
CAMPUS

H A N D B O O K

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PREFACE

The Handbook is not a contract but only a statement of the University of the Nations, Kona (UofNK or University) purpose regarding such topics as University organizational structure, volunteer and student policies, and community life and services. This Handbook represents the official position of the UofNK on any practice or procedure that it addresses.

No person at the UofNK now has, or in the past has had, the authority to make any binding promises, assurances or representations regarding students different from those defined in this Handbook.

Practices and procedures in this Handbook are effective immediately and are subject to change. Revisions to this Handbook will be incorporated periodically. Students are responsible for keeping abreast of alterations and additions.

THE UNIVERSITY

HISTORY

Youth With A Mission (YWAM) is a Christian missionary movement founded in 1960 by Loren Cunningham with the purpose to fulfill the Great Commission. The University of the Nations Kona (UofNK) was founded as a missionary training organization in 1978 and teaches biblical principles to further the Great Commission through the vision and ministry of YWAM.

YWAM STATEMENT OF PURPOSE

Youth With A Mission (YWAM) is a global movement of Christians from many denominations dedicated to presenting Jesus personally to this generation, to mobilizing as many as possible to help in this task, and to the training and equipping of believers for their part in fulfilling the Great Commission. As citizens of God's kingdom, we are called to love, worship, and obey our Lord, to love and serve His Body, the Church in it's nurturing local expression and apostolic mobile expression, and to present the whole gospel for the whole person throughout the whole world.

VISION, MISSION, AND VALUES

Youth With A Mission (YWAM) affirms the Bible as the authoritative word of God and, with the Holy Spirit's inspiration, the absolute reference point for every aspect of life and ministry. Based upon God's Word, who He is, and His initiative of salvation through the atoning work of Jesus (His death, burial, and resurrection), the following responses are strongly emphasized in YWAM:

Worship: We are called to praise and worship God alone.

Holiness: We are called to lead holy and righteous lives that exemplify the nature and character of God.

Witness: We are called to share the gospel of Jesus Christ with those who do not know Him.

Prayer: We are called to engage in intercessory prayer for the people and causes on God's heart, including standing against evil in every form.

Fellowship: We are called to commit to the Church in both its local nurturing expression and its mobile multiplying expression.

The Foundational Values of Youth With A Mission are the expression of our basic beliefs coupled with specific directives given by God since YWAM's beginning in 1960. They are recorded here in order to pass on to successive generations that which God has emphasized to us.

These shared beliefs and values are the guiding principles for both the past and future growth of our mission. Some are common to all Christians everywhere; others are distinctive to Youth With A Mission.

The combination of these beliefs and values make up the unique family characteristics of YWAM—our “DNA.” They are values we hold in high regard which determine who we are, how we live and how we make decisions.

1 | Know God

YWAM is committed to know God, His nature, His character and His ways. We seek to reflect who He is in every aspect of our lives and ministry. The automatic overflow of knowing and enjoying fellowship with God is a desire to share Him with others.

2 | Make God known

YWAM is called to make God known throughout the whole world, and into every arena of society through evangelism, training and mercy ministries. We believe that salvation of souls should result in transformation of societies, thus obeying Jesus' command to make disciples of all nations.

3 | Hear God's voice

YWAM is committed to creating with God through listening to Him, praying His prayers and obeying His commands in matters great and small. We are dependent upon hearing His voice as individuals, together in team contexts and in larger corporate gatherings as an integral part of our process for decision making.

4 | Practice worship and intercessory prayer

YWAM is dedicated to worship Jesus and engage in intercessory prayer as integral aspects of daily life. We also recognize the intent of Satan to destroy the work of God and we call upon God's power and the Holy Spirit to overcome his strategies in the lives of individuals and in the affairs of nations.

5 | Be visionary

YWAM is called to be visionary, continually receiving, nurturing and releasing fresh vision from God. We support the pioneering of new ministries and methods, always willing to be radical in order to be relevant to every generation, people group, and sphere of society. We believe that the apostolic call of YWAM requires the integration of spiritual eldership, freedom in the Spirit and relationship, centered on the Word of God.

6 | Champion young people

YWAM is called to champion youth. We believe God has gifted and called young people to spearhead vision and ministry. We are committed to value them, trust them, train them, support them, make space for them and release them. They are not only the Church of the future; they are the Church of today. We commit to follow where they lead, in the will of God.

7 | Be broad-structured and decentralized

YWAM is broad-structured and diverse, yet integrated. We are a global family of ministries held together by shared purpose, vision, values and relationship. We believe that structures should serve the people and the purposes of God. Every ministry at every level has the privilege and responsibility of accountability to a circle of elders.

8 | Be international and interdenominational

YWAM is international and interdenominational in its global scope as well as its local constituency. We believe that ethnic, linguistic and denominational diversity, along with redeemed aspects of culture, are positive factors that contribute to the health and growth of the mission.

9 | Have a biblical Christian worldview

YWAM is called to a biblical Christian worldview. We believe that the Bible makes a clear division between good and evil; right and wrong. The practical dimensions of life are no less spiritual than the ministry expressions. Everything done in obedience to God is spiritual. We seek to honor God with all that we do, equipping and mobilizing men and women of God to take roles of service and influence in every arena of society.

10 | Function in teams

YWAM is called to function in teams in all aspects of ministry and leadership. We believe that a combination of complementary gifts, callings, perspectives, ministries and generations working together in unity at all levels of our mission provides wisdom and safety. Seeking God's will and making decisions in a team context allows accountability and contributes to greater relationship, motivation, responsibility and ownership of the vision.

