



2017-2018  
**STUDENT  
HANDBOOK**



MULTNOMAH  
UNIVERSITY

## **STUDENT RESPONSIBILITY FOR HANDBOOK POLICIES**

All students are responsible to read the Student Handbook and follow its policies. Enrollment is your agreement that you will abide by Multnomah's policies. Hard copies of the handbook are available by request. The beginning of this handbook contains University policies and resources that apply to all Multnomah University students and programs. Following the University policies are sections with additional policies specific to each program: undergraduate, graduate, and seminary.

# TABLE OF CONTENTS

<b>SCHEDULE OF IMPORTANT EVENTS</b> . . . . .	1
FALL 2017 . . . . .	1
SPRING 2018. . . . .	1
SUMMER TERM 2017 . . . . .	2
<b>CAMPUS MAP</b> . . . . .	3
<b>DIRECTORY</b> . . . . .	4
<b>INTRODUCTION</b> . . . . .	8
UNIVERSITY MISSION STATEMENT . . . . .	9
<b>OUR VALUES.</b> . . . . .	9
<b>STUDENT LIFE</b> . . . . .	12
CAREER SERVICES/CAREER COACHING. . . . .	13
CLEP TESTING . . . . .	13
COMMUTER LIFE . . . . .	13
COUNSELING CENTER. . . . .	14
STUDENT SUCCESS CENTER. . . . .	15
DISABILITY SERVICES . . . . .	16
CAMPUS HOUSING . . . . .	16
RESIDENCE HALLS. . . . .	17
AMBASSADOR APARTMENTS. . . . .	18
OFF CAMPUS HOUSING. . . . .	18
SERVICE LEARNING/LINK . . . . .	18
NEW STUDENT ORIENTATION . . . . .	19
STUDENT CONDUCT . . . . .	19
STUDENT HEALTH INSURANCE . . . . .	19
<b>CAMPUS RESOURCES</b> . . . . .	20
ATHLETICS . . . . .	20
BUSINESS OFFICE . . . . .	20
DEPARTMENT OF EMERGENCY MANAGEMENT AND CAMPUS SAFETY . . . . .	22
LOCK OUTS . . . . .	23
MISCELLANEOUS SERVICES . . . . .	24
PARKING REGULATIONS . . . . .	25
CAMPUS SUPPORT SERVICES (CSS) . . . . .	31
DINING SERVICES . . . . .	33
INFORMATION TECHNOLOGY . . . . .	35

LIBRARY . . . . .	45
MAIL SERVICES . . . . .	47
STUDENT EMPLOYMENT . . . . .	48
<b>UNIVERSITY ACADEMIC LIFE . . . . .</b>	<b>49</b>
GENERAL ACADEMIC RESOURCES . . . . .	49
ACADEMIC FREEDOM AND HONESTY . . . . .	50
EXAMINATIONS, ASSIGNMENTS, AND GRADING . . . . .	52
APPEALS/GRIEVANCES . . . . .	53
GUIDELINES FOR CHANGING DEGREE PROGRAMS (GRADUATE & SEMINARY) . . . . .	55
INCLEMENT WEATHER POLICY . . . . .	56
INTERNATIONAL STUDENTS . . . . .	57
REGISTRATION PROCEDURES . . . . .	57
STUDENT CLASSIFICATIONS . . . . .	60
SELF SERVICE . . . . .	60
VETERANS . . . . .	60
WITHDRAWAL FROM MULTNOMAH . . . . .	61
<b>COMMUNITY STANDARDS . . . . .</b>	<b>62</b>
BIBLICAL ABSOLUTES . . . . .	62
COMMUNITY RESPECT AND SAFETY . . . . .	65
PERSONAL DISCRETION . . . . .	66
<b>LEGAL STANDARDS . . . . .</b>	<b>68</b>
CYBER BULLYING . . . . .	68
HAZING . . . . .	68
DRUG AND ALCOHOL ABUSE POLICY . . . . .	69
TITLE IX COMPLIANCE AND PROCEDURES . . . . .	72
NON-HARASSMENT POLICY . . . . .	72
PROCEDURE FOR PROCESSING COMPLAINTS OF UNLAWFUL DISCRIMINATION, INCLUDING HARASSMENT AND SEXUAL ASSAULT . . . . .	74
<b>COUNSELING AND MENTAL HEALTH SERVICES . . . . .</b>	<b>85</b>
ACCOMMODATIONS . . . . .	87
LEAVES OF ABSENCE . . . . .	88
DISCIPLINARY ACTION . . . . .	91
EDUCATION AND TRAINING . . . . .	92
<b>STUDENT CONDUCT PROCESS . . . . .</b>	<b>93</b>

STUDENT JUDICIAL RIGHTS . . . . . 93  
LEVELS OF JUDICIAL STATUS . . . . . 96  
STUDENT SANCTION DEFINITIONS . . . . . 97  
STATUS, SANCTION AND ADJUDICATION GUIDELINES . . . . . 99  
FIRST TIER VIOLATIONS . . . . . 101  
SECOND TIER VIOLATIONS . . . . . 102  
THIRD TIER VIOLATIONS . . . . . 103  
CONDUCT HEARINGS . . . . . 104  
JUDICIAL APPEALS . . . . . 106  
**GRADUATE STUDENT POLICIES.** . . . . . 107  
**ACADEMIC POLICIES** . . . . . 108  
    CLASS ATTENDANCE . . . . . 108  
    STANDARDS OF SCHOLARSHIP . . . . . 109  
    SPIRITUAL LIFE & GROWTH. . . . . 110  
    INSTITUTIONAL NORMS & STUDENT CONDUCT. . . . . 112  
    STUDENT’S APPEARANCE. . . . . 113  
    FOOD, DRINK, AND MOBILE DEVICES IN CLASSROOM . . . . . 113  
**INDEX** . . . . . 114

# SCHEDULE OF IMPORTANT EVENTS

## Fall 2017

August 23	Graduate & Seminary Orientation
August 24-27	Undergraduate New Student Orientation
August 28	Classes Begin
August 28	Convocation Chapel
September 11	College Kick-off
September 25-29	Christian Life Conference
September 26	Seminary Half Day of Prayer and Praise (Afternoon)
September 26	Undergraduate Half Day of Outreach (Afternoon)
October 13-16	Mid-Semester Break
November 6-17	Continuing Student Registration
November 14	Half Day of Prayer and Praise (Morning)
November 23-24	Thanksgiving Vacation
November 27	Classes Resume
December 11-15	College Final Exams
December 15	Graduation and close of Fall Semester

## Spring 2018

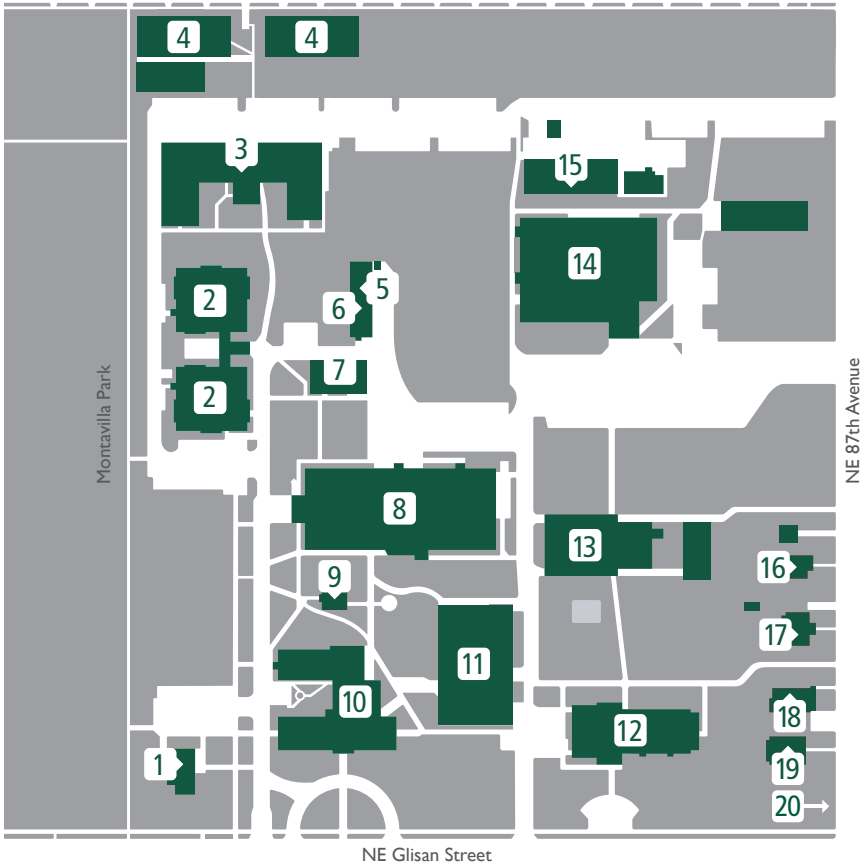
January 5	College and Seminary Orientation
January 8	Classes Begin

January 15	Martin Luther King Jr. Holiday
March 26-30	Spring Vacation
April 2	Classes Resume
April 9-20	Continuing Student Registration
April 23-27	College Final Exams
April 27	Baccalaureate Chapel
April 27	Commencement & close of Spring Semester

### **Summer Term 2017**

May 29-July 27	College Summer Semester
June 11-22	Seminary Summer School
June 4-July 29	Online Class Session

# CAMPUS MAP



- |  |                                   |
|--|-----------------------------------|
| 1. School of Graduate and Professional Studies | 11. Mitchell Library              |
| 2. Aldrich Hall                                | 12. Travis-Lovitt Hall (Seminary) |
| 3. Memorial Hall                               | 13. Bradley Hall                  |
| 4. Ambassador Housing                          | 14. Lytle Gymnasium               |
| 5. Campus Safety                               | 15. Maintenance Building          |
| 6. Campus Support Services                     | 16. Teacher Ed House              |
| 7. The Den (Commuter Center)                   | 17. Auxiliary House               |
| 8. JCA Student Center                          | 18. Marketing and Communications  |
| 9. Dirks Prayer Chapel                         | 19. Science Building              |
| 10. Sutcliffe Hall                             | 20. Central Bible Church          |



# DIRECTORY

## ADMISSIONS

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6485

Location: Sutcliffe, 1st floor

[admiss@multnomah.edu](mailto:admiss@multnomah.edu)

## ADVANCEMENT

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6599

Location: Sutcliffe, 1st floor

[advancement@multnomah.edu](mailto:advancement@multnomah.edu)

## ALUMNI

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6455

Toll Free: 877.925.8664

Location: Sutcliffe, 1st floor

[alumni@multnomah.edu](mailto:alumni@multnomah.edu)

## ATHLETICS

Hours: M-F 6:00 a.m.–10:00 p.m.

Saturday 8:00 a.m.–2:00 p.m.

Sunday Closed

Phone: 503.251.5395

Location: Lytle Gymnasium

[athletics@multnomah.edu](mailto:athletics@multnomah.edu)

## AUXILIARY SERVICES

Hours: M-F 8:00 a.m.–4:30 p.m.

Phone: 503.251.5375

Location: JCA, 1st floor

## BUSINESS OFFICE

Hours: M-F 9:00 a.m.–4:30 p.m.

Phone: 503.251.5345

Location: Sutcliffe, 1st floor

## CAMPUS SAFETY

Hours: Su-Sa 24 hours a day

Phone: 503.251.6499

## CAMPUS SUPPORT SERVICES

Hours: M-F 8:00 a.m.–4:00 p.m.

Phone: 503.251.6490

## CAREER SERVICES

Hours: M-W 10:00 a.m.–4:00 p.m.

Th 2:30 p.m.–4:00 p.m.

Phone: 503.251.6472

Location: JCA, 2nd floor

[careerservices@multnomah.edu](mailto:careerservices@multnomah.edu)

## THE DEN/COMMUTER CENTER

Hours: M-F 7:00 a.m.–5:00 p.m.

Phone: 503.251.6500

Location: The Den

## DEGREE COMPLETION PROGRAM (DCP)

Hours: M & Th 8:00 a.m.–6:00 p.m.

T, W & F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6413

Location: Helen Carlson House

**DINING SERVICES**

Phone: 503.251.5332

Location: JCA, 1st floor

**DISABILITY SERVICES**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6501

Location: Student Success Center

[cmartin@multnomah.edu](mailto:cmartin@multnomah.edu)

**EXECUTIVE ADMINISTRATION**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.5355

Location: Sutcliffe, 1st floor

**FACULTY**

Hours: M-F 7:30 a.m.–4:30 p.m.

Phone: 503.251.6400

Location: Sutcliffe, 2nd floor

**FINANCIAL AID**

Hours: M-F 9:00 a.m.–4:30 p.m.

Phone: 503.251.5335

Location: Sutcliffe, 1st floor

[finaid@multnomah.edu](mailto:finaid@multnomah.edu)

**GYM**

Hours: M-F 6:00 a.m.–10:00 p.m.

Sat 8:00 a.m.–3:00 p.m.

Sun Closed

Phone: 503.251.5395

**HOUSING OPERATIONS**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6501

Location: JCA, 2nd floor

[housing@multnomah.edu](mailto:housing@multnomah.edu)

**HUMAN RESOURCES**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.5308

Location: Sutcliffe, 1st floor

[hr@multnomah.edu](mailto:hr@multnomah.edu)

**INFORMATION TECHNOLOGY**

Fall/Spring:

M-Th 7:30 a.m.–6:15 p.m.

F 7:30 a.m.–5:00 p.m.

Breaks/Summer:

M-F 8:00 a.m.–6:15 p.m.

Phone: 503.251.6555

Location: L102

[helpdesk@multnomah.edu](mailto:helpdesk@multnomah.edu)

**LIBRARY**

Hours: M-Th 7:45 a.m.–11:00 p.m.

Fri 7:45 a.m.–7:00 p.m.

Sat 11:00 a.m.–6:00 p.m.

Sun 3:00 p.m.–11:00 p.m.

Phone: 503.251.5322

[library@multnomah.edu](mailto:library@multnomah.edu)

**MASTER OF ARTS IN  
COUNSELING (MAC)**

Hours: M-F 9:00 a.m.–5:00 p.m.

Phone: 503.251.6446

Location: MAC Practicum House

**MAIL SERVICES**

Hours: M-F 9:00 a.m.–4:30 p.m.

Phone: 503.251.5300

Location: JCA, 1st floor

**MARKETING**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6452

Location: Marketing House

**MU GEAR STORE**

Hours: M,T,Th 12:00 p.m.–6:00 p.m.

W & F 12:00 p.m.–3:00 p.m.

Phone: 503.251.5301

Location: JCA, 1st floor

[gearstore@multnomah.edu](mailto:gearstore@multnomah.edu)

**PLANNED GIVING**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.5363

Location: Sutcliffe, 1st floor

**MUSIC DEPARTMENT**

Hours: M-F 9:00 a.m.–4:00 p.m.

Phone: 503.251.5390

Location: Bradley Hall

[music@multnomah.edu](mailto:music@multnomah.edu)

**REGISTRAR**

Hours: M-F 9:00 a.m.–4:30 p.m.

Phone: 503.251.5370

Location: Sutcliffe, 1st floor

[registrar@multnomah.edu](mailto:registrar@multnomah.edu)

**RESIDENCE LIFE**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.5311

Location: JCA, 2nd floor

**SEMINARY FRONT DESK**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.6700

Location: TL, 2nd floor

**SERVICE LEARNING/LINK/  
MENTORED MINISTRY**

Hours: M-F 9:00 a.m.–1:00 p.m.

Phone: 503.251.6744

Location: JCA, 2nd floor

[studentlife@multnomah.edu](mailto:studentlife@multnomah.edu)

**STUDENT COUNSELING  
CENTER**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.5311

Location: JCA, 2nd floor, left side

[counseling@multnomah.edu](mailto:counseling@multnomah.edu)

**STUDENT EMPLOYMENT**

Hours: T/Th 8:00 a.m.–2:30 p.m.

Outside of these hours,  
see Human Resources

Phone: 503.251.5308

Location: Sutcliffe, 1st floor

**STUDENT LIFE**

Hours: M-F 8:00 a.m.–5:00 p.m.

Phone: 503.251.5311

Location: JCA, 2nd floor

[studentlife@multnomah.edu](mailto:studentlife@multnomah.edu)

**STUDENT SUCCESS CENTER**

Hours: M-F 8:00 a.m.–5:00 p.m.

Appointment times vary

Phone: 503.251.5311

Location: JCA, 1st floor

[studentsuccess@multnomah.edu](mailto:studentsuccess@multnomah.edu)

**TEACHER EDUCATION**

Hours: M-F 8:00 a.m.–4:30 p.m.

Phone: 503.251.6445

Location: Teacher Ed House

[teachered@multnomah.edu](mailto:teachered@multnomah.edu)

**JCA** = Joseph C. Aldrich Student Center

**TL** = Travis-Lovitt Hall

*\*Hours are subject to change.*

*Please contact individual offices for hours prior to coming to campus*

## INTRODUCTION



On behalf of the entire Student Life staff, welcome to Multnomah University!

Our team is committed to creating the best possible environment for your educational experience. We provide resources and support designed to challenge you to grow and encourage you on your academic journey. Multnomah is a

thriving community, and like any society, we have some common understandings regarding practice and behavior to shape our mutual expectations for a healthy environment. Every choice you make, every day, is an opportunity for you to lead a life that demonstrates your character and faith, and ultimately to honor God.

