

Multnomah University
Student Handbook
2018-2019



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.

ACADEMIC CALENDAR

Fall Semester, 2018

May 19, June 15 and August 10	College New Student Registration Days
August 22	Graduate & Seminary Orientation
August 23-26	College Orientation
August 27	Classes begin
August 27	Convocation Chapel
September 5	College Kick-Off
September 25 (afternoon)	Half Day of Prayer and Praise (<i>Seminary</i>)
September 25 (afternoon)	Half Day of Outreach (<i>Undergraduate</i>)
October 12-15	Mid-Semester Break
November 5-16	Continuing Student Registration
November 13 (morning)	Half Day of Prayer and Praise
November 22-23	Thanksgiving Vacation
November 26	Classes resume
December 10-14	College final examinations
December 14	Graduation and close of fall semester

Spring Semester, 2019

January 4	College Orientation
January 4	Seminary Orientation
January 7	Classes begin
January 21	Martin Luther King Jr. Holiday (<i>Outreach/Service Opportunity</i>)
March 25-29	Spring Break
April 1	Classes resume
April 1-12	Continuing Student Registration
April 19	Good Friday holiday
April 22-26	College final examinations
April 26	Baccalaureate Chapel
April 26	Commencement and close of spring semester

Summer Semester, 2019

April 29 to August 18

College

June 10-21

Seminary Summer School

ONLINE ACADEMIC SCHEDULE

Fall Semester, 2018

Session 01A

August 27

Classes begin

October 21

Classes end

Session 01B

October 22

Classes begin

December 16

Classes end

Spring Semester, 2019

Session 01A

January 7

Classes begin

March 3

Classes end

Session 01B

March 4

Classes begin

April 28

Classes end

Summer Semester, 2019

April 29 to June 23

Online 01A Session

June 24 to August 18

Online 01B Session

DIRECTORY

Admissions

Hours: M-F, 8 a.m. – 5 p.m.

Phone: 503.251.6485

Location: Sutcliffe, 1st floor

admissions@multnomah.edu

Advancement

Hours: M-F, 8 a.m. – 5 p.m.

Phone: 503.251.6599

Location: Sutcliffe, 1st floor

advancement@multnomah.edu

Alumni

Hours: M-F, 8 a.m. – 5 p.m.

Phone: 503.251.6455

Toll Free: 877.925.8664

Location: Sutcliffe, 1st floor

alumni@multnomah.edu

Athletics

Hours: M-F, 6 a.m. – 10 p.m.

Sat, 8 p.m. – 10 p.m.

Sun, Closed

Phone: 503.251.5395

Location: Lytle Gymnasium

athletics@multnomah.edu

Auxiliary Services

Hours: M-F, 8 a.m. – 4:30 p.m.

Phone: 503.251.5375

Location: JCA, 1st floor

Business Office

Hours: M-F, 9 a.m. – 4:30 p.m.

Phone: 503.251.5345

Location: Sutcliffe, 1st floor

Campus Safety

Hours: 24 hours a day

Phone: 503.251.6499

Campus Support Services

Hours: M-F, 8 a.m. – 4 p.m.

Phone: 503.251.6490

Career Services

Hours: M-W, 10 a.m. – 4 p.m.

Th, 2:30 p.m. – 4 p.m.

Phone: 503.251.6472

Location: JCA, 2nd floor

careerservices@multnomah.edu

Department of Cultural Engagement

Phone: 503.251.5355

Location: Sutcliffe, 1st floor

The Den/Commuter Center

Hours: M-F, 7 a.m. – 5 p.m.

Phone: 503.251.6500

Location: The Den

School of Adult & Professional Studies

Hours: M & Th, 8 a.m. – 6 p.m.

T, W, F, 8 a.m. – 5 p.m.

Phone: 503.251.6444

Location: Helen Carlson House

Dining Services

Phone: 503.251.5332

Location: JCA, 1st floor

Disability Services

Hours: M-F, 8 a.m. – 5 p.m.