11 | Exhibit servant leadership

YWAM is called to servant leadership as a lifestyle, rather than a leadership hierarchy. A servant leader is one who honors the gifts and callings of those under his/her care and guards their rights and privileges. Just as Jesus served His disciples, we stress the importance of those with leadership responsibilities serving those whom they lead.

12 | Do first, then teach

YWAM is committed to doing first, then teaching. We believe that firsthand experience gives authority to our words. Godly character and a call from God are more important than an individual's gifts, abilities and expertise.

13 | Be relationship-oriented

YWAM is dedicated to being relationship-oriented in our living and working together. We desire to be united through lives of holiness, mutual support, transparency, humility, and open communication, rather than a dependence on structures or rules.

14 | Value the individual

YWAM is called to value each individual. We believe in equal opportunity and justice for all. Created in the image of God, people of all nationalities, ages and functions have distinctive contributions and callings. We are committed to honoring God-given leadership and ministry gifts in both men and women.

15 | Value families

YWAM affirms the importance of families serving God together in missions, not just the father and/or mother. We encourage the development of strong and healthy family units, with each member sharing the call to missions and contributing their gifts in unique and complementary ways.

16 | Practice dependence on God

YWAM is called to practice a life of dependence upon God for financial provision. For individuals and YWAM corporately this comes primarily through His people. As God has been generous toward us, so we desire to be generous. YWAMers give themselves, their time and talents to God through the mission with no expectation of remuneration.

17 | Practice hospitality

YWAM affirms the ministry of hospitality as an expression of God's character and the value of people. We believe it is important to open our hearts, homes and campuses to serve and honor one another, our guests and the poor and needy, not as acts of social protocol, but as expressions of generosity.

18 | Communicate with integrity

YWAM affirms that everything exists because God communicates. Therefore, YWAM is committed to truthful, accurate, timely and relevant communication. We believe good communication is essential for strong relationships, healthy families and communities, and effective ministry.

ESTABLISHMENT AND PURPOSE OF THE UNIVERSITY OF THE NATIONS KONA

The University of the Nations, Kona (UofNK) is a campus established in 1978 to further the Great Commission mandated by our Lord and Savior, Jesus Christ (Matthew 28:19-20), through the vision and ministry of YWAM. UofNK is an independent campus that follows the ethos and ministry of YWAM. UofNK follows the YWAM structure with an independently established Board of Elders, various Campus Leadership Teams (Core Team, Circle Leaderships Team, Working Group Team) and the leadership of Circles, Ministries and Schools. Under the leadership of the Board of Elders and the campus leadership, UofNK operates independently from all other UofN and/or YWAM campuses.

CHRISTIAN COMMUNITY AND MISSION

Christianity is central to the purpose and mission of YWAM and UofNK. For this reason, all UofNK affairs are conducted in full accordance with the Bible, YWAM Mission purpose, the Statement of Faith as contained in the UofNK bylaws, as well as related policies reflecting YWAM's religious nature. Every, guest, volunteer and student is expected to review and affirm his or her agreement with such standards as a condition for continued interaction with UofNK. All guests, volunteers and students are expected to reflect Christian values in their interaction with persons we serve, fellow YWAMers, and others. As an evangelical Christian community, UofNK expects that all guests, volunteers, and students will serve as examples of God-honoring excellence consistent with biblical standards. Violation of this expectation shall constitute cause for discipline, up to and including dismissal from UofNK.

STATEMENT OF FAITH

We, the University of the Nations Kona, agree with the Youth With A Mission statement of faith. We believe that the Bible is God's inspired and authoritative word, revealing that Jesus Christ is God's Son; that people are created in God's image; that He created us to have eternal life through Jesus Christ; that although all people have sinned and come short of God's glory, God has made salvation possible through the death on the cross and resurrection of Jesus Christ; that repentance, faith, love and obedience are fitting responses to God's initiative of grace towards us; that God desires all people to be saved and to come to the knowledge of the truth; and that the Holy Spirit's power is demonstrated in and through us for the accomplishment of Christ's last commandment, "Go into all the world and preach the good news to all creation" (Mark 16:15).

FINAL AUTHORITY FOR MATTERS OF BELIEF & CONDUCT

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of UofNK's faith, practice, policy, and discipline, the UofNK Board of Elders is the final interpretive authority on the Bible's meaning and application.

MARRIAGE & SEXUALITY

YWAM believes that biblical marriage is limited to a covenant relationship between one biologically born man and one biologically born woman. UofNK requires all staff, students, participants, and volunteers to maintain a lifestyle based on Biblical standards of conduct. “Honor marriage, and guard the sacredness of sexual intimacy between wife and husband” (Heb 13:4). The Word of God draws a firm line against casual and illicit sex.

We believe that God has established marriage as a lifelong, exclusive relationship between one biologically born man and one biologically born woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7).

We believe that God created us fearfully and wonderfully in His image as male and female. We believe that our creation in His image is sacred, and the human intent to change that creation goes against God’s will and design. Anything that goes against God’s will is a sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one’s birth gender is immoral and against God’s will for that individual (Gen. 1:27; Deut. 22:5).

SPIRITUAL LIFE AT THE UNIVERSITY

INTRODUCTION

As an institution created for the purpose of fulfilling the Great Commission and maintaining the YWAM values, enriching and expanding one's spiritual life is the primary purpose of the UofNK. For that reason UofNK holds to the Biblical principles as stated in the By-Laws and the following rules have been established on those principles to best minister to all guests, staff, students and volunteers.

STAFF & LEADERS AS CHRISTIAN MINISTERS

All staff and leaders have completed the Discipleship Training School and have undertaken a ministry to which God has called them. Therefore they are in a position to spiritually minister to the students. They act as ministers due to their responsibility to conduct and maintain their ministry under the authority of the University and YWAM, and in accordance with YWAM beliefs and Christian doctrine. By leading religious worship and instruction, and advancing the ministry of YWAM and UofNK, all leaders and staff are Christian ministers with responsibility to minister to spiritual and religious matters that may arise on the UofNK campus.