Please take the time to read this handbook carefully. While not exhaustive, it addresses some of the most common questions and issues students face. It provides necessary information to contribute to your academic success, spiritual growth and community connectivity. The policies and guidelines within represent the interests of the university board, administration, parents, alumni and this Christian community of scholarship and learning.

We are so glad you're here and look forward to seeing how your individual contributions enrich us collectively.

With anticipation for what's to come,

A handwritten signature in black ink, appearing to read 'Kim Stave', with a long horizontal flourish extending to the right.

Kim Stave, M.Ed.  
Dean of Students/Director of Student Life

## University Mission Statement

Multnomah University's mission is to equip Christian students through higher education to become biblically competent, academically proficient, spiritually formed, and culturally engaged servant leaders, shaped to be a transforming force in the church, community, and world. For more information and Multnomah's vision and value statements, please visit the following webpage: <https://www.multnomah.edu/about/mission/>.

## OUR VALUES

The policies in this handbook reflect the core values of the Multnomah Community. As followers of Christ, we aspire to live, work and study together in a way that promotes growth in godliness. We strive to "spur one another on toward love and good deeds" (Hebrews 10:24).

*The foundations of the community are WORSHIP and LOVE.*

**WORSHIP** — Our response of love and reverence for God is expressed as we seek to live in a way that gives Him glory and honor in all that we do.

**LOVE** — We are called as believers to love God and to love one another. This involves acceptance of differences, caring for one another and desiring God's best for one another.

*As we live out lives of worship and love,  
The following values should be evidenced.*

**RESPECT** — for God and others as reflected in speech, attitude and conduct

**HONESTY** — academically and personally

**INTEGRITY** — in holding to high moral and professional standards

**SERVICE** — to God as reflected in a lifestyle that esteems and cares for the welfare of others in our community and in the world

**FELLOWSHIP** — investing in the lives of others, and allowing them to invest in our lives as well

**MODESTY** — reflecting our respect for God, ourselves and others in the way that we outwardly present ourselves to one another

**STEWARDSHIP** — seeking to use our time, skills, bodies and resources in ways that honor the Lord and fulfill His purposes

**HUMILITY** — recognizing that we are all in the process of growth and that we need the grace of God and the support of others to fulfill God's purposes for our lives

Christian maturity involves more than adherence to explicit scriptural statements of right and wrong. It involves a total commitment to the Lordship of Christ, a life of dynamic discipleship, and a renunciation of self-centeredness. The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior. The following biblical principles represent Multnomah's emphasis on Christian maturity in areas not mentioned in Scripture:

1. A personal responsibility to conduct one's self in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14:4-12; Phil. 1:20-27; Col. 3:23; 1 Cor. 10:31).
2. A personal desire to abstain from every form of evil (1 Thess. 5:22).
3. Because of the value placed on persons as those created in God's image (Gen. 1:26-27; Col. 3:10; Matt. 22:39; Rom. 13:8-10; 1 John 3:13-18), a controlling principle of Christian love demands the following:
  - a. A genuine desire to please our neighbors for their good and for their edification (Rom. 15:1-3).

- b. A thoughtful consideration of others lest, in the exercise of Christian liberty, a believer is caused to stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14:13-23; 1 Cor. 8:7-13; 10:23-33; 1 Tim. 2:9).
  - c. A discriminating concern for our influence on the whole body of Christ whom we serve, as well as the city and the larger society of which we are a part. A willingness to avoid what is needlessly divisive or offensive to significant segments of the Multnomah community or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32, 33; 9:22).
  - d. A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differs from one's own. A willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).
4. A willing submission to authority for the Lord's sake. This includes obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13:1-7; Heb. 13:17; 1 Pet. 2:13-17).
  5. An intelligent concern for the care and use of our bodies and our minds (1 Cor. 6:19, 20; Rom. 12:1-2; Phil. 4:8; 2 Cor. 10:5).
  6. A high standard of ethics in the area of separation from the ungodly world system (2 Cor. 6:14-18; Eph. 5:3-12; James 1:27; 4:4; 1 Jn. 2:15-18).
  7. Awareness that conformity to man-made regulations which appear religious does not guarantee spiritual maturity in and of itself (Col. 2:20-23).



## STUDENT LIFE

The Student Life department provides Christ-centered support to maximize the student experience at Multnomah. Our core values are:

- Abiding in Christ
- Investing in Community
- Pursuing Healthy Living
- Developing Life Skills
- Promoting Academic Success

More specifically, we provide support in areas of academic success, relational and personal growth, life transitions, spiritual formation, leadership development, and physical and emotional wellness. We also seek to provide a dynamic and healthy living environment that challenges and assists students living and growing in community. The Student Life Department is comprised of the following areas:

- Campus Housing
- Career Services
- CLEP Testing
- Commuter Life
- Counseling Center
- Disability Services
- Health Insurance
- Leadership Development
- Multicultural Engagement
- New Student Orientation
- Residence Life
- Service Learning/LINK
- Spiritual Life
- Student Conduct
- Student Success Center

## Career Services/Career Coaching

It's never too early to start thinking about life after college. The goal of University Career Services is to help students prepare for the transition into "the real world." We seek to serve all students throughout their undergraduate, graduate and/or seminary years and after graduation as alumni. We are here to assist students in the job search, provide helpful career tools, and promote available opportunities for jobs. Our mission is to coach career selection that matches an individual's God-given abilities, values, and interests, and to empower individuals to be prepared for their life after Multnomah. Career Services utilizes an online job board to inform students and alumni of available positions as well as an online tool, Optimal Resume, for aiding in job search skills. In addition, we provide workshops on topics such as writing resumes and cover letters, interviewing, networking tools, and graduate school preparation, as well as individual appointments at any time to focus on these skills or setting career goals. For questions or more information, contact Career Services at 503.251.6472 or [careerservices@multnomah.edu](mailto:careerservices@multnomah.edu).

## CLEP Testing

The Student Success Center offers full CLEP testing services including scheduling, on-site testing, and administrative support. For more information about CLEP testing, contact [studentsuccess@multnomah.edu](mailto:studentsuccess@multnomah.edu) or call 503.251.6434.

## Commuter Life

It is our mission to involve students who live off campus within the life of the community at Multnomah. The Den is a home away from home specifically designed for commuter students — a relaxing retreat before, between, and after classes. It is a place for students to rest, eat, study and fellowship with other commuters.

The Den is centrally located between the JCA Student Center and the Aldrich residence halls. In this industrial-style lounge, students

have many of the same comforts they enjoy at home: an excellent atmosphere, comfortable couches, a microwave, a refrigerator, and a sink. The Commuter Life leadership team facilitates connections between students, staff, and faculty and provides programs specific to meet commuter needs. For more information, email [commuterlife@multnomah.edu](mailto:commuterlife@multnomah.edu).

## Counseling Center

College students stand at the crossroads of a season of transformation. Education, relationships, and personal development all shape the decisions students make today, which can impact the rest of their lives. The University Student Counseling Center seeks to assist students by providing opportunities for growth in a safe and confidential environment. The Counseling Center is located upstairs in the JCA and offers professional counseling services at no cost to students. Short term counseling services are provided to all students\* during the regular academic year. Counseling services are not provided during school breaks. However limited services may be offered over the summer for students who are enrolled in summer classes. Any student who desires counseling services and support is encouraged to utilize the Student Counseling Center. Referrals can be made to other counselors and/or agencies when necessary. To schedule an appointment, please call the Counseling Center at 503.251.6685 and leave a confidential voicemail if no one picks up, or email [counseling@multnomah.edu](mailto:counseling@multnomah.edu).

**\*NOTE:** *Due to the unique nature of the program, Master of Arts in Counseling students do not have access to the University Counseling Center and should coordinate with the MAC office for outside referrals.*

## Student Success Center

The Student Success Center works to help students get the most out of their academic experience at Multnomah and apply their gained knowledge and skills to their vocation and pursuits long after they graduate! This is accomplished by providing some key services and supports.

### ■ **Tutoring**

About 40 hours of peer writing, math and Bible tutoring is available per week to all students. Tutoring services can even be adapted for online students or those for whom scheduling is particularly difficult.

### ■ **Student Success strategizing and ongoing accountability**

We have professionally-trained staff members who can equip students with new academic strategies, help identify areas of academic strength to draw from, weakness to improve on, and provide ongoing support and encouragement.

### ■ **Testing Center**

Students with accommodations may take advantage of the Testing Center which can provide a testing environment free of distractions and with extending time limits.

### ■ **The Study**

The Student Success Center includes a quiet study space for students to study while receiving academic assistance, if desired.

For more information, or to set up a meeting, please contact the Student Success Center team at [studentsuccess@multnomah.edu](mailto:studentsuccess@multnomah.edu) or call 503.251.6434.

## Disability Services

Disability Services offers information, relevant resources, and appropriate accommodations to students with disabilities. Disability Services not only assists students, but equips them with knowledge regarding their disabilities in order to help them understand their academic needs and develop strategies to utilize their strengths in future endeavors. By serving as a liaison between Multnomah's administration, faculty, and students, Disability Services provides support to help students succeed in their college career and beyond. To apply for ADA accommodations, please visit the Disability Services page on the Multnomah website. For more information, contact Student Life at 503.251.6434 or [studentsuccess@multnomah.edu](mailto:studentsuccess@multnomah.edu).

## Campus Housing

At Multnomah University, we view our campus housing as an extension of the classroom. Some of the greatest lessons students learn happen while living in community with one another. Additionally, research concludes that living in campus housing has a positive influence on a student's grade point average, level of involvement in campus activities, graduation rate, and satisfaction with his or her collegiate experience. Multnomah housing staff strives to foster a living environment conducive to academic, relational, and spiritual growth unique to our students' differing programs and stages of life.

For these reasons, all students must be enrolled three-quarter time in their programs to qualify for housing (that's 9 credits for undergraduate students and 6 credits for graduate-level students). Please note that Multnomah does not offer housing accommodations to students at the doctorate-level due to limited availability and the infrequency of on-campus classes that these programs have. For more information about campus housing, please see the housing webpage.

## Residence Halls

The residence halls at Multnomah offer students a variety of living options based on stage of life. The Aldrich halls provide a depth of community connection for students between the ages of 18-20 in double rooms with shared bathrooms. Lower Memorial Hall offers private rooms for students over the age of 25 enrolled in any of Multnomah's residential academic programs, while Upper Memorial Hall provides fantastic opportunities for traditional undergraduates between the ages of 20-24 to do life together while living in private rooms. We pride ourselves on the level of care that our spacious and comfortable halls receive, and residential staff-to-student ratios are kept low. Because of the significant positive impact campus housing has on a student's college experience, single undergraduate students under the age of 21 and enrolled in 9 or more credits per semester are required to live in campus housing. Residence Hall residents pay a flat rate per semester. Furnishings, utilities, Wi-Fi, and meals are included.

Early housing assignment notification is given to students who apply for housing by May 1 (or November 1 for spring semester). Housing agreements are for the entire academic year (both fall and spring semesters). Please see the applicable Housing Application/Agreement on the MU website for more information on pricing, deposits, and contractual terms. The Residence Halls close between fall and spring semesters and over the summer, although summer housing is available for students who are eligible and apply for summer housing.

Exceptions to the housing requirement are made for students living with parents or relatives over the age of 30. For a housing requirement exemption request, students need to submit the Application for Housing Requirement Exemption obtainable on the MU website or the Student Life office.

## **Ambassador Apartments**

The two-, three-, and four- bedroom Ambassador Apartments are available to single students age 21 and older. Built in 2012, these beautiful apartments boast hardwood floors, granite counter tops, spacious living areas, onsite laundry and community room, secure bike storage, and many environmentally conscientious construction features. All utilities and Wi-Fi are included in a room rate based on semester occupancy. The apartments are not furnished (though some basic bedroom furnishings may be provided upon request

Please see the applicable Housing Application/Agreement for more information on pricing, deposits, and contractual terms.

## **Off Campus Housing**

The Student Life office also keeps a list of available non-Multnomah rentals and rooms for rent in the area. This information is available in person or by email at [studentlife@multnomah.edu](mailto:studentlife@multnomah.edu).

## **Service Learning/LINK**

The main objective of the Multnomah Serving Learning/LINK program is designed to create opportunities for students to integrate their spiritual life and service through a yearly volunteer project at non-profit organizations, churches and local businesses. Each year students will complete one 40- hour project with the goal of guiding them toward greater understanding of their gifts and skills, potentially leading to vocational discovery. More information about your Service Learning/LINK requirements can be found in Student Life at 503.251.5311 or email [studentlife@multnomah.edu](mailto:studentlife@multnomah.edu).

## **New Student Orientation**

New Student Orientation (NSO) lays the foundation for new students' experience and education at Multnomah. By providing intentional interactions and activities, NSO helps new students acclimate to the university experience. This process allows students to become familiar with campus resources and community guidelines, develop friendships, and prepare mentally, emotionally, and spiritually for their experience at Multnomah.

## **Student Conduct**

Because Multnomah is a community built on biblical principles and comprised of growing individuals, the Student Conduct Process exists to create redemptive and educational outcomes from community violations. A student who intentionally or unknowingly violates Multnomah's community covenant will follow the Student Conduct Process which involves, at minimum, meeting directly with a Student Life staff member trained in facilitating the university judicial process. As this process is relational in nature, our hope is to foster growth in the individual while also balancing the health of the community. However, some violations cannot be addressed successfully without disciplinary sanctions as spelled out within the framework of the conduct process.

## **Student Health Insurance**

Multnomah University seeks to ensure that all students have access to health services that are beyond the scope of those which we can provide on campus. Therefore, all traditional undergraduate students taking six or more credits and all international students are automatically enrolled in the Multnomah Student Health Insurance plan. Students who have comparable insurance coverage from another source can waive out of the policy at the beginning of each academic year. Graduate and seminary students may choose to "opt in" to our student health insurance plan if they so desire. Information regarding health insurance premiums and coverage is available through Student Life, and links on the Student Health Resources section of our web page.



# CAMPUS RESOURCES

## Athletics

### GYM HOURS

During the school year, the gym hours are Monday through Friday, 6:00 a.m. to 10:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m.. Both the gymnasium and the weight room are open unless scheduled for a P.E. class, intramurals, games, team practices, etc. A gym schedule is normally posted in the gym foyer; however, schedules may change without notice.

Summer hours are Monday through Friday, with no Saturday or Sunday hours. A schedule will be posted before the summer begins, but is subject to change. The gym is unavailable during sports camps, when other groups use the campus, during seasonal volleyball practice, or when the floors are being refinished.

### GYM USE

- Students are allowed to bring one guest. The guest must remain with the student at all times. Alumni are not allowed to bring guests.
- Students may check out a locker for the school year. Those interested in doing so may inquire at the gym office.
- Only non-marking shoes are allowed in the gymnasium.
- No groups will be allowed to use the gym without a trained employee there to supervise.

## Business Office

Student Accounts can be reached at [studentaccounts@multnomah.edu](mailto:studentaccounts@multnomah.edu) or by phone at 503.251.5345.

## **CASHIER'S WINDOW**

The Cashier Window is located in Sutcliffe on the first floor with staff available to help students Monday through Friday from 9:00 a.m.-4:30 p.m..

- **Cashing Checks:** Checks up to \$75 may be cashed. Multnomah Student payroll checks up to \$200 may be cashed. There is a return check fee of \$20.00.
- **Payments:** Visa, MasterCard, Discover, and American Express are accepted as well as checks and cash for all payments on Student Accounts and rent payments for student housing.
- **Refunds:** All refunds for tuition, room and board, financial aid, rent or deposits will be issued from Student Accounts within two to six weeks depending on the nature of the reimbursement and may be picked up at the Cashier's Window.
- **Deposits:** All deposits for on-campus housing should be directed to the Cashier's Window.

## **PAYROLL**

Paychecks for student employees will be issued the last business day of each month. The payroll office is available to answer questions concerning student paychecks, taxes or withholdings. 503.251.5341

Direct Deposit statements will be delivered to your MU post office box. Checks will be available from the post office window after 10:00 a.m. on pay day.

The pay period is the 16 to the 15 of the month. Time sheets are to be totaled, signed and submitted to your supervisor on or before the 16 of each month.

## Department of Emergency Management and Campus Safety

First and foremost, the primary concern of Multnomah University's Department of Emergency Management and Campus Safety is the wellbeing and safety of the university's facility users. We strive to provide and foster a climate that allows individuals to live, study, work, and visit campus in a safe environment.

In the case of emergencies and crimes in progress, the first call should be made to 911. After 911 is called, Campus Safety should be notified. If you witness any suspicious activity, feel free to call Portland Police Non-Emergency at 503.823.3333 and/or Campus Safety. For updates on campus closures due to inclement weather, visit Multnomah University's website at [multnomah.edu](http://multnomah.edu) or call the switchboard at 503.255.0332.

To contact Campus Safety:

1. Phone: Dial x6499 at any time from any campus phone. This will put students through directly to an on-duty Campus Safety officer. For off campus phones and cell phones, dial 503.251.6499.
2. Email: For non-emergency issues, you may also email Campus Safety at [campussafety@multnomah.edu](mailto:campussafety@multnomah.edu).
3. View: Most recent information at the JCA Lounge Campus Safety bulletin board for other safety-related topics. Additionally, visit [multnomah.edu/resources/campus-resources/safety/](http://multnomah.edu/resources/campus-resources/safety/) for helpful links and information.
4. Reporting: All persons are encouraged to report any incidents that occurred on or near the Multnomah University campus to the Campus Safety department. A report can be made in person, by phone, by email, or (anonymously or otherwise) by going to the following link:  
[multnomah.edu/resources/campus-resources/safety/report-an-incident/](http://multnomah.edu/resources/campus-resources/safety/report-an-incident/)

If a student calls Campus Safety or other emergency personnel, they should indicate:

- What the problem is
- When it happened
- Where they are
- Who is involved and if there are injuries
- Vehicle description (if applicable)
- Weapons involved (if applicable)

The student should give their name and phone number and stay on the phone until the dispatcher or officer tells them to hang up.

