. For some students the Library is the only place they can find a comfortable, quiet place for study, reading and meditation. This does not mean that absolute silence is required; however, you should show respect to others in the library by keeping unnecessary movement and noise to a minimum. With this consideration, there is no use of phones or video connections in the Library. Please speak with the Library Director if you have the need for video connection for classwork or other special needs as arrangements can usually be made.

Chairs should be returned to their proper places, and everything in your work area should be cleaned up before you leave.

Library books and other materials taken from the shelves for use, but not checked out, should be placed on the book cart by the door when you have finished using them.

Food and drink are not allowed in the library.

STUDY CENTER

PURPOSE

The PIU Student Study Center serves students:

- Provide a comfortable environment for study where the student can meet with other students for the purpose of studying, working on projects, accessing the internet for class or pleasure, or just a place for commuter students and dormitory students to socialize.
- Provide classroom space for classes and labs.
- The PIU Study Center hours will be announced.

STUDY CENTER COMMUNITY

The Study Center may be noisy. If it gets too noisy for any student, the student may ask it to be quarter or can seek out a quieter location on campus (such as the PIU Library). Eating, drinking, and socializing is encouraged. Group study time is encouraged.

The Study Center staff is here to help you. You may come ask any question. Mostly, we know about computer, but we are not limited to helping you with computer problems, email problems, or Distance Education access. Forget a password? Come to see us. Is a website OK? We can help you evaluate this.

Rules for using the study center computers are not intended to be excessively restrictive. We want to help you get the most out of computer use.

Users must **sign to use a PIU Student computer** and indicate which computer will be used. This is to help document how the Study Center is used.

Printing:

- Cost of printing in the Study Center is the same as the Library.
- **Prepaid copy** cards from the Library may be used in the Study Center. Food and Drinks around electronic equipment:
- Keep the areas around the computers clean.
- When around student computers, be careful of eating or drinking. Consider **drinks**

with a non-slip cover is encouraged. Electronic equipment does not survive well having coffee poured on it. Crumbs do not help either.

- Most computer labs prohibit food and drink in the facility. This is not the case in the Study Center as we want to the Study Center to be comfortable.
- We want students to have fun. However, if the student damages a computer with food, drink, or “horsing around”, the student may be held responsible for repairing damage to the computer. If a student’s personal computer gets damaged, he or she will be responsible for repairs.
- If a student damages another student’s computer, he or she will be responsible for repairing the computer.

PIU CAMPUS COMPUTER USE

The Help Desk staff are here to serve you by helping you to get the most out of PIU’s computers and your personal computing devices. You may ask the staff any question. Helping is our highest priority and we want to help you. We cannot answer a question that is not asked. Any computer checked by the Study Center staff must have one active and up to date virus scanner.

Examples:

- Forgotten information: Email Address, email password, Moodle user name, Moodle Password, lost student ID’s.
- How to get wireless access code.
- Any computer checked for a student should have a working virus scanner. If PIU staff finds you have no virus scanner, or it is not working, a virus scanner will be installed (a free product from the internet) and scans will be run to make sure there is no active virus on the computer.

Personal computer equipment including (but not limited to) laptop or desktop computer, phones, tablets, and e-readers may be used to access the internet on campus and are required to submit to . Use of computer in the classroom will be determined by the instructor.

PIU STUDENT COMPUTER USE RULES

Report any technical problems with student computers or programs to staff so that these can be fixed as soon as possible.

- PIU student computer equipment is for use by PIU students, staff and faculty only.
- Each student will be given a username and password to access school computers. The username and password will give students access to any student computer in the library and study center.
- Google Drive attached to your PIU Email address has unlimited space to store things.
- If you need a program on a PIU student computer, ask Help Desk at helpdesk@piu.edu. Help Desk will respond within 2-3 days to your request

INTERNET ACCESS

- When you are using a PIU student computer, it is like using a computer in a coffee shop or an airport.
- Keep your email and other login user/password private
- Always log out of computer with done. PIU is not responsible for a lose of data if a student forgots to logout of the computer.
- If you do not, the next person to use the computer may be in your accounts without using a password. Set all browsers to NEVER let the browser save a password.
- If you find that someone else forgot to log out, please log out for them.