Phone: 503.251.6501

Location: Student Success Center

Email: cmartin@multnomah.edu

Executive Administration

Hours: M-F, 8 a.m. – 5 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 a.m. – 4:30 p.m.

Phone: 503.251.5335

Location: Sutcliffe, 1st floor

finaid@multnomah.edu

Gym

Hours: M-F, 6 a.m. – 10 p.m.

Sat, 8 a.m. – 3 p.m.

Sun, Closed

Phone: 503.251.5395

Housing Operations

Hours: M-F, 8 a.m. – 5 p.m.

Phone: 503.251.6501

Location: JCA, 2nd floor

housing@multnomah.edu

Human Resources

Hours: M-F, 8 a.m. – 5 p.m.
Phone: 503.251.5308
Location: Sutcliffe, 1st floor
hr@multnomah.edu

Information Technology

Fall + Spring: M-Th, 7:30 a.m. – 6:15 p.m.
F, 7:30 a.m. – 5 p.m.
Breaks + Summer:
M-F, 8 a.m. – 6:15 p.m.
Phone: 503.251.6555
Location: L102
helpdesk@multnomah.edu

Library

Hours: M-Th, 7:45 a.m. – 11 p.m.
Fri, 7:45 a.m. – 7 p.m.
Sat, 11 a.m. – 6 p.m.
Sun, 3 p.m. – 11 p.m.
Phone: 503.251.5322
library@multnomah.edu

Master of Arts in Counseling (MAC)

Hours: M-F, 9 a.m. – 5 p.m.
Phone: 503.251.6446
Location: MAC Practicum House

Mail Services

Hours: M-F, 9 a.m. – 4:30 p.m.
Phone: 503.251.5300
Location: JCA, 1st floor

Marketing

Hours: M-F, 8 a.m. – 5 p.m.
Phone: 503.251.6452
Location: Sutcliffe, 2nd floor

MU Gear Store

Hours: M, T, Th, 12 p.m. – 6 p.m.
W & F, 12 p.m. – 3 p.m.
Phone: 503.251.5301
Location: JCA, 1st floor
gearstore@multnomah.edu

Planned Giving

Hours: M-F, 8 a.m. – 5 p.m.
Phone: 503.251.5363
Location: Sutcliffe, 1st floor

Multicultural Center

Hours: M-Sa, 4 p.m. – 10 p.m.
Location: 615 NE 87th Ave.

Music Department

Hours: M-F, 9 a.m. – 4 p.m.
Phone: 503.251.5390
Location: Bradley Hall
music@multnomah.edu

Registrar

Hours: M-F, 9 a.m. – 4:30 p.m.
Phone: 503.251.5370
Location: Sutcliffe, 1st floor
registrar@multnomah.edu

Residence Life

Hours: M-F, 8 a.m. – 5 p.m.
Phone: 503.251.5311
Location: JCA, 2nd floor

Seminary Front Desk

Hours: M-F, 8 a.m. – 5 p.m.
Phone: 503.251.6700
Location: TL, 2nd floor

Service Learning/LINK/Mentored Ministry

Hours: M-F, 9 a.m. – 1 p.m.
Phone: 503.251.6744
Location: JCA, 2nd floor
studentlife@multnomah.edu

Student Counseling Center

Hours: M-F, 8 a.m. – 5 p.m.
Phone: 503.251.5311
Location: JCA, 2nd floor, left side
counseling@multnomah.edu

Student Employment

Hours: T/Th, 8 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 a.m. – 5 p.m.
Phone: 503.251.5311
Location: JCA, 2nd floor
studentlife@multnomah.edu

Student Success Center

Hours: M-F, 8 a.m. – 5 p.m.
Appointment times vary
Phone: 503.251.5311
Location: JCA, 1st floor
studentsuccess@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,



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 to read Multnomah's vision and value statements, please visit 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 and of 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).

Media consent

Multnomah University may at times use photographs, audio recordings, and/or video recordings of employees and students for purposes of education, publicity and student recruitment on behalf of the university via the Internet, print publications or other media. No monetary compensation is given to students or employees for use of this media. All media items are the sole property of the university.

