



**Hawaii Tokai International College**

# **HTIC STUDENT HANDBOOK**



## **Hawaii Tokai International College**

91-971 Farrington Highway, Kapolei, Hawai'i 96707

(808) 983-4100

[htic@tokai.edu](mailto:htic@tokai.edu)

[www.hawaiiitokai.edu](http://www.hawaiiitokai.edu)

### 2016-2017 Student Handbook

Hawaii Tokai International College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org).

Hawaii Tokai International College is authorized to operate in the State of Hawaii under the Hawaii Post-Secondary Education Authorization Program, by the Hawaii State Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813, (808) 586-7327. Additional information about authorization, including the filing of complaints against institutions, can be found at [cca.hawaii.gov/hpeap](http://cca.hawaii.gov/hpeap).

*This Student Handbook provides general information that is descriptive in nature and does not constitute an irrevocable contract between the student and Hawaii Tokai International College. HTIC will make every effort to maintain an up-to-date version of this handbook on its website ([www.hawaiiitokai.edu](http://www.hawaiiitokai.edu)) It is, however, the responsibility of the student to consult with the Office of Student Services for the most current and complete information.*

*It is the policy of Hawaii Tokai International College to provide equal opportunity in higher education, both in educational mission and employment. HTIC does not discriminate on the basis of race, color, age, religion, sex, sexual orientation, national origin, or physical handicap or other disabling condition in its educational programs, admission, activities, or employment practices. The college is committed to complying with all state and federal statutes, rules, and regulations that prohibit discrimination.*

# HTIC Student Handbook -- Table of Contents

(rev. 2016)

	Welcome Messages	2-4
	Being a Successful Student at HTIC	5-6
1. Academic Services	The Learning Center/Library	7
	Academic Advising	7
	TOEFL Testing	7
	Transfer Advising	7
	Tutoring	7
2. Student Services	Admission and Records	8
	Alumni Services	8
	Counseling Services	8
	Email Accounts	8
	Information	8
	International Student Advising	8
	Refunds - Tuition	9
	Security	9
	Student Health Insurance	9
	Student Mailboxes	9
	HTIC Student Identification Card (ID)	9
	Library and Computer Lab Access	9
	Lost & Found	9
3. Immigration Concerns	F-1 Student Visas	10
	Passport & I-20	10
4. Student Life	Campus Events	10
	Student Organizations: Student Government & Clubs	11
5. Residence Life	On-Campus Housing	11
	Resident Advisors	11
	Housekeeping	12
	Bicycles/Mopeds	12
	Cafeteria/Food Services	12
	Room Key	12
	Alcohol/Fire Policies	12
	Refunds – Housing	12
6. Local Information	Personal Finance	13
	Transportation – Bus and Taxis	14
7. Emergencies	Emergency Information	15
	Fire & Emergency Procedures	16
8. Safety/Health	Safety/Health Precautions	16
9. Campus Regulations	Campus Regulations	16
10. Code of Student Conduct Summary		18
11. Campus Directory		20
12. Supplemental Section A	Code of Student Conduct	21
13. Supplemental Section B	Housing Rules and Regulations	46
14. Supplemental Section C	Disciplinary Action Regarding Alcohol & Drugs	55
15. Supplemental Section D	Parking Policies	56

## WELCOME MESSAGE FROM THE CHANCELLOR

Aloha! Welcome to Hawaii Tokai International College.

As a student at HTIC, you have entered the gateway to your future. Your new life as a college student has begun. As a member of the HTIC community, you may experience a way of life that is very different from what you are used to and which you have never experienced before. The process of adjusting to these differences, combined with all your experiences at HTIC, prepares you for the rest of your life.

We hope your experiences at HTIC help you to become comfortable as a global citizen. What you learn throughout your college career – whether through class experiences or extracurricular activities – will help you build the necessary skills to be comfortable in a global society. We believe that your years at HTIC will help you learn the important commitment to creating an environment where everyone can live comfortably. Most importantly, we hope you'll come to understand that this commitment starts from within.

A major component of this commitment to your future as a global citizen is following HTIC's regulations and helping your fellow classmates. The purpose of HTIC's regulations is to ensure courtesy toward others, which helps maintain a very successful and fruitful way of life within our community. Let us all – students, faculty, and staff -- create a place where everyone can learn from one another and live comfortably and harmoniously.

I hope that your years in college are transformative, and allow you to discover the world and, more importantly, yourself.

Sincerely,

**Takuya Yoshimura**  
**Chancellor**  
Hawaii Tokai International College

## **A WELCOME MESSAGE FROM THE VICE CHANCELLOR**

Aloha! Welcome to the learning community of Hawaii Tokai International College.

HTIC believes in the importance of lifelong learning and takes pride in its role as an educational and cultural gateway. Those who step through this gateway are instilled with a thirst for knowledge that carries them to all regions of the global community.

HTIC provides a learning environment dedicated to the spirit of academic and personal integrity. The College is enriched by peoples of varying cultural backgrounds and life experiences, all of whom make unique contributions to our learning community. Nowhere will you find a more conducive and stimulating environment for developing skills of critical thinking and effective communication.

Our faculty and staff will guide you carefully during your academic endeavors at HTIC to ensure that your learning experience is complete and rewarding, but in turn, we ask that you familiarize yourself with matters of academics, housing and student life, and college safety regulations. This Handbook will provide the information you need to become active, responsible members of the HTIC learning community.

I wish you the very best as you embark on your educational path!  
Sincerely,

**Mark Hamilton**  
**Vice Chancellor**

## **HTIC: A COMMUNITY OF RESPONSIBLE ADULT LEARNERS**

Welcome to HTIC!

You have now entered the next phase of your life: adulthood. I commend you for selecting to share this experience with the faculty and staff at Hawaii Tokai International College.

At times your college journey may seem painfully slow, perhaps hindered by rules and restrictions. At other times, it will seem as if time is speeding by and you feel uncertain about how best to keep up with the many decisions you will need to make. However, do not be alarmed. HTIC faculty and staff are here to listen to you, guide you, and help you develop the tools necessary to make responsible choices and decisions.

As you experience your own unique journey through college, we are confident you will face each new situation as a responsible adult learner. You will begin to take personal ownership of your choices, trusting yourself to make good, sound judgments regarding your education and your life. In your college years, may you successfully transition from being a passenger on your journey through life, to becoming a confident, responsible pilot of your life!

Aloha,

**Yukari Kunisue, Ph.D.**  
**Director, Student Services**

# BEING A SUCCESSFUL STUDENT AT HTIC

Students at HTIC are expected to be responsible, adult learners. What does this mean?

**1. Commit yourself to being an active member of the HTIC "learning community"<sup>1</sup> as well as of the surrounding community.**

Regularly attend all classes, join in classroom discussions, and complete all assignments in a timely manner. Make the effort to participate in campus activities including Convocations, special events, and social gatherings with fellow students at HTIC, UH West O'ahu and other students from community and international institutions. Get involved with the student government and gain valuable leadership experience. Participate in Service Learning opportunities in the local community. Do not let any opportunity to interact with others, both on and off campus, pass you by!

**2. Seek help when you need it.**

Ask your teachers questions when you do not fully understand a lecture or assignment. See your teacher or advisor for advice on your studies or personal matters. Make use of the tutors to receive assistance with your homework or other assignments. Many support services are in place to ensure your success. Use them!

**3. Respect the rights of others.**

A successful HTIC student follows the rules and regulations outlined in the *Code of Student Conduct* as well as Housing and other agreements. The purpose of these rules is to protect the rights, privacy and safety of all members of the learning community.

**4. Demonstrate personal and academic integrity in all your actions.**

Personal and academic honesty is expected of all students at HTIC. Cheating and plagiarism will not be tolerated. **Plagiarism involves submitting work that copies or closely paraphrases another individual's work without identifying the author and source.** Ask your advisor or instructor if you have questions about plagiarism.

**5. Understanding your grade point average (GPA).**

Like most other academic institutions of higher education, HTIC follows a letter-grading system for its academic courses. The following letter grades/grade points are used:

- A Excellent achievement**  
(4 grade points or 93-100%)
- A- (3.7 grade points or 90-92%)**
- B+ (3.3 grade points or 87-89%)**
- B Above average achievement**  
(3 grade points or 83-86%)
- B- (2.7 grade points or 80-82%)**
- C+ (2.3 grade points or 77-79%)**
- C Average achievement**  
(2.0 grade points or 73-76%)
- C- (1.7 grade points or 70-72%)**
- D+ 1.3 grade points or 67-69%)**

---

<sup>1</sup> Members of the learning community include students, faculty, and staff.

- D Minimal passing achievement  
(1 grade point or 63-66%)**
- D- (0.7 grade points or 60-62%)**
- F Less than minimal passing achievement  
(0 grade point or 59% and under)**

**6. Fulfill your financial obligations in a timely, appropriate fashion.**

Pay all fees/fines and return all materials belonging to HTIC (including library materials) on time. If you have not fulfilled all obligations, you risk not receiving your grade reports, transcripts, and diplomas, and may be prohibited from registering for classes.

**7. Keep your good status as a regular HTIC student.**

Matriculating students must have health insurance for their entire term of study and proof that they have had an MMR (measles, mumps and rubella) vaccination and a negative TB (tuberculosis) test. Every international student is responsible for keeping all F-1 documents in proper order. Students should also always carry a validated HTIC Student ID card while enrolled. You may ask questions about these matters at the Office of Student Services.

**8. Stay informed.**

Check your mailboxes and e-mail accounts daily and regularly read postings on the bulletin boards. This is how HTIC keeps you informed.



# 1. ACADEMIC SERVICES

## **The Learning Center/Library**

HTIC's Learning Center/Library is the heart of the campus where students spend many hours studying, working on computers, reading newspapers, checking out materials, conducting research, getting tutorial assistance, or meeting in small study groups. A comfortable setting for all your educational needs, the Learning Center offers print materials (books, periodicals, pamphlets, and newspapers), and non-print materials (e-books, films, video tapes, and audio tapes) for use by students, faculty, and staff.

Students have access to PC computers in the Library during non-class hours. HTIC student login is required by using your Student ID and HTIC email password. Students may also use a personal laptop but must pay a fee each term for personal network and internet access. Anyone using the HTIC network and/or computers automatically agrees to abide by the terms of the "Acceptable Use Policy" of HTIC. See "24-hour Access" on page 9 for more information regarding Library and Computer Lab use.

## **Academic Advising**

Each student is assigned an academic advisor to assist with course selection, scheduling, and assistance with academic concerns.

## **TOEFL Testing**

TOEFL testing is offered once each term for all CP students. Students in the CP Program are required to take this test. Students in the LA Program may take the exam for a fee if required for transfer and space is available.

## **Transfer Advising**

If you plan to transfer to a 4-year college or university, start early by visiting one of the transfer advisors. Students wishing to transfer must also attend transfer workshops held each term. The transfer advisors in Student Services will guide you in your plans to transfer to an American 4-year degree program, the Tokai University Educational System (TES), or other foreign universities.

## **Tutoring**

Need help with an assignment or project? Need help with math? Want to practice your conversational English? Then visit one of the tutors in the HTIC Learning Center. Tutors offer academic assistance at no cost Monday through Thursday from 4:30 p.m. to 9:00 p.m. and Sunday from 4:00 p.m. to 9:00 p.m. in the library. To ensure you have enough time with the tutors, make sure to schedule an appointment ahead of time.

## **Finally...**

*If you find yourself falling behind in your classes or not performing at a "C-" level or higher, seek help immediately.* Go to your instructor during his or her office hours, or see your advisor to get the type of help you will need to avoid falling into probation or suspension status. While we make every effort to contact students who are "at risk," the ultimate responsibility is yours!

## 2. SERVICES FOR STUDENTS

### Admissions & Records

Student Services provides many services relating to admissions and record keeping. Contact the Student Services staff for more information and assistance with the following:

- **Admissions procedures**
- **Registration for classes**
- **Course schedules**
- **Student academic records**
- **Grade reports**
- **Transcripts**

### Alumni Services

Students who have graduated from HTIC become members of the HTIC Alumni Association. The HTIC Alumni Association meets in Japan and Hawaii with plans to eventually extend the get-togethers to other international settings. For more information contact the Student Support Officer in the Office of Student Services.

### Counseling Services

OSS advisors may, at any time, refer students to a counselor for confidential personal counseling services. The counselor may also, at any time, refer the student for additional outside services as deemed necessary to ensure students' needs are met. OSS maintains a list of providers.

### Email Accounts

Registered HTIC students are issued a college email account at no cost. You can access this account from any computer. For help using your college email account, contact the Student Support Officer, Ext. 4118.

### Information

HTIC provides information to students in a variety of ways:

- **Bulletin Boards**

Bulletin boards are located in OSS, 1<sup>st</sup> and 2<sup>nd</sup> floor of A building, and on all residence hall floors. Students are urged to regularly check the boards for important information posted by HTIC. Boards on the residence hall floors may be used to give notice of special events & announcements.