## Lock Outs

Campus residents who lock themselves out of their apartment or residence hall are asked to first contact a roommate, friend, or their R.A. or GRD. If no one is able to be reached — or there are extenuating circumstances, such as time of day, medical emergency, etc. — residents may contact Campus Safety and request to be let into their residence after showing proper student identification. For security reasons, Campus Safety officers may need to conduct additional investigation to determine if the individual being assisted has appropriate authorization to access the residence. Campus Safety will provide this service as a courtesy the first time it happens. Subsequent requests after that may be subject to a financial penalty of \$10 per occurrence, to be charged to the requester's student account

## Miscellaneous Services

The Campus Safety department offers various services to the Multnomah University community, such as:

- Vehicle lock-out assistance (A.K.A. Slim Jims)
- Jump starts
- Basic First Aid, CPR, and AED care (all Campus Safety Officers are certified through the American Red Cross in these areas)
- Vehicle and foot escorts within campus property
- Vehicle and Bicycle Registration and Permits

All students must register their motor vehicles and bicycles with the Campus Safety department each academic year if they plan on parking their vehicle on campus. A parking permit decal will be issued, which is to be placed either on the outside left corner of the rear window, or on the vehicle's bumper. Tickets may be issued for not having a current permit. There is no cost for this permit; however it does not guarantee students availability of on-campus parking. All students, whether residents or commuters, are responsible for having their vehicles properly registered with proper insurance in accordance with Oregon State law.

A code to the bike shed near the Campus Safety office will be issued along with the bike permit when the bike is registered with the Campus Safety Department. The bike shed is used to store bikes used by students, staff and faculty at Multnomah University. Storage of bikes is intended for a short term basis rather than for long term or residential storage. Do not give out the code. All bikes must be removed within 30 days after the semester ends unless previous arrangements have been made with Campus Safety. All bicycles not removed and/or not registered and found in the bike shed after 30 days will be donated to the University for disposal.

## Parking Regulations

In order to maintain safety and order, there are regulations in place for parking and traffic on campus. Students, staff, and faculty are expected to comply with these regulations.

Every vehicle on campus is subject to these regulations and may be cited with a fine if found in violation. Parking fines are levied against a vehicle and not a particular driver; the registered owner is responsible for all fines levied against their vehicle. Citations are resolved by payment to the Business Office in Sutcliffe unless grounds for appeal exist. Appeals may be made by emailing [campussafety@multnomah.edu](mailto:campussafety@multnomah.edu) and must be submitted within ten (10) calendar days of the citation; once the appeal period has expired, the option becomes forfeit, and a non-refundable credit is charged against the vehicle owner's student account. Students will be notified via their student email of the status of their appeal.

Adjustments to Multnomah University's parking regulations may occur and will be publicized; it is the duty of the vehicle owners to be aware of such changes.

### **PARKING APPEALS INFORMATION**

- Explain in your appeal how your actions did not constitute a violation by applying the parking regulation in question to the facts you explain in your appeal.
- Along with your explanation, you must provide evidence of your claim. Examples include but are not limited to: testimony from someone who can confirm your story, photographic evidence, receipts, etc...
- Faculty and staff who are fined should contact Campus Safety directly.

**UNACCEPTABLE APPEAL REASONS: INVALID EXCUSES INCLUDE, BUT ARE NOT LIMITED TO:**

- Ignorance or lack of knowledge of Multnomah parking regulations
- Appointments
- Bad weather
- Borrowed or used other vehicle
- Class schedules
- Did not get a copy of the citation
- Did not get up in time to move vehicle
- Did not have time to register vehicle
- Did not see any signs or markings
- Finals
- Forgot to appeal the citation
- Forgot to move vehicle
- Forgot to notify Campus Safety
- Forgot to put permit up
- Job or work schedule
- Lack of parking
- Late for class/Chapel
- Hours of darkness
- Headaches/Migraines
- Illness/injury (need proof of illness/injury from a physician, in many cases we can provide a special circumstances permit on a temporary basis)
- Someone else forgot to move or park my vehicle
- Other people park there
- Parked for a short time

- Permit fell off (Contact Campus Safety at 503.251.6499 to find out about a replacement permit.)
- Someone other than Campus Safety gave me permission to park
- Time of arrival
- Too tired
- Too far to walk
- Vehicle had some sort of mechanical problem

**APPEALS MAY BE GRANTED FOR TWO REASONS:**

1. There is substantial evidence the appellant did not commit the violation for which the citation was issued.
2. The appellant may have committed the violation, but circumstances were not under the appellant’s control and prior to being issued the ticket, the appellant made an attempt to notify Campus Safety of the situation.

**\*Remember:** *The grounds of your appeal are not whether the parking regulations are fair, but whether you violated those regulations.*

**PARKING/VEHICLE ENFORCEMENT**

The basic parking fine is \$10.00. Improper parking in handicapped areas is \$125.00. Successive citations for the same violation within a semester may result in the fines being doubled. The individual to whom the vehicle is registered is responsible for all tickets to the vehicle.

1. Parking fines can be paid at the business office during regular business hours. Unpaid fines will be attached to the student’s account.
2. Ticket appeals must be submitted within 10 days.
3. No vehicle will be registered for campus parking if unpaid citations exist.



4. A third offense in the same semester or a serious violation may result in a suspension of campus parking privileges. The duration of this suspension is to be set by the Campus Safety department.
5. Unpaid tickets may result in a hold placed on a student's account preventing registration and/or receiving grades.
6. All vehicles on Multnomah University's property are subject to the university's vehicle regulations. Vehicles in violation of any of these regulations may be issued a warning or monetary citation at the Officer's discretion. As a last resort, and under necessary circumstances, vehicles may be towed at the owner's expense. The following list include some of the most commonly violated parking regulations:
  - a. All students, staff, and faculty who park their vehicles on campus are required to display a valid parking permit for the current academic year (August-August), affixed to either the outside bottom left corner of their vehicle's rear windshield, or affixed to their vehicle's bumper.
    - ❑ Permit sharing ("swapping") is not allowed, and vehicles found with a permit that is not registered with their vehicle will be subject to double fines and may have their parking privileges revoked.
  - b. Only vehicles who display a valid employee permit are allowed to park in parking spaces designated "Faculty/Staff Only".
  - c. No vehicle is allowed to park in a "No Parking" zone.
  - d. No registered vehicle is allowed to park in a time specific parking space for longer than the designated time allotted.
  - e. I.e. the 15 minute parking zones located near the Campus Support Services building are meant for loading and unloading and for commercial vehicles only. Registered vehicles are not allowed to park in these spots overnight.

- f. No vehicle is allowed to park over the parking space line, or in parking spaces that are not clearly designated as a parking space.
  - g. Only emergency vehicles are allowed to park in a fire line.
  - h. Vehicles must observe traffic control signs and parking signs on campus.
  - i. No vehicle is allowed to back into a parking space next to a building. (Emissions continue to carry throughout buildings even after a vehicle's engine is turned off).
  - j. No registered vehicle is allowed to park in parking spaces designated "visitor parking only"
  - k. No vehicle is allowed to park in parking spaces that are specifically reserved via signs, cones, barricades, or otherwise blocked off.
  - l. No vehicle is allowed to drive at excessive speeds on campus (campus lots are limited to 5mph).
  - m. No motorized vehicle is allowed to drive on sidewalks
  - n. No vehicle is allowed to park in handicapped parking unless they have a valid handicap tag clearly hanging from their rearview mirror. (Citations received for violating this regulation are not eligible for appeal).
7. Abandoned or disabled vehicles may be towed at the owner's expense. Unless circumstances call for immediate towing, any vehicle subject to towing will be tagged 72 hours prior to being towed.

## **WEAPONS**

Guns are prohibited from all University property. Additionally, weapons such as decorative swords, knives with blades over four inches, nun-chucks, firecrackers, brass knuckles, throwing stars, and other potentially harmful devices are not allowed on campus. The Campus Safety Department reserves the right to determine the safety factor of such items. All violations will be reported to Student Life, the President's Council, or law enforcement — whichever is deemed appropriate.

Weapons having a legitimate use such as hunting can be temporarily stored with Campus Safety for up to 72 hours. Prior arrangement must be made with the Director of Campus Safety or his/her designee for transport onto University property. The Campus Safety Department reserves the right to dispose of any weapon left or abandoned after this period of time.

Weapons necessary for a P.E. or martial arts class must be registered with Campus Safety and are subject to the approval of the Director of Campus Safety or his/her designee.

**Paintball guns, air soft guns, and similar devices that may be mistaken as a firearm are prohibited at all times on campus unless approved by Campus Safety.**

## Campus Support Services (CSS)

### KEYS

Students are issued keys for access to their residences and work areas. Students are responsible for the safekeeping of all keys issued to them. All keys should be kept on a key ring. Single keys kept in drawers or pockets are easily lost. Carabiners and lanyards are a great way to keep keys secure. Keys should never be left unattended. Keys are to be returned upon termination of residency or employment. Fines will be implemented if keys are not returned.

Duplicating keys is strictly prohibited. The use of keys for purposes other than those for which they were assigned (i.e. loaning keys, opening buildings or other areas for unauthorized persons) is an offense that can result in fines and loss of key privileges.

### LOST OR STOLEN KEYS

Lost or stolen keys are to be reported within 24 hours to CSS or to your Resident Director. Failure to report lost or stolen keys compromises the security of the campus. The student who was issued the keys will be assessed a fine for the cost of replacement locks and keys, as required.

### Fines shall be assessed for lost and stolen keys as follows:

- Operating key: \$50.00 per key
- Sub-Sub Master or Sub-Master key: \$100.00 per key
- Master key: \$250 per key
- Utility keys: \$30.00 per key
- Equipment keys: \$30.00 per key
- Vehicle keys: \$30.00 per key (additional for specialty keys with a microchip)

Student staff will be assessed based upon area of responsibility.

Fines and charges for lost or stolen keys must be paid before replacement keys will be issued. If a student later finds the key(s) that he/she were charged for, they may be reimbursed up to half of the amount originally paid.

### **EMPLOYMENT KEYS**

Please refer to the Student Employment Handbook for additional policies pertaining to student employment keys.

### **LIABILITY FOR PERSONAL ITEMS**

The University does not accept responsibility for damage to or loss of personal property. Please keep rooms, residences and cars locked.

## Dining Services

Multnomah Dining Services strives to provide excellent quality of service to all constituents while classes are in session. A variety of meal options are available to suit students' dietary needs and preferences. Residence hall students are required to purchase a resident meal plan. For specific information and limitations, see the Residence Housing Application/Agreement obtainable online or through the Student Life department. Commuter students have the option of purchasing a variety of meal plans or Flex Credit. Specific information is available online here.

### DINING ROOM MEAL HOURS

<b>Mon–Fri:</b>	Breakfast	7:00 a.m.–8:45 a.m.
	Lunch	11:30 a.m.–1:30 p.m.
	Dinner	5:00 p.m.–6:30 p.m.
<b>Saturday:</b>	Brunch	11:00 a.m.–1:00 p.m.
	Dinner	5:00 p.m.–6:30 p.m.
<b>Sunday:</b>	Brunch	12:30 p.m.–1:45 p.m.
	Dinner	5:00 p.m.–6:30 p.m.

### ROGER'S CAFÉ HOURS

<b>Mon–Thurs</b>	7:30 a.m.–6:00 p.m.
<b>Friday</b>	7:30 a.m.–4:00 p.m.
<b>Saturday</b>	9:00 a.m.–1:00 p.m.
<b>Sunday</b>	closed

## **STUDENT RESPONSIBILITIES**

In order to offer consistent, excellent service to all, Multnomah Dining Services appreciates student cooperation in the following areas:

1. A student's Multnomah ID card is their meal plan ticket, and it must be shown to the cashier at every meal. If a student loses the ID card, or if it is illegible, they are required to purchase a replacement card in the IT Department for \$15.
2. With the exception of takeout meals, all meals must be consumed in the Dining Room, on the patio, or in Roger's if overflow seating is necessary. Each meal is to be consumed by the individual who purchases it.
3. Meal plan students receive 19 meals per week and 10 exchange meals each semester.
4. Inappropriate behavior in the Dining Room, Roger's, Student Commons lobby, and conference rooms, such as throwing food, beverages, or any other item, etc., will result in disciplinary action.

## **SPECIAL SERVICE**

Multnomah Dining Services is pleased to offer sack lunches to students that need them. A one week notice (whenever possible) should be provided to ensure that students receive the highest possible level of quality and service.

- Packaged Meals in the Café are available for students having employment, student ministry, athletic, or class conflicts. Individuals requiring additional services should meet with the Dining Services Office Manager to explain the details of their needs and make alternative meal arrangements. Failure to pick up meals as arranged will result in the loss of this privilege.
- Sick Trays are provided for students that are ill. They are distributed on disposable ware only as no dishware is to leave the Dining Room. Forms are available in the Dining Services Office to be filled out by the person who is ill, or by their

delegate, for meal arrangements with dining center staff. They must have the name and meal card number of the sick student before Dining Services provides a sick tray.

### **OTHER INFORMATION**

For questions or more information, Dining Services may be reached at 503.251.5332 or in the Dining Services office Monday through Friday, 8:30 a.m.–6:00 p.m. or online at: [multnomah.edu/resources/student-resources/dining-services/](http://multnomah.edu/resources/student-resources/dining-services/).

### **Information Technology**

The IT department provides students with computer and network access, support and maintenance of multimedia equipment on campus, and telephone/fax services. Please refer online to the full IT policy documentation concerning computers, media and telecom in the IT Handbook.

### **CAMPUS PHONES**

In the case of life threatening emergencies, students may dial “911” directly from any campus extension. When calling another campus location, students may use only the four-digit extension number.

Students are asked to make only short calls during normal business hours and to avoid use of “automated last number redials.” Long distance calls and calls to “information” must be charged to a personal credit card or placed as a “Collect” (0+) call. These calls cannot be charged back to the school.

Multnomah’s phone lines are for personal use only. Use of Multnomah’s lines for business purposes is illegal due to Multnomah’s nonprofit status with the IRS. If a student has a business for which they need phone service from campus, alternate arrangements must be made for a personal cell phone or through CenturyLink.

If a student receives any prank or abusive calls, they are asked to document the time and duration of the call and the extension at



which it was received. The Campus Safety department and the Student Life department must be notified at the student's earliest opportunity. Fax service is available for personal use from the Mailroom. There is a charge of \$0.10 per page for both incoming and outgoing messages.

## **COMPUTERS**

Students at Multnomah have access to an email address, the Internet, Multnomah Learn and an online listing of library research materials through various student access computers on campus. Student access computers are available in the library, JCA Student Center, Travis-Lovitt, and the residence halls. These computers permit personal documents to be stored on USB removable media. It is each student's responsibility to ensure the safety and security of personal data.

All students using a personal computer (desktop or laptop) to connect to Multnomah's network system, including the wireless networks, are required to have an up-to-date version of anti-virus software installed on their computer. See the IT Handbook in the Community website for more information. Failure to have up-to-date antivirus software is against the general Acceptable Use Policy (see online). Students' personal computers should also be kept up to date with all the latest operating system and application security patches.

IT offers limited technical support to students. IT will assist students if they experience problems connecting to the network and/or other issues at IT's discretion.

## **HOW TO REACH US**

If a student has questions regarding IT or is experiencing problems with a system (computer, media, phone), they may stop by the IT office located in the lower library (room L102), send an email to [helpdesk@multnomah.edu](mailto:helpdesk@multnomah.edu), or call 503.251.6555 (x6555 on campus). You may also text us at 503.251.6555. Additionally, for updated information on IT services or to ask general questions, you can follow us on Twitter (@multnomahIT) or Facebook ([facebook.com/multnomahit](https://www.facebook.com/multnomahit))

If you experience problems with the internet, either in your residence hall or in the lab after hours or on weekends, text us at 503.251.6555. Multnomah does not offer 24/7 support for the network or lab computers, but we will do our best to get things operational as soon as possible.

## **MEDIA SERVICES**

The Media Department provides maintenance and support for all multimedia equipment on campus. Any damaged or malfunctioning equipment should be reported to the Media Department immediately. Any equipment to be checked out must be approved by a faculty member, and is only for use for classes or Multnomah sponsored events. The Media Department also has audio recordings of chapels and special events available online.

## **MULTNOMAH EMAIL ADDRESS**

All students are assigned a Multnomah username and email address of [username@my.multnomah.edu](mailto:username@my.multnomah.edu). This assigned email address is used for all campus communications, class related faculty/student correspondence, and other information distribution. Students are responsible for checking their email on a regular basis. Students must not share their password with anyone.

To log into your email, go to [mail.my.multnomah.edu](https://mail.my.multnomah.edu) and enter your fully email address as your and Multnomah password.

Students may not have the college use any other address as their primary email, but may forward their Multnomah assigned email to another email address of their choosing. Instructions are located in your email under "Sites, FAQ – About your New Google Apps Email". For any other questions regarding your email account, contact the IT Department.