BAPTISM

At the UofNK, baptisms must be performed or overseen by a local church pastor. Our recommendation specifically refers to students/volunteers/staff within our programs. Before taking this step any individual wishing to be baptized must contact their home church and family to receive their blessing prior to being baptized. We understand there are many different cultures and background that make up the UofNK and we seek to be as honoring of each individual's home church and family. This policy extends to outreach but exception may be made in unreached or remote locations where there is no access to a local church minister.

FAMILY LIFE & COMMUNITY LIVING

In recognition of the value of the family, the UofNK seeks to uphold its integrity and affirm the importance of serving as a role model in that respect for emerging generations. Therefore, it is expected that any Long-Term Staff member, Associate Staff, or Volunteer (as well as any Mission Builder, Kokua Crew or Student) who is married, ordinarily will be accompanied by his/her spouse when coming to this campus to study or serve; and that anyone coming without his/her spouse may do so for a brief period of time, not to exceed three months. In case an exception is warranted, the appropriate department leader may make such a request to the appropriate campus leadership team (or its designated sub-committee) for final determination. (This statement does not apply to persons who are legally separated or divorced.)

ACCOUNTABILITY FOR SPOUSES AND CHILDREN

The family unit is highly valued and respected at UofNK as an institution that was created by God. As each family unit is called to walk with the UofNK, we expect that all members of the family abide by the spirit and rules set forth in the Handbook and all other UofNK policies.

FAMILY LIFE IN UOFNK/ YWAM

The University strongly supports all members of the family being part of the ministry team. We make allowance for parents to raise their children in the context of ministry. Sometimes the needs of young children will require more attention from the mother or father. We embrace this as part of being a part of the family team. We also value the engagement of primary caregivers (either mother or father) during this season of life in the ministry of the UofNK. Every person is called to be a missionary and we welcome the engagement of the mother or father. The various programs on the campus to take care of children are designed to enable the primary caregiver to have time to invest in the UofNK in a suitable way for that season of life: Keiki Corner (2 years old); UofN Preschool (3 - 5 years old); The Learning Center/ Wai'aha/ homeschool co-op (6-18 years old).

STANDARD OF PERSONAL CONDUCT

INTRODUCTION

Attendance at UofNK and participation in corporate activities are viewed as privileges rather than rights. Along with these privileges come a variety of responsibilities. The University strives to maintain a life of discipline and discipleship which promotes servanthood and the well-being of both themselves and other members of the UofNK. Due to the nature of the UofNK and YWAM's mission, we believe discipleship and mentoring is an important aspect of the Great Commission. Therefore the following guidelines have been established to allow all people, in all stages of their spiritual walk, to strengthen their relationship with God.

COMMUNITY STANDARDS

All Staff, Students, Mission Builders, Contractors and Volunteers at the University of the Nations, Kona campus are considered members of the UofNK community. Guests and visitors of students are likewise considered members of the UofNK community while they are on the UofNK campus and are expected to adhere to the UofNK Community Standards and the Handbook. All Staff, Students, Mission Builders, Contractors and Volunteers at the University of the Nations, Kona campus are responsible for the conduct of their guests and visitors and are expected to address any conduct that violates the UofNK Community Standards or the Handbook. The UofNK desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. In order for this to occur the University believes that members of the University community need the opportunity to learn and grow through accepting responsibility for their actions.

EXPECTATIONS AND RESPONSIBILITIES

As the UofNK Handbook states, members of the UofNK community are expected to behave in ways which demonstrate care and respect for the personal dignity, rights and freedoms of all members of the community, and to demonstrate care and respect for UofNK property and the property of others. As members of the UofNK community, we all share responsibility for safeguarding the rights and freedoms of other members and for maintaining community standards. Specifically, these shared expectations and responsibilities include, but are not limited to, the following: to observe the Handbook and the UofNK Community Standards; to comply with appropriate requests to adhere to them; to accept responsibility for the behavior of guests and visitors; to address violations of the Handbook and the UofNK Community Standards. University of the Nations, Kona assumes that students in DTS and SLS are adults and responsible for their own conduct. The fact that the UofNK takes proactive steps to address violations, actions, or activities that may pose a risk to the well-being of the community does not absolve students from taking responsibility for their own behavior.

DISHONESTY AND RUMORS

Scripture exhorts us to honesty and integrity. Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports. Because we live in a close community, rumors, misstatements and false allegations harm not just the campus but the greater body of Christ. UofNK exhorts a Christlike approach to conflict resolution.

CONDUCT OFF THE UNIVERSITY CAMPUS PROPERTY

Students, staff and volunteers are responsible for their conduct from the time of admission through the completion of their time at the UofNK, including before classes begin or after classes end, as well as during the outreach phase and during periods between quarters of enrollment (and even if the conduct is not discovered until after) and during their involvement with any UofNK ministry.