Approval from the Office of Student Services must be obtained prior to posting anything on the bulletin boards.

- **HTIC Website**

HTIC maintains a website to provide information about HTIC and important links for library research, campus events, alumni information and online resources. Visit the website at [www.hawaiiokai.edu](http://www.hawaiiokai.edu).

### International Student Advising

International students can obtain advice from Student Services on a variety of immigration matters. Student Services also issues the Form I-20 and signs the document for travel purposes.

**Refunds: Tuition**

Please refer to the current Catalog regarding tuition refund eligibility.

**Security**

24-hour security is available at the Security Desk/Station. For assistance, emergencies, to report incidents, or for lost and found, call (808) 478-7729. For emergencies only, press the red button on the emergency blue-light poles in various locations on campus.

**Student Health Insurance**

Health insurance is required for all students in order to register for classes. Health and medical referrals are available from the Student Support Officer.

**Student Mailboxes**

Every HTIC student in the CP and LA program is assigned a mailbox located on the ground floor for daily communication and college mail. Check your mailboxes regularly for messages and information.

**HTIC Student Identification Card (ID)**

Students enrolled at HTIC are to carry validated HTIC ID cards. Take care of your HTIC ID. There is a \$10 fee to replace lost IDs. Please see the Academic Liaison Officer for details.

**Access to Library and Computer Labs**

HTIC students enjoy the privilege of access to the library and computer labs.

Library materials MAY NOT be taken or checked out when librarians are off-duty during non-business hours. Food and drink (except for water) are not allowed in the library and computer labs, unless approved in advance by the library staff for special events or workshops.

Please follow these simple rules. *This honor system<sup>2</sup> requires all students to demonstrate responsibility.*

**Lost & Found**

Check with the ground floor security desk for any lost or found items. Call (808) 478-7729 for assistance. Any lost items should be reported while any found items should be turned into the security desk on the ground floor. Students are responsible for securing belongings at all times. HTIC is not responsible for any theft or loss of property occurring on the premises.

---

<sup>2</sup> Honor system: “a system (as at a college) whereby persons are trusted to abide by the regulations (as for a code of conduct) without supervision or surveillance.” (<http://www.merriam-webster.com/dictionary/honor%20system> )

### 3. IMMIGRATION CONCERNS

#### F-1 Student Visas

Students with an F-1 visa must:

- Hold a valid passport
- Maintain a full-time course load (9 credits per term (LA) or 18 contact hours per week (IP, CP), except in the last term of study)
- Notify HTIC within 10 days of moving or changing an address and/or phone number
- Have the Form I-20 signed before leaving the U.S. for any length of time
- Complete the intended program of study within the time period noted on the Form I-20
- Register prior to the first day of class
- Not take a Leave of Absence (LOA) for more than 5 months; if more than 5 months, student must re-apply for a new I-20 and pay the SEVIS fee again

**NOTE:** *According to United States Immigration & Customs Enforcement (ICE) regulations, you must be fully enrolled at HTIC for three consecutive terms before qualifying for a vacation term.*

When planning to leave the U.S., bring your I-20 and passport to Student Services at least one week before you are scheduled to leave. Please have the following information ready:

- Date and time of flights
- Flight numbers and airline name for both departure and return flights
- Port of departure, destination, and port of re-entry

#### Passport and I-20

Keep your passport and I-20 in a safe place where it can be found in an emergency. If lost or stolen, notify Student Services immediately.

### 4. STUDENT LIFE

#### Campus Events

The HTIC learning community hosts a variety of campus-wide events to which all students, faculty, and staff are invited. These functions are important aspects of HTIC that invoke the HTIC spirit. All students are urged to attend these events, which include:

##### *Convocation*

The entire learning community gathers on the first Monday of each term to celebrate the beginning of the new term; welcome new students, faculty and staff; and honor the past accomplishments of continuing students. Convocation has become a tradition at HTIC and promotes our college's spirit in a fun and high-energy setting.

##### *Graduation*

HTIC graduation ceremonies are important milestones, honoring those who have completed the Associate of Arts degree and reaffirming the educational mission of HTIC. All students, parents, friends, and family are invited to the graduation ceremonies that take place at the end of the Spring and Fall terms. Students eligible for graduation will receive information from Student Services on the applicable fees and procedures.

### ***Town Hall Meetings***

Each Fall, Winter, and Spring term, mandatory Town Hall meetings for all students, faculty, and staff are held as a forum for anyone in the learning community to share information, voice concerns, and raise questions in a public setting.

### **Peer Mentors**

Each new student is assigned a peer mentor for his/her first term at HTIC. A peer mentor is a volunteer student who has already attended HTIC for a minimum of one term. Peer mentors assist with the transition to college life as well as help orient new students to Kapolei, Hawaii, and if applicable, to the United States. Peer mentors provide new students with an immediate friend and guide to ensure a successful transition to HTIC.

### **Student Clubs/Organizations**

HTIC has several clubs that meet regularly to enjoy special interests. Membership in the various clubs is open to all students. Students wishing to share a special interest may organize new clubs if they have at least three student participants and a faculty/staff advisor. Registration and budget request forms are available from the Student Support Officer.

### **Club Eligibility**

Students participating in all HTIC sponsored club activities must maintain a GPA of 2.75 and above; **cannot have received a grade of F in the previous term or be currently repeating a CP level.**

### **Student Government**

HTIC Student Government is a student-based council consisting of five full-time students who are chosen by the student body in elections held in Fall and Spring terms. The Student Government has a variety of decision-making responsibilities that include selecting student representatives to HTIC Standing Committees, serving on grievance committees, and serving as liaison to HTIC for the planning of school activities. The Student Government also administers a portion of the student activity fees that are collected each term. Any full-time regular status student in good standing may be nominated to hold office in the student government. Participation in events is open to all HTIC students.

### **Remember...**

*One of the most important aspects of the HTIC learning community is the time you spend with other students, faculty, and staff. Whether through study groups, informal friendships, social activities, organized events, formal meetings, or clubs—the time you invest in student life at HTIC will be rewarded with friendships that last a lifetime.*

## **5. RESIDENCE LIFE**

### **On Campus Housing**

Students are assigned housing based on double or quadruple occupancy. Each room has beds, desks, drawers, a small refrigerator, and a personal air conditioning unit.

To facilitate cleaning and maintenance of dormitory rooms during the fall/winter intersession, all students living on campus must vacate the residence halls within three days of the end of the fall term.

### **Resident Advisors**

The Residential Advisors (RA) work closely with the Student Support Officer to create and maintain a

comfortable living community in the HTIC dormitories.

### **Housekeeping**

Housekeepers provide general cleaning of the common areas, foyer, communal bathrooms, and laundry areas of each dorm floor. All housing facility problems (furniture, fixtures, plumbing, electrical, air-conditioning) should be reported to Front Desk Services (ext. 4168) or Security (ext. 4102). Vacuum cleaners are available in the laundry area for student use.

### **Bicycles and Mopeds**

Bicycle and moped parking is available at the secured bike racks located in various areas on campus. Bicycles and mopeds may not be parked inside the building. You must register your bicycle or moped with the Student Support Officer, as well as with the City and County of Honolulu. The closest registration office is the Satellite City Hall 1000 Uluohia Street, Kapolei, 96707 (M-F 8 AM to 4 PM.) All bicycles should be properly secured. The Student Support Officer can advise you on how to properly secure your bicycle. HTIC is not liable for stolen bicycles.

### **Cafeteria/Food Service**

A cafeteria is located on the adjacent UHWO campus, a few minutes' walk from the HTIC campus, offering full meal services on weekdays during each term. Vending machines offering various drinks and snacks are available on the 1<sup>st</sup> floor of A building and in the dormitory. Any problems with this service should be directed to Security.

### **Room Key**

If you lose your key, there is a \$50.00 replacement charge. See Front Desk Services in Building A for assistance.

### **Alcohol Policy**

*Alcoholic beverages are not permitted in the HTIC residence halls under any circumstances.*

### **Fire Policy**

Open fires, smoking, and burning candles or incense are strictly forbidden in the HTIC residence hall.

### **Refunds: Housing**

Please refer to the current Catalog regarding housing refund eligibility.

### **Finally...**

*Residence life can be an exciting new adventure, an opportunity to learn new responsibilities, and a time to make a "new family" of friends. The effort you make to be flexible with other students in the residence halls and to be respectful of the rights and concerns of others will help make the HTIC residence halls a richly rewarding place to live and study.*

## 6. LOCAL INFORMATION

### Personal Finance (Opening Bank Accounts)

It is helpful to compare banks to get information about the many kinds of accounts available. Checking accounts have differences in:

- Bill paying services
- Federal insurance coverage
- Day and night cash withdrawal services
- Canceled check storage at the bank
- Automated telephone/online services
- ATM/cash machine locations
- Account fees

The following are typically required to open a bank account:

- Proof of identification such as a passport, state ID card, or social security card.
- Proof of address.
- An opening deposit. (The required minimum amount varies.)

Checks will be ready in about 2 weeks. Most stores require a state identification, driver's license, or passport to cash/accept checks.

#### First Hawaiian Bank (Kapolei Marketplace)

91-950 Farrington Hwy

Tel: 844-4444

Hours:

Monday-Thursday: 8:30am-4:00pm

Friday: 8:30am-6:00pm

Saturday: 9:00am-1:00pm

Sunday: closed

#### Bank of Hawaii Safeway—In-store Branch (Kapolei Marketplace)

91-950 Farrington Hwy #40

Tel: 693-0990

Hours:

Weekdays: 10am-7pm

Weekends: 10am-3pm

#### American Savings Bank (Kapolei)

890 Kamokila Blvd

Tel: 674-2288

Hours:

Weekdays: 9:00am-6:00pm

Saturday: 9:00am-1:00pm

Sunday: closed

Central Pacific Bank (Kapolei, next to Kmart)  
680 Kamokila Blvd  
Tel: 674-3700

Hours:

Monday-Thursday: 8:30am-4:00pm  
Friday: 8:30am-6:00pm  
Saturday: 9:00am-12:30pm  
Sunday: closed

Bank of Hawaii (Kapolei Commons, near Target)  
4480 Kapolei Pkwy  
Tel: 693-1637

Hours:

Monday-Thursday: 8:30am-4:00pm  
Friday: 8:30am-6:00pm  
Saturday: 9:00am-1:00pm  
Sunday: closed

American Savings Bank (Waipahu Town Center)  
94-060 Farrington Hwy  
Tel: 671-1716

Hours:

Weekdays: 9:00am-6:00pm  
Weekends: 9:00am-3:00pm

First Hawaiian Bank (Waipahu)  
94-205 Leoku St.  
Tel: 844-4444

Central Pacific Bank (Waipahu, near Savers)  
94-210 Pupukahi St #103  
Tel: 671-4595

Monday-Thursday: 8:30am-4:00pm  
Friday: 8:30am-6:00pm  
Saturday: 9:00am-12:30pm  
Sunday: closed

## **Transportation**

### **The Bus**

The Bus serves the entire island of Oahu. The Bus offers safe and reliable service 7 days a week, 365 days a year. Anticipate delays on weekends and holidays. One-way adult fare is \$2.50. A discounted bus pass for students is available for purchase from the Academic Liaison Officer.

FOR MORE INFORMATION:

Visit the website: [www.thebus.org](http://www.thebus.org) or call 848-5555 (7 days a week 5:30 am-10:00 pm).



## Taxi Service

This is a partial listing of the cab companies operating on Oahu. See the telephone directory (yellow pages) for other cab companies.

- TheCab: (808) 422-2222; <http://thecabhawaii.com/reserve-taxi/> and "TheCABHawaii" app for online reservations
- Charley's Taxi: (808) 531-1300; 531-1331 for Japanese language reservations
- EcoCab: (808) 979-1010; <http://ecocabhawaii.com/> for online reservations
- Pony Taxi: (808) 944-8282; <http://ponytaxi.com/index.php> for online reservations; Japanese and Korean language service available

## 7. EMERGENCIES

### Emergency Information

- **Police Dial 911**
- **Fire Dial 911**
- **Ambulance ... Dial 911**

### Give the following information when reporting an emergency:

- **Your name**
- **Your location**
- **Type of emergency**  
(fire, accident, reporting a crime, etc.)

Use caution and common sense. Avoid going out at night alone. Use the "buddy system" and go with a friend. Stay in well-lit areas if off campus at night. Lock your cars and bicycles.

*On-campus residents should keep valuables locked in drawers. Close and lock the door to your room when you leave. Do not prop your door open when you leave. Do not leave purses and other valuable items in the building unattended. Avoid carrying large amounts of cash.*

Report thefts and other threatening incidents to the Office of Student Services ( (808) 386-2062, (808) 983-4115, (808) 983-4118, and (808) 983-4187) and Campus Security ((808) 478-7729) ASAP.