## **PRINTING**

At the beginning of each term, students will be issued a \$10 credit for printing to the lab printers. This credit is good for 200 single-sided pages. Duplex will be charged at \$0.09 per page and color printing (available only in the library) will be charged at \$0.25 per page. Summer students will be issued a \$5 credit for the summer term. When students print, their usage and credit remaining will be displayed. Students will be responsible for keeping track of their own print usage. When the credit expires, students will no longer be allowed to print until more credit is purchased. Students may pre-pay for additional pages for \$0.05 per page in the IT Department Monday through Friday during normal operating hours. To monitor print credit balance, access web-print functionality and request refunds on failed print jobs students can access their print account here.

## **WIRELESS INTERNET**

Wireless internet access is available throughout most of the campus. All internet activity is traceable. Email and internet use should be in keeping with good practices and the general mission of Multnomah. Multnomah University cannot guarantee that messages or files are private or secure. The school may monitor and record usage to enforce its policies, and may use information gained in this manner for disciplinary and/or criminal proceedings in accordance with Multnomah's disciplinary standards and procedures, as explained in the Disciplinary Action section of the Student Handbook. Please refer to the IT Department's Acceptable use policy for more information on these services.

## **EMERGENCY NOTIFICATION SYSTEM**

In the event of a campus Emergency, Multnomah University will utilize an Emergency Notification System (BlackBoard ConnectEd) to communicate with the campus population. You are automatically subscribed to this service however, we recommend you create an account on the Multnomah MyConnect Portal, ([multnomah.bbcportal.com](http://multnomah.bbcportal.com)) to verify the contact information we have for you is correct and add alternative methods to contact you. You can choose to be notified by phone, email and/or text messaging.

## **DIGITAL MILLENNIUM COPYRIGHT ACT (DMCA) POLICY AND PROCEDURES**

Multnomah University believes in respecting and protecting the rights of intellectual property owners. Advances in electronic communication and technology have had a dramatic impact on the way we conduct business and the way students get information. These advances have greatly facilitated our access to a wide range of information and media. As a result, the risk of copyright infringement, either intentional or accidental is of increasing concern. The result of this policy is to inform students, faculty and staff of Multnomah University on rules and procedures relating to copyright law compliance.

### **■ Referenced Copyright Laws**

Copyright Act (Title 17 of the U.S. Code) — Authorized in Article I of the U.S. Constitution, which states that Congress is allowed to pass legislation “to promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries.

Section 107 of The Copyright Act — Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered “fair,” such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

- a. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
- b. The nature of the copyrighted work;
- c. Amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- d. The effect of the use upon the potential market for or value of the copyrighted work.

Digital Millennium Copyright Act of 1998 — This law provides recourse for owners of copyrighted materials who believe their rights have been infringed on the Internet. This Act also prohibits the bypassing of any encoding technologies on proprietary media (DVD, CD-ROM, etc.).

#### ■ Multnomah University Copyright Policy

Multnomah University does not scan its networks for copyright violations, but only responds to such notifications as is required by federal law. Additionally, Multnomah University utilizes web filtering software and hardware to block peer to peer files sharing sites.

Copyrighted materials in the U.S. are not required by law to be registered, unlike patents and trademarks, and may not be required to carry the copyright symbol (©). Therefore, a copyrighted work may not be immediately recognizable. Assume material is copyrighted until proven otherwise.

If a work is copyrighted, the user must seek out and receive express written permission of the copyright holder to reproduce the copyrighted work in order to avoid violation.

Examples of copyrighted materials include,  
but are not limited to:

- ❑ Text found in online or paper based articles
- ❑ Photographs, even those on shared sites such as Flickr and Picasa
- ❑ Graphical images or logos
- ❑ Sound recordings like MP3s
- ❑ Video recordings such as movies or TV shows
- ❑ Software programs

Examples of Copyright Infringement include,  
but are not limited to:

- ❑ Copying any written material, written or digital without noting the reference
- ❑ Downloading copyrighted digital material including songs, movies and TV shows that you did not purchase the rights to
- ❑ Sharing copyrighted digital material with others by means of a shared folder, CD or DVD (this includes storing copyrighted material that you do not have explicit permissions for on any Multnomah University Networked Server, including the Y: and Z: Drives and any other mapped drive)
- ❑ Including copyrighted material in digital presentations without explicit permission (for instance using a copyrighted song as a background in a public presentation — even if you have purchased a copy of that song)

## ■ Fair Use

It is acceptable to use copyrighted material by faculty and students in some instances. This use would be for classroom instruction and illustration in assigned projects. Fair Use is outlined in Section 107 of the Copyright Act.

## ■ Downloading Digital Content Legally

There are many options for downloading content legally on the internet. The following link lists several websites for accessing music legally on the web: [campusdownloading.com/legal.htm](http://campusdownloading.com/legal.htm)

Additionally, there are a multitude of sites for legally accessing television and movies online. Some of these include: Hulu, Netflix and Amazon Video on Demand.

## ■ Procedure for Copyright Infringement Claims Made against Multnomah University

In compliance with the Digital Millennium Copyright Act (DMCA), Multnomah University will respond to all appropriate notices of copyright infringement. However, Multnomah University requires claims of copyright infringement made by complainants to include the following before further action will occur:

- a. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed as well as a statement that the notice is accurate under penalty of perjury.
- b. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single online site are covered by a single claim, a representative list of such works at that online site.
- c. Information regarding the infringed work that is reasonably sufficient to permit Multnomah University to locate the material or the person responsible for said infringement.

- d. A statement that the defendant has a good-faith belief that the disputed use of the materials is not authorized by the copyright owner, its agent, or the law.
- e. In the event that Multnomah University receives notification of a copyright violation on its network from an external source, IT will begin the following steps:
  - I. Internet service for the user will be immediately disabled.
  - II. User will be notified why Internet access was disabled by the Director of IT
  - III. IT will research the violation
  - IV. User has two business days to respond and either demonstrate the notification was unwarranted (by showing, for instance, the materials were not copyrighted, or that the use qualified for a legal exception); or indicate in writing that no more unauthorized downloading or distribution will take place. A written warning will be issued to user and placed in his or her record. If notification is shown to be unwarranted, no record of it is kept.
  - V. If the user does not respond within two days, network access will continue to be disabled until the situation is resolved.

#### ■ Second Offense

If Multnomah University receives a second notification of DMCA violation, Internet Access will be disabled and IT will pass any findings on to the Student Conduct Officer (for students), or HR and supervisor (for faculty and staff). Network access will not be restored until appropriate process outlined in the Student Handbook is meted out by the Student Conduct Office, or corrective action(s) are assigned by HR and supervisor (for faculty and staff).



### ■ Third Offense

Upon receipt of a third notification, Multnomah University will immediately suspend network access and notify user. Sanctions imposed can include: termination of network access; probation, suspension or dismissal for students; additional corrective actions for faculty and staff up to and including termination.

The existence and imposition of any sanctions imposed by Multnomah University do not protect members of the campus community from any legal action by external entities or the University itself.

### **KEY CARDS**

Student ID cards and spouse cards are encoded to allow students access to their area of employment or residence secured by card lock. A student's ID card may also be encoded to access the Bradley-3 classroom for studying when classes are not in session. All key cards are set to deactivate at the end of the school year. Spouse cards must be returned upon termination of residency. Students will be charged for any unreturned spouse cards.

There is a \$15 replacement fee for any lost or stolen ID card whether student or spouse card.

## Library

Library Front Desk: 503.251.5322 (or x5322 on campus) (call or text)

Reference Desk: 503.251.5317 (or x5317 on campus)

### REGULAR HOURS FOR 2017-18 ACADEMIC YEAR\*

**Mon–Thurs:** 7:45 a.m.–11:00 p.m.

**Friday:** 7:45 a.m.–6:00 p.m.

**Saturday:** 1:00 p.m.–6:00 p.m.

**Sunday:** 3:00 p.m.–9:00 p.m.

*\*Summer hours will be posted separately on the website and on the library doors.*

Mitchell Library endeavors to serve students and enhance their education. Students should know the following important information:

- Multnomah is a member in a consortium of ten libraries in Washington, Idaho, and Oregon with a shared database of library holdings. Access the library catalog here, or by visiting <http://www.multnomah.edu/library/> and clicking on the “Search MU library resources (Primo)” option .
- The library staff is happy to help you in your research needs. Please stop by the circulation desk, or call 503.251.5322, with any questions.
- There are a number of computers available for email, research, and word processing.
- A copy machine is available in the library offering a variety of paper sizes, as well as scanning capabilities. Scanning is free, and copies are \$.05 or \$.10 depending on paper size.
- Tightly covered drinks and small snacks are allowed in the library. Please leave no trace when you’re done and report spills immediately.

- Circulation material must be checked out using the student's ID card at the circulation desk. College students may have 20 books checked out at one time; graduate and seminary students are allowed 25. The loan period is usually for 21 days (except at the end of the semester or over holiday periods).
- The fine for each overdue circulation book is \$0.25 per day that the library is open, until the book is returned or paid for if lost. For turning in books after hours, please use the book drop at the west entrance of the library.
- Most textbooks and required readings for classes are placed on reserve at the circulation desk. Reserve items may be borrowed from the circulation desk for 2-hour periods. The fine for an overdue reserve item is \$1 per hour.
- With some exceptions, periodicals and general reference materials may be checked out for 24 hour periods. Fines will be the same as for reserve books at \$1 per hour.
- The library has a large video/DVD collection that is available for 3-day checkout. Fines accrue at \$1 per day.
- Interlibrary loan services are available to help students in their studies. For more information, please stop by the library or call 503.251.5317.

For more information, please see the Mitchell Library webpage at [multnomah.edu/library](http://multnomah.edu/library).

## Mail Services

### MAILROOM HOURS\*

**Mon-Fri:** 8:00 a.m.–6:30 p.m.

**Saturday:** 9:00 a.m.–2:00 p.m.

**Sunday:** closed

*\*Closed all national holidays*

During registration, a mailbox will be assigned to each student. The United States Postal Service (USPS) requires that a student's incoming mail address be in the following format:

'Student Name'  
8435 NE Glisan St., MSC # \_ \_ \_  
Portland, OR 97220-5814

"MSC" is a USPS service designation for "Mail Stop Code." Not using the MSC# can cause a delay in the delivery of student mail.

### PERSONAL MAIL & PACKAGE COLLECTION

All student mail pieces and packages are collected and kept in the campus mailroom according to each student's MSC#. Students are welcome to collect their mail during open hours from the mailroom attendant.

### RETURNING STUDENTS

We make our best effort to assign previous numbers to re-enrolled students but cannot guarantee availability.

### MAIL FORWARDING

Student mailbox numbers, the MSC#, reside with the student for the length of their enrollment. If summer mail forwarding is desired, student must notify the Mail Services Office of intent to have a temporary mail forward and submit their forwarding address by going to [multnomah.formstack.com/forms/mumail](https://multnomah.formstack.com/forms/mumail). If no forwarding address is provided, mail will be placed in the student's designated box for pick-up, during business hours, throughout the break periods or until student is un-enrolled.

## **OUTGOING MAIL**

Letters and packages may be brought to the Mail Service window for weighing and mailing. The deadline for outgoing mail ranges from 10 a.m. to 3 p.m. each weekday. If outgoing mail is received after the USPS pick-up has happened for the day, items will be sent the following business day. There is no outgoing mail on weekends or holidays.

## **LOST AND FOUND**

The lost and found is located in the campus mailroom. Found items should be turned into the drop-bin in the JCA main hallway. All collected items are put on display, with announcement to students at the end of each semester. Unclaimed items are either discarded or donated to charity.

## **Student Employment**

The Student Employment and Human Resources departments are here to help you with on campus employment. Feel free to call, email, or drop by anytime with questions or concerns about your employment experience. Multnomah wants your employment experience to be valuable for you now and in the future. To find out about on campus job opportunities and apply for jobs, check out the online job posting board at:

[multnomah.edu/student-employment/](http://multnomah.edu/student-employment/).

# UNIVERSITY ACADEMIC LIFE

## General Academic Resources

### REGISTRAR

The Registrar's Office is located in Sutcliffe on the first floor with staff available to help students Monday through Friday from 9:00 a.m.-4:30 p.m.. This office can help students with a variety of functions such as course registration and class schedules, registration changes (add/drop), change of major declaration, transfer questions, concurrent registration, final exam schedules, transcripts, certification of enrollment, request to audit, veteran's benefits, and international student advising. Students will also find helpful information on the Registrar's Office web page.

### STUDENT SUCCESS CENTER

The Student Success Center works to help students get the most out of their academic experience at Multnomah and apply their gained knowledge and skills to their vocation and pursuits long after they graduate! This is accomplished by providing some key services and supports which include free tutoring, ongoing accountability, time management and organization coaching, study skills coaching, academic accommodations, and more! For a full list of services and a more detailed explanation of how we can assist you, please refer to page 17 of this handbook under Student Life, Student Success.

### ACADEMIC STANDING COMMITTEE

During the academic year, the Academic Standing Committee meets as needed to act on academic petitions. The Associate Dean of Student Success chairs this committee. Other committee members include the Registrar, the Dean of Students, a rotating faculty representative and the SGA Vice President. Academic Standing Committee petitions can be submitted in writing to the Student Life Department. Please allow one week for processing and review. Students will receive a written response from the committee in their campus mailbox or by email.

The Academic Standing Committee acts on student requests such as:

- Registration exceptions such as late withdrawal
- End of the semester course extensions
- Graduation exceptions including residency requirements
- Approval for participation in co-curricular activities such as school offices, athletic team participation and/or practicing, and awards (students on probation are not eligible)
- Academic standing appeals (i.e. appealing for permission to enroll after being placed on academic suspension).

### **APPEALING AN ACADEMIC STANDING COMMITTEE DECISION:**

If a student believes that his/her written petition was not treated appropriately by the Academic Standing Committee, he/she may request to meet with the committee in person to discuss the petition. This request needs to be made within five business days of the Academic Standing Committee decision. If the petition is again denied, the student may then request an appeal in writing to the appropriate Academic Dean. This appeal must also be submitted within five business days of the Academic Standing Committee decision.

## **Academic Freedom and Honesty**

### **ACADEMIC FREEDOM**

The students of Multnomah University are freely encouraged to engage in the pursuit of truth and its application to life. Students have the following fundamental rights:

- To investigate and research various disciplines of knowledge
- To express their views without fear of censure, reprisal, or dismissal

Academic freedom is essential to the free pursuit and advancement of truth and fosters the uncovering of truth in an unimpeded manner. It is truly critical to the mission of collegiate education. All

students, whether full-time or part-time, are given this basic right. Academic freedom is subject to the following limitations:

- One's articulations expressing academic freedom must not disrupt or interfere with other academic duties.
- Expressions must be relevant to classroom discussion.

### **ACADEMIC HONESTY**

Scripture is clear in its commands concerning the need for honesty and integrity in all things. This certainly applies to the academic community. Honesty and integrity are essential for learning and accomplishing educational goals. Without them, a fair evaluation for all students is impossible. Academic dishonesty involves such things as:

- Plagiarism, which is claiming the work of others as one's own without specific acknowledgment. Making minor changes in wording does not make the work one's own.
- Submission of the same, or essentially the same, work in more than one course without prior consent of all professors involved.
- Submission of work completed earlier as new work.
- Submission of work as one's own which has been significantly edited by another person.
- Allowing another student to use one's work for an assignment or helping another student in any way to be dishonest.
- Giving or receiving unauthorized test information prior to the examination.
- Using unauthorized sources for answers during an examination.

Academic dishonesty is a serious offense. Penalties for dishonesty may include such consequences as a failing grade for the assignment or exam, lowered or failed course grade and loss of course credit. When a faculty member becomes aware of a significant violation, they are encouraged to consult with the student's dean to consider the appropriateness of further disciplinary action and report it to the Dean of Students. Discovery or disclosure of dishonesty in a prior semester does not allow for an assignment or exam to be made up and will result in course grade reductions or course failure.



## Examinations, Assignments, and Grading

### LATE CLASS ASSIGNMENTS

The professor is responsible for establishing his/her class policy for late assignments up until 5:00 p.m. on the last day of the semester.

### REPEATED COURSES

If a course is repeated, it will be included in a student's total credit load only the first time he/she retakes a course. The higher grade will count in a student's GPA.

### FINES AND GRADE REPORTS

Any fines or charges students incur (i.e. Library, parking, lost keys, etc.) should be paid promptly to the department involved. Official transcripts will not be issued as long as fines or charges are owed. Interest will be charged on tuition and other similar overdue accounts. In addition to fines, disciplinary action may be taken in cases of continued financial irresponsibility.

### GRADING

Grading at Multnomah provides for evaluation of student performance by letter grades and points as described below.

Grades for written work are typically based on completeness and accuracy of assigned work, scholarship, grammar, spelling, appearance, adherence to specification, and promptness.

The grade point average (GPA) is computed by dividing the total grade points by the total credits attempted. Letter grades are weighted as follows in computing a GPA:

A	4.0	B+	3.3	C+	2.3	D+	1.3	F	0
A-	3.7	B	3.0	C	2.0	D	1.0	UW	0
		B-	2.7	C-	1.7	D-	0.7		

The number of credits is multiplied by the numerical value of the grade to give the grade points for each course. The sum of the grade points for all of the student's courses is then divided by the total credits attempted to obtain the GPA. The total credits attempted include the hours for F, WF, and UW (unofficial withdrawal) grades as well as the hours of credit earned.

A professor will record a grade of Incomplete if a student fails to do all the required work because of extenuating circumstances such as an extended illness, accident, or family emergency. To qualify for an incomplete, students must file a petition with the Academic Standing Committee asking to be able to submit late work beyond the last day of the course. Prior to the end of the course late work is subject to the policies of the professor. The petition must be filed at least seven days before the end of the semester. The incomplete is no indication of the caliber of the work done. Typically, an incomplete must be removed within three weeks of the close of the course.