Should an employee or student (or the parents or guardians of such persons who are under 18) NOT want to be photographed, recorded, or have their name or "directory" information used in connection with any such recordings, that person must notify the Marketing Department in writing to marketing@multnomah.edu.

Individuals who choose to opt out are also responsible for removing themselves from areas where photography and/or recording is taking place — or notifying the camera operator of their opt-out status. If an individual does not take the steps above to confirm their exclusion from university media, their failure to inform will be seen as their giving consent to the university to utilize any photos and/or recordings of that individual.

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
- 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 résumés 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.

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, email 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.

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 (you may leave a confidential voicemail if no one picks up), or email counseling@multnomah.edu.

*NOTE: Due to the unique nature of their 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 support.

- **Tutoring**

About 30 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.

- **Individualized Success Plans**

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 accountability, 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. During “Study Hall” hours, students can also receive real-time academic assistance if desired.

- **Disability Services**

We want all students to have equal access to their education. The [Disability Services](#) office will work with students who have disabilities to identify formal or non-formal accommodations that will meet their needs. If you had an IEP in K-12 or if you just suspect you may have some learning differences, we’re here to support you and help you thrive!

- **New Student Orientation**

The Student Success Center plans and implements New Student Orientation. If you have feedback from your experience that may benefit future students, please let us know!

For more information, or to set up a meeting, please contact the Student Success Center at studentsuccess@multnomah.edu or call 503.251.5301.

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, though Memorial does have some shared 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 Multnomah University website or in 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, an 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.

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: please contact housing@multnomah.edu.

LINK/Service Learning

God calls us to be a living expression of the gospel as we engage the contemporary world. The LINK program exists to facilitate experiential learning opportunities where students can convert their biblical-theological education and character formation into service. As a result, we are fulfilling the university's mission of training men and women for a life of service. Students participate in regular service and vocational internships where they are directly involved with people and receive direction for their potential career and ministry goals after graduation. For more information, contact Student Life, 503.251.5311 or visit the [LINK webpage](#) for more details.

New Student Orientation

New Student Orientation (NSO) is required for all incoming students and 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, to develop friendships, and to 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 and billed for 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, thus removing the charge from their student account.

Graduate and seminary students may choose to "opt in" to our student health insurance plan if they so desire, but they will pay the premium directly and all at once to the health insurance company. They cannot add it to their student account and use financial aid to pay for it. Information regarding health insurance premiums and coverage is available through Student Life, and in links on the [Student Health Resources](#) section of our university website.

CAMPUS RESOURCES

MULTICULTURAL ENGAGEMENT

Diversity Commitment

Multnomah University desires to be an educational institution where all students flourish, possessing equal opportunity for success. We seek to treat all people with love, respect, dignity, and fairness. We affirm the uniqueness of each person in regard to age, race, nationality, gender, socio-economic status, ability, or evangelical diversity.

As followers of Jesus Christ, we all have a particular position in the Body of Christ: a place for our gifting, a place of great importance. As the Apostle Paul puts it, "In fact, God has placed the parts in the body, every one of them, just as he wanted them to be. If they were all one part, where would the body be?" (1 Cor. 12:18-19). Our distinctiveness enhances the Body of Christ. Together we weave a beautiful tapestry, honoring the richness of our God. For the Body to function as designed, each person fulfills a distinct role as a member of the Body, one for which they were created from the very beginning (Ps. 139:16).

Consistent with our core values, we aim to develop an intentionally diverse Christian academic community. We seek to realize our full potential for excellence in learning and serving. Diversity, of course, is not an end in itself; rather, it is a means to the lofty end of cultivating a healthy educational

environment. Diversity values — for example — students, faculty and staff understanding why people of various backgrounds interpret and apply the same information differently. Diversity encompasses inclusion and respect. It appreciates one another, moving beyond mere tolerance to celebrate our differences.