If you hear the alarm, leave the building quickly but do not use elevators. Do not look for friends and do not pack your belongings. If there is enough time, close windows and doors and turn off lights before leaving. The automatic water sprinkler system will go on. Remain calm and leave the building even if the system is spraying water.

### Remember...

- **Stay calm.**
- **Use only the stairwells marked EXIT.**
- **Do not use the elevators.**
- **Leave the building.**
- **Listen to instructions over the public announcement system.**

### On-Campus residents:

Remember that smoke may be as dangerous as fire. If there is smoke in the hallways, stay low and cover

your mouth and nose with a wet towel as you go to the fire exits. If the smoke is too thick to find the exits, stay in your room. Cover the crack under the door with wet towels and call or signal for help from your window. Remember: Smoke detectors and sprinkler systems save lives. Do not damage, change, or interrupt operations of smoke detectors and sprinkler systems.

### **Fire & Emergency Procedures**

For your safety, locate all fire exit doors, stairwells, fire alarms, and extinguishers. Take time to review the building's escape plans and procedures posted throughout the building in case of fire. If you discover a fire or smell smoke, immediately call Security at (808) 478-7729. Provide information about the problem and location. Then pull the fire alarm and leave the building.

## **SAFETY/HEALTH**

### **Safety Precautions**

Although Hawaii is the state of aloha, common sense and caution are important for one's health and safety anywhere in the world, especially in cities marked as tourist destinations. Tourists and international visitors may be targets for crimes and illegal sales. Do not buy anything on the street from anyone. Use caution when talking with strangers and in situations where you might become a victim. Avoid going out alone at night, and stay in well-lit areas. If you are touched, hurt, or molested in any way, report it to the police (Phone 911) or HTIC Security ((808) 478-7729) immediately.

### **Health Precautions**

If you experience a health problem of any kind, please contact our school doctor (808- 945-3719) or Student Services for assistance. A list of bilingual health care providers is available from the Student Support Officer. Avoid unsafe, unprotected sexual contact. If you think you may have contracted a sexually transmitted disease (STD), please seek medical help immediately.

## **9. Campus Regulations**

### **Smoking Policy**

The College complies with all building code regulations and a strict “No Smoking” policy is in effect for the entire campus, with smoking allowed only in a designated smoking area for persons 21 and older in accordance with Hawai‘i state law.

### **Alcohol Policy**

**Alcoholic beverages are prohibited** in the HTIC residence hall or any other student areas. Consumption (and purchase) of alcoholic beverages by *and for* anyone under the age of 21 is a violation of the laws of the State of Hawaii and will not be tolerated.

### **Firearms and Weapons Policy**

The use or possession of any firearms, explosives, or other dangerous weapons is strictly prohibited.

### **Illicit Drug Policy**

The use, distribution, or possession of illegal drugs is strictly prohibited. Violations will be reported to local authorities for prosecution. Only medical drugs prescribed by a doctor *to that specific user* will be allowed.

**Gambling Policy**

Gambling is illegal in the State of Hawaii and is prohibited on campus.

**Dress Code**

Appropriate attire is expected of the entire learning community and their guests at all times.

Anyone unsure of what appropriate attire entails, please see the Student Support Officer or the Human Resources Specialist.

**Pets at HTIC**

Pets and animals of any kind are not allowed on campus, except as required by law.

See the complete Code of Student Conduct herein. On-campus residents should refer to housing regulations and policies for further details concerning residence life (See Supplement B for a complete copy of the Housing Regulations and Policies).

## 10. CODE OF STUDENT CONDUCT

### Summary of Code of Student Conduct

Hawaii Tokai International College (HTIC) strives to be a place for students to learn and grow. The Code of Student Conduct is written to help keep that type of environment for the learning community. Members of the HTIC learning community have the rights of all laws of the State of Hawaii and the United States, but must also accept the responsibilities that follow:

The College maintains additional rules and regulations to help safeguard college activities and operations. HTIC is firmly committed to maintaining an environment free of harassment and intimidation based upon race, color, national origin, citizenship, religion, sex, gender, age, disability, marital status, military/veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local civil rights laws:

- Behavior that threatens another person, endangers any person, or is considered lewd, indecent, obscene or disorderly, is strictly prohibited.
- Students are prohibited from displaying any behavior, intentional or unintentional, that intimidates, harasses or hazes other students, faculty or staff. Harassment that is physical, mental, written, verbal, or sexual is strictly prohibited and includes any behavior, intentional or unintentional, that denigrates an individual or group because of race, religion, color, gender or sexual preference.
- Physical/psychological threats or assaults on another, and activity or behavior that infringes on the rights, privileges, or property of others are also strictly prohibited. Students may not harm or threaten others in the learning community and/or disrupt the procedures of HTIC.
- The occurrence of such events will result in HTIC taking necessary disciplinary actions.

These and other rules and regulations are enforced not only by HTIC staff and faculty but also by means of a private security firm, Star Security. Star is employed to ensure that each member of the learning community lives up to his or her responsibilities. More importantly, Star is employed to protect us all. Students should respect the guards at all times and act in accordance with their instructions. These professional security personnel are particularly important in the evening hours and on weekends.

The *Code of Student Conduct* explains the following:

- 1) Student actions that are not permitted;
- 2) Procedures to protect students' rights  
(including the right to file a grievance and the right of appeal);
- 3) Time schedules for judgments and actions;
- 4) Student Conduct and Grievance Board;
- 5) College officials and procedures for handling violations;
- 6) Actions that HTIC may take against students when rules/regulations are violated; and
- 7) Step-by-step procedures HTIC will follow when violations occur.

See “*Supplemental Section A: Code of Student Conduct*”

**The following actions are not allowed and will be treated as violations of the Code of Student Conduct:**

- 1) Academic misconduct, which includes cheating and plagiarism;
- 2) Harming or violating the rights of others in the learning community (including visitors);
- 3) Acting in ways that interrupt the basic and daily operations of HTIC;
- 4) Possession and/or use of illegal substances or objects (e.g. weapons) on campus;
- 5) Possession or consumption of alcohol on campus;
- 6) Being under the influence of alcohol or drugs while in class;
- 7) Giving false information or not fulfilling debts or promises to HTIC; and
- 8) Damaging or misusing college property (including improper use of computer systems).

Violators of state or federal laws will be reported to the proper state or federal law enforcement agencies (e.g. local police or FBI).

For violations of college rules/regulations, HTIC may:

- 1) Warn;
- 2) Warn with special conditions;
- 3) Suspend;
- 4) Suspend with special conditions;
- 5) Dismiss; and/or
- 6) Require payment or services for damages.

Violation of housing regulations can result in suspension and/or eviction from the residence hall. The actions taken will depend on the nature of the offense and recommendation of the Student Support Officer, Office of Student Services Director, and/or the Student Conduct and Grievance Board.

### **Student Grievances**

If you feel as though you have been treated or reprimanded unfairly, you may file a grievance at the Office of Student Services. Complaints about college policies may also be expressed to the student government. For more information, please refer to “*Supplement A, the Code of Student Conduct.*”

## **11. CAMPUS DIRECTORY**

### **Fiscal Office (A113) (808) 983- 4177**

- Tuition & fee payments
- Vending machine refunds
- All financial transactions

### **Front Desk Services (808) 983- 4168**

- Housing & facilities issues
- Lost or damaged room keys
- Auto registration & parking
- Mail service and packages

### **Security Desk (808) 478-7729**

- Bicycle registration
- Lost and found
- Campus safety & emergencies

### **IT Services (808) 983- 4065:**

- Computer Assistance
- Internet/Wireless Service:
  - Connection Sign-up - Student Services
  - Service Payment - Fiscal Office

### **Office of Student Services**

**Liberal Arts Program – (808) 983-4123 or (808) 983-4187**

**College Preparatory Program - (808) 983-4122**

- Admissions/Orientation
- Advising: Academic, Career, Personal
- Counseling: Academic and Personal
- Faculty support
- Graduation information
- Health/medical insurance
- ID cards
- Immunization
- Immigration matters: F-1 visa, I-20
- Registration/program changes
- Student activities & clubs
- Student conduct
- Student government
- Student life
- Transcripts & grades
- Transfer counseling to US and international colleges and universities

# **Supplemental Section A**

## **Hawaii Tokai International College**

### **CODE OF STUDENT CONDUCT:**

#### **Policies, Regulations, and Procedures**

##### **Introduction**

To ensure a rewarding experience as a member of the learning community at Hawaii Tokai International College (HTIC), all students are asked to take the time to read the HTIC Code of Student Conduct. This code not only informs you of the rules governing behavior but also defines your rights and freedoms as a member of the HTIC learning community, as well as the rights of HTIC. All students, upon admission to HTIC, are expected to be familiar with and abide by its contents.

The college has expectations as to how students will behave and has established rules and regulations to follow when students are accused of violating such expectations. To achieve these aims, this code was developed with consideration given to all members of the learning community, including but not limited to the members of the broader community of the City and County of Honolulu, and the State of Hawaii.

## **Ultimate Authority**

The Code of Student Conduct was reviewed and accepted by the Executive Committee of Hawaii Tokai International College. The ultimate authority regarding implementation of the Code of Student Conduct lies with the Student Conduct and Grievance Board, and the Academic Conduct and Grievance Board.

## **Authority of the Executive Committee and the Office of the Chancellor**

The Executive Committee and the Office of the Chancellor may take appropriate action with respect to *situations and developments not specifically covered by the Code of Student Conduct* in order for the intent of the code to be properly administered.

## **Ultimate Responsibility**

*All students are responsible for reading and understanding the Code of Student Conduct.*

In this sense, ultimate responsibility regarding the acceptance of rules and regulations stipulated in the code lies with each individual student as well as all members of the learning community. Students who host visitors are also responsible for informing these individuals of the rules and regulations embodied in this code. The scope of this Code of Student Conduct is not limited to the areas of student life and academics. Therefore, it is also extremely important for all students to learn the more specific rules and regulations that are used to govern other areas of HTIC.

## **Confidentiality**

The college will hold in strictest confidence any allegation of academic or non-academic misconduct of those involved. The exchange of such information is done on a strictly need-to-know basis. For the same purpose, all hearings at HTIC are closed to HTIC's learning community unless the student submits a written request for a public hearing. This is to ensure the fullest degree of confidentiality.

## **Foundation of the Code of Student Conduct**

The HTIC Code of Student Conduct is designed and intended to clarify the rights and responsibilities of the students, and to define parameters of different behavioral norms. In doing so, there must be safeguards against behaviors that disrupt the primary educational objectives and functions of HTIC, the rights and safety of other members of the learning and living community, and the standards of maintaining and achieving the mission of HTIC, as educators, administrators, and students in the most optimum manner possible in an environment of respect, tolerance, self-discipline, and cooperation.

Firstly, it is hoped that the rules embodied hereinafter and their implementation achieve substantive due process; i.e. that they are reasonable, clear, precise, and fair. For the purpose of achieving procedural due process, any student who is suspected of violating a rule or regulation will be informed in writing of the allegation. Sufficient opportunity to be heard and to enter a defense prior



to the handing down of a final decision are also guaranteed by the hearing rules (see the respective 'Procedural Steps' charts located in the Appendix of this document that summarize the process of fair and impartial treatment).

## **Student Rights and Freedoms**

All members of the HTIC community are committed to providing students with education and training in a supportive, multicultural learning community, and encouraging students to engage in activities that will promote world peace and international understanding. It is therefore the policy of HTIC that members of its community may not violate the rights of one another or disrupt the basic activities of the institution. It must be recognized that members of the HTIC community share the same privileges and responsibilities with respect to the law as do members of the larger society.

Should a situation arise where one's rights and freedoms become unclear or contradictory, please notify the Student Affairs Task Force, the Student and Faculty Support Officer, or the Vice Chancellor. Student input is absolutely essential when revisions or changes to the Code of Student Conduct become necessary. Students are entitled to precise, easy-to-understand information and explanations. Communication with other members of the learning community is therefore imperative in clarifying the regulations and policies of HTIC that might be unclear, contradictory or simply difficult to comprehend. Please do not hesitate to ask because this is also your right. However, certain rights and freedom may be unique to HTIC as a reflection of this institution's legacy and mission. *All members of the learning community must therefore accept and respect not only these rights and freedoms, but also the regulations and policies of HTIC.*

Subsequently, students whose behavior or actions are deemed to be in violation of the rights and freedoms of other students and other learning community members, or in violation of the regulations and policies of HTIC, shall be subject to the appropriate sanctions or penalties. These sanctions are listed below and vary according to the specific nature of the violation and the context in which it occurred<sup>3</sup>.