GENERAL COMPUTER USE RULES.

- Internet access monitoring
- Monitoring internet access will be done on a random basis.
- Internet access that is detected which is not acceptable will result in your internet access being immediately disabled. This may be on a device (phone, laptop, etc.) or user basis.
- It is understood that accidentally accessing inappropriate websites is possible and will be taken into consideration when determining whether internet access will be restored.
- Access to the internet will not be restored until Student Development allows reactivation.

UNACCEPTABLE INTERNET USE

Unacceptable student use of Internet access includes, but are not limited to:

- Damaging or destroying equipment, software or data belonging to the college or others. This includes changing computer settings
- Using obscenities, vulgarities, foul or abusive language in any Internet communication.
- Accessing or printing inappropriate materials.
- Promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics.
- Using visuals and sounds that may be offensive and/or disruptive to others.
- Accessing the internet for the purpose of Plagiarizing.
- Downloading programs from the Internet to PIU student computers without staff approval.
- Installing programs on PIU student computers,
- Using or “hijacking” another’s email or social identity.
- Bullying another over the internet or other destructive posts.

NOTE: Failure to abide by these guidelines will at the minimum result in the loss of computer privileges.

CONSEQUENCES OF MISUSE

- The use of PIU student computers is a privilege granted to all students.
- Unacceptable use of the computers will result in immediate loss of computer use privileges anywhere on campus.
- The misuse may be discussed with the Student Development staff and if it was an

obvious accident, access will be restored. The misuse incident will be immediately referred for disciplinary action as deemed appropriate by the VP for Student Development and may be referred for formal disciplinary action.

- The Disciplinary Committee will decide what is acceptable and unacceptable use and the decision will be final.

LISTINGS

ADMINISTRATORS AND STAFF

Administrative Council	
President (CEO)	Ian Richards
Vice President for Academics (CAO)	Paul Drake
Vice President for Student Development	Delight Suda
Chief Financial Officer (CFO)	Arnel Oscianas
Director of Administration	Kevin Graham
Staff	
Biblical Studies Chair	Iotaka Choram
Director of Church Relations	Orichy Orichiro
Distance Education Director	Jeremiah Adigun
Liberal Studies Chair	Michael Owen
Library Director	Paul Drake (part-time)
Library Director	Stella Fatag (interim)
Resident Director	Orichy Orichiro
Administrative Assistant	Chairoleen Orichiro
Advancement Coordinator	Chairoleen Orichiro
Alumni Relations Coordinator	<i>TBH</i>
Assessment Officer	<i>TBH</i>
Assistant to the Administrative Council	Joshua Combs
Financial Aid Officer	Delight Suda
Human Resources Manager	Joshua Combs
Information Technology Administrator	Kevin Graham
Library Information Specialist	<i>TBH</i>
Registrar	Jasyuri Fritz
Resident Discipleship Leader (Men)	Miaky Maras
Resident Discipleship Leader (Women)	Lavern Killion-Roby
STEP Center Coordinator	Dot Houde
Director of Operations	Orichy Orichiro

BOARD OF TRUSTEES

Chairwoman	Pacita Tomada, Guam
Vice-Chairman & Treasurer	Rev. Marcellus Ngiraingas, Palau
Secretary	Rev. Frank Guter, Guam
Trustee	Rev. Gidion Moofal, YEC Yap
Trustee	Dr. Christopher Matthews, LM USA
Trustee	Rev. Byung Chul Kim, Guam
Trustee	Rev. Komber Kumo, ECC-Chuuk
Trustee	Rev. Kurten Orichiro, Guam
Trustee	Rev. Steve Stinnette, LM USA
Trustee	Gov. Felix Camacho, Guam
Trustee	Pete Borja, Guam