Cultural Integration Department

The Director of Cultural Integration (DCI) reports directly to the President and serves on the President's Council. The DCI will advise the President and the President's Council on issues of diversity and serve as an integrating partner with campus leaders, students, faculty, staff, and various university committees to proactively develop and implement initiatives, programs and activities that educate and promote accountability for members of the university community about cultural competency and inclusion as core values to be practiced in the university.

Voices Scholarship Program

The Voices Scholarship is intended to develop students of color and their allies as leaders on the Multnomah University campus. This is accomplished by mentoring, providing leadership opportunities and spreading awareness of diversity and inclusion efforts from student-driven platforms.

Multicultural Center

The Multicultural Center exists to foster opportunities for underrepresented persons to feel a sense of belonging in the Multnomah University community and explore their authentic selves in a place where safety, diversity and God are honored.

For more information about multicultural engagement at Multnomah, please contact the Director of Cultural Integration in the Executive Wing of Sutcliffe Hall or at 503.251.5355.

ATHLETICS

Gym Hours

During the school year, the gym hours are Monday through Friday, 6 a.m. to 10 p.m. and Saturday 8 a.m. to 2 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 it 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 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 a.m. to 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.
- 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 at 503.251.5341 to answer questions concerning student paychecks, taxes or withholdings.

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

The pay period is the 16th to the 15th of the month. Time sheets are to be totaled, signed and submitted to your supervisor on or before the 16th 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, visit Multnomah University's website at 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.
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 for helpful links and information.

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 online by visiting multnomah.edu/resources/campus-resources/safety/report-an-incident. Online reports may be submitted anonymously.

If a student calls Campus Safety or other emergency personnel, they should be ready to provide the following information:

- 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)
- Any safety concerns for responding parties

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

If roommates or friends are not available and waiting for them, or if exhausting other options is not feasible, Campus Safety officers can assist residents when they lock themselves out of their residences from midnight to 7 a.m. Sunday through Saturday. Campus Safety will provide this service as a courtesy the first time it happens. Subsequent assistance may result in a financial penalty of \$10 per occurrence, to be charged to the resident's/requester's student account, depending on the situation and on a case by case basis. For all other residence lockout assistance, check with the Student Life Department.

Miscellaneous Services

The Campus Safety department provides urgent and emergent services to those in need on campus. The following are examples of where Campus Safety would respond and/or be available to assist.

- 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

Parking Regulations

All students must register their motor vehicles 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 valid permit. Parking permits may be purchased online at permitsales.net/multnomahu at a rate of \$40 per vehicle. All students, whether residents or commuters, are responsible for having their vehicles properly registered and properly insured in accordance with Oregon State law.

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 must be resolved online through permitsales.net/multnomahu by entering the citation number and the cited vehicle's license plate. Payments are to be made by credit card, and a 50% discount may be taken advantage of if paid within seven calendar days of the citation date. A \$10 late fee will apply if the citation is not paid within 21 calendar days.

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

Parking Appeals Information

If grounds exist for an appeal, the appeal must be submitted within 10 calendar days of the citation. Once the appeal period has expired, the option becomes forfeit and a non-negotiable fee is charged against the registered driver's account. Students will be notified via their registered email of the status of their appeal.

Unpaid citations may result in a hold being placed on the student's account, preventing registration and/or receiving grades or transcripts. Unregistered vehicles with multiple outstanding fines may be ran through the Oregon DMV in order to determine the vehicle's owner, and in rare instances the car may be booted and/or towed at the owner's expense.

When you submit your appeal:

- Explain 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, receipts, etc.

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

Vehicles found in violation of any of the university's parking regulations may be issued a warning or monetary citation at the officer's discretion. The basic parking fine is \$10. Improper parking in handicapped areas is \$125. 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 issued to the vehicle.