### **Institutional and Personal Standards of HTIC: Behavioral Misconduct**

*HTIC is firmly committed to maintaining an environment free of harassment and intimidation based upon race, color, national origin, citizenship, religion, sex, gender, age, disability, marital status, military/veteran status, sexual orientation, or any other characteristic protected by applicable federal, state, or local civil rights laws. Behavior that threatens another person, endangers any person, or is considered lewd, indecent, obscene, or disorderly, is strictly prohibited.*

*Students are prohibited from displaying any behavior, intentional or unintentional, that intimidates, harasses or hazes other students or staff. Harassment that is physical, mental, written, verbal, or sexual is strictly prohibited and includes any behavior, intentional or unintentional, that denigrates an individual or group because of race, religion, color, gender or sexual preference. Physical/psychological threats or assaults on another, and activity or*

---

<sup>3</sup> The Chancellor (or designee) reserves the right to temporarily trespass and ban a student from HTIC campus in emergency situations. This action is taken when it is believed that the student poses a serious danger to others and himself/herself or if it is believed that significant disruption to the processes and operations of HTIC may occur.

*behavior that infringes on the rights, privileges or property of others are also is strictly prohibited.*

**Behavioral Misconduct is specified and shall include, but not necessarily be limited to, the following categories:**

**Category 1: Violation of the Rights of Others**

Students shall not violate the rights of other members of the learning community for any reason. This includes any form of bullying.

**Category 2: Interference with College Functions and Processes**

Students shall not engage in activities, intentional or unintentional, that interfere with the processes and functions of HTIC. These processes and functions include those activities related to instruction, acquisition of knowledge, research activities, and related services, including the administration of such services.

Specific activities in this category include, but are not limited to, the following:

- a) Engaging in demonstrations that violate peaceful assembly at HTIC.
- b) Engaging in demonstrations that are violent, dangerous, disruptive, destructive, coercive, and which block access to the campus.
- c) Engaging in demonstrations that interfere with the day-to-day operations of HTIC; e.g. business routines, daily functions, classes, college events and meetings.
- d) Conducting a demonstration that exceeds the allocated time period.<sup>4</sup>
- e) Impeding or interfering with the right to freedom of speech and peaceful assembly by other students and members of the learning community.
- f) Any activity that obstructs or impedes the processes and functions of HTIC, including, but not limited to instruction, the acquisition of knowledge, research activities, and related services, including the administration of such services.

**Category 3: Personal Misconduct**

**A. Non-Academic Misconduct**

Students who engage in the following prohibited acts (defined as personal misconduct) are subject to the relevant sanction(s):

- a) Destruction or misuse of fire safety equipment;
- b) Intentional activation of the HTIC fire alarm system via a pull station or heat/smoke sensor in a non-emergency situation;
- c) Failure to evacuate HTIC during a practice evacuation drill;
- d) Issuing a false report or warning about a fire or serious incident;

---

<sup>4</sup> The Chancellor (or designee) reserves the right to call in local law enforcement authorities should a demonstration go beyond the scheduled time or become violent and go out of control.

- e) Intentionally obstructing a college safety officer, staff/faculty, law enforcement officer, fire personnel, or designated HTIC safety or emergency responder;
- f) Failure to obey instructions issued by a college official in the discharge of his/her duties, including practice fire/evacuation drills;
- g) Intentionally ignoring sanctions given verbally or in writing by college officials;
- h) Failure to obey the rules of order at a college hearing or review board;
- i) Willful use of college facilities, vehicles, and equipment for unauthorized personal use, including the telephone system, mail, computer systems, residence hall rooms, meeting rooms, classrooms, music practice rooms, and the like;
- j) Unauthorized use of college facilities, such as the telephone system, mail system or computer system, including the use of these systems to carry out any act prohibited in this code or regulations and policies of HTIC;
- k) Creating disturbances at HTIC, HTIC dormitory or other student life common areas that are disruptive to the normal processes and functions of HTIC and the learning community;
- l) Littering, spitting, tagging (graffiti), and any other activities that spoil or vandalize the campus environment;
- m) Unauthorized on-campus solicitation for sales purposes;
- n) Willfully slandering or making false statements about members of the learning community and HTIC for the purpose of misrepresentation;
- o) Verbal or written abuse, which involves use of obscene, profane, or abusive language that is considered offensive by members of the learning community;
- p) Weapons and dangerous substance crimes—the possession and use of firearms, including BB, pellet, paintball and all replica-type firearms (including toy guns), ammunition and all replica-type ammunition, cutting knives and swords, star weapons, throw knives, clubs, staffs and other offensive weapons, explosives, fireworks, toxic chemicals, etc. are *strictly prohibited* at HTIC and within the campus residence halls;
- q) The College complies with all building code regulations and a strict “No Smoking” policy is in effect for the entire campus, with smoking allowed only in a designated smoking area for persons 21 and older in accordance with Hawai‘i state law.
- r) Intake and use of alcoholic beverages or illegal drugs in the HTIC residence hall or any other student areas. Consumption (and purchase) of alcoholic beverages by *and*

for anyone under the age of 21 is a violation of the laws of the State of Hawaii and will not be tolerated;

- s) Fire code violations — the possession and/or use of cooking appliances, candles, incense, open-flame appliances, including camping stoves and propane canister, portable burners, and other similar devices in residence hall rooms and other common areas of HTIC are strictly prohibited. Small-capacity microwave ovens are permitted in rooms as are electrical water heating devices (see Housing Rules & Regulations);
- t) Violation of any rule or regulation in a published college policy; e.g. 1) Computer Use Rules & Regulations, including college email and internet policies; 2) Housing Rules and Regulations; 3) Library Rules & Regulations; 4) Parking Facility Regulations; and 5) Student Services Regulations & Policies (See HTIC website online policy page).

**Students must also be in compliance with city, county, state and federal laws, both on campus and off campus, and any violations of these laws shall also be subject to the relevant sanction(s). These laws include, but are not limited to, those regarding:**

- a) Computer crimes<sup>5</sup> - crimes involving the use of a computer in any of the following general or specific categories or areas, which may not be mentioned elsewhere in this document.

**Computer as Target** - Use of HTIC's wireless computer network to commit crimes in which the computer is the target, which include, but are not be limited to, such offenses as theft or blackmail of any type. This category also includes techno-vandalism and techno-trespass.

**Computer as the Instrumentality of Crime** — in this category, the processes of the computer, not the contents of computer files, facilitate the crime.

**Computer as Incidental to Other Crimes** — In this category of computer crime, the computer is not essential for the crime to occur, but it is related to the criminal act.

**Crimes Associated with the Prevalence of Computers** – Software piracy counterfeiting, copyright violation of computer programs, counterfeit equipment, black market computer equipment and programs, and theft of technological equipment fall into this category of computer crime.

The student is reminded that the above are general categories of computer crime. There are clear and specific rules and policies such as the “Acceptable Use Policy for College Computer and College Network Access” given to all HTIC students upon entering HTIC at the time of orientation. They can also be obtained at the Student

---

<sup>5</sup> Source: <http://nsi.org/Library/Compsec/crimecom.html>

Services Office.

- b) Fraud crimes: these include, but are not limited to:
  - Falsifying academic records to gain admission to HTIC or to receive scholarships or financial aid
  - Forging any document with the intent to deceive
  - Propagating false information about HTIC or information contradictory to college regulations and policies
  - Assisting others in any of the above activities
- c) Gambling crimes - crimes involving all forms of gambling. Gambling in any form is illegal in the State of Hawaii.
- d) Aggravated assault
- e) Arson
- f) Burglary
- g) Forcible rape
- h) Larceny
- i) Motor vehicle theft
- j) Property crimes
- k) Robbery
- l) Violent crimes
- m) Controlled substance crimes

## **Sanctions for Non-Academic Misconduct - (under the authority of the Student Conduct and Grievance Board)**

Sanctions are issued dependent upon the nature of the offense and the individual student's conduct record. HTIC maintains a zero tolerance policy for student misconduct. Sanctions are imposed in the following form *dependent upon the severity of the offense and disciplinary history of the student*:

- 1<sup>st</sup> Offense:** "Written Warning" with possible accompaniment of consequences ranging from, but not limited to, community service, disciplinary probation, suspension, expulsion and/or restitution\* when applicable. (Yellow Card)
- 2<sup>nd</sup> Offense:** "Final Written Warning" with required consequences ranging from, but not limited to, community service, disciplinary probation, suspension, expulsion and/or restitution\* when applicable. (Red Card)
- 3<sup>rd</sup> Offense:** **Disciplinary Probation/Chancellor's Watch List with "Expulsion"** with possible restitution.\*(Purple Card)

\*Restitution (charge for service and/or repair of damages regardless of whether damage was intentional or accidental) may be applicable at any level.

### **Authority in Cases Involving Student Non-Academic Misconduct**

Allegations of student life misconduct and subsequent procedures fall under the authority of the *Student Conduct and Grievance Board*. The *Student Support Officer*, under the direction of the *Director of Student Services*, shall have the authority to conduct a preliminary investigation and make an initial ruling, to be approved and/or amended by the Director. *Review and approval of the Executive Committee is required in cases involving student probation, suspension, or expulsion.*

Should the student appeal this initial ruling, the appeals' authority becomes that of the *Student Conduct and Grievance Board*. If called upon by the student, the *Student Conduct and Grievance Board* will conduct an investigation of its own and formally approves actions, if any, to be taken against the student. The Board's findings shall be clearly communicated to the student and to the Executive Committee in written form.

### **Procedures for Handling Alleged Non-Academic Misconduct<sup>6</sup>**

- 1) Any member of the learning community can make an allegation of misconduct against a student. In all cases, a written statement detailing the misconduct must be submitted to the Student Support Officer. This written statement should include specific name(s) if known, date of the incident, and description of the alleged misconduct.
- 2) The Student Support Officer shall give written notification of the alleged misconduct

---

<sup>6</sup> The respective procedural steps and authority at each level are outlined in Chart I of the Appendices in this document.

- to the student within five (5) working days of being notified of such allegations, requesting to meet with the student as soon as possible.
- 3) The notification shall include information such as a description of the alleged misconduct, and the time and place of such activity. All other relevant information must be included.
    - a) The Student Support Officer shall attempt to resolve the matter as a first step.
    - b) The Student Support Officer shall explain the procedures to the student.
    - c) The Student Support Officer shall provide the student with a copy of the written allegation and a copy of the Code of Student Conduct, if necessary.
    - d) The Student Support Officer shall make clear that the student shall be given the opportunity to present his/her case.
    - e) The Student Support Officer shall conduct a preliminary investigation. If the findings so warrant, the appropriate sanction(s) shall be recommended. The Student Support Officer will assure that the student is to be informed in writing.
  - 4) Within five (5) working days of receipt of the notification, the student can accept the suggested sanction(s) or ask for a hearing before the Student Conduct and Grievance Board. Should the student accept the sanction(s), the case becomes final and is closed.
  - 5) Should the student request a hearing before the Student Conduct and Grievance Board, he/she must notify the Student Support Officer in writing within five (5) working days of receipt of the notification, and provide the following information:
    - a) Name;
    - b) Contact information;
    - c) General description of alleged incident; and
    - d) Brief explanation of why appeal is being made.
  - 6) The Student Conduct and Grievance Board shall conduct a review of the case and submit its findings to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
- B. 7) Upon receipt of the decision by the Student Conduct and Grievance Board, the case becomes final and is closed.

### **Academic Misconduct**

Academic dishonesty includes plagiarism as well as any deliberate attempt to gain an undeserved grade advantage. Dishonest practices include cheating, fabricating data,

misrepresenting idea or theories, and words of false statements relating to academic work.

**Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own.**

The following are some examples of academic dishonesty. As it is not possible to cover every circumstance of academic dishonesty or plagiarism, this list should be considered only as a guide.

- 1) Examinations and Tests
  - a) Impersonating someone in an examination or test
  - b) Copying from “cheat sheets” or another student, or making information available to another student
  - c) Submitting a take-home examination written, in whole or in part, by someone else
  - d) Failing to obey or comply with examination regulations or instructions of a proctor
  
- 2) Research Reports
  - a) Copying a research report, or allowing someone else to copy one's report
  - b) Using another student's data unless specifically allowed by the instructor and the author
  - c) Allowing someone else to complete one's report or paper without the knowledge and approval of the instructor
  - d) Using direct quotations or large sections of paraphrased material in a report, thesis, or publication without appropriate acknowledgement
  - e) Fabricating or falsifying laboratory or research data
  
- 3) Essays and Assignments
  - a) Submitting an essay written in whole or in part by someone else as one's own
  - b) Preparing an essay or assignment for submission by another student
  - c) Copying an essay or assignment, or knowingly allowing one's essay or assignment to be copied by someone else without the instructor's approval
  - d) Using direct quotations, or large sections of paraphrased material without acknowledgement
  - e) Buying or selling term papers or assignments and submitting them as one's own without the instructor's approval
  - f) Submitting the same piece of work in more than one course without the permission of the instructor(s)
  - g) Unauthorized removal from the library, or deliberate concealment of, library materials
  
- 4) Official Documents
  - a) Altering transcripts or other official documents relating to student records
  - b) Misrepresenting one's credentials
  - c) Creating or altering letters of reference



Individual instructors or academic units will normally point out areas of specific concern not covered above. Students are responsible for understanding faculty expectations and in-class academic misconduct sanctions as spelled out in course syllabi and/or the HTIC Code of Conduct. They are encouraged to consult instructors regarding class policies and use of materials if in doubt about how they may relate to academic dishonesty.