SUPPORTING AGENCIES

Liebenzell Mission International

Palau Evangelical Church

Yap Evangelical Church

Evangelical Church of Chuuk

CONTACT INFO

Website: www.piu.edu

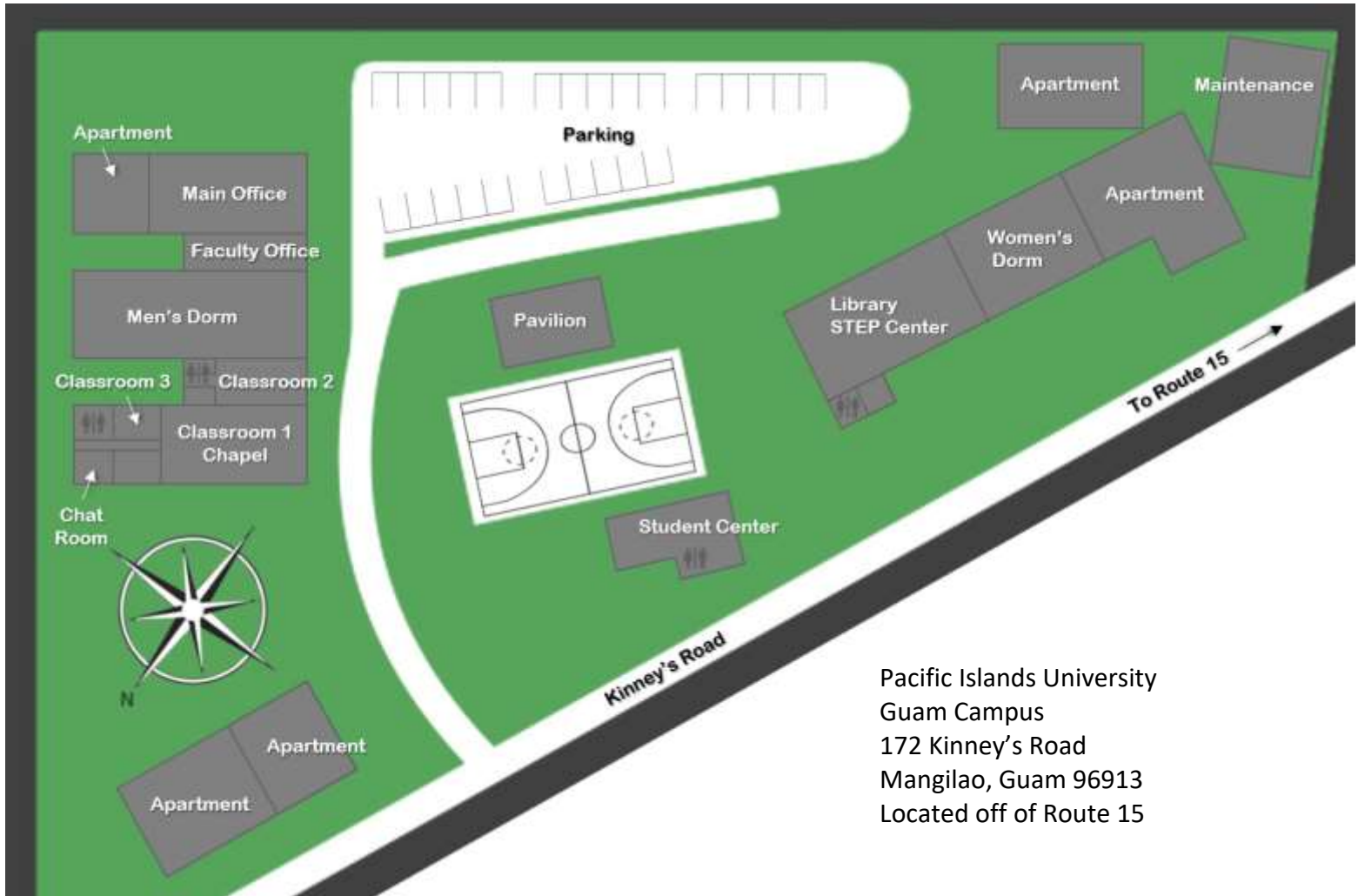
Time Zone: UTC +10

Email: info@piu.edu

Location and Mailing Address: 172 Kinney's Road
Mangilao, GU 96913

Phone: 671-734-1812

GUAM CAMPUS MAP



Pacific Islands University
Guam Campus
172 Kinney's Road
Mangilao, Guam 96913
Located off of Route 15

HOUSING AGREEMENT

_____ I have paid the \$50.00 dorm deposit.

_____ I understand and have signed the Standards of Behavior Commitment for Pacific Islands University.

_____ I understand I am not allowed to have any of the prohibited items in my room, on campus, or at any school function. These include: "The use of tobacco in any form, alcohol, drugs, betel nut, pornography, weapons, and all other illegal substances."