The following list is a copy of Multnomah University's Vehicle Regulations:

- a. All students, staff and faculty who park their vehicles on campus are required to register their vehicles and display a valid parking permit for the current academic year (August-August).
 1. **Students** must affix their permit to either the outside bottom left corner of their vehicle's rear windshield or to their vehicle's bumper.
 2. **Staff/Faculty** must hang their permit from their rearview mirror, with the permit number facing out.
- b. Permit sharing ("swapping") is not allowed, and vehicles found with a permit that is not registered to their vehicle will be subject to double fines and may have their parking privileges revoked.
- c. Only vehicles that display a valid employee permit are allowed to park in parking spaces designated "Faculty/Staff Only".
- d. No vehicle is allowed to park in a "No Parking" zone.
- e. No registered vehicle is allowed to park in a time specific parking space for longer than the designated time allotted. For instance, 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 registered vehicle is allowed to park in parking spaces designated "visitor parking only".
- j. No vehicle is allowed to park in parking spaces that are specifically reserved via signs, cones, barricades, or otherwise blocked off.
- k. No vehicle is allowed to drive at excessive speeds on campus (campus lots are limited to 5mph).
- l. No motorized vehicle (outside of campus support services) is allowed to drive on sidewalks.
- m. 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).

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 72-hour time period.

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 (if applicable). 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 follows:

- Operating key: \$50 per key
- Sub-Sub Master or Sub-Master key: \$100 per key
- Master key: \$250 per key
- Utility keys: \$30 per key
- Equipment keys: \$30 per key
- Vehicle keys: \$30 per key (additional for specialty keys with a microchip)

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

Student staff will be assessed based upon area of responsibility. 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 in the Dining Services section of the university website.

Dining Room Meal Hours

Monday to Friday

- Breakfast: 7 a.m. to 8:30 a.m.
- Lunch: 11:30 a.m. to 1 p.m.
- Dinner: 4:30 p.m. to 6:45 p.m.

Saturday

- Brunch: 11:30 a.m. to 1 p.m.
- Dinner: 5 p.m. to 6:30 p.m.

Sunday

- Brunch: 12:30 p.m. to 1:30 p.m.
- Dinner: 5 p.m. to 6:30 p.m.

Roger's Café Hours

Monday to Thursday

7:30 a.m. to 6 p.m.

Friday

7:30 a.m. to 4 p.m.

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. 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 (ten cents) 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, in the JCA Study, Travis Lovitt, and the residence halls. Personal documents must be stored on USB removable media and cannot be saved to these shared

computing devices. 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 on the Multnomah intranet 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, 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). 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

Multnomah Email Address

All students are assigned a Multnomah username and email address of 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 and enter your full email address 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. 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; please contact the IT Department for more info.

Wireless Internet

Wireless internet access is available throughout most of the campus. All internet activity is traceable. E-mail 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) to verify that the contact information we have for you is correct — and to add alternative methods to contact you. You can choose to be notified by phone, email and/or text messaging. Additionally, this system will be used for notifying students of inclement weather and/or campus closures. These messages are “opt-in.” In order to receive these messages, students must subscribe to “Outreach” messages within the ENS Portal.

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 the 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 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

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.

If 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 Officer, 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 2018-19 Academic Year: *

- Mon–Thurs: 7:45 a.m. – 11 p.m.
- Friday: 7:45 a.m. – 6 p.m.
- Saturday: 1 p.m. – 6 p.m.
- Sunday: 3 p.m. – 9 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 10 libraries in Washington, Idaho and Oregon with a shared database of library holdings. Access the library catalog by visiting **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**.

THE HUB: CAMPUS STORE & MAIL ROOM

The Hub Hours: *

Mon-Fri, 8 a.m. – 5 p.m.

Saturday, 10 a.m. – 1 p.m.

Sunday: Closed

**Closed all national holidays*

During registration, a mailbox number 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'
Multnomah University
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. We make our best effort to assign previous numbers to re-enrolled students but cannot guarantee availability.

Personal Mail & Package Collection

All student mail pieces and packages are collected and kept in the campus mail room according to each student's MSC#. Students are welcome to collect their mail during open hours from the mail room attendant and must present their student ID each time to check out any packages.

Summer Mail

While USPS no longer supports mail forwarding from a campus location, students can leave a summer address with the Hub Supervisor to receive a package containing all items from their mailbox. This will happen on two dates each summer and will be communicated prior to the close of spring semester.