### **Sanctions for Academic Misconduct - (under the authority of the Academic Conduct and Grievance Board)**

- 1<sup>st</sup> Offense:** “Warning” (with written clarification) and possible “Academic Probation” or “Suspension” for a specified period of time.
- 2<sup>nd</sup> Offense:** “Suspension” for a specified period of time or “Expulsion.”
- 3<sup>rd</sup> Offense:** “Expulsion,” and cancellation of grades or degree.

### **Authority Involving Academic Misconduct**

Allegations of academic dishonesty and related procedures come under the ultimate authority of the *Academic Conduct and Grievance Board*. If academic dishonesty, such as cheating or plagiarism is suspected, the faculty member shall first attempt to resolve the matter with the student and handle the case in accordance with measures outlined on the course syllabus. Should the student commit an act of academic dishonesty, the teacher shall apply the appropriate sanctions as outlined on the course syllabus. He or she may also request that sanctions be applied by the Director of Student Services as outlined below.

In cases where the issue remains unresolved, the student may bring the matter to the attention of the Dean of Instruction or College Preparatory Program Coordinator (CP Program), or Vice Chancellor, who would then call upon the *Academic Conduct and Grievance Board* to meet, review the case, and determine an appropriate action as stipulated above.

### **Procedures for Handling Alleged Academic Misconduct<sup>7</sup>**

- 1) Any member of the learning community can make an allegation of academic misconduct against a student. In all cases, a written statement detailing the academic misconduct must be submitted to the Director of Student Services (hereinafter referred to as "Director"). This written statement should include specific name(s) if known, date of the incident, and description of the alleged misconduct.
- 2) The Director shall give written notification of the alleged misconduct to the student within five (5) working days of being notified of such allegations, requesting to meet with the student as soon as possible.
- 3) The notification shall include information such as a description of the alleged

---

<sup>7</sup> The respective procedural steps and authority at each level are outlined in Chart II of the Appendices in this document.

misconduct, and the time and place of such activity. All other relevant information must be included.

- a) The Director shall attempt to resolve the matter as a first step.
  - b) The Director shall explain the procedures to the student.
  - c) The Director shall provide the student with a copy of the written allegation and a copy of the Code of Student Conduct, if necessary.
  - d) The Director shall make clear that the student shall be given the opportunity to present his/her case.
  - e) The Director shall conduct a preliminary investigation. If the findings so warrant, the appropriate sanction(s) shall also be recommended. The Director will assure that the student is informed in writing.
- 4) Within five (5) working days of receipt of the notification, the student can accept the suggested sanction(s) or ask for a hearing before the Academic Conduct and Grievance Board. Should the student accept the sanction(s), the case becomes final and is closed.
  - 5) Should the student request a hearing before the Academic Conduct and Grievance Board, he/she must notify the Director in writing within five (5) working days of receipt of the notification, and provide the following information:
    - a) Name;
    - b) Contact information;
    - c) General description of alleged incident; and
    - d) Brief explanation of why appeal is being made.
  - 6) The Academic Conduct and Grievance Board shall conduct a review of the case and submit its findings and recommendations to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
  - 7) Upon receipt of the decision by the Academic Conduct and Grievance Board, the case becomes final and is closed.

**A. Description of Sanctions for Non-Academic and Academic Misconduct**

When the violation of a rule, regulation, or policy has been clearly proven by preponderance of evidence and the appeals process has been exhausted, or if the student admits to misconduct or an act of dishonesty, the following sanctions or any combination of each, may be imposed, and not necessarily in the order by which they appear below.

**1) Verbal Warning with Written Clarification (applicable to all violations)**

This is a verbal warning (clarified in written form) for student life misconduct or academic dishonesty that any further violation of a rule or regulation will result in the levying of more severe penalties. This warning can be issued with or without request by an instructor, by the Student Support Officer, Director of Student Services, Executive Director, Academic Conduct and Grievance Board, or Student Conduct and Grievance Board. The student must be informed of the Grievance Process should he/she reject the allegation of a rule violation.

**2) Academic Probation (applicable to violation of academic regulations)**

The student who violates an academic rule or regulation may be placed on academic probation or suspension for a specified period of time, such as one academic term. The terms of such probation shall be determined on a case-by-case basis. The student must be informed of his/her options, i.e. the grievance process, should said allegation be denied.

**3) Restitution (applicable to both student life and certain academic regulations such as those pertaining to the HTIC Library)**

The student may be required to reimburse HTIC for damage to property including, but not limited to, housing rooms and fixtures, library materials and equipment, cafeteria items, college public areas. The amount shall be determined by the Executive Director in charge of facilities management and/or the Executive Committee.

The notice to reimburse can be issued by the Executive Director, or designee such as Fiscal Department Manager or Director of Student Services once the amount has been determined following a preliminary investigation and decision by the Executive Director or Executive Committee.

The mechanism to appeal a directive to pay restitution is the grievance process.

**4) Disciplinary Suspension from College Classes (applicable to violations of both academic regulations and non-academic misconduct)**

A student may be prohibited from attending classes for a specified period of time for violation of an academic rule or regulation or for non-academic misconduct. Such a sanction may be imposed by the Director of Student Services with approval by the Executive Committee or following such recommendation by the Academic Conduct and Grievance Board or the Student Conduct and Grievance Board. Should the initial decision be appealed by the student, the student must be informed of the appeals process.

**5) Expulsion (for academic dishonesty and non-academic misconduct)**

Expulsion from HTIC will be permanent. Such a sanction may be imposed by the Director of Student Services with approval by the Executive Committee or following such recommendation by the Academic Conduct and Grievance Board or the Student Conduct and Grievance Board. Should the initial decision be appealed by the student, the student must be informed of the appeals process.

**6) Cancellation of Grades or Degree**

A degree or grades can be cancelled should evidence that warrants such action be discovered and clearly proven by preponderance of evidence. Such a sanction may be

imposed by the Director of Student Services with approval by the Executive Committee or following such recommendation by the Academic Conduct and Grievance Board or the Student Conduct and Grievance Board. Should the initial decision be appealed by the student, the student must be informed of the appeals process.

**D. Procedures by which a student may file a Grievance Petition<sup>8</sup>**

All students at HTIC have the right to file a grievance if they believe they have received unfair treatment by instructors or other HTIC personnel.

**1) Non-Academic Grievance Petition**

The college grants students the right to challenge any action that is perceived to be unfair or threatening. For student life matters, the final authority shall rest with the *Student Conduct and Grievance Board*. Students wishing to make such a challenge are required to file a written Grievance Petition with the Director of Student Services. *The Vice Chancellor should receive the Grievance Petition if the Director is targeted as a part of the grievance.* The student has the option of using the standard Grievance Petition form available at Office of Student Services or a written document of their choosing that states the nature of the grievance, details, and steps already taken to seek satisfaction. Upon receipt of a Grievance Petition, the Director of Student Services (or Vice Chancellor) shall resolve the grievance directly. If the student is not satisfied with the decision made, a formal appeal to the Student Conduct and Grievance Board can be made.

**Possible Reasons for Filing a Non-Academic Grievance Petition**

- a) Intimidation or threat
- b) Harassment
- c) Assault: verbal, physical, and/or sexual
- d) Violent act or threat of violence
- e) Physical aggression
- f) Discrimination of any form
- g) Other (not limited to these examples)

**2) The Non-Academic Grievance Petition procedure is as follows:**

- a) If the student believes that he/she has been the victim of unfair treatment or misconduct, he/she may attempt to resolve the issue with those involved, so long as there is no danger of violence or physical aggression.
- b) Should the attempt to resolve the issue fail, the student may file a Non-Academic Grievance Petition with the Director of Student Services. *The Vice Chancellor should receive the Grievance Petition if the Director is targeted as a part of the grievance.* The Director of Student Services or Vice Chancellor will then contact the parties involved to help reach a mutually agreeable conclusion to the issue at hand.

---

<sup>8</sup> Refer to Charts III and IV in Appendix for the general grievance processes.

- c) If the student is not satisfied with the decision made by the Director of Student Services or Vice Chancellor, a formal appeal to the Student Conduct and Grievance Board can be made.
- d) The Student Conduct and Grievance Board shall conduct a review of the case and submit its findings and recommendations to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
- e) Upon receipt of the decision by the Student Conduct and Grievance Board, the case becomes final and is closed.

### 3) **Academic Grievance Petition**<sup>8</sup>

The college grants students the right to challenge any action that is perceived to be unfair or threatening. For academic matters such as the fairness of grades received from an instructor for any given term of study, the authority shall be with the *Academic Conduct and Grievance Board*.

Students wishing to make such a challenge are required to file a written Grievance Petition with the Dean of Instruction. The student has the option of using the standard Grievance Petition form available at Office of Student Services or a written document of their choosing that states the nature of the grievance, details, and steps already taken to seek satisfaction. Upon receipt of a Grievance Petition, the Dean of Instruction (or Vice Chancellor) shall resolve the grievance directly. If the student is not satisfied with the decision made, a formal appeal to the Academic Conduct and Grievance Board can be made.

#### **Possible Reasons for Filing an Academic Grievance Petition**

- a) Unfair grading or classroom practice
- b) Classroom discrimination of any form
- c) Other (not limited to these examples)

#### **4) The Academic Grievance Petition procedure is as follows:**

- a) If the student believes that he/she has been the victim of unfair academic treatment, he/she may attempt to resolve the issue with those involved, so long as there is no danger of violence or physical aggression.
- b) Should the attempt to resolve the academic issue fail, the student may file a Grievance Petition with the Dean of Instruction. *The Vice Chancellor should receive the Grievance Petition if the Dean is targeted as a part of the grievance.* The Dean of Instruction or Vice Chancellor will then contact the parties involved to help reach a mutually agreeable conclusion to the issue at hand.

- c) If the student is not satisfied with the decision made by the Dean of Instruction (or Vice Chancellor), a formal appeal to the Academic Conduct and Grievance Board can be made.
- d) The Academic Conduct and Grievance Board shall conduct a review of the case and submit its findings and recommendations to the student and to the Executive Committee within ten (10) working days of receiving the appeal request from the student.
- e) Upon receipt of the decision by the Academic Conduct and Grievance Board, the case becomes final and is closed.

## **E) “Student Conduct and Grievance Board” and “Academic Conduct and Grievance Board”**

### **1) Hearing Procedures**

- a) **Written notification:** A written notice of the hearing shall be issued to the student at least three (3) calendar days prior to the date of the hearing.

The notice shall contain the following information:

- i) Date, time, place and purpose of the hearing;
- ii) Reference to the specific sections of the Code of Student Conduct or other college policy and regulations involved in the allegation of misconduct, including the relevant information regarding the incident of misconduct - date, time, place, and act;
- iii) Reminder to the student to review the code prior to coming to the hearing;
- iv) Information notifying the student that he/she is entitled to see all evidence, affidavits, and other items prior to the hearing date;
- v) Information notifying the student that he/she is allowed to bring one support person to the hearing and all formal meetings relevant to the allegation<sup>9</sup>.

As mentioned earlier in this document, unless specifically requested by the student, these hearings are closed to the learning community in order to ensure the highest level of confidentiality. Staff and faculty involved in any allegation must hold all information related to the case in the strictest confidence and communication of such information to others on a need-to-know basis.

- b) **Hearing Proceedings:** The hearing proceedings shall be conducted under the rule of law, ensuring fairness and procedural due process, i.e. both the student and the faculty or staff member involved shall be given equal opportunities to present their respective cases for each of the items on the hearing agenda.

---

<sup>9</sup> The support person can be a peer, colleague, relative, or legal counsel. Language support in the form of an interpreter shall also be permitted in the case of speakers of English as a second language whose English ability is not yet fully developed.