In addition to addressing conduct that occurs on the UofNK campus or at UofNK-sponsored or UofNK-supervised events (including students involved with off-campus internships, events and outreach), the UofNK may also address conduct that occurs off-campus. The UofNK, in its sole discretion, may apply the Handbook and Community Standards to those whose misconduct has an adverse impact on the UofNK community, its members, and/or the pursuit of its objectives, regardless of where such conduct may occur. This includes but is not limited to conduct that endangers the safety and well-being of fellow students, has a direct and adverse impact on local residents and/or businesses, or may compromise the reputation of University of the Nations, Kona and/or YWAM. The following examples describe off-campus acts that the UofNK may decide to address through the UofNK's conduct system: violation of the handbook standards, driving under the influence of alcohol or drugs; physical/sexual assault; sale/distribution of controlled substances; malicious destruction of property, illegal activities, and unruly and/or disruptive behavior. The UofNK will address the facts and circumstances of each situation as they arise. These examples are provided for illustrative purposes only and they should not be regarded as all-inclusive. If the conduct at issue is prohibited by local, state or federal laws, and/or if it is being addressed in any civil or criminal proceedings in a court or other forum, UofNK, in its sole discretion, may determine if it will initiate and conduct disciplinary proceedings. The UofNK, in its sole discretion, may choose to hold its disciplinary conduct proceedings in abeyance and/or to place the individual on interim removal from campus, pending the outcome of such civil or criminal proceedings.

RELATIONSHIPS & MORAL PURITY

The University believes that YWAM gives people an opportunity to focus on their relationship with Jesus.

During DTS

Therefore, during DTS, we ask you not to develop any exclusive relationship until after your DTS. If your future life-partner happens to be on campus, time is a good test of the relationship. We also realize that this community provides amazing opportunities to develop deep and lasting friendships. We encourage relationships built on openness, inclusion, integrity and purity. For the sake of respecting each other's private space, cultural sensitivity, and so that our "good is not evil spoken of," we ask that single men do not enter single women's dormitories and vice versa.

All staff, students and volunteers

Jesus called us to refuse to allow any form of sexual immorality in our midst (Revelation 2:18-29). Sexual immorality is any sexual activity whether heterosexual or homosexual, whether physical, verbal or technological (internet, video games, robotic etc.) that is outside of the Biblical Christian definition of holy matrimony, which is defined as marriage between one biological man and one biological woman (Romans 1: 18-27). We ask that you "honor marriage, and guard the sacredness of sexual intimacy between wife and husband" (Heb. 13:4). If you find yourself struggling in any of these areas, please go to your leader or staff so that he/she can help create a process of support and accountability for you. Our commitment to purity is strengthened when we walk in the light and have a unified stand for holiness.

DRESS GUIDELINES

God calls us to a lifestyle of purity in our hearts and in the way we live our lives. As a Christian community with many nations and generation, we want to have a culture of honoring one another in the way we dress. Regardless of our cultural grids, we do not want to offend those from other cultures and backgrounds. We also want to represent ourselves, the University and the Lord in an honoring way. These are principles and not just a set of rules.

On outreach, depending on your location, there are often differences in what is considered appropriate dress. We want to always present ourselves in a way that respects the cultures that we will be going to. As a rule of thumb, we adopt the more conservative way so as not to offend anyone's sensitivities and expectations.

ADDICTIVE BEHAVIORS

We are proud to be a smoke free, drug free and alcohol free campus. We desire that all University students be addiction-free and refrain from engaging in any behavior that is illegal, harmful to their bodies, or damaging to the discipleship process of others. All smoking, use of tobacco, vaping of any kind, consumption of alcohol, and all illegal drugs are prohibited on the Campus. If you find yourself struggling in any of these areas, please let your school leader or staff know so they can come alongside you to help provide support and accountability in the process of gaining freedom. If you have been prescribed restricted medication or drugs, you must report it to your leader or staff so that the necessary steps can be taken to ensure compliance with campus guidelines.

Smoking and Tobacco Use

The UofNK believes that our bodies are a “temple of the Holy Spirit” and that we should “honor God with your bodies” (1 Corinthians 6:19-20). With this in mind, we seek to cultivate a culture that enables people to break habits that are harmful to their bodies. Students and staff are not permitted to smoke tobacco or any other substance on or off the campus. This includes the use of cigarettes, cigars and vaporizers and chewing tobacco. Marijuana use and possession is illegal and not permitted. If you have a medical marijuana prescription then this must be disclosed to the school leaders prior to acceptance and have a license to possess in the state of Hawaii. Upon acceptance you must follow specific procedures set by the campus leadership and medical team. (see Prescription drug policy). If you struggle with harmful habits in any of these areas, please walk in accountability with your point leader to get freedom from these sort of habits.

Prescription Drugs

If you have a medical prescription then this must be disclosed to your leaders before you are accepted into the student body and arrive on campus. A copy of the medical prescription must be submitted to the school and kept on your student file. Misuse and or selling of any medical prescription drug is strictly prohibit. Before an individual with prescription drugs can be accepted into any of the programs, it will be necessary for the base to asses if it has the facilities and ability to ensure the safety of the individual.

Recreational Drugs

The University is a Drug-Free campus, and no recreational drugs are permitted on any of the University campus, properties or during any University sponsored or affiliated activity.

Alcohol

In the Bible, there are some standards for conduct that are “absolute.” Refraining from being drunk is one of those absolutes. However, the drinking of alcohol in moderation is not so clear-cut. We recognize there are differences in personal convictions on this issue. However, we want to take the extra steps to set a culture in our community of helping one another succeed in our walk with God and helping each other to not stumble. Because of this, drinking of alcohol in any UofNK or YWAM facility or at any UofNK program (school, staff function, debrief), department or ministry event, whether on or off campus is prohibited.

During DTS because the school is a season for students to fully focus on Jesus and break any addictive patterns, we request that all DTS students and staff refrain from the consumption of alcohol at all times on and off campus.

Drug Testing

Because of our belief in the sacredness of our bodies (1Corinthians 6:19-20), the UofNK desires that all individuals should be in a place of full freedom from all drug addictions. We recognize that in some cases this can be a process. When that process and plan is in place and agreed upon for someone’s freedom drug testing may be apart of the process. As part of any condition to remain on the campus and participate in any YWAM activity the Leadership in conjunction with the Core Team may require an individual to undergo periodic drug and alcohol testing . Cost of these test must be borne by the individual. If the individual is unwilling or unable to abide by the recommended drug testing then the individual may be dismissed.