_____ I understand that I need to abide by the laws of Guam.

_____ I understand if I tamper or remove the smoke detector from my room there will be a \$50 fine.

_____ I am responsible to report any violations of the standards of behavior to the Student Development Department either to my RA or the Student Development Staff.

_____ I understand I am responsible to participate in 2 hours of Clean and Green each week in order to maintain our campus.

_____ I understand I am responsible to report any maintenance needs to my RA.

_____ I understand I am required to follow curfew (Mon. -Thurs. 10pm & Fri-Sun 12 midnight)

I _____ agree to all the above statements as outlined in the Student Handbook. I understand if I do abide by these standards, I will be communicating my desire to either live off campus and may even be dismissed from school. These standards are an important in order to maintain a healthy and safe

community.

Student Signature

VP for Student Development

STANDARDS OF BEHAVIOR FOR

PIU STUDENTS

Personal spiritual growth is a basic purpose of PIU. The faith, attitudes and behavior of all members of the PIU family need to grow more like Christ inside and outside the classroom. This means that each individual at PIU must submit to the Word of God as the authoritative standard by which all aspects of the University is to operate

In addition, it is important to learn to live in a community. God calls staff and students from different cultural and church backgrounds. This complicates daily life on PIU campus, for Christians are not in agreement about some aspects of Christian life. The Board of PIU has carefully considered cultural and ecclesiastical concerns and agreed upon some standards of behavior for PIU students and staff members. For the sake of maintaining a healthy campus community, PIU specifically prohibits the possession and use of tobacco, illegal drugs, alcohol, and betel nut on school property or at school sponsored activities. Furthermore, PIU expects students to live lives that are consistent with biblical principles. We understand drunkenness, sexual immorality, gossip, slander, profanity, ethnic or cultural discrimination, dishonesty, stealing, plagiarism, etc. to be inconsistent with biblical living. We expect all PIU students to be active participants in the life of a local church and to strive for academic excellence. PIU will attempt to deal with these issues firmly and redemptively. These and other important standards are described further in the Student Handbook and must be followed by each student.

When necessary, there is a policy for rebuke and discipline, also described in the Student Handbook. Any discipline will be based on scriptural principles with the purpose of correcting the quality of our relationships with Christ and with one another. The key to all of this is Christian love, which compels us to submit to God and to one another.

I agree to submit to PIU rules, standards and authorities as long as I am enrolled by the University.

Signature

Print Name

Date

COMPLAINT FORM

CONTACT INFORMATION:

Today's Date		Student ID #	
Complainant's Name	<i>Last</i>	<i>First</i>	
Complainant's Address	<i>Number & Street</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Country</i>
Complainant's Contact	<i>Mobile Phone</i>		
<i>Email</i>			

INCIDENT INFORMATION:

Date of Incident		Time of Incident	
Place(s) of Incident			
Name of Other Person Involved (if applicable)			
<i>Describe the incident</i>			

WITNESS INFORMATION:

Name of Witness	
Witness Contact Info	
Name of Witness	
Witness Contact Info	

Resolution sought by complainant:

_____ I understand that by informing the Dean’s office that some incidents, particularly sexual assault or other incidents that are deemed egregious by the Dean, may be subject to emergency action as authorized by PIU Board Policy.

_____ Pacific Islands University upholds FERPA in all matters. Your signature below acknowledges that information may be shared as educational need-to-know in the investigation of this complaint.

Complainant’s Signature	
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After completion, return this form to the appropriate Pacific Islands University Administrator for review.