- c) **Cancellation or Modification of Proceedings:** Any part of the hearing procedures can be cancelled or modified if agreed upon by both parties.
- d) **Order of Presentation of Testimony**  
 Testimony at the hearings shall be presented in the following order:
  - i) Testimony of the allegations;
  - ii) Testimony of the student;
  - iii) Rebuttal testimony in support of the allegations;
  - iv) Rebuttal testimony in support of defense; and
  - v) Closing arguments.
- e) **Rules:** The Student Conduct and Grievance Board and Academic Conduct and Grievance Board may adopt such procedural rules and regulations which, in the judgment of either Board, will expedite the hearing proceedings and ensure due process. The rules of evidence, which are applicable to civil and criminal trials, do not govern hearings before the Board. Documents must be submitted in original form. Members of the Board and the student are permitted to ask questions of each other.
- f) **Burden of Proof:** Proof that a violation has been committed shall be established when confirmed by preponderance of the evidence.
- g) **Attendance at Board Hearing:** Both the student and a quorum of three (3) Board members are expected to be present at the hearing. If the student is not present at the hearing, the Board will proceed to conduct the hearing if its members are satisfied that the student has been given notice of the hearing as provided for in this Code. In the absence of the student, the Board will hear the evidence, consider the facts, and render a decision.
- h) **Closed Board Hearings:** All hearings will be closed unless the student requests in writing and shows good cause that any hearing should be open.
- i) **Rule Changes:** The Board may adopt any further rules or make any further regulations necessary for fair and impartial hearings provided these are not inconsistent with the provisions of this code.
- j) **Records:** A record of proceeding shall be maintained and shall include the following:
  - i) All pleadings, motions and intermediate rulings;
  - ii) All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed;
  - iii) Offers of proof and rulings thereon;
  - iv) Proposed findings, exceptions, and recommendations; and
  - v) The report of the Board Chairperson
 The Board shall preserve a record of its hearings through written

documentation or tape recording if agreed upon by all parties involved. This record shall be retained by the Student Services Office or the Chancellor for a minimum of five (5) years from the date of last attendance by the student. It shall not be necessary to transcribe any taped record unless requested for purposes of rehearing or judicial review. The party requesting or appealing to the court shall pay the cost of such transcription.

- k.) **Board Findings and Recommendations:** The findings shall support one of the following two actions:
- i) **No cause for disciplinary action:** No violation of this Code of Conduct has been proven. In this case, no sanction may be taken against the student.
  - ii) **Cause for disciplinary action:** A violation of the Code of Conduct has been proven. In this case, the Board may recommend one or more of the sanctions provided for in this code, including warning, probation, suspension, expulsion, restitution, and/or rescission of grades or degree. Within five (5) working days after the hearing, the Board chair shall transmit the Board's findings, decision as to cause, and recommendations in writing to the Executive Committee and to the student. The Board's decision as to cause shall be in writing and accompanied by separate findings of fact.
  - iii) If the student has filed proposed findings of fact, the Board shall rule on each proposed finding in its final decision as to cause. The decision of the Board shall be the final decision within HTIC.
- l) No Board determination adverse to a student shall be finalized until the student has been afforded an opportunity to request that the Executive Committee review the Board's findings, decision as to cause, and recommendations.
- i) This review *does not* entitle the student to a full rehearing of his/her case.
  - ii) The student shall have five (5) working days after the receipt of the Board's findings, decision as to cause, and recommendations to request a review by the Executive Committee. The request must be in writing and should either be hand-delivered by the student or student's legal counsel, or sent by registered or certified mail to the Office of the Chancellor.
  - iii) The review by the Executive Committee upon request, except in cases of newly discovered evidence, shall be confined to the record.
- m) Upon request, the Executive Committee shall limit the review of the Board's findings, decision as to cause, and recommendations to the following four (4) issues:
- i) Did the Board sufficiently follow the procedures contained in this Code?
  - ii) Was the Board hearing conducted in such a way as to provide the student an adequate opportunity to present his or her defense?
  - iii) Did the evidence presented at the hearing satisfy the requisite burden of proof?



iv) Is the sanction reasonable in relation to the gravity of the violation?

n) Final decision and directives by the Executive Committee

- i) Within five (5) working days of receiving a request from the student to review the Board's findings, decision as to cause, and recommendations, the Executive Committee shall notify the student or the student's counsel of the actions to be taken and any accompanying orders.
- ii) A copy of this notification shall be included in the record of proceedings and retained by HTIC for a minimum period of five (5) years after the date of the last attendance by the student.
- iii) The decision of the Executive Committee shall be final within HTIC.

**2) Composition of the “Student Conduct and Grievance Board”**

The Student Conduct and Grievance Board has the vested authority to conduct hearings at the request of students who are alleged to have engaged in Student Life misconduct and for those students who have filed a grievance that has reached the hearing stage. Hearings are also the result of the student rejecting a decision at the initial stages of the procedural process.

The Student Conduct and Grievance Board is comprised of five (5) members:

- a) Director of Student Services, Chair)
- b) Executive Director
- c) Student Affairs Task Force Member (chair or designated member)
- d) Faculty Member
- e) HTIC Student Government Representative

**3) Composition of the “Academic Conduct and Grievance Board”**

The Academic Conduct and Grievance Board shall have the vested authority to conduct hearings at the request of faculty or students who are alleged to have engaged in academic dishonesty and for those students who have filed a grievance that has reached the hearing stage. Hearings are also the result of the student rejecting a decision at the initial stages of the procedural process.

The Academic Conduct and Grievance Board is comprised of five (5) members. They are the:

- a) Vice Chancellor, Chair
- b) Dean of Instruction
- c) Director of Student Services
- d) Faculty Member
- e) HTIC Student Government Representative

### **Mediation by the Director of Student Services or Dean of Instruction**

The Director (regarding all non-academic matters) or the Dean (regarding all academic matters) may conduct an investigation of all evidence, including interviews with the student, instructor or staff in order to render an appropriate resolution in matters of Misconduct, Academic Dishonesty, or Grievances. If the grievance is filed against the Director or Dean, the Vice Chancellor will assume the role of mediator.

If mediation does not render a satisfactory resolution, the Director of Student Services or Dean of Instruction may elect to refer the case to the Student Conduct and Grievance Board, or the Academic Conduct and Grievance Board to hear and resolve concerns in the manner described above.

### **Questions**

Please feel free to ask your Office of Student Services staff should you have questions regarding the above HTIC Code of Student Conduct.

For assistance and information, please contact:

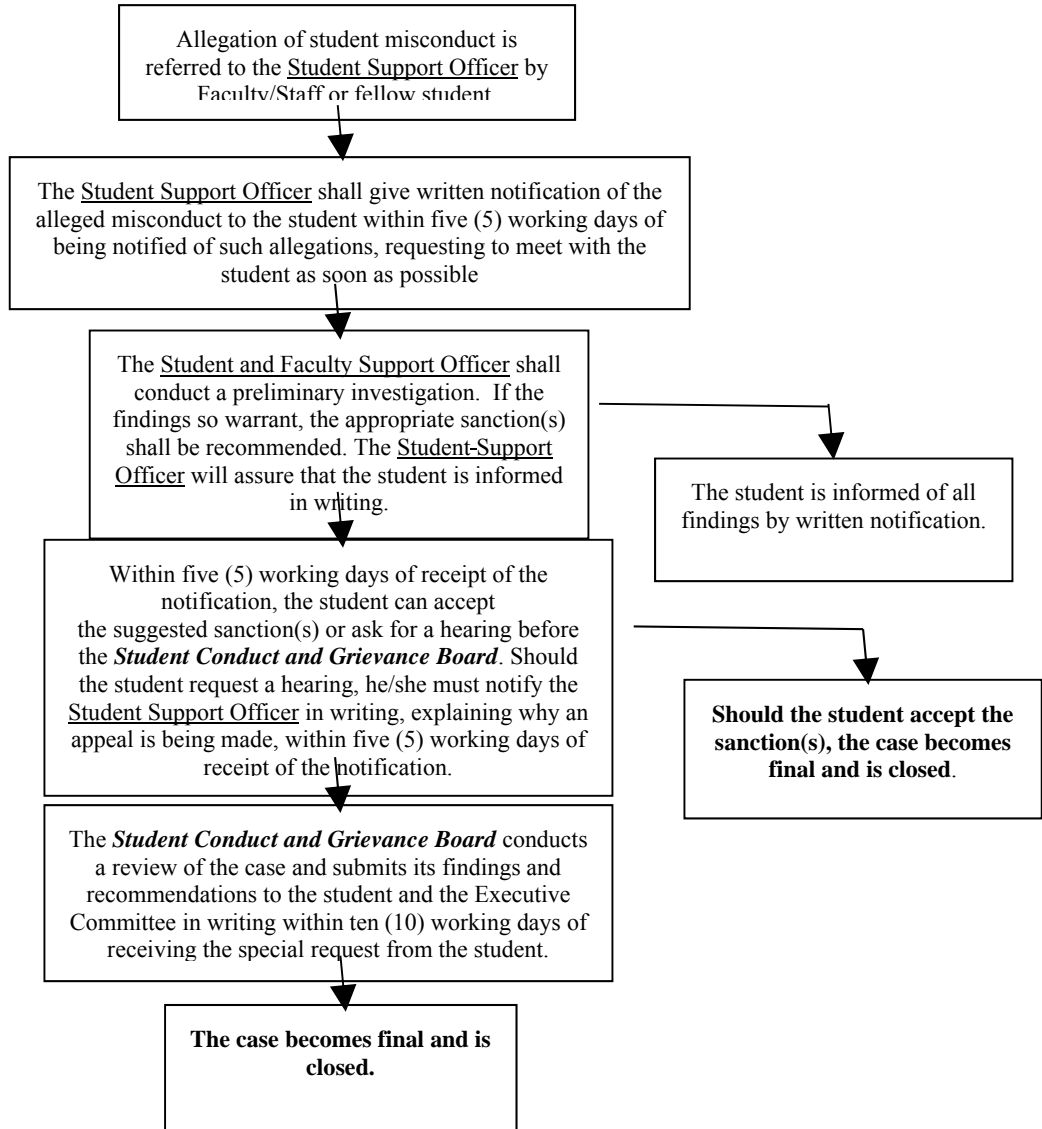
Office of Student Services  
Hawaii Tokai International College  
91-971 Farrington Highway  
Kapolei, HI 96707  
Tel: (808) 983.4187  
Fax: (808) 983.4173  
Email: [studentservices@tokai.edu](mailto:studentservices@tokai.edu)

## **APPENDICES**

- I. Procedural Steps for Alleged Student Misconduct**
- II. Procedural Steps for Alleged Academic Dishonesty**
- III. Procedural Steps for Filing a Non-Academic Grievance Petition**
- IV. Procedural Steps for Filing an Academic Grievance Petition**