DISRUPTIVE OR DANGEROUS BEHAVIOR POLICY

SEXUAL HARASSMENT AND ASSAULT POLICY

It is the University's policy to provide students, volunteers and staff with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. It is a violation of this policy for any member of the University to engage in verbal, nonverbal, physical, or electronic sexual harassment whether on or off campus.

Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or other obscene, abusive, or repetitive communications.

A violation of this policy may result in the removal of any student(s), volunteer(s) or staff from the University campus and program.

Any assault or battery that takes place on or off campus property is grounds for removal from the campus.

INTOXICATION OR OTHER DISRUPTIVE BEHAVIORS

Any behaviour of staff or student that comes from intoxication or under the influence of substances or engaged in threatening behaviour will be treated serious by campus security and will be reported to leadership for appropriate follow up.

WEAPONS SAFETY AND SECURITY

No weapons are allowed on campus. All individuals must abide by State and Federal law regarding the possession and use of any weapon or dangerous items.

ARSON, PROPERTY DAMAGE

Any individual will be liable for any property damage and cost to repair or replace any damaged property will be assessed to the individual's account. The University holds the right to report any damage to law enforcement and reserves the right to take any legal remedy.

SKATEBOARDING AND OTHER EQUIPMENT

Skateboards and other similar equipment are to be used only in the Ohana Court and other designated areas. No skateboarding on roads, sidewalks or in the cafeteria.

SPORTS ACTIVITIES

Sports activities only in the designated areas. Please sign out or reserve the facilities in accordance with the Facility Use policy.

INTERNET AND CYBER SECURITY

Unauthorized access to, or use of, the University computer files, equipment (hardware or software) or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as (a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; (b) unauthorized transfer of a file; (c) use of computing equipment or facilities to interfere with the work of another student, staff or ministry; (d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; (e) use of computing equipment or facilities to interfere with the normal operation of the University computing system; (f) use of the computing equipment or facilities to view pornographic or other obscene websites; (g) violation of the University Policy; or (h) use of the computing equipment or facilities to accomplish any other prohibited activities under the Standard of Personal Conduct such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying.

SEXUAL ABUSE

All allegations of sexual abuse will be immediately investigated by University leadership and in all cases of sexual abuse it will be immediately reported to the Local Police and/or Child Protective Services.

PROCEDURES: THE STUDENT DISCIPLINE PROCESS

We believe that God sends every person and speaks for each person to come to us. It is the word of the Lord. A student will not be dismissed for personality conflict. Removal is only based on the breach of policy.

Any student, volunteer or staff, can face disciplinary action or dismissal from the UofNK if the person is found to have violated University policy and the Campus Leadership feels it is necessary.

The posture of the UofNK is to give students a chance to demonstrate that they want to make a change in their behavior. If a student is responsive, then the staff will walk with them through a discipleship process. If a student is not responsive, then they are indicating that they are not wanting to be involved in the UofNK program and then the UofNK will move towards releasing.

Asking a student to leave a program is a serious matter. It should not be entered into lightly or simply because of a personality clash with staff. However if a student is indicating by their actions that they really are not interested in continuing with the UofNK, the procedure is that the staff and school leaders will work with the student. If that fails to correct the behavioral pattern, then the Circle Training Point person will work with them. If that fails then the Training Leadership (ITT) will be contacted for removal of the student from the program and from the campus premises.

COUNSELING

The University holds that discipleship is one of the ways to show God's love and that every person has the ability to receive grace and forgiveness. In keeping with Christian doctrines and practices, the University understands the nature of sin, but by accepting the grace of God and the forgiveness from repentance, the University believes in the restoration of a person. This forgiveness is essential to our faith. In keeping with Biblical teaching on reconciliation (Matthew 18:15-17) and wisdom (James 1:5), after consultation with leadership, a person who has violated University policy may undergo counseling based on the recommendation of the Campus Leaders and the program leaders.

DISMISSAL

Any student, volunteer or staff can be dismissed from the University if the person is found to have violated University policy and the Campus Leadership feels it is necessary under the circumstances. Dismissal is the removal of the person from any position or participation with a University program. Depending on the nature of the violation, and with the discretion of the Campus Leadership, the individual may be asked to leave the campus immediately or within a set time frame. Furthermore, the University may report the violation as required by State and Federal law.

Termination of lease

If an individual is dismissed, they forfeit their lease with UofNK and will comply with the termination terms of their lease.

Trespass

Upon termination, removal or dismissal the individual may not enter UofNK property without the specific invitation of the Campus Leadership and Campus Security. Individuals who have previously been dismissed must be escorted on the campus property if they want to return. The campus reserves the right to pursue civil and criminal action for any violation.

Appeals Process

Student, Staff and volunteers may appeal any disciplinary action. The appeal request must be made in writing. A panel consisting of at least two members of the Campus Leadership Core team will review all information. Decision of the review panel is final.

TUITION & FEES

REFUND POLICY

Application Fee is non-refundable.

All student fees prior to arrival:

Prior to arrival: 100%

During the 1st week of classes: 95%

During the 2nd week of classes: 85%

During the 3rd week of classes: 70%

During the 4th week of classes: 60%

During the 5th week of classes: 50%

Beyond the 5th week of classes: 0%

HOUSING & LEASE

These housing policies are subject to change without notice and may also be subject to other UofNK policies, including any policy stated on the UofNK Housing Lease.

HOUSING PRIORITIES

Due to limited number of available housing, the housing department will allocate housing based on a priority table as set by UofNK. No one is guaranteed housing and this policy can be changed at the discretion of Campus Leadership. Following are the student and staff categories that can utilize campus housing.