If the work assigned is not completed within the allotted grace period granted, the incomplete will be changed to the grade earned based on completed assignments with a zero for uncompleted assignments.

## **Appeals/Grievances**

### **ACADEMIC APPEALS**

Faculty members are individually responsible for evaluating the quality of student work and assigning grades. If a student believes that a grade for an assignment or class was inappropriate (i.e., a mistake in grading or bias), he/she should discuss the matter directly with the instructor. If it is believed that the grade is inappropriate because of issues unrelated to the quality of the work, the student may appeal to the Division or Department Chair of the faculty member either in person or in writing. If this does not resolve the issue, he/she may then appeal in writing to the Dean of the School. The appeal letter must clearly state the reason why the grade is considered inappropriate. The Dean of the School's decision is final.

If the Dean of the School is the instructor involved, then the appeal would be given to another Academic Dean and that Dean's decision is final.

### **SUSPENSION APPEAL**

A student who has been academically suspended has the opportunity to appeal this decision in writing to the Registrar's office within 5 business days of receiving the suspension notice. A suspension appeal will only be considered if the student has faced unusual extenuating circumstances during the past semester. The appeal will be reviewed by the Academic Standing Committee. Final decision of the appeal will be communicated to the student within 10 business days of the appeal being submitted. Academic probation status is not eligible for appeal.

### **REQUESTS AND GRIEVANCES OF POLICIES**

Students have the right to request exemptions to either academic or nonacademic policies. If a student believes that an academic or nonacademic policy has caused or will cause him/her substantial hardship, he/she may submit a written petition to the Academic Standing Committee. The petition must be submitted in a timely manner (close to the time in which the hardship contributed to or caused the harm) and must include what redress is requested. The Academic Standing Committee may review the appeal, or may pass the appeal on to a more appropriate reviewing body if applicable. For example, an appeal of a grade on an assignment or in a class may be transferred to the Chair of that department as he/she would be more capable of making a fair determination on the appeal than the Academic Standing Committee would. The petitioned body may or may not choose to invite the student to meet with them in person.

### **ACADEMIC STANDING AND FINANCIAL AID**

A student's progress must be satisfactory to maintain eligibility for federal or institutional financial aid. The Handbook of Student Financial Aid, which explains this and other financial issues, is available in the Financial Aid Office.

## Guidelines for Changing Degree Programs (Graduate & Seminary)

Students who desire to change to another emphasis or degree program after having begun one degree program at the graduate level (e.g., changing from M.Div. to MA(CL)) must conform to the following guidelines:

- Secure the required application form for changing degree programs from the Registrar's Office. This application must be completed and returned to the Registrar no later than one semester prior to the anticipated graduation date of the new program desired.
- A transfer fee must accompany the application. The change-of-program fee is \$30. This fee is payable at the Student Accounts window. (The fee is waived if the student is in the standard track and has completed not more than 32 credits of the program.)
- The student must meet the GPA requirements of the new program applied for, should these requirements differ. To transfer from the M.Div. to the MA(BS), for example, a student must have a minimum 3.0 GPA for all seminary work.
- The student is required to meet all the requirements for the new program as stated in the most recent catalog.

## Inclement Weather Policy

Multnomah's weather policy will be assessed based on local travel and campus conditions where coming to campus may pose a safety risk. For current updates regarding campus closures, you can check the website ([multnomah.edu](http://multnomah.edu)), the university switchboard (503.255.0332), local television and radio stations (e.g. AM radio KXL 750 and KEX 1190). Announcements are also made on MU email, MU social media, and may be communicated via the emergency notification system depending upon the type of weather.

Evening classes will be decided separately by MU and the information will be available by noon at the main switchboard, MU website and via MU email and MU social media.

<b>Regular Schedule</b>	<b>If classes are delayed one hour</b>	<b>If classes are delayed two hours</b>
8:00 Class	9:00	10:00
9:00 Class	10:00	11:00
10:00 Chapel	No chapel	No Chapel
11:00 Class	Regular schedule	12:00
12:00/12:30 Class	Regular schedule	1:00
1:30 Class or later	Regular schedule	2:00 (30 min. Later)

## **International Students**

The Registrar is also the International Student Advisor and will gladly work with international students in solving problems.

As an international student, programs and activities will be very much like that of any other student; however, there are some United States government regulations and procedures which are important to understand and observe. Consult the Registrar's Office menu on the Multnomah website for important information for international students.

## **Registration Procedures**

Registration dates are included in the academic calendar published on the school website and in the school catalog. Enrolled students will have the opportunity to register early for the following semester. Registration is in November for the following spring semester and in April for the following fall semester. Registration information is sent in official school mailings and procedures are published in the semester class schedule.

Eligibility for registration is announced through the Registrar's Office. New students must have been fully accepted by the Admissions Committee and have paid the enrollment deposit. Other students must have met all school financial obligations for any previous semester and must be in good standing.

Students may attend and receive credit only for classes for which they have registered. The official class roster, from the Registrar's Office, is the only basis an instructor has for enrolling a student in his class.

## **AUDITING**

Auditing a class is possible, but it requires permission from the faculty member teaching the course and the Registrar's office and will depend on the student's success as well as study and workloads. A student is not permitted to attend or drop into all or part of a class unless enrolled or permission to audit is granted in advance. See the Registrar's Office to request this permission.

## **COURSE CANCELLATION POLICY**

The university makes an effort to offer any course required for a program, but may cancel a class if there are fewer than fifteen students enrolled.

## **IDENTIFICATION CARDS**

ID cards are issued during registration. This card is also the student's meal plan card if he/she has a Dining Services meal plan. Lost cards may be replaced in the Information Technology Department (L104) at a cost of \$15.00.

## **REGISTRATION CHANGES**

Consult the Registrar's Office to make the following changes.

### **For all students:**

- **Change of address**
- **Add or drop a course (1st week only)**  
Changes may also be made online using Self Service.
- **Late add**  
Typically all courses need to be added before the end of the first week of the semester, but if a course does not start until later in the semester a student may be allowed to add the course prior to it starting with approval of the Registrar's Office and payment of the \$10 late add fee.

- **Withdrawal from a course.**

Withdrawal is not official until withdrawal forms are completed through the Registrar's Office. Failure to file withdrawal forms at the Registrar's Office by the deadline date will result in UW (Unofficial Withdrawal is equivalent to F) in the course.

- A service charge of \$5 is assessed for withdrawing from a course after the first week of the semester.

**For semester classes:**

- During the first three weeks of a semester, a student may withdraw from any course without a grade penalty. A student may withdraw honorably if passing until November 15 in the fall or April 15 in the spring. Withdrawal (W) is recorded for a student who withdraws while passing a course. A "W" on the grade report and permanent transcript carries no penalty. If a student is failing at the time of withdrawal, their grade will be an F. Veterans are limited by VA regulation to a 3-week withdrawal period and may experience a reduction in VA benefits for a course withdrawal after the first week of the semester. After November 15 or April 15, students will receive an F on their permanent records for any subjects dropped unless the Academic Standing Committee approves a petition detailing extenuating circumstances.

**For modular or intensive classes:**

- During the first week of a course, a student may withdraw without a grade penalty. Until 75% of the class meetings have occurred a student may withdraw honorably if passing. Withdrawal (W) is recorded for the student who withdraws while passing a course. A "W" on the grade report and permanent transcript carries no penalty. If a student is failing at the time of withdrawal, their grade will be an F.
- After 75% of the class meetings have occurred, students will receive an F on their permanent records for any subjects dropped unless the Academic Standing Committee approves a petition detailing extenuating circumstances.



## Student Classifications

Classification according to study load uses the terms “full-time student” for undergraduate students carrying twelve or more credit hours, and “part-time student” for undergraduate students carrying eleven or less credit hours. For graduate students, “full-time” is for those who are carrying eight or more credit hours and “part-time” for those carrying seven or less credit hours.

## Self Service

In addition to coming to the Registrar’s Office to take care of academic business items, students can perform some tasks by accessing Self Service, our student information system. Students can use Self Service to register for classes, make schedule changes during the first week of the semester, check mid-semester and final grades, or view an unofficial copy of their transcript. Students can also update their address and related information utilizing Self Service. If you have difficulty accessing Self Service, please contact the Registrar’s Office for assistance.

## Veterans

The VA School Certifying Official, located in the Financial Aid Office, assists with applications, certification, and other information relating to educational benefits. Students must be sure to arrange with the VA School Certifying Official to begin or terminate educational benefits. The Veteran’s Center, located on the 1st floor of the JCA, is available as a meeting space and resource center for veterans. A faculty advisor is also available for programmatic support and encouragement to student veterans. Consult the Veterans section on the Multnomah website for more info regarding veteran’s benefits.

## **Withdrawal from Multnomah**

### **COURSE WITHDRAWAL**

This is not official until the student completes withdrawal forms at the Registrar's Office. Failure to file withdrawal forms at the Registrar's Office by the deadline date will result in UW (unofficial withdrawal which is equivalent to F) in the course. Students cannot withdraw from a course online using Self Service; the process must be completed at the Registrar's Office.

### **WITHDRAWAL FROM SCHOOL**

This is permissible only after students have consulted with a Dean in Student Life, and completed the withdrawal process which involves the Registrar's Office, Financial Aid and Student Accounts. A schedule of refunds is available at the Student Accounts Office. Unofficial withdrawals result in UW grades. Students cannot withdraw from Multnomah online using Self Service; they must complete the process at the Registrar's Office.

### **ADMINISTRATIVE WITHDRAWAL**

Multnomah University reserves the right to administratively withdraw a student if the student is not present or academically engaged within a 14-day period. The University will attempt to contact the student via the phone and email contact information submitted by the student. If no response is received within 7 days, the University may administratively withdraw the student.

## COMMUNITY STANDARDS

These community standards apply to all undergraduate, graduate, seminary, DCP, and online students.

At Multnomah we have policies based on biblical absolutes, institutional standards of conduct, and legal guidelines. Biblical absolutes are clearly defined in Scripture. Institutional standards are not necessarily biblical issues but rather policies that will help all to live in community more effectively. Legal guidelines are set by governmental authorities. In addition, we expect individuals to express wisdom in matters of personal discretion.

### Biblical Absolutes

Because of our uniqueness as a Christian University where students live, work and study in close community, we draw special attention to the following practices we believe expressly violate biblical absolutes.

All Multnomah faculty, staff, and students agree to refrain from:

- The use or possession of pornographic or any morally degrading literature or media (Psalm 101)
- Sexual immorality of any kind (Ephesians 5:3)
- Dishonesty in any form (Ephesians 4:15, 25)
- Abusive behavior of any kind (Romans 13:8)
- Theft or destruction of property (Ephesians 4:28)
- Any illegal activity (Romans 13:1-2)
- Use of foul language (Ephesians 5:4)
- Drunkenness (Ephesians 5:18; Romans 13:13)

It may be appropriate to counsel, discipline, or even dismiss those who do not follow these biblical principles.

## **SEXUAL PURITY**

In keeping with Multnomah University's mission and commitment to evangelical Christianity, all members of the University community are expected to live by and support the teachings of Scripture. MU affirms that sexual relationships are designed by God to be expressed solely within a marriage between a man and a woman. The Bible condemns all sexual relationships outside of marriage (Matt. 5:27-29; Gal. 5:19). All behavior promoting inappropriate sexual desires and actions outside of faithful heterosexual marriage should be avoided. (I Thess. 4:1-8).

The university acknowledges that some students may struggle with issues such as gender identity and sexual orientation. MU believes that members of our learning community are best supported if they are able to share their questions, struggles or self-understanding with trusted individuals, including faculty, administrators, and staff. In all such personal issues, MU attempts to respond with compassion, respect, grace and conviction.

The university expects students to be faithful to God in the midst of these struggles, maintaining sexual purity in line with scriptural guidelines: growing in awareness in humility, being teachable and open to accountability in the process of transformation. Sexual misconduct, depending on the facts and circumstances of each case, may result in disciplinary action. In all disciplinary matters, we seek to be redemptive in the lives of the individuals involved. Consequently, the University offers counsel and assistance to support and strengthen the individual's resolve to live consistently with Christian teaching on sexuality. Multnomah's full Human Sexuality and Purity Understanding document can be found [here](#).

## **UNPLANNED PREGNANCY**

The University wants to assist those involved in an unplanned pregnancy while at Multnomah to consider the options available to them within the Christian moral framework. These include marriage of the parents, single parenthood, or offering the child for adoption. We believe the Bible is clear in its teaching on the sanctity of human

life, and that life begins at conception; we therefore abhor the destruction of innocent life through abortion-on-demand.

Student Life personnel stand ready to help those involved to cope effectively with the complexity of needs which a crisis pregnancy presents. Additional support is available through the University Counseling Center along with academic and other support services. While some students in these circumstances may choose to leave the University temporarily, it is our hope that any student who chooses to continue in classes during the pregnancy will find Multnomah to be a supportive and redemptive community during this crucial time.

### **INSTITUTIONAL STANDARDS**

Specific standards for the undergraduate, graduate non-seminary, and seminary student populations are listed in their specific sections of this handbook.

## Community Respect and Safety

The University desires to create a safe and welcoming environment for all students, staff, faculty, and visitors on campus. We also desire to be good stewards of the buildings and resources on campus and, as such, we ask that students do not:

- Spray or project water in, into, or from any campus building
- Use an open flame in any campus building at any time
- Tamper with fire, safety, or electrical equipment
- Impede any hallway, door, or exit with bikes or belongings
- Prop open any fire or exit door at any time
- Enter or exit from any window in a non-emergency
- Enter a residence hall or living area of the opposite sex outside of open-hall hours
- Moving any university-owned furniture from its original location

If an infraction occurs, students may be subject to disciplinary action which is outlined in the Student Conduct section. Additional policies regarding the respect and safety of campus housing facilities are available in the Housing Handbooks.

### MOVIES ON CAMPUS

#### Public Viewing in a Public Area

Public showing of movies on campus must comply with the Copyright Act of 1976. Students who wish to show movies publicly must pay a substantial copyright fee. More information on this policy is available in Student Life. Approval to show a movie at any public event on campus must be obtained prior to the event through the Student Life office.

#### Personal Viewing in a Public Area

*(i.e. laptops, iPods/iPads, cell phones, personal DVD players)*

Because of the unique dimension of our campus where students live, work, and study in close community, while on campus in public areas, students are asked to avoid personal viewing of movies with morally degrading content (nudity, sexuality, gratuitous violence, and profanity).

## **Personal Discretion**

In line with Multnomah's desire to train leaders who maintain a strong testimony before God and others, the university asks students to maintain healthy boundaries and exercise discretion in the following areas of Christian liberty. Carefully follow biblical principles of moral purity and Christian liberty, being willing to limit personal freedoms and rights for the sake of others, and promote godly morality, maturity, and Christian testimony.

### **DANCING**

The University asks that students use discretion regarding dancing, being sensitive to those with differing personal convictions. Refrain from any form of dancing that involves or promotes immodesty or sensuality.

### **RELATIONSHIPS AND PUBLIC AFFECTION**

The University expects student to live with integrity and demonstrate behavior both on and off campus which is above reproach. We ask all students to limit public affection so that it does not cause offense to others or cause a distraction to an event in progress. For the sake of personal reputation as well as moral purity, please use discretion in visiting alone in off-campus homes and apartments.

### **COMMUNICATIONS/SOCIAL MEDIA**

All forms of verbal and written communication, including social media, should not be used to harass, threaten, insult, defame, or bully another person or entity; to violate any University policy; or to engage in any unlawful act. Students will be held accountable for content that can be verified to have been communicated that demonstrates a violation of the legal and institutional standards of Multnomah University.

### **REPORTING MISCONDUCT**

Anyone may report a suspected violation of the Multnomah University Community Standards by contacting the Student Life Department at 503.251.5311 or submitting a written Information

Report. The report should be a brief written statement citing the section of the standards allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place; however, the University reserves the right to take action against an individual for violating the standards regardless of how much time has passed since the incident. Students living in the residence halls may also notify their Graduate Resident Director (GRD) or Resident Assistant (RA). For any campus emergency, call 503.251.6499. Students who knowingly make a false report of misconduct are in violation of University policy.

### **FILING A COMPLAINT**

Any student wishing to file a complaint against Multnomah in any way that is not related to harassment should contact the Retention Specialist. A student may choose to have an informal discussion or formally submit a complaint. All formal complaints will be written up by the Retention Specialist in an anonymous report. Once the complaint has been submitted, the Retention Specialist will follow due processes depending on the nature of the complaint. All interactions will remain confidential unless written permission is given by the student.

Any retaliatory action of any kind by an employee or student of the University against any other employee or student of the University as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and will not be tolerated.



# LEGAL STANDARDS

## Cyber Bullying

Cyber bullying is defined as the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying. Such offenses are disruptive to the educational environment, are strictly prohibited, and may result in disciplinary action.

## HAZING

Multnomah University supports activities that are designed to develop community and to impart group traditions. We are committed to introducing new students to campus traditions, language and customs that enhance a sense of belonging and encourage involvement in university life. Understanding this, it is our desire to accomplish the following goals as students become members of campus activities, teams or groups: 1) to help students build positive relationships with others; 2) to familiarize students with current and historical traditions; and 3) to provide an atmosphere in which students may come to understand that they are part of the Multnomah history, present and future.