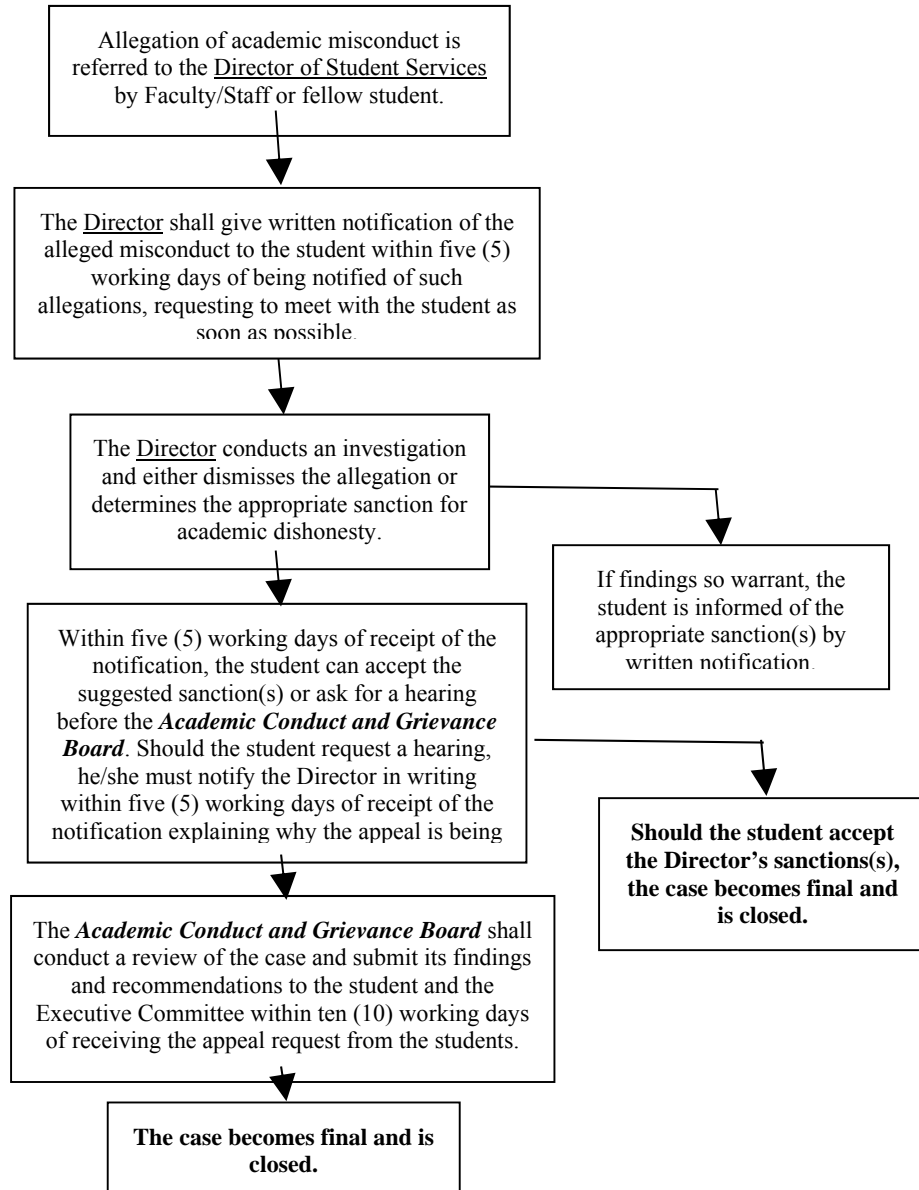
# CHART I

## I. Procedural Steps for Alleged Student Non-Academic Misconduct



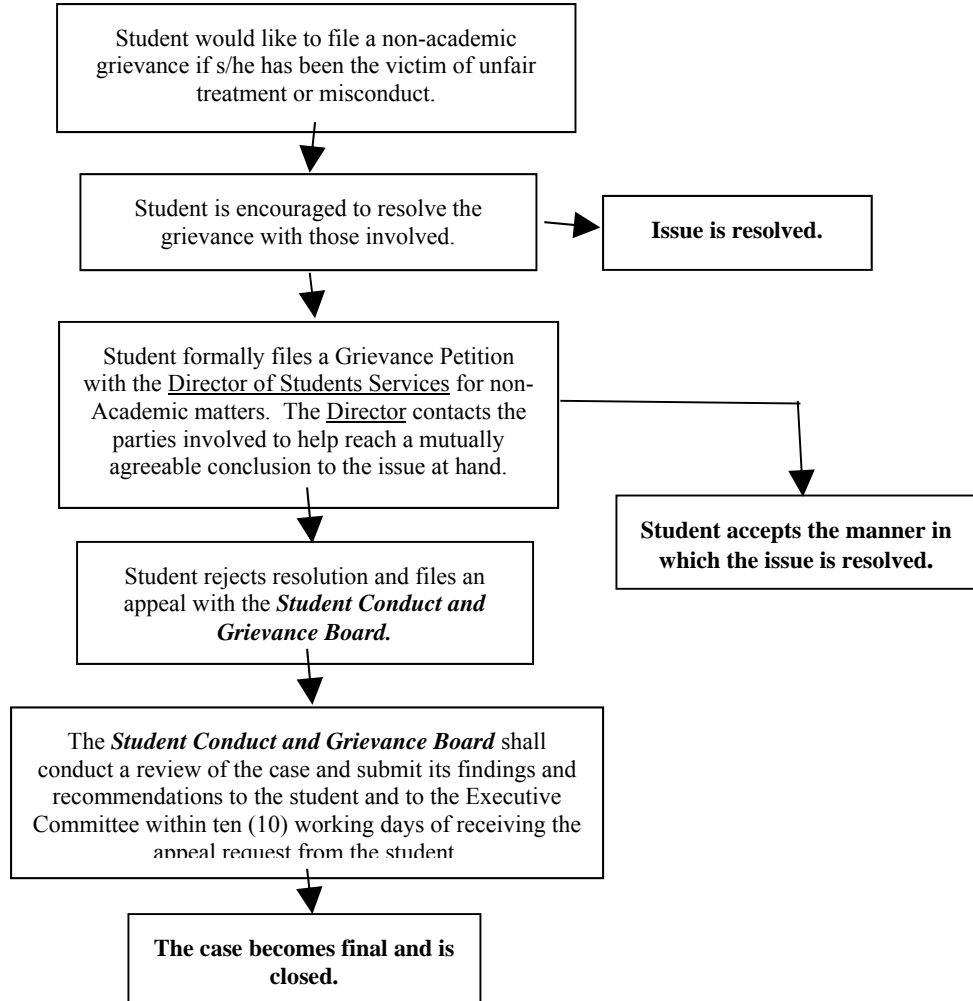
## CHART II

### II. Procedural Steps for Alleged Academic Dishonesty



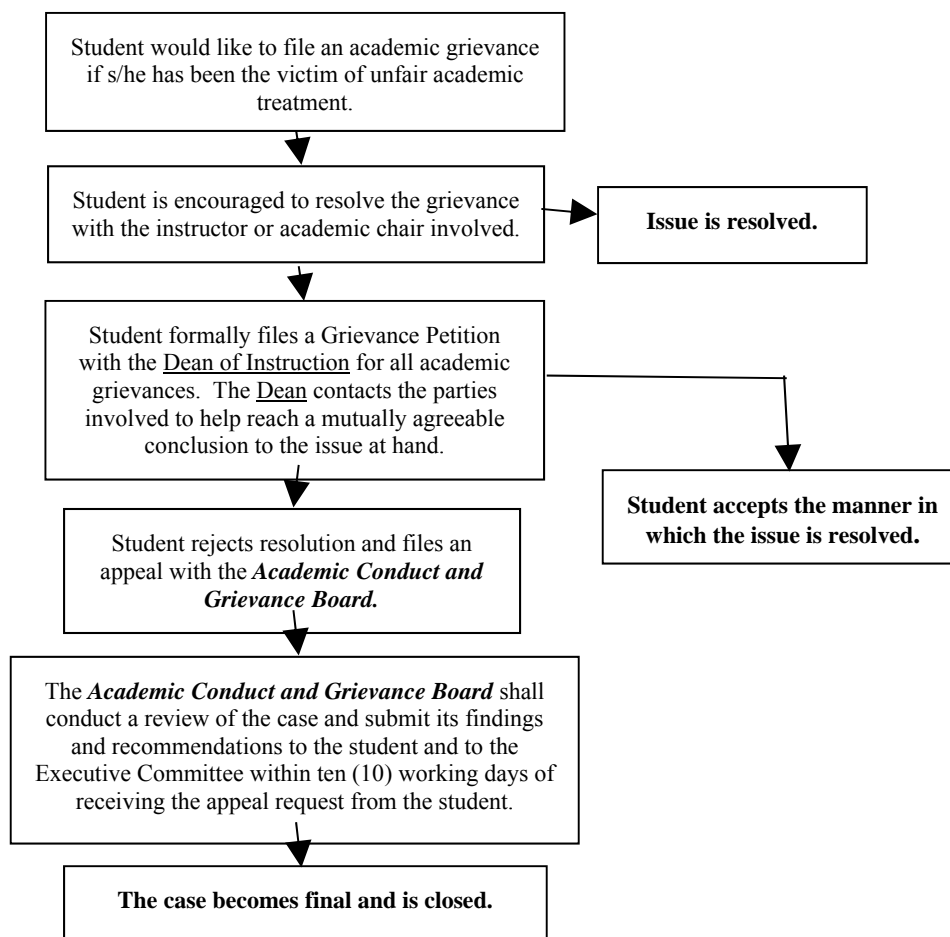
### CHART III

#### III. Procedural Steps for Filing a Non-Academic Grievance Petition



## CHART IV

### IV. Procedural Steps for Filing an Academic Grievance Petition



Grievance Petition Forms are available at the Office of Student Services Hawaii Tokai International College.

**SUPPLEMENTAL SECTION B**  
**ON-CAMPUS HOUSING RULES & REGULATIONS**

**I. INTRODUCTION**

These rules and regulations are intended to protect the health, safety, rights, and privileges of all residents. Each resident is responsible for knowing and complying with these rules and regulations. Any violations of these rules and regulations or those listed in the Student Conduct Code for Hawaii Tokai International College (hereinafter referred to as "HTIC") may result in disciplinary action.

All rules contained herein are subject to change and additional rules and regulations may be created and enforced if they are deemed necessary by HTIC.

**II. ROOM OCCUPANCY POLICY**

HTIC reserves the right to assign residence hall rooms to students. Residence hall rooms are available based upon double—and quadruple occupancy and space availability. Use or continued use of any particular room cannot be guaranteed.

A. Eligibility

Full-time students at HTIC are eligible for on-campus housing. An individual in the Liberal Arts program completing nine (9) or more credits is considered to be a full-time student; a College Preparatory Program student must be enrolled in 18 hours of classes to be considered full-time. Eligibility of part-time students is considered based on availability and is up to the discretion of the Administration.

B. Payment

All housing fees must be paid in advance. Housing fees consist of room rental, security deposits for the room and keys, and a processing fee. Please refer to the Housing Application form for more information regarding housing costs. Failure to make payments in a timely manner can result in a loss of privilege of residency on campus at HTIC.

C. Refund

Cancellations made prior to room check-in will result in a cancellation-processing fee.



Students canceling after checking in will be assessed fees according to the room type, number of days occupied, cleaning or damage fee, plus a cancellation-processing fee. After the assessed amount is deducted, the balance will be refunded. Security deposits will be refunded in full if, at checkout, the room vacated is considered by the HTIC housing/maintenance staff to be in the same condition it was at the time of check-in. If any repairs are required, the cost of the repairs is subtracted from the amount refunded (See also Section IV-F, "Check-Out Inspection and Damage/Vandalism"). Students should leave a forwarding address, to which the security deposit may be returned, with the Office of Student Services.

D. Liability

Students are responsible and will be held liable for any damages to rooms and all the contents therein. It is expected that rooms and contents be in good condition at checkout. Students may be held responsible for damage/loss in the common areas. HTIC is not responsible for loss or damage to students' personal property. No alterations, painting, or construction may be done to the residence hall rooms. Any cost incurred by HTIC to restore the room to its original condition will be billed to the student occupying the room.

E. Acceptance of Agreement

By signing the agreement attached or by accepting and retaining the key-card to the room, the student agrees to abide by the rules outlined in this document. Any form of acceptance binds the student to the entire agreement **without exception**.

F. Room Entry

Whenever possible, resident students will be notified at least 24 hours in advance regarding entry into residence hall rooms by HTIC management or those authorized by them for the following purposes:

- Fire and safety inspections
- Inspection for cleaning and/or damage
- Maintenance and housekeeping reasons
- Pest control treatment
- Periodic room inspections

Notice of such entry may be via notices in student mailboxes, notices posted on common area bulletin boards, student emails, and announcements at meetings.

Room entry may include inspection and opening of HTIC furnishings.

HTIC affirms the right of each student to a degree of privacy. However, HTIC management or those authorized by them reserve the right to enter residence hall rooms without prior notice, if there is reasonable suspicion that a crime or college policy violation is occurring or has occurred within. The residence hall rooms and furnishings are the property of HTIC, and HTIC wishes to ensure the safety of its residents, its residents' property, and HTIC property. HTIC wishes to prevent the use of residence hall rooms for purposes that are illegal or in violation of the Code of Student Conduct or the

Housing Rules and Regulations. If HTIC or its authorized personnel reasonably suspect that such activity is occurring within a residence hall room, they may use the following procedure to enter and inspect that room:

- a) HTIC management or those authorized by them will knock on the door and request entry into the room to inspect.
- b) If there is no reply to the request for entry, HTIC management or those authorized by them will enter the room and conduct an inspection.
- c) Students found conducting illegal activities or violating HTIC regulations (the Code of Student Conduct and/or the Housing Rules and Regulations) are subject to disciplinary action.

### **III. RULES AND REGULATIONS**

#### **A. General Housing Regulations: Prohibited Items and Conduct**

- Hours of Quiet Time  
Residents are expected to respect others by observing quiet time from 10:00 p.m. to 7:00 a.m. Sunday through Thursday and 11:00 p.m. to 7:00 a.m. on Friday, Saturday and the day before a holiday.
- Alcohol Possession and Consumption  
Alcohol is not allowed in the HTIC dormitory at any time regardless of age and/or purpose of use.
- Smoking and Burning of Incense and Candles  
Smoking and burning of incense and candles are not allowed in the dormitory. Those students whose rooms are found to smell of smoke, from either of these two causes, will be subject to disciplinary action described below. Restitution fines are assessed if cleaning or maintenance expenses warrant it. Smoking is only allowed at the designated areas outside the building on the HTIC campus.
- Cooking and Cooking Devices/Appliances  
Cooking is strictly prohibited in the dormitory rooms. This includes use of any cooking appliances or other items that require fire/flame. For instance, waffle makers, hotplates, and cooking stoves are not allowed. For allowable items, such as coffee pots and microwaves, please inquire at Facilities Services (Administration) or Office of Student Services (see also Section IV-C, "Microwave Ovens"). Each room is equipped with a smoke detector and a sprinkler system that will be activated when smoke or heat is detected.
- Halogen Lights  
The use and possession of halogen lights are prohibited. Violation of this rule will result in the removal and confiscation of the halogen light from the room. The

confiscated halogen lights will be returned to the students when they vacate the room.

- Pets  
Pets and animals of any kind are not allowed on the premises. Students violating this rule will be asked to leave the dormitory or find their pet another home. Exception to this policy would be made as proscribed by City and County, State and Federal ordinances, laws and rules, and regulations.