Students

- Active Students
- Continuing Students (Students who have completed a course and are enrolled for a succeeding course, i.e. transition week)
- Returning outreach students (Students who are registered in the next term and have more than a two week interval. They may apply for an Associate Staff position until their schools begin)

Required Staff at UNK

- Key operational personnel (e.g. Fire, Security, Building Managers, Campus Services Manager, Head of Maintenance)
- Staff representatives for schools in session using the following student to staff formula:
 - 1:5 for DTS
 - 1:10 for CDTS
 - 1:10 for all other schools (plus one extra staff position)
- Adjustments in the allotments may be necessary should there be many large family units seeking housing at a time of great demand for campus housing.
- Two international UofN International staff positions (to be determined by the International Provost)
- Flexibility can be shown for special cases at the discretion of the Campus Director.
- The Campus Director may request extended housing for anyone for whom he/she is responsible who is identified as being vital to the functioning of the Campus Director's scope of responsibility. This may be for up to three years in duration but must be reviewed with Housing Committee every 12 months.

Other Staff Positions

- Campus Leadership (Campus Director's Office, Core Team, "Working Group Leadership Team" and Circle Leadership Team)
- International staff with limited financial resources
- New staff
- Long-term staff
- Short-term staff
- Mission Builders
- Seminar Participants (not for University credit)
- Guests (see policy on Go Center guest housing and hospitality)

**All staff who live on campus and their spouses must maintain active staff status and be working full-time with the UofNK. Allowance is given for families raising children. However, one parent must be working full time and the other engaged in some aspect of campus training, ministry or corporate service areas.*

Staff Housing

Living on campus offers the privileges of sharing our common commitment to Christ in a village lifestyle; learning from each other, and appreciating different cultures and different church backgrounds as we grow together. Staff will need to buy into this culture to be productive and fulfilled members of the UofNK campus community. It is the desire of the UofNK to encourage all staff living in campus housing to consider it as their home; by encouraging open communication between the Housing Manager and staff; by encouraging the Housing Manager and to resolve issues and conflict in a kind and courteous manner. School, Ministry or Department Leader input will be welcomed for roommate assignments. It is expected that the Housing Manager will take time to prayerfully consider all assignments.

Housing, if approved, is assigned on a quarterly basis. If an extension is approved, when possible staff will be re-assigned to the same room for another quarter. Campus residents will be given at least one month's notice if they are required to find housing in the outside community.

In determining the number of staff assigned to a room, the Housing Manager will consider room size and configuration, and the special needs of the staff member. A mixture of nationalities and schools among roommates is strongly encouraged.

If available, short-term housing will be offered to long-term Staff Members returning from outreach.

Any new full-time staff member desiring campus housing must submit a housing application to the Housing Manager. Priority will be given to new staff to live on campus for the first three months, so they can be properly integrated into the vision and life of UNK. The Housing Manager will make the final decision on requests for extensions.

Staff or Associate Staff living off campus may submit a housing application anytime.

In the event the spouse of a full-time staff member living in campus housing chooses full-time outside employment off campus, the working spouse will be charged the non-staff rate for housing and food. Fees for children of the family will be in accordance with the staff rate.

Housing Fees for Families

Fees for families in which both spouses are UofNK staff members will not exceed a total of four adult fees. Adults of 18 years old and older will be charged at the current staff rate.

Housing Fees During Leave or Vacation

When long-term staff leave for vacation or holiday their housing fees still must be paid in their absence, with no exceptions. Staff cannot request to move out of housing for short-term absences of less than 30 days in order to not be billed. An absence of more than 90 days will require that the room be vacated. All is subject to approval from the Housing Manager.

Guest in Staff Housing

Staff wishing to have guests stay overnight in their rooms must first have the approval of their roommate/s and then approval of both the Building Manager and the Housing Desk in advance. All guest housing applications must be made to the Housing Desk (housing@uofnkona.edu) at least 14 days in advance.

- For public safety it is important to know who is in campus housing at any given time.
- The Housing Manager already may have allocated the space.
- Guests must always be hosted by an active staff living on campus.
- Length of stay: Guests may stay a maximum of 14 nights
- All guests will be charged for their housing at guest housing rates.

Student Housing

In order to abide by the “live/learn” principles, it is desired that approximately 70% of the housing be allocated to students and 30% to staff/ volunteers.

Housing will be allocated upon acceptance in a course and receipt of the registration fee. The School Leader will communicate with the Housing Manager during the acceptance process, providing the latter with student names and information needed to allocate the room space.

Length of housing is for the course’s duration.

If possible, a continuing student will be housed in the same room for the duration of his/her studies at this location, and housing will be provided during quarters.

When no course is offered under the condition that a continuing student applies for and is accepted for an Associate Staff role.

Students must submit a request for housing through current School Leader, if they are planning to live on campus during the Transition Week/s. Campus Services will assign students to work duty in exchange for reduced cost of room and board. Continuing students who choose not to work will pay a higher housing rate. (Too complicated and sets up status thinking)

Dismissal from school automatically terminates the student's UofN-Kona housing.

Kokua Crew Housing

Housing at Hale Ola is administered by the Kokua Crew Coordinator (KCC). All rooms are assigned approved and/or terminated by the KCC within a working relationship with the Housing Department.

APPEALS FOR HOUSING DECISIONS

If a disagreement cannot be resolved, the School Leader, Ministry, or Department Head may appeal a Housing Manager's decision to Campus Leadership.

ROOM PREPARATION

Room-cleaning is the responsibility of the departing occupants, along with supervision by the Building Manager and school staff or department head.

Building Managers are responsible for adequately equipping the rooms.