We will make every reasonable effort to ensure that students who voluntarily participate in campus activities and groups are treated with dignity and respect, in accordance with the university's mission, and that any induction or other activities fit within the mission statement as well as within common and civil law. Thus, induction and other group activities will be governed by the following expectations.

There is to be no behavior that causes, or is likely to cause, bodily danger or physical harm, or mental or emotional harm, regardless of a person's willingness to participate. Even if a participant claims that no one was forced to partake, such an activity or behavior is still considered hazing. Groupthink behavior, peer pressure and coercion often play a role. Specifically, please note the following:

- Activity that may cause bodily danger or physical harm includes physical activity such as (but not limited to) forced calisthenics or exposure to the elements, sleep deprivation or confinement. It also includes the forced consumption or application of food, liquid, alcohol or harmful substances.
- Mental or emotional harm includes embarrassment, ridicule, verbal abuse and personal humiliation.
- No activities are allowed that induce, cause or require students to violate local, state or federal law or campus rules and regulations.
- Only currently enrolled Multnomah University students may be involved in team or group-induction activities, unless they are given explicit permission to include others by their group advisor, coach or instructor.

Violation of this policy could also be a violation of Oregon state law (ORS 163.197), which may result in a student's loss of financial aid. Any group/club/team member violating these standards risks suspension from group/team activities. Consequences may also involve sanctions for the entire group. Violations of the Hazing Policy for Oregon State Law will be assumed to constitute violations of university policy, as well.

## **Drug and Alcohol Abuse Policy**

Multnomah fully complies with the Drug-Free Schools and Communities Act Amendments. This Act and our policies seek to prevent the use of illegal drugs and the abuse of alcohol and other recreational substances which may impair functioning (such as marijuana) by students and employees. Although the use of

marijuana is legal in the state of Oregon, Multnomah University complies with federal law as well as our institutional standards that prohibit the use of marijuana on or off campus while enrolled as a student at Multnomah University. If a student has a prescription for the medical use of marijuana, that student must meet with a Dean in the Student Life department to present a doctor's prescription and to discuss appropriate use in light of the student's health concerns and university policy.

The unlawful manufacture, distribution, dispensation, possession, use of or being under the influence of or impaired by an illegal or legal substance is prohibited in and on Multnomah University owned or controlled property or while on University business. No employee or student will be allowed in or on University property or to conduct University business while under the influence of or impaired by illegal drugs, alcohol, marijuana or other non-prescription impairing substances.

Violation of these policies by a student will be reason for mandatory testing, evaluation and/or treatment at the student's expense; or for judicial action up to and including campus housing eviction and/or dismissal from the University. The University will support all local, state, and federal laws relating to illegal drug and alcohol abuse. Penalties for drug violations in Oregon can result in substantial fines and/or time in prison.

The Higher Education Amendments of 1998 amended FERPA to allow institutions to notify parents or legal guardians of any student who is under 21 years of age and has committed a judicial violation governing the use or possession of alcohol or an illegal drug. Illegal drugs include those illegal under state, federal or local law or prescriptions drugs unlawfully obtained or used in a manner inconsistent with their prescribed dosage or purpose.

Illegal drug and alcohol abuse brings many dangers to an individual's mental and physical health. Common results of abuse are: addiction, delusions, hallucinations, toxic psychosis, depression, convulsions, loss of appetite, cirrhosis, emphysema, heart disease, various cancers, panic reactions, brain damage, bone marrow disorders, lowered

resistance to diseases, abscesses, infections, hepatitis, proneness to accidents and death.

The Student Life Department maintains a list of community resources if students have concerns about illegal drug and alcohol issues.

Employees and students, by their affiliation with the University, hereby consent to drug or alcohol testing when requested by the administration upon a reasonable suspicion determination made in our sole discretion.

## **Title IX Compliance and Procedures**

It is the policy of Multnomah University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in its educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The full Multnomah University Title IX Manual can be found on the policy and reports page at: [multnomah.edu/about/policies-reports](http://multnomah.edu/about/policies-reports).

The University deplores the unfair treatment of individuals based on race, gender, socio-economic status, age, disability, or cultural differences, regardless whether such treatment is intentional or resultant from careless or insensitive behavior. Rather, employees and members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Multnomah University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. As a religious institution, the University is exempted from certain provisions relating to discrimination on the basis of religion. If you feel discriminated against or observe actions that you feel are discriminatory to others follow the below procedure for reporting such behavior.

## **Non-Harassment Policy**

It is the policy of Multnomah University to maintain the university environment as a Christian Community that provides a place for spiritual growth, work and study free of all forms of protected class harassment including sexual harassment, sexual intimidation and exploitation. All students, staff and faculty should be aware that the university is prepared to take action to prevent such harassment and those individuals who engage in such behavior are subject to discipline.

Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. Additionally, sexual assault is a form of sexual harassment and therefore is processed under the university's Title IX policy in compliance with both federal law and Oregon law regarding sexual assault. For additional information and definitions on sexual assault please refer to section VII of this policy. For purposes of this policy, all references to sexual harassment include instances of sexual assault.

Other protected class harassment includes taunting, teasing, effigies, and other behavior that shows hostility to those in a protected class or is based upon or references their age, race, disability or other protected class status.

None of these actions reflect a Christian attitude or commitment and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work environment constitutes a violation of the University's spiritual and/or educational standards, objectives and goals; and such misconduct will not be tolerated.

Under the direction of the appropriate administrator, the University will thoroughly investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student or employee will be informed of the action taken. These university officials will also take action to protect the reporting student or employee, to prevent further harassment or retaliation, and as appropriate, to redress any harm done.

It is the policy of the university not to tolerate harassment, and appropriate judicial action will be taken whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to the university policy may be personally liable in legal action brought against them.

A student or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and to work for resolution in such situations.

## **Procedure for Processing Complaints of Unlawful Discrimination, including Harassment and Sexual Assault**

### **INTENT OF THE PROCEDURE**

Multnomah University is committed to maintaining the university environment as a Christian community that provides a place for spiritual growth, work, and study free of all forms of unlawful discrimination and harassment. The intent of this procedure is to implement all applicable civil rights legislation and to make a good faith effort to ensure that no person shall, on the basis of race, ethnic group identification, national origin, age, sex, color, or physical or mental disability, or other protected class status be unlawfully subjected to discrimination under any program or activity offered under the control of Multnomah University. Complaints of sexual or other harassment are included in the complaint procedures described below (for purposes of this procedure, all references to harassment include instances of sexual assault). It is the intent of these procedures to allow for the prompt and equitable resolution of all complaints.

## GENERAL PROVISION

### A. Coverage:

These procedures apply to the processing of complaints arising from alleged unlawful discriminatory actions including harassment. Any student, applicant for admission, employee or applicant for employment (administrative staff or faculty) who believes that he or she has suffered or observed discriminatory or harassing action may file a complaint under these procedures. Student or employee complaints based on grounds other than discrimination or harassment should be pursued under the grievance and appeal procedures contained in the student handbook, faculty handbook, employee handbook, or other applicable mechanism.

### B. Definitions:

1. **Complainant** (Reporting Party): The complainant is an individual or group of individuals who believe that unlawful discrimination or harassment may have or has occurred.
2. **Respondent** (Responding Party): The respondent is an individual or group of individuals against whom an allegation of unlawful discrimination or harassment is made.
3. **Complaint** (Grievance): A complaint is an allegation that a student, employee or applicant for admission or employment has been subjected to unlawful discrimination or harassment.

### C. Title IX Coordinator/s:

The Title IX Senior Coordinator is the Dean of Students, Kim Stave, and maintains authority over the compliance and adjudication of all Title IX complaints as well as all other complaints of unlawful discrimination under this procedure.

In addition to the Title IX Senior Coordinator, several Title IX Deputy Coordinators have been appointed to help facilitate the process and management of Title IX related complaints, investigations and overall adequate compliance. Any student, faculty or staff can report or discuss any concerns or complaints



with any of the following people, but each have been given designation or jurisdiction over certain segments of the University.

1. For undergraduate student (or applicant) complaints:  
Associate Dean of Residence Life and Leadership  
Tristan Norris  
Student Life Office  
Multnomah University  
8435 NE Glisan St.  
Portland, OR 97220  
(Joseph C. Aldrich Student Center)  
Phone: 503.251.5313  
Email: [tnorris@multnomah.edu](mailto:tnorris@multnomah.edu)
2. For graduate and seminary student (or applicant) complaints:  
Dean of Students  
Kim Stave  
Student Life Office  
Multnomah University  
8435 NE Glisan St.  
Portland, OR 97220  
(Joseph C. Aldrich Student Center)  
Phone: 503.251.5314  
Email: [kstave@multnomah.edu](mailto:kstave@multnomah.edu)
3. For faculty, administration and staff complaints:  
Director of Human Resources  
Tracy Moreschi  
Human Resources  
Multnomah University  
8435 NE Glisan St.  
Portland, OR 97220  
(Sutcliffe Hall)  
Phone: 503.251.5309  
Email: [tmoreschi@multnomah.edu](mailto:tmoreschi@multnomah.edu)

4. For Athletics:  
Athletic Director  
Lois Vos  
Multnomah University  
8435 NE Glisan St  
Portland, OR 97220  
(Lytle Gymnasium)  
Phone: 503.251.5396  
Email: [lvos@multnomah.edu](mailto:lvos@multnomah.edu)
5. For safety or security:  
Director of Campus Safety  
Josh Harper  
Multnomah University  
8435 NE Glisan St.  
Portland, OR 97220  
(Campus Safety)  
Phone: 503.251.6498  
Email: [jharper@multnomah.edu](mailto:jharper@multnomah.edu)
6. For discrimination based on a disability:  
Dean of Students  
Kim Stave  
Multnomah University  
8435 NE Glisan St.  
Portland, OR 97220  
(Joseph C. Aldrich Student Center)  
Phone: 503.251.5314  
Email: [kstave@multnomah.edu](mailto:kstave@multnomah.edu)

D. Retaliation Prohibited:

Any retaliatory action of any kind by an employee or student of the University against any other employee, student, or applicant of the University as a result of that person's seeking redress under these procedures, cooperating with an investigation, or other participation in these procedures is prohibited and may be regarded as the basis for judicial action.

E. Privacy:

The privacy and confidentiality of the parties shall be maintained to the extent possible during the processing of a complaint.

University response may be hindered and limited with a complainant desiring anonymity and/or inaction. The University may be obliged to pursue an allegation through internal conduct procedures without the cooperation of the complainant. In such instances, the University will inform the complainant of its obligation to address the issue.

F. Resolution Options:

Individuals are encouraged to use this internal procedure to resolve their complaints of unlawful discrimination or harassment. However, they may also file a complaint at the beginning, during or after use of Multnomah's complaint procedure with:

**U.S. Department of Education  
Office for Civil Rights  
915 2nd Ave Room 3310  
Seattle, WA 98174-1099**

or

**U.S. Equal Employment  
Opportunity Commission  
909 1st Avenue Suite 400  
Seattle, WA 98101-1061**

## **PROCESSING OF A COMPLAINT**

Any person who believes he/she has been discriminated against or harassed is encouraged to file a complaint with the Title IX Senior Coordinator or a Deputy Coordinator.

Additionally, individuals are strongly encouraged to report alleged incidents of sexual assault immediately to the department of Campus Security and/or other local law enforcement. Campus Security personnel will assist and advise regarding the importance of

preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported. However, it is the individual's decision whether or not to file a police report or to pursue civil action against the alleged perpetrator.

Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to local law enforcement.

### **INFORMAL RESOLUTION PROCEDURES**

The University has established the following informal process to resolve charges of unlawful discrimination or harassment within thirty (30) calendar days:

- A. The complainant or person who would like assistance in determining whether unlawful discrimination or sexual harassment has occurred should be referred to the appropriate Title IX Deputy Coordinator.
- B. The Title IX Deputy Coordinator shall meet with the concerned individual to:
  - 1. Understand the nature of the concern;
  - 2. Give to complainant a copy of the Multnomah University policy and procedure concerning unlawful discrimination and harassment and inform complainant of his or her rights under any relevant complaint procedure or policy;
  - 3. Assist the individual in any way advisable.
- C. If deemed appropriate, Title IX Deputy Coordinator shall meet with the Respondent to inform him/her of the nature of the concern.
- D. If the parties agree to a proposed resolution that does not include judicial action, the resolution shall be implemented and the informal process shall be concluded. At any time, during the informal process the complainant may initiate a formal complaint.

This informal procedure is not appropriate for cases involving alleged sexual assault.

Whether or not the complainant files a formal complaint and/or the parties reach a resolution, if Title IX Deputy Coordinator determines that circumstances so warrant, the Title IX Deputy Coordinator shall initiate a formal investigation and take appropriate actions as necessary to fully remedy any harm that occurred as a result of unlawful discrimination or harassment and to prevent any further unlawful discrimination or harassment.

- E. The Title IX Deputy Coordinator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the complainant initiates a formal complaint. A letter summarizing the informal investigation and the resolution agreed upon shall be sent to the complainant and the respondent and kept as part of the record.
- F. Once a complaint is put in writing and signed by the complainant, the complaint is considered to be formal and the formal complaint procedures should be followed.

### **FORMAL RESOLUTION PROCEDURES**

Where informal complaint procedures are not possible or appropriate or fail to satisfactorily resolve the matter, the complainant may file a formal written complaint with Title IX Senior Coordinator or a Deputy Coordinator. There will be an investigation completed as quickly as possible which, in most cases, will be completed within 60 days.

### **APPEAL RIGHTS**

If the complainant or respondent is not satisfied with the results of the formal level administrative decision, the complainant or respondent may appeal the determination by submitting written objections to the Title IX Senior Coordinator within ten (10) calendar days of the receipt of the determination.

## **Grounds of Appeal**

The complainant or respondent may appeal the resolution of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to a Title IX Coordinator, would result in a different decision
- Demonstrated or evidence of bias or prejudice on the part of the Title IX Coordinator, or
- The punishment or the corrective action imposed is disproportionate to the offense
- Appeals must include relevant new information for consideration by the appellate official. This would include inadequate evidence or information that was unavailable at the time of the decision, concerns about procedural errors or concerns about the level of sanction imposed according to the policies of Multnomah University

An appeal is not fundamentally a reconsideration of factual evidence or a rehearing of witnesses, but a consideration of the fairness or due process of the original hearing. Therefore, disagreement with the findings of a hearing is not sufficient grounds for appeal.

## **Resolution of the Appeal**

Within thirty (30) calendar days of receiving the appeal, the designated appeal committee shall consider the objections presented, review and evaluate the investigative report and findings of the appropriate vice president and any actions taken, and reach its conclusion (by majority vote) and communicate its conclusion in the form of an advisory recommendation to the president of Multnomah University. The president shall issue a decision in writing to the complainant and respondent within ten (10) calendar days of the receipt of the committee's recommendation, which shall be the final decision of Multnomah University in the matter.

## **SEXUAL VIOLENCE/ASSAULT**

In addition to the above policy regarding sexual and other harassment, the following information is meant as an additional resource for individuals involved in an incident of sexual assault.

Sexual assault is a criminal act that violates the standards of our community and is unacceptable at the University. Sexual assault can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, and larger community as well. Sexual assault is defined as engaging in sexual contact with any person without that person's consent. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language, or attitude. A prior sexual history between two people does not constitute consent. Sexual assault violations follow the aforementioned procedures outlined above in the Title IX discrimination and harassment section. The Title IX Coordinator/Deputy Coordinator will request Multnomah University Campus Security to work in conjunction with the Deputy Coordinator in the investigation of all matters involving sexual assault and sexual violence.

## **UNIVERSITY AND COMMUNITY RESOURCES**

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The University offers services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing.

The University urges anyone who has been sexually assaulted to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or

pursue civil litigation or formal University action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, Multnomah is prepared to help her or him.

The University offers educational resources to the campus community through Student Life and Campus Safety.

**Other Available Resources:**

Multnomah University Counseling Center

503.251.5311

Joseph C. Aldrich Student Center, 2nd floor

Multnomah Campus Safety Department:

503.251.6499

Emergency Response: Multnomah external emergency line:

503.251.6499

National Sexual Assault Hotline:

1.800.656.HOPE

Sexual Assault Resource Center

24-Hour Response Line: 503.640.5311

Local hospitals that have a SART (Sexual Assault Response Team):

Providence Medical Group

Portland Providence Access Triage

503.214.9235

4805 NE Glisan St.

Portland, OR 97213



## **CONFIDENTIALITY/LEGAL REPORTING REQUIREMENTS**

The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. The degree, to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts.

An individual can speak confidentially with certain persons in legally protected roles. They include all levels of counselors at the Multnomah Counseling, medical clinicians, clergy and sexual assault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists, professional counselors, and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed.

Any requests for information by the press or other parties concerning incidents of sexual assault should be directed to the Multnomah University Marketing department.

## COUNSELING AND MENTAL HEALTH SERVICES

Multnomah University is committed to the success of all students, including those with depression or other mental health conditions. As such, MU will:

- Acknowledge but not stigmatize mental health problems;
- Make suicide prevention a priority;
- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education as normally as possible by making reasonable accommodations; and Refrain from discrimination against students with mental illnesses, including punitive actions toward those in crisis.

Through the Multnomah University Counseling Center, counseling services and mental health treatment are available at no cost to all students within the campus community (with the exception of students in the MAC program) as well as to anyone affected by a student's depression or other mental health condition as well as to the student.