## **B. Housing Violations and Sanctions**

Sanctions for housing violations will take the form of written warnings, restitution/monetary fines<sup>10</sup>, eviction from residence halls, and suspension or expulsion from HTIC. Sanctions are issued at three levels depending upon the nature of the offense and the student's conduct record. Sanctions are determined by the Student and Faculty Support Officer and Director of Student Services, or the Student Conduct and Grievance Board. Review and approval of the Executive Committee is required in cases of student probation, suspension, or expulsion.

### **Level 1 Sanctions**

The following violations (or others similar to such) are considered Level 1 violations of HTIC's On-Campus Housing Rules and Regulations. These include, but are not limited to:

- Possession of pets
- Failure to adhere to the Visitor Policy guidelines
- Smoking on campus
- Moving dormitory furniture
- Leaving personal belongings in the dormitory hallways

The following sanctions are applied when the above are committed:

**1<sup>st</sup> Offense:** "Written Warning," with possible restitution and/or community service. (Yellow Card)

**2<sup>nd</sup> Offense:** "Final Written Warning" with a mandatory 10 hours of community service, plus possible restitution fees. (Red Card)

**3<sup>rd</sup> Offense:** **Disciplinary Probation/Chancellor's Watch List with "Eviction"** from the residence hall and possible restitution, suspension or expulsion from HTIC. (Purple Card)

### **Level 2 Sanctions**

The following violations (or others similar to such) are considered Level 2 violations of

---

<sup>10</sup> Restitution is the amount deemed necessary to repair or replace the damaged item (can include both intentional and accidental cases if it is determined that gross negligence was the primary cause of damage).

HTIC's On-Campus Housing Rules and Regulations. These include, but are not limited to:

- Vandalism of public or private property on the HTIC premises.
- Burning incense and/or candles
- Removing window brackets
- Releasing any items from windows, doors, or balconies.
- Smoking within the building
- Possession of disallowed cooking devices
- Possession/consumption of alcohol
- Verbal assault or harassment of HTIC staff, faculty, security, cleaning crew, students, and/or guests

The following sanctions are applied when the above are committed:

**1<sup>st</sup> Offense:** "First and Final Written Warning," with a mandatory 10 hours of community service, plus possible restitution fees. (Red Card)

**2<sup>nd</sup> Offense:** "Eviction" from the residence hall and possible restitution, suspension or expulsion from HTIC. (Purple Card)

### **Level 3 Sanctions**

The following violations (or others similar to such) are considered Level 3 violations of HTIC's On-Campus Housing Rules and Regulations. These include, but are not limited to:

- Tampering with safety devices such as fire alarms, smoke detectors, emergency exit markers, and sprinkler systems
- Possession and /or use of paraphernalia and/or illegal substances
- Possession and/or use of weapons of any sort, including replicas or facsimiles.
- Physical assault or harassment against HTIC staff, faculty, security, cleaning crew, residents, students, or guests.

The following sanctions are applied when the above are committed:

**1<sup>st</sup> Offense:** "Eviction" from the resident hall and possible restitution, suspension or expulsion from HTIC. (**Purple Card**)

## **C. Visitor Policy<sup>11</sup>**

### **1. Visitation Rules**

- a) A guest is defined as any person other than the registered occupant(s) of the residence

---

<sup>11</sup> Conference Attendees must abide by these same rules.

- hall. HTIC reserves the right to identify guests who are not allowed to visit HTIC.
- b) All guests must stop at the security desk and sign in upon arrival and sign out upon departure.
  - c) The resident must come to the security desk to meet and escort his/her visitor(s).
  - d) Visitors must be accompanied by their host at all times. Visitors who are unescorted will be asked to leave and may be banned from future visitations.
  - e) Residents are responsible for informing guests of the Housing Rules and Regulations and are accountable for the actions of their guests while they are on HTIC premises.
  - f) Visitation is a privilege that should not be abused. Your roommate has the right to privacy in his/her room; therefore, guests who come frequently and stay for prolonged hours may be an undue burden on your roommate. No one who is not an occupant of a particular room may visit that room between the hours of 11 PM and 7 AM. Study gatherings and meetings held after 11 PM must be conducted in the designated common areas. Please be considerate.
  - g) Residents having visitation problems should contact the Office of Student Services for assistance. Residents whose guests commit any violation of the rules, policies, and procedures of HTIC will be held responsible for the behavior of their guest and subjected to similar penalties. Please keep in mind that you are responsible for your guests and their behavior.
  - h) Visitors must leave HTIC grounds by the end of visiting hours.
  - i) HTIC reserves the right to refuse visitation privileges to any prospective visitor.

## 2) Visitation Hours

Guests are permitted in the residence hall between these hours:

Sunday - Thursday:	7:00 am -10:00 pm
Fridays-Saturdays:	7:00 am -11:00 pm
Evening prior to a holiday:	7:00 am -11:00 pm

## 3) Overnight Visitor Policy

Guests are not allowed to stay overnight in a resident's room; however, special accommodations may be made only for family members who are visiting a resident. These guests will be allowed to stay in the residence hall on a space available basis for a fee. However, guests will not be permitted to exceed the current occupancy restrictions for the resident's room. For example, a guest will not be permitted to stay overnight in a two (2) person room along with the two (2) residents

- a) The HTIC Housing Usage Application Form must be submitted to the Facility Services (Administration Office) if the resident student wants his/her family members to stay in a room.
- b) The HTIC Housing Usage Application Form must be received no later than one (1) week prior to the arrival date of the guest(s).

The student is responsible for informing his/her guests of the Housing Rules and Regulations and is responsible for their behavior throughout their stay at HTIC.

#### **D. Keys**

- 1) Each resident student will be given three keys as follows:
  - a) Room key card
  - b) Mail box key
  - c) Drawer Key
- 2) Report any lost or stolen keys immediately to Security, Front Desk Services, and/or the Office of Student Services.
- 3) Resident students must return these keys upon checkout or when moving to another room.
- 4) Keycards will be renewed free of charge if the old key is returned. There will be a \$50.00 fee for replacing each lost key.
- 5) Do not allow anyone to borrow or use your keys. You are still responsible for any loss or damage.

Non-resident students are not allowed to hold or use any keys made for the HTIC building.

### **IV. RESIDENCE HALL ROOM USAGE GUIDELINES AND RULES**

#### **A. Room Maintenance and Care**

Students are responsible for keeping their rooms clean and are expected to immediately report any problems with or damage to the contents of the room. The maintenance and housing staff will enter and assess the room and its contents. Any costs required to repair, replace, or clean damage will be withdrawn from the housing security deposit. Students will be responsible for paying costs beyond the security deposit and replenishing the security deposit after any costs have been incurred.

#### **B. Equipment and Furniture**

- 1) Each student will be provided with the following:
  - a) Desk and chair
  - b) Bed and mattress
  - c) Closet
  - d) Chest of drawers
  - e) Bed light

Students must maintain the standard layout according to the layout chart posted in each room. *Bed frames may not be moved.* Removal, alterations or modifications of furniture is strictly forbidden.

- 2) Each room is equipped with, and is the property of, HTIC:
  - a) Refrigerator

- b) Air conditioner
- 3) Only removable, plastic adhesives should be used to attach decorations to the walls and doors. Tape, tacks, pins, nails and other hardware stuck in the wall and/or doors that leave holes or damage the interior paint shall result in a fine.
- 4) Students may not put stickers, signs, or spray-on frost/foams on residence hall windows.
- 5) Students may not display offensive material on their room doors or in the hallways.
- 6) Students may not hang any clothes or other articles from a room's windows, blinds, or sprinkler head.

### **C. Microwave Ovens/Cooking Devices**

The following additional small appliances are allowed in residence hall **dining area**:

- Rice cooker
- Water kettle
- Coffee maker

### **D. Extension Cords and Surge Protectors**

- 1) Extension cords are not permitted.
- 2) Surge protectors and power strips must be inserted directly into the outlet. Surge protectors must be approved by a national testing agency such as Factory Mutual or Underwriter's Laboratory (UL).
- 3) Never plug surge protectors into one another ("piggy-backing").
- 4) Do not plug more than one power strip / surge protector into a dual electrical outlet.

### **E. Other Items**

- 1) Students are expected to treat the furniture in the residence halls with care (See Section IV-F, "Check-Out Inspection and Damage/Vandalism").
- 2) *Personal property, including but not limited to, surfboards, athletic equipment, shoes, and clothing, should not be placed or stored in the hallways or other common areas. HTIC is not responsible for the loss of any items inadequately stored or secured. These items will be removed and destroyed.*
- 3) All trash to be placed in the trash chute must be in garbage bags and secured. Empty boxes, large cartons, and extremely heavy objects must be hand carried to the ground level trash bin area.

## **F. Cleaning**

- 1) Cleaning service is provided for all residence hall bathrooms between the terms. This is especially important for maintenance purposes.
- 2) Students are responsible for cleaning their own rooms during the terms.

## **G. Periodic Maintenance and Safety Inspections, Checkout Inspection and Damage/Vandalism (by Front Desk Services and OSS)**

- 1) Residence hall rooms will be inspected for damage at checkout time. The security deposit will be kept, and further assessments will be made if the cost of repair or replacement exceeds the security deposit.
- 2) Students causing damage to rooms will be assessed the actual cost, including parts and labor, to restore rooms to the original condition. Students responsible for damaging rooms will face appropriate disciplinary action.
- 3) Residence hall rooms must be cleared of all personal property at check out. HTIC does not accept liability for personal property left in rooms after checkout and reserves the right to dispose of such property at the occupant's expense.

## **H. Preventive Maintenance**

Resident students will be required to vacate rooms during the interim period (winter break) so that maintenance and cleaning may be done. Students will be notified of any damages found and the costs to repair, replace, or clean the damage will be assessed to the Security Deposit.

## **I. Meal Plans**

Resident students will have the option of choosing from three (3) different meal plans. Meal plans are mandatory. No refund is available (See the HTIC Catalog for specific details).

## **V. Emergency Evacuation Procedure**

- 1) If you detect a fire, immediately notify the Security Desk at (808) 478-7729.
- 2) When the alarm sounds, all residents and their guests must evacuate the building.
- 3) Do not use the elevators! Use the emergency stairwells.
- 4) Upon exiting the building, proceed to the emergency evacuation designated site.
- 5) Students are not allowed back in the building until given the "all clear" by a Security Staff member or HTIC Staff/Faculty member.



**SUPPLEMENTAL SECTION C**  
**DISCIPLINARY ACTION POLICY REGARDING**  
**DRUG AND ALCOHOL**

The use, possession, or being in the presence of any illegal drugs, substances, and/or drug paraphernalia anywhere on the HTIC campus or property, including the HTIC residence hall, is prohibited. Any student found in violation of this drug policy will be subjected to disciplinary action. Any student(s) violating the drug policy will be required to vacate the residence hall immediately, without refund. The use or possession of alcohol (beer, wine, spirits, etc.) and alcoholic containers in the residence hall, regardless of the student's age, is prohibited. Any student who resides in the HTIC residence hall found in violation of this alcohol policy will be subjected to disciplinary action. Alcohol violations will be subject to appropriate disciplinary action, as recommended by the administration.

## **SUPPLEMENTAL SECTION D**

### **Hawaii Tokai International College**

#### **PARKING POLICIES AND REGULATIONS**

##### **A. Parking privileges:**

Students, faculty, and staff are provided access to unassigned parking free of charge. All vehicles must be registered with the College for security purposes. Student parking privileges are based on academic merit and eligible students must hold a valid Hawai'i driver's license (acquired within six months of admission), registration, and insurance.

##### **B. Parking rules and regulations:**

- Employees and students may park only one vehicle at any given time.
- Vehicles with leaking fluids or other hazardous problems will be issued a warning citation.
- Individuals owning such vehicles and who fail to repair the problem will have their parking privileges revoked.
- Car parts, personal belongings, or other miscellaneous debris may NOT be left in the parking lot.
- Warnings will be given to individuals violating any of the rules listed herein and parking privileges may be revoked if such warnings are disregarded.
- Unauthorized vehicles and those vehicles that seem to be abandoned are subject to be towed at the owner's expense.
- Employees or students leaving their car in the parking lot for a long period of time (during term breaks or vacations) should notify the Front Services Desk of their intent to do so and provide a date of return.
- Vehicles may not park in the loading lane in front of the entrance to the main lobby for more than twenty minutes or as allowed by security. The fire lane must remain clear at all times.
- No loud music in cars after entering or before leaving the parking lot.
- Hawaii Tokai International College does not assume any liability for any loss or damages you may sustain to your vehicle or its contents while parked in the HTIC parking lot.
- HTIC reserves the right to make changes deemed necessary to the overall parking policies and regulations. Changes will be announced to all concerned.

### **C. Bicycles, mopeds, and motorcycles**

- These vehicles may park only in the designated, secured area (no charge). No bicycles are allowed in the building.
- These vehicles must be registered with the Student Support Officer. Owners will be given a sticker permit to place on their vehicle. HTIC is not responsible for any lost, stolen or damaged vehicles.