Schools and departments are responsible for providing student or staff to assist Building Managers in relocating furniture items.

The Housing Manager will communicate to students and new staff room assignments to the school leaders or department heads.

Student questions on room assignment issues should be discussed with the school leader. Any request for changes will be made by the school leader to the Housing Manager.

ROOM INSPECTIONS

Regular inspections are made to check on safety and other physical needs as well as to assure acceptable cleanliness of rooms for future residents. The Building Manager will inspect student rooms mid-quarter and at the end of the quarter.

One week prior to the end-term inspection, the School Housing Coordinators will explain the Campus Standards of Room Cleanliness/Deposit policy to their respective students.

Each student is responsible to inform their Building Manager of their outreach departure date at least two weeks before departure. At that time the final inspection date/time will be established by common agreement.

Staff in campus housing will have the same inspection rules as students.

The expectation on campus accommodation and space allocation is that all dormitories and work spaces will be kept clean and tidy in a way that glorifies the Lord and respects one another. Messes tend to attract more messes and so the best approach is to keep things clean and tidy at all times. The Campus Beautification Team also does spot checks of dormitory and office space at any time to ensure that we are keeping the standard in this regard.

CAMPUS HOUSING ROOM-CLEANING DEPOSIT

The University's intent is to ensure that all campus housing is maintained at a standard that enhances discipleship and personal integrity and honors God. Each school running should select one staff to be a School Housing Coordinator (SHC). It is the responsibility of the school to notify the quarter point team, and to give them the name of the school's Housing Coordinator. The Housing Department and/or Building Manager Coordinator will establish a written checklist for room cleanliness and communicate the implementation to the Building Managers and the SHC. The ultimate responsibility to judge the standard of room cleanliness rests with the Building Manager, who makes the decision as to whether a room passes or fails an inspection. If the standard is not met, the Building Manager will inform the occupant and school leader/department head, that the deposit will be forfeited.

ROOM SEARCH

When and if necessary, security, with the approval of campus leadership may search the room and personal space of all individuals that are housed on any campus property. A search will generally be conducted by security along with a school or ministry leader and, or, also campus leadership present during the search. In case of emergency, campus security along with housing staff and a third witness may search the room.

SUBLEASING

All campus housing may not be subleased to any other individual. Short term subleasing such as AirBnB are strictly prohibited.

HOUSING REFUND POLICY

All housing refund requests should be made to the Housing Desk.

HOUSING ON/OFF CAMPUS PROPERTIES

UofNK has been blessed with several off campus properties. These properties are to be considered extensions of the UofNK campus, and such all rules and policies apply. This includes the smoking and alcohol policy and sub-leasing policy.

EVICTION AND CANCELLATION OF LEASE

Housing terminates according to the date on the Housing Agreement or for any of the following reasons:

1. Violation of the Handbook and other guidelines.
2. When the individual chooses to withdraw from any UofNK or YWAM program
3. When the individual chooses to terminate his/her full-time UofNK or YWAM commitment.

DEPARTURE FROM STUDENT AND STAFF HOUSING

Any departing staff and student must follow the proper procedure when leaving campus housing. If the procedure is not followed the finance department will not know if the individual is checked out and billing will continue.

WITHDRAWAL

VOLUNTARY WITHDRAWAL

There may be situations where both the campus and the individual consider voluntary withdrawal a reasonable option based on the circumstances.

ENTRY OR RETURN TO BASE PROPERTY

All students, staff and volunteers are required to leave the campus property immediately or at the earliest possible opportunity.

DISMISSAL

There may be situations where the campus considers the dismissal of the individual from all campus ministry or class as necessary step for the protection of the base and University ministry.

Entry or return to base property

On dismissal all students, staff and volunteers are required to leave the campus property immediately, and only enter the campus with permission from the campus leadership and security and be escorted on any campus property.

TRESPASS

Because the University campus is private property, all students, staff and volunteers that have been dismissed from any campus ministry or class are requested not to enter campus property unless specifically invited by campus leadership. While the campus does host activities that are open to the general public, any students, staff and volunteers that have been dismissed (or withdrawn) from any campus ministry or class must get written permission from both campus leadership and security. The campus may detail specific requirements and limitations of the persona non grata while on campus property. These polices under Section 9 (Student Discipline) and 12 (Withdrawal) of this handbook will apply to the students, staff and volunteers, as well as their family members or individuals under their care.

REFUND DUE TO WITHDRAWAL

No tuition will be refunded unless the Refund Policy is strictly complied with and then a refund shall only be to the extent of the portion of unused tuition.

CONFLICT RESOLUTION

By joining the UofNK students, staff and volunteers agree to abide by the principle the Apostle Paul set out in 1 Corinthians 6:1-7a “When one of you has a dispute with another believer, how dare you file a lawsuit and ask a secular court to decide the matter instead of taking it to other believers. Don’t you realize that someday we believers will judge the world? And since you are going to judge the world, can’t you decide these little things among yourselves? Don’t you realize that we will judge angels? So you should surely be able to resolve ordinary disputes in this life. If you have legal disputes about such matters, why go to outside judges who are not respected by the church? I am saying this to shame you. Isn’t there anyone in all the church who is wise enough to decide these issues? But instead, one believer sues another right in front of unbelievers! Even to have such lawsuits with one another is a defeat for you.” With this principle in mind, everyone who has joined UofNK agrees to deal with conflict within the body of Christ and agrees not to sue the UofNKona or anyone associated. If there is an issue of conflict by joining UofNK the individual is agreeing to settle any dispute out of court and within the body of Christ. The individual is agreeing to the statements set out below.