Students facing mental health challenges are encouraged to seek counseling and mental health treatment through the University Counseling Center or other available avenues off campus. All services provided on campus are on a voluntary basis and it remains the student's decision whether or not to seek services. Counseling and mental health treatment provided by Multnomah University will be based on the student's preferences, strengths and needs. Emergency psychiatric services are available to students at all times through a local county crisis system. In the event a student is hospitalized, the counseling center, if requested by the student, will work with the student and the hospital as part of the hospital treatment team to, among other things, ensure appropriate aftercare planning.

## **REFERRALS**

Any Multnomah University employee or student can refer a student to the counseling center through offering to walk the student to the center, or through contacting the Counseling Center Director and articulating their concern. Referrals are especially encouraged when it is learned that:

- The student exhibits academic, behavioral or other difficulties that appear to be due to depression or another mental health condition, or
- The student has made a suicidal gesture or is known to have contemplated suicide.

If a referred student does not seek services through the counseling center or another service provider, the counseling center will make individualized efforts, including direct outreach, to encourage the student to access services

## **CONFIDENTIALITY**

Counseling and mental health services are confidential. The counseling center will not share information about a student with faculty, staff, administrators or others unless the student consents. The student, not the university, is the client of the counseling center.

As appropriate, the counseling center may encourage the student to consent to sharing information with the student's family or others. As permitted by law, the counseling center may disclose information about a student to the extent needed to protect the student or others from a serious and imminent threat to safety, for example, by making disclosures to crisis intervention or emergency personnel. Disclosures are permitted only if the student will not consent to interventions that will mitigate the risk.

When a student becomes a client of the counseling center, the student will be asked whom, if anyone, the student wants contacted in case of a psychiatric emergency (e.g., family member, friend, pastor). This information will be on file at the counseling center only. Students will be encouraged to update this information.

## Accommodations

The Multnomah University Counseling Center will reasonably accommodate students with depression or another mental health condition. Accommodations will be designed to enable the student to remain in school, meet academic standards and maintain normal social relationships.

The following are possible accommodations that may be provided if needed to enable a student to remain in or return to school, meet academic standards or maintain normal social relationships:

- Allowing the student to take a reduced course load or complete alternative assignments;
- Allowing the student to postpone assignments and exams;
- Allowing the student to work from home;
- Allowing the student to drop courses;
- Allowing the student to change roommates or rooms;
- Allowing guests to stay in the student's room;
- Retrospective withdrawals from courses if academic difficulties were due to depression or another mental health condition.

Requests for accommodation need not be made in any particular form or in writing. A student will be considered to have requested an accommodation when the student:

- Asks for a particular accommodation, or
- Contacts Multnomah's disability services office or the counseling center to help the student devise an accommodation.

The counseling center can help identify and secure needed accommodations, with the student's consent.

## Leaves of Absence

Absences for treatment, including hospitalization, will be considered excused absences. Students will not automatically receive a failing grade or otherwise be sanctioned for missing classes due to depression or another mental health condition. When a student takes a leave, the student will be permitted, for each class in which he/she is enrolled, to withdraw from the class or postpone assignments and exams. The student need not have disclosed his/her condition prior to requesting an accommodation, including a leave of absence. Multnomah University will not deny an accommodation on the ground that the student failed to previously disclose his/her condition.

### **VOLUNTARY LEAVE**

Students are permitted to take voluntary leaves of absence for mental health reasons. If a student so requests, the counseling center will help the student decide whether to take a leave of absence and, as appropriate, help the student secure a leave. A student on voluntary leave may maintain contact with, and may visit, campus friends and teaching, residence, counseling and administrative staff. The student may also attend campus events.

### **INVOLUNTARY LEAVE**

In the uncommon circumstance that a student cannot safely remain at the university or meet academic standards even with accommodations and other supports, Multnomah University may require the student to take a leave of absence.

Decisions whether to impose an involuntary leave will be made by a committee that includes the director of the counseling center. The committee may impose an involuntary leave for safety reasons if it finds, after an individualized assessment, that there is a significant risk that the student will harm him/herself or another, and that the risk cannot be eliminated or reduced to an acceptable level through accommodations.

### **In making its decision, the committee will:**

- Consider whether there are accommodations that would allow the student to meet academic standards and remain safely in school, and
- If safety is an issue, consider the nature and severity of the risk, the probability that injury will actually occur, and whether accommodations can sufficiently mitigate the risk.

### **Before making its decision, the committee must:**

- Notify the student that the committee is considering imposing an involuntary leave and the basis for the committee's belief that the student may need to be placed on involuntary leave, and
- Provide the student and his/her representative the opportunity to appear personally before the committee and provide relevant information.

The committee may inquire into a student's current condition, including requesting recent mental health information and records, but must confine its inquiry to information and records necessary to make a determination. The committee may not insist on unlimited access to confidential information or records.

If the committee imposes an involuntary leave because there is a significant risk that the student will harm another if he/she remains on campus, the committee may restrict the student's interactions with the campus community during the period of the leave as needed to ensure safety. Such restrictions may include limits on the student's communications with faculty, staff or other students and on the student's access to the campus, for example, to visit friends or attend campus events.

### **REFUNDS**

The same arrangements for refunds of tuition or other costs will be available to a student who takes a leave of absence for mental health reasons, whether voluntary or involuntary, as are available for a student who takes a leave of absence for physical health reasons.

## **RETURNING FROM LEAVE**

A student on leave, whether voluntary or involuntary, may request at any time to return to the university as a student.

If Multnomah University requires students on leave for medical reasons to demonstrate that they are fit to return, the college may require such a demonstration from a returning student on leave for mental health reasons. An opinion from the student's treating mental health professional that the student is fit to return should, in most cases, be sufficient to allow the student to return. In exceptional cases, the university may seek a second opinion.

In evaluating a student's request to return, the university will follow the same process for committee action as outlined in the Involuntary Leave section above. A student's request to return may be denied only if the committee finds that the student will not be able, upon return, to meet academic standards or be safely at the school even with accommodations.

A student who desires to return to school after taking a leave of absence for mental health reasons will not be subject to more rigorous standards or procedures than a student who desires to return to school after taking a leave for physical health reasons.

## **ALTERNATIVE HOUSING WHILE ENROLLED**

In the uncommon circumstance that a residential student does not meet the standard for imposition of involuntary leave but cannot safely remain in university housing even with accommodations, the university may require the student to live in off-campus housing while enrolled. The student may continue to attend classes, extracurricular activities and campus events; maintain normal contact with teaching, administrative and other staff; and otherwise visit friends on campus.

Decisions whether to require a student to leave university housing will be made by the committee identified in the Involuntary Leave section above and according to the process described in the same section. The committee may, in addition, restrict the student from

entering university housing — for example, to visit friends — as needed to prevent a significant risk that the student will harm himself or others, if deemed necessary by the committee.

## Disciplinary Action

Disciplinary action will not be used as a pretext for discrimination.

Self-injurious behavior will not be addressed through the student conduct system. Multnomah University will not bring disciplinary action against a student for suicide attempts, suicidal thoughts, or self-injury, including self-cutting.

Students charged with any violation of Multnomah University community standards will be afforded the following accommodations:

- If the student takes a voluntary leave for mental health reasons, disciplinary proceedings will be delayed until the student returns.
- If the university is considering whether to require the student to take an involuntary leave or to leave university housing, disciplinary proceedings will be delayed while the decision is being made.
- If a student is placed on involuntary leave, the delay of disciplinary proceedings will continue until the student returns.
- If the student is required to leave university housing, the delay may continue until the housing restriction is lifted.

Disciplinary action should be avoided, and disciplinary sentences mitigated, when the offense was the product of depression or other mental health condition. This is especially true when, as a result of treatment or other interventions, the student is likely to comply with the code of conduct in the future.



## Education and Training

Multnomah University provides education and training so that students, Resident Assistants, Campus Safety Officers, and teaching, administrative and other staff:

- Are familiar with signs of mental illness, depression, self-harm and suicide risk,
- Understand — and know how to access — the range of supports available to students, including counseling services and accommodations,
- Know what emergency procedures to follow in a crisis.

Information about mental health issues and services and disability services are provided at student and parent orientations.

## STUDENT CONDUCT PROCESS

Due to our commitment to the growth of all students academically, spiritually, and personally, our desire is that all conduct processes, whether academic or judicial, be restorative and for both the benefit of the student as well as for the community at large.

The student conduct process may involve accountability and steps toward restoration and growth. Thus, decisions to violate a Multnomah standard may result in some form of judicial action. Voluntary admission to a violation, in contrast to concealing one, is carefully considered in determining whether or not judicial action is appropriate.

When university standards are violated, a full resolution of the issues may require a limited disclosure of those issues to the individuals directly involved. For example, an admission of dishonesty in a class assignment will need to be resolved with the instructor involved, judicial action may be taken, and a record of the action placed in the student's file.

It is important for students to know that judicial records which involve separation from the university — either short- or long-term — are placed in their permanent file.

Any of the following levels of the student conduct process may be used as determined appropriate by the Associate Dean of Residence Life and Leadership or the Dean of Students based on the violation. Levels of judicial action do not need to progress sequentially if it is determined a violation rises to the level of increased action.

### Student Judicial Rights

The following is a list of students' rights within the judicial process:

#### **FAIR AND RESPECTFUL TREATMENT**

As members of the Multnomah University community, student should be afforded fair and respectful treatment throughout the judicial process.

## **ATTEND OR NOT ATTEND A MEETING**

A student summoned to respond to an alleged behavior violation has the right to present his/her case before the appropriate Student Life personnel or judicial council. Should the student forfeit the right to appear at his or her own judicial meeting (either by advance notice or by failing to appear), the right to question the allegation(s) is also forfeited, and a determination (e.g. responsibility for behavior and issued status and/or sanctions) will be made without the student's voice being heard. By not attending a judicial meeting the student also waives the right to appeal the determination for appeal rationale. For appeal criteria, see section entitled Judicial Appeals below.

## **PRESENT A DEFENSE**

In response to a confrontation regarding an alleged behavior violation the student may present a defense, including the presentation of witness testimony.

## **ACCESS TO RECORDS**

In compliance with federal law, the University allows students access to all reports and documentation that are part of their educational record.

## **SUPPORT**

A student may request one person to attend any of the judiciary hearings for personal support. This individual must be a Multnomah University faculty or staff member and may not address the judicial council or council members regarding the student behavior in question throughout the duration of the judicial process. It is expected that the employee would consider all conversation, information or materials related to the matter in question as confidential between the student and the council members.

**APPEAL**

Students should be informed of their right to appeal and to whom they would be appealing during their hearing or in their judicial letter of finding. Appeals regarding judicial decisions should be submitted in writing. All appeals must be made within five business days of receiving written notification of the decision. For appeal criteria, see the Judicial Appeals section below.

**LETTER OF FINDING**

Each student who has been issued a judicial action by a Student Life staff member should receive a letter that states the type of incident or behavior for which he or she is being held accountable for, the judicial status designation (if indicated), and a list of all sanctions. The letter may be written in the form of a contract to be signed by the student and the judicial officer(s). Additionally, all appeal decisions will be communicated to the student in writing.

## Levels of Judicial Status

### **ALERT**

This level identifies the violation, the needed change in behavior, and a plan to achieve the agreed upon behavior with clearly defined strategies and deadlines. When the behavior is corrected and maintained within the agreed upon time frame the alert status is removed. If the behavioral goals are not achieved the alert may be changed to probation, or in some cases, suspension.

### **PROBATION**

As with the alert process, an appropriate plan of restoration will be developed. If the plan is followed the probation phase will be reduced to alert or removed. If the probationary plan is not completed and the behavior remains unchanged, or additional violations occur, the probation level may be changed to suspension or dismissal.

Probationary consequences are in effect for a minimum of a semester up to the duration of a student's enrollment period at the university. These consequences may include, but are not limited to, exclusion from co-curricular activities, such as:

1. Student leadership positions which include, but are not limited to: Student Government, RA, CA, etc.,
2. Committee work, school awards, athletic teams and practices, ministry teams, etc.
3. Other roles that formally represent the University

### **SUSPENSION**

This action involves being suspended from school and the campus for up to two semesters. Any absences during a suspension are not excused.

### **DISMISSAL**

This action may result in permanent disqualification from attending the University. If a student's presence on campus may interfere with the institution's mission, his/her access to the campus may be restricted.

## Student Sanction Definitions

The following is a list of possible sanctions to be assigned as consequences for violations of community policies, though there may be others not listed:

### ■ **Behavior/psychological assessment**

When a student's behavior threatens or causes harm to self or others a psychological assessment may be required. This assessment should be conducted by a psychologist or psychiatrist approved by the Multnomah University Counseling Center in conjunction with the Student Life office. The student will be responsible for any fees.

### ■ **Community service**

Community service can be assigned conjunction with Campus Support (Maintenance, Housekeeping, Grounds), Food Services or as an individual project.

### ■ **Counseling**

Some situations reveal issues that deserve closer attention and warrant the expertise of a professional counselor. In most cases, the student will be assigned two or three sessions and may be through the University Counseling Services or an outside resource.

### ■ **Drug screen**

In the event that drug use is suspected, drug screening may be required. The screening may be conducted on a planned or spontaneous basis at the discretion of the Associate Dean and Dean of of Student Life. The student will be responsible for any fees resulting from this sanction.

### ■ **Fines**

Some policies have fines as a standard sanction such as fines in the form of damage fees. Fines not specifically detailed in Student Life policy may also be issued at the discretion of the appropriate Student Life staff member.

■ **Housing reassignment**

Residential students may be reassigned to a different housing placement or be removed from University housing on a temporary or permanent basis.

■ **Letter of apology.**

In addition to the primary recipient, a copy of the letter should be submitted to either the Associate Dean or the Dean of Students, depending on who assigned the sanction.

■ **Loss of student leadership/co-curricular positions**

Students may be removed from positions of leadership for violations on a temporary or permanent basis.

■ **Mentoring**

The mentor will most often be a University staff or faculty member. The mentor may or may not be informed of all the detail relating to the precipitating behavior.

■ **Research reports/reflection paper/media resource review**

It may be beneficial for a student to take a deeper look at a given topic and therefore, a report, literature review, or reflection paper may be assigned.

■ **Restitution**

Students who have caused damage may be required to pay for loss, damage or injury. Alternatively, students may be required to make a non-monetary contribution to the good of the community to make up for the loss they have caused.

■ **Social restrictions/limitation of privileges**

Certain policy violations may result in the loss of privileges (e.g., visitation).

■ **Substance abuse assessment.**

When a student is using potentially addictive substances such as alcohol or tobacco, a substance abuse assessment may be assigned for the purpose of deciding whether or not the student is addicted and/or desires to cease to use/abuse the substance. This assessment may be used as an investigation tool for the judicial team. Results of the assessment may lead to additional sanctions. The student will be responsible for any fees.

### ■ **Substance education program**

Students who have been found to have committed a substance violation may be required to attend and complete an assigned substance education program conducted either on or off-campus.

### ■ **Written warning**

The purpose is to provide students with an official letter describing the violation that occurred and the agreement that has been reached between them and the appropriate Student Life staff member adjudicating the situation.

## **Status, Sanction and Adjudication Guidelines**

While certainly not an exhaustive list, the following table provides a set of possible status & sanction assignments for some of the more common student handbook violations. Each decision is considered on an individual basis, taking into account the attitudes and unique circumstances surrounding the incident. A student's attitude toward any university employee during the judicial process will be considered when making final decisions regarding status and sanctions. Grace will be a part of the judicial process as the appropriate members of the Student Life staff consider the students' current attitude as well as past behavior.

First-tier violations committed by residential students will usually be adjudicated by the **Graduate Resident Director (GRD)** who provides oversight to their living area. Appeals of the sanctions assigned by the GRD can be submitted to the Associate Dean of Residence Life and Leadership.

First-tier violations committed by non-residential students will usually be adjudicated by the **Associate Dean of Residence Life & Leadership**. Appeals of the sanctions assigned by the Associate Dean can be submitted to the Dean of Students.

Second-tier violations committed by any student will usually be adjudicated by the **Associate Dean of Residence Life & Leadership**. Appeals of the sanctions assigned by the Associate Dean can be submitted to the Dean of Students.



Third-tier violations committed by any student will usually be adjudicated by the **Dean of Students** or the **Student Life Judicial Council**. Appeals of the sanctions assigned by the Dean of Students of the Judicial Council can be submitted to the Administrative Judicial Council.

The **Student Life Judicial Council** consists of the Dean of Students and a designated staff member trained in officiating judicial matters.

The **Administrative Judicial Council** only reviews the highest level of judicial appeals and consists of designated President's Council members.

Graduate or Seminary students who violate community standards of any tier will have their hearing adjudicated by the **Dean of Students**, along with a faculty or Dean from their academic program (selected by the appropriate academic Dean).

## First Tier Violations

Examples of specific policy violations Graduate Resident Directors would respond to include (but are not limited to):

<b>Violation</b>	<b>Possible Status</b>	<b>Possible Sanction</b>
<b>Alcohol (first offense)</b>	Alert	Written warning, parent notification by student (if under 21), community service, research or presentation, participation in online educational program
<b>Candles</b>	None	Written warning, \$10-\$ 50 fine, community service
<b>Conflict/Disruption</b>	None	Letter of apology, research report
<b>Crude language</b>	None	Written warning, \$10-\$ 50 fine, community service
<b>Pornography</b>	Alert	Research report, mentoring, social restrictions, technological accountability
<b>Pranks/Vandalism</b>	Alert	Restitution (cost of cleanup or repair), fine (\$50-100), community service
<b>Quiet hours</b>	None	Written warning, community service, \$20 fine
Roof access	None	\$50 fine
Tampering with fire equipment	Alert	\$50 fine
Theft	Probation	Restitution, research or presentation, counseling

Tobacco (first offense)	Alert	Written warning, online educational program, research report, \$20 fine
Visitation hours	Alert	Written warning, loss of visitation (day or days), \$20 fine

*\*Students with first tier violations appeal to: Associate Dean of Residence Life and Leadership*

## Second Tier Violations

Examples of specific behaviors the Associate Dean of Residence Life and Leadership would respond to include (but are not limited to):

<b>Violation</b>	<b>Possible Status</b>	<b>Possible Sanction</b>
<b>Alcohol</b> (second offense)	Probation	Parent notification by student (if under 21), community service, counseling, substance abuse assessment
<b>Overnight mixed company</b>	Alert	Written warning, mentoring, community service
<b>Repeat offenses</b>	Probation	Depending on offenses, appropriate sanction TBD.
<b>Tobacco</b> (second offense)	Probation	Mentoring, fine (\$50) substance educational program
<b>Visitation</b> (second offense)	Probation	Loss of visitation (week or weeks), community service, research or presentation

*\*Students with second tier violations appeal to: Dean of Students*

## Third Tier Violations

Examples of specific behaviors the Dean of Students and the Student Life Judicial Council would respond to include (but are not limited to):

<b>Violation</b>	<b>Possible Status</b>	<b>Possible Sanction</b>
Assault	Probation, Suspension or Dismissal	Apology letter, restitution, social restrictions, loss of leadership position, community service
Drug use	Probation, Suspension or Dismissal	Substance Abuse assessment, substance counseling
Drunkenness	Probation, Suspension or Dismissal	Substance Abuse assessment, substance counseling
Harassment	Probation, Suspension or Dismissal	Apology letter, restitution, social restrictions, loss of leadership position, community service
Hazing	Probation, Suspension or Dismissal	Psychological assessment, community service, letter of apology, social restrictions
Inappropriate sexual behavior	Probation to Dismissal	Counseling, mentoring, housing reassignment, research report
Repeat offenses	Probation	Depending on offenses, appropriate sanction TBD.
Sexual assault	Suspension or Dismissal	N/A
Threats to campus safety	Probation to Dismissal	Psychological assessment, community service, letter of apology, social restrictions
Weapons	Probation to Suspension	Community Service, research report

*\*Students with third tier violations appeal to:  
Administrative Judicial Council*

## Conduct Hearings

**In situations that do not involve possible separation from the institution, the following process will be used:**

1. The student will be officially notified of his/her offense in either oral or written form. If notified orally, the student may request written documentation.
2. A hearing will be scheduled with the appropriate Student Life staff personnel following notification. The student will be encouraged to share his/her side in an open discussion, and the evidence supporting the accusation will be discussed.
3. A final notification of judicial action will be given to the student within one week of the meeting precisely describing the misconduct for which the action is taken and any outcomes or required sanctions.
4. A record of this hearing, and any subsequent ones, will be kept and placed in the student's judicial record within the Student Life office.
5. The student may appeal his/her judicial action (please reference the Judicial Appeals section).
6. Failure to meet the requirements of any sanctions given as the result of the conduct hearing may lead to a more severe level of judicial action without the opportunity for another hearing.

**In cases involving possible separation from the institution (i.e., suspension or dismissal), the following process will be used:**

1. The student will be notified in written form of the offense and the conduct hearing with the Student Life Judicial Council. This notification will include the specific misconduct charged, an indication of the evidence that forms the basis for the conduct hearing, the time and place of the hearing, and the procedure for the hearing.
2. In exceptional cases where there is an apparent danger to persons, property, or continuing disruption of the academic process, a student may be suspended after notification, without prejudice, prior to the hearing.
3. The student will be allowed to bring an advisor and supporting witnesses to the hearing with the Judicial Council.
4. The student will be allowed to review any information supporting the accusation.
5. The student will receive written notice within 10 business days of the meeting containing a summary of the meeting and final outcome of the hearing. If found in violation, a record of this hearing, and any subsequent ones, will be kept and placed in the student's permanent record.
6. The student may appeal the Judicial Council's decision (please reference the following section) to an Administrative Council.
7. Failure to meet the requirements of any sanctions given as the result of the conduct hearing may lead to a more severe level of judicial action without the opportunity for another hearing.

## Judicial Appeals

After the conduct hearing results are issued, the student in question has five business days in which to submit a written appeal to the appropriate appeal party. See the Status, Sanction and Adjudication Guidelines section above to determine the appropriate appeal party.

An appeal is not fundamentally a reconsideration of factual evidence or a rehearing of witnesses, but a consideration of the fairness or due process of the original hearing. The student's appeal, therefore, must:

1. Identify new information that was not available during the original hearing and could possibly alter the conclusion, or
2. Demonstrate how due process was not followed as described in the Student Handbook's Student Conduct Process, or
3. Claim that the judicial action taken was extremely disproportionate to the offense and/or not consistent with Student Life policies as written in the Student Handbook.
4. During the appeal hearing, the student, having submitted a prior written statement, is given the opportunity to have an open discussion with the appeal authority.



## **GRADUATE STUDENT POLICIES**

In addition to the Multnomah University Policies stated, the following policies pertain specifically to graduate students.



# ACADEMIC POLICIES

## Class Attendance

Multnomah believes that regular class attendance is essential to a student's education. Individual professors will determine specific attendance requirements and excuses for their classes. The syllabus for each class will state these requirements. In a Master's degree program, faithful attendance is integral to student success. The instructor serves as a facilitator of learning, and small group relationships are developed so that collaboration, participation, and teamwork are key ingredients in the learning process. Therefore, attendance and participation in class meetings is required. For any absence, it is the student's responsibility to contact his/her instructors for class excuses and to make arrangements for any work that was missed.

## ATTENDANCE AND GRADING

Participation standards are set by the faculty member for the course. For any absence, it is the student's responsibility to contact his/her instructors for class excuses and to make arrangements for any work that was missed.

## EXCESSIVE ABSENCES AND NON-CREDIT

If you miss one-fourth of the total number of sessions in a course, you may be denied credit for the course. You may petition the Academic Standing Committee to receive credit in spite of these excessive absences if reasons are sufficient. The professor's recommendation and the quality of your class work impact this consideration.

## Standards of Scholarship

### ACADEMIC PROBATION

We anticipate that graduate students will do acceptable academic work. However, in the event that academic standards are not met, the student will be placed on probation.

**For the MAT program student these standards include:**

- A cumulative grade point average of at least 2.75 at the end of any semester.
- A semester grade point average of at least 2.25 provided that the cumulative GPA is 2.75 or better.

**For the GD & J, TESOL and MAC student these standards include:**

- A cumulative grade point average of at least 2.5 at the end of any semester.
- A semester grade point average of at least 2.0 provided that the cumulative GPA is 2.5 or better.

### ACADEMIC SUSPENSION

Academic suspension occurs if probationary students allow their semester GPA to fall below the GPA requirement for graduation from a particular program. Suspension from graduate studies for a semester will result if the scholarship of a probationary student does not improve.

### ACADEMIC REINSTATEMENT

Following academic suspension, reinstatement is possible on appeal. The student must state in the appeal the problems that led to low scholarship and offer an acceptable proposal for correcting them. Reinstatement is not possible if the cumulative GPA is below the accepted minimum.

## **SPIRITUAL LIFE & GROWTH**

Spiritual growth is the responsibility of each individual as he/she matures in relationship to God and responds to the work of the Spirit in his/her life. Multnomah University seeks to create an environment that fosters opportunities for spiritual formation. Thus, we are committed to bringing together the Multnomah community on a regular basis to focus on individual and corporate spiritual growth. For this reason, all students are encouraged to be involved in any or all of our devotional opportunities as they are able:

Spiritual Life opportunities in the form of chapel are offered Mondays and Thursdays at 10:00 a.m., and on Tuesday evenings for student-led worship at 6:00 p.m. and other opportunities at additional times throughout each week. The chapel semester schedule can be found within chapel resources online.

### **SPIRITUAL LIFE PURPOSE STATEMENT AND CORE VALUES**

The Multnomah University Spiritual Life program exists to provide occasions for worship, assembly, spiritual formation and education in community.

**Corporate Worship:** We believe that worship includes the proclamation of the Word, the stirring of our souls in musical acclamation and opportunities to respond to the truth of God's Word as it is encountered in our lives.

### **ASSEMBLY**

We believe that regular and intentional opportunities to join together as the Multnomah community are crucial for the purpose of unity.

### **SPIRITUAL FORMATION**

We believe that the study of God's word is a transformational process, affirming that education is a holistic endeavor, involving academic study, relational response to God and direct application of truth to our lives and ministries.

## **EDUCATION**

It helps to define our distinctive as a Christian educational institution while at the same time contributing to the growth of relationships in Christ.

## **HALF DAYS OF PRAYER**

These are held once during both the fall and spring semesters.

All students, staff and faculty are invited to participate.

## **DAYS OF OUTREACH**

These are held once during both the fall and spring semesters.

All students, staff and faculty are invited to participate.

## **THE CHRISTIAN LIFE CONFERENCE**

This event is held early in the academic year each semester with the purpose of setting the spiritual tone of the campus. This is a university-wide event, which incorporates speakers who help us to focus on the foundations of our life in Christ. All students, staff and faculty are invited to participate.

## **THE GLOBAL MINISTRIES CONFERENCE (GMC)**

This event occurs in the spring semester. The primary aim of this conference is not primarily to move students geographically but rather to encourage students to be spiritually and emotionally on task with God. It gives every student an in-depth look at what God is doing globally; therefore, a variety of GMC sessions and workshops are provided at various times throughout the week.

All students, staff and faculty are invited to participate.

## INSTITUTIONAL NORMS & STUDENT CONDUCT

All registered students are required to abide by certain institutional regulations governing campus life. Your application, acceptance, and attendance at Multnomah constitute your agreement to follow the biblical absolutes, legal regulations and institutional norms listed in this handbook. Institutional norms are required throughout the entire period in which you are registered for classes. We believe such regulations foster the kind of academic and social environment most advantageous for pursuing the goals of the Multnomah's programs, and protect the integrity of Multnomah's reputation in the community and among our constituents. For that reason, the graduate school stipulates the following institutional norms and asks students to refrain from:

- Smoking or any other use of tobacco, including e-cigarettes (Multnomah is a smoke-free campus).
- Gambling in any form.
- Any form of dancing that involves or promotes immodesty or sensuality.
- The use of alcohol on campus is prohibited. We expect that the biblical absolute of not abusing alcoholic beverages will be followed on and off campus. Please be sensitive to your own convictions and the convictions of others.
- The use of illegal drugs, marijuana or other non-prescription substances which cause impairment, or abuse of prescription drugs is prohibited.

We expect and anticipate that as your behavior toward members of the opposite sex will be above reproach. Please limit public displays of affection so that it does not cause distraction to others. For the sake of reputation as well as moral purity, please use discretion in visiting alone in off-campus homes and apartments.

## **ACCOUNTABILITY**

Institutional norms are required to be followed throughout the entire period in which you are registered for classes (including weekends, mid-semester break, Thanksgiving, and spring break). Inasmuch as Multnomah does not wish to extend its authority outside of our mission as a Christian educational institution, we will not enforce institutional norms during periods when you are not registered as a student for classes (e.g., between fall and spring semester and summer break). Handbook policies do apply for those living on campus during university breaks.

If a violation of an institutional standard occurs, students may be subject to disciplinary action, including dismissal, which is outlined in the Disciplinary Action section of this handbook. Hearings will be adjudicated by a Student Life staff member in conjunction with a faculty or academic Dean from the students' program of study. Students by their affiliation with the University, hereby consent to drug or alcohol testing when requested by the administration upon a reasonable suspicion determination made in our sole discretion. The student will be responsible for the cost of testing and any subsequent treatment if required.

## **Student's Appearance**

Appropriate student attire in the classroom is seen as casual or business casual in nature. Modesty is assumed as a standard for any attire.

## **Food, Drink, and Mobile Devices in Classroom**

Food and drink are permitted in the classrooms as allowed by the instructor. Drinks are to be in closed containers with lids. Please make every effort to protect against spills. If a spill occurs, please report this to Campus Support Services immediately by dialing ext. 6490. You are responsible for any damage resulting from your spills or soiling of the classroom. If the food or drink causes distraction from the instruction, the instructor may prohibit them from the class. Cell phones are to be turned off or put on silent in classroom and chapel settings.

# INDEX

## A

Academic 53  
Academic Freedom 50  
Academic Honesty 51  
Academic Standing Committee 49,  
50, 53, 54, 59, 108  
Accommodations 15, 16, 49, 85, 87,  
88, 89, 90, 91, 92  
ADA 16  
Add/drop 49  
Change of address 58  
Alcohol 69, 70, 98, 101, 102, 112,  
113  
Alert 96, 101, 102  
Appeal 25, 26, 27, 29, 50, 53, 54, 75,  
80, 81, 94, 95, 102, 103, 104, 105,  
106, 109  
Attendance 108, 112  
Audit 49, 58

## B

Biblical Absolutes 62, 112  
Bicycle Registration 24  
Business Office 4, 20, 25, 27

## C

Campus Safety 4, 22, 23, 24, 25, 26,  
27, 28, 30, 36, 77, 83, 92  
Campus Support Services 4, 28, 31,  
113  
Cashier's Window 21  
Cashing Checks 21  
Chapel 26, 56, 110, 113  
Christian Life Conference 1, 111  
Christian Maturity 10  
Class Status 73, 74  
Community Resources 71, 82  
Complainant 75  
Complaints 67, 74, 75, 76, 78  
Computers 35, 36, 37, 45  
Conduct 9, 10, 12, 19, 23, 39, 43,  
62, 65, 70, 73, 74, 78, 91, 93, 104,  
105, 106  
Copyright 39, 40, 41, 42, 43, 65  
Copyright Laws 39  
Counseling Center 12, 14, 64, 83,  
85, 86, 87, 97

Course Cancellation 58  
Cyber Bullying 68

## D

Dancing 66, 112  
Day of Outreach 1  
Day of Prayer 1  
Deposits 21  
Digital Millennium Copyright Act  
39, 40, 42  
Dining Services 5, 33, 34, 35, 58  
Disability Services 5, 12, 16  
Disciplinary Action 34, 51, 52, 63,  
65, 68, 91, 113  
Drug and Alcohol Abuse 69, 70, 98,  
102, 103, 112

## E

Email 14, 18, 22, 25, 36, 37, 38, 39,  
45, 48, 49, 56, 61, 76, 77  
Emergency Notification System 39

## F

Fax 35, 36  
Final Exams 1, 2  
Financial Aid 5, 21, 54, 60, 61  
Fines 25, 27, 28, 31, 32, 46, 52, 70,  
97  
Full-time Student 60

## G

Gambling 112  
Global Ministries Conference 111  
GPA 52, 53, 55, 109  
Grading 52, 53, 108  
Gym 5, 20

## H

Harassment 67, 72, 73, 74, 75, 78,  
79, 80, 82, 103  
Housing 5, 12, 16, 17, 18, 21, 33, 65,  
70, 90, 91, 98, 103  
Human Resources 5, 6, 48, 76

## **I**

Identification card 34, 44, 46  
Illegal drugs 71  
Inclement Weather 22, 56  
Information Technology 5, 35, 58  
Institutional Standards 62, 64, 66,  
70  
International Students 19, 57  
IT Department 34, 38  
ixed company 102

## **K**

Keys/Key Cards 31, 32, 44, 52

## **L**

Late Assignments 52  
Letter of Finding 95  
Liability for Personal Items 32  
Library 5, 36, 37, 38, 45, 46, 52  
Lost and Found 48  
Lost Keys 52

## **M**

Mailbox 47, 49  
Mail Forwarding 47  
Mail Services 6, 47  
Meal Hours 33  
Media Services 37  
Mental Health 85, 89, 90, 91, 92  
    Confidentiality 86  
    Involuntary Leave 88  
    Voluntary leave 88  
Mentored Ministry 6  
Misconduct 63, 66, 67, 73, 104  
Mission Statement 9  
Mixed Company 102  
Movies 41, 42, 65

## **N**

Non-discrimination Laws 72

## **O**

Off Campus Housing 18  
Orientation 1, 12, 19

## **P**

Packaged Meals 34  
Parking 24, 25, 26, 27, 28, 29, 52  
Part-time Student 60

Payments 21

Payroll 21

Personal Discretion 62

Phones 22, 35, 65, 113

Pregnancy 63, 64

Printing 38

Probation 44, 50, 54, 96, 101, 102,  
103, 109

Public Affection 66

## **R**

Referrals 14, 86

Refunds 21, 38, 61, 89

Registration 1, 2, 24, 28, 47, 49, 50,  
57, 58

Relationships 14, 63, 66, 87, 108,  
111

Repeated Courses 52

Residence Hall 17, 23, 33, 37, 65

Residence Housing Application 33

Resolution Procedures 79, 80

Respondent 75

Roger's Café Hours 33

## **S**

Self Service 58, 60, 61

Sexual Assault 73, 74, 78, 80, 82,  
83, 84

Sexuality 63, 65

Sexual Purity 63

Sick Trays 34

Social Media 56, 66

Standards of Scholarship 109

Student Conduct Office 43

Student Employment 6, 32, 48

Student Success Center 5, 7, 12, 13,  
15, 49

Suspension 54, 96, 103, 109

Suspension Appeal 54

## **V**

Vehicle Registration 24

Veterans 59, 60

## **W**

Weapons 23, 30, 103

Wireless Internet 38

Withdrawal 50, 53, 59, 61