Christian Conflict Resolution

In the highly unlikely event that I/we are ever unable to resolve a dispute with the UNIVERSITY, I/we agree to attempt to resolve the dispute without litigation. By signing this Agreement, I/we agree with the UNIVERSITY that any claim or dispute arising from or related to this agreement and my/our child’s attendance at the UNIVERSITY shall be settled

by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (Complete text of the Rules is available at www.Peacemaker.net). We will attempt to mediate and resolve all disputes within the UNIVERSITY structure as outlined in the UNIVERSITY Parent/Student arbitrator or if we cannot agree then one will be picked by Peacemaker Ministries. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of Hawaii and venue for the mediation/arbitration will be in Hawaii County. Of course, the University is required to maintain certain insurance policies. Therefore, this conflict resolution provision is conditioned upon agreement by the school's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by the University.

Indemnification

I/We agree and promise to indemnify THE UNIVERSITY against any damages arising from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify the University pursuant to the promises set forth in the preceding paragraphs.

FERPA & HIPPA

The University strives to provide the utmost security for everyone's records at all times. As a private institution that does not take any Federal funding, FERPA does not apply to the University. However, the University voluntarily, and at its own discretion, strives to have privacy policies which matches or exceeds State and Federal privacy laws.

FACILITY USE POLICY

It is the intent of the University to maintain the University, its properties, resources and assets for the furtherance of the above mentioned purpose and mission. In keeping with this purpose, the University is a private campus that is open to the public. The public may only access the campus on the basis of an invitation. The University maintains the right to exclude any individual group or event from being held in the premises for any reason. The Leadership will pray and ask the Lord to speak whether the event should be held or not. If the leadership feel that the Lord says no, then the leadership will follow that leading. All events are on an invitational basis with sponsorship in accordance with the Facility Use Policy. The University maintains the right, for any reason, to revoke the permission for an event even if the event fulfilled the “Facility Use Policy”.

FUNERALS & MEMORIALS

Since 1960 Youth With A Mission has been active as a mission. Now there are more than 30,000 full time missionaries with over 5 million having gone through YWAM/UofN globally as a student or as a short or long term worker. As a result of this we have a community that has a vast array of ages. From time to time various people associated with YWAM/ UofN will pass away as a result of age or (God forbid) disease or accident. In those event family members may want to hold a memorial on the campus. Campus Leadership may permit this as a memorial or celebration of life. No funerals with a corpse may be allowed on campus and no one is allowed to be buried on the campus.

APPEALS

There is an appeal process for students of staff who disagree with actions taken by a leader. The first appeal should be made to the school, ministry or department leader. If this does not resolve the conflict then an appeal can be made in writing and then in person to the Circle Leadership. If this does not resolve the issue then it can be put to the Working Group that has corporate responsibility for that area (eg. for an appeal arising in DTS it can be dealt with under the Integrated Training Team leadership). If this does not resolve the issue then it can be brought to the Campus Director or Core Team Point Person if the Campus Director is absent.

ADVERTISING & FUNDRAISING ON CAMPUS

ADVERTISING

The posting and advertising policy intends to ensure maximum opportunities for relevant information dissemination and to minimize damage to campus facilities, littering, and posting of unauthorized material. Only students and staff may utilize the designated advertising areas or resources. Any non-official YWAM or UofNK announcement must clearly state that they are not affiliated with YWAM or UofNK.

Bulletin Boards

The campus provides designated areas for students, volunteers and staff to announce and advertise information. 1) All flyers must be placed only in designated areas 2) They must be reviewed and approved by a campus designated individual or group 3) Only members of the YWAM community may post information 4) No posting of anything illegal, immoral or against the YWAM and UofNK faith and purpose. 5) Once the event is over, or information no longer relevant, all flyers must be removed by the individual or team who posted them.

YWAM Connect

YWAM Connect is an online portal operated by UofNK for the staff, students and volunteers of UNK. YWAMconnectkona.net is a service offered free of charge to YWAM staff and students. Unless otherwise specifically stated, the Site, YWAM, nor any YWAM affiliate or subsidiary has any authority over any transactions facilitated by this service and are not responsible for any effects resulting from the use of this service or any information to buy, sell, trade goods or services. We advise all parties to use caution and common sense. Please review the User Conduct and Website Disclaimer and other relevant information on the YWAMconnectkona.net website. No posting of anything illegal, immoral or against the YWAM and UNK faith and purpose.

FUNDRAISING

Car Washes

Sale of items on campus

Non U.S. Residents

Each individual is expected to know and understand the limits and requirements of their immigration status.

EMERGENCIES

Refer to CERT guidelines attached.

FIRE

EARTHQUAKE

TSUNAMI

VIOLENCE ON CAMPUS

LIFE THREATENING COMMUNICABLE DISEASE

ACADEMIC INTEGRITY

UofNK affirms the necessity of maintaining a foundation of academic integrity. In order to act morally, individuals must act in a manner that prevents themselves from being placed in a position where they must choose between convenience and morality. UofNK strives to teach students and staff to act in diligence and to rationally consider the context of the moral situation, to ensure they act Biblically, not just ethically.

LYING

Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.

PLAGIARISM

Plagiarism is using the intellectual property (e.g., books, articles, artwork, movies, drawings, ideas, and photos) of others without proper citation thereby giving the impression that it is the student's own work. Plagiarism ranges from a failure to acknowledge one's indebtedness to another for an idea in a formal written or oral statement to using verbatim words, sentences, passages, or audiovisual material from the work of others without both quotation marks and proper attribution.

DUTY TO REPORT

Every student, staff and volunteer with UNK has an affirmative duty to report any academic integrity violations.

MEDICAL INSURANCE

Every student, staff member and children thereof are required to have insurance valid in the State of Hawaii; either regular insurance, travel insurance or medical sharing cooperative.