Outgoing Mail

Letters and packages may be brought to the Hub window for weighing and mailing. If outgoing mail is received after the USPS pickup 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 storage is located in the Hub. Found items should be turned into the drop-bin in the JCA main hallway. A student may inquire from the attendant for any lost items. 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 mission of Multnomah's Student Employment Program is to assist students in finding on-campus jobs through which they can gain work experience and prepare for future employment with real, marketable skills. The Student Employment and Human Resources departments are here to help you with all phases of your campus employment experience, including job search and completion of new hire orientation and paperwork. To find out about on-campus job opportunities and to apply for jobs, visit the online job posting board at: multnomah.edu/studentemployment. For questions or more information, contact Student Employment at 503.251.5308 or hr@multnomah.edu.

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 a.m. to 4:30 p.m. This office can help students with a variety of functions, such as academic advising, 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, and international student advising. Students will also find helpful information at multnomah.edu/registrar.

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!

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, a representative from Student Conduct, a rotating faculty representative, and the SGA Vice President. Academic Standing Committee petitions can be submitted in writing to the Student Life Department in person or emailed to studentlife@multnomah.edu. Please allow one week for processing and review. Students will receive a written response from the committee sent to their MU student email address.

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 receiving notification of the petition 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 receiving notification of the appeal 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 p.m. on the last day of the semester. If a student will not be able to complete the course requirements by the close of the term and he/she had some major extenuating circumstance that caused the delay, the student should submit a petition for a course extension. (Course extension petitions are due one week before the close of the semester/term.)

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:

Letter Grade/GPA	Letter Grade/GPA	Letter Grade/GPA	Letter Grade/GPA	Letter Grade/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	WF 0

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 has been approved for a course extension because he/she failed to do all the required work because of extenuating circumstances, such as an extended illness, accident, or family emergency. To qualify for a course extension, 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. A grade recorded as "Incomplete" is no indication of the caliber of the work done. Course extensions are typically no longer than three weeks long.

If the work assigned is not completed within the allotted time of the course extension, the incomplete grade 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/s 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 five 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 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 ONLY)

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 MACL) 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 has completed less than 24 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 MABS, 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.

STUDENT-ATHLETE EXCUSED ABSENCE POLICY

The Multnomah University Athletics Department expects our student-athletes to be held to the same academic standards as all Multnomah students. All student-athletes are required to attend and participate in their classes. However, participation in intercollegiate athletics presents unique challenges regarding the student-athlete's schedule. The university has determined participation in intercollegiate athletics to be a valid cause for being excused from classes.

MU Athletics also encourages our student-athletes to build and maintain good relationships with their professors, as healthy student-faculty relationships are part of the fabric of Multnomah University.

The following guidelines are in place to ensure that student-athletes and faculty understand their roles in maintaining the academic standards of the university, in allowing for participation in athletics, and maintaining healthy rapport and relationships between student-athletes and faculty.

- Student-athletes will attend all their scheduled classes, except those which require excused absences as described in this policy.
- As approved by MU administration, student-athletes shall be granted excused absences from classes to participate in competitions during their sport's season, which includes time for travel to and from those competitions.
- During the first week of each semester, the student-athlete will give each of their professors written notice of their participation in a sport and the possibility of excused absences during the semester. This written notice will include an agreement based on these guidelines to be signed by the student-athlete and the professor and returned to the athletic director.
- A Student-athlete must also give further notice (preferably written or by email) to their professors at least 48 hours before any excused absence.
- An excused absence from class **does not** excuse the student-athlete from completing any assignments due, from any quizzes/exams given, or from any course material covered during excused absences. Arrangements for making up assignments, quizzes/exams, and course materials must be made by the student-athlete prior to excused absences.
- A Student-athlete will only be excused for the time needed to participate in and travel to or from a game. They are required to attend all classes up until their scheduled departure time and will not be excused from any class held on the same day prior to their scheduled departure time. Simply put, if you're leaving at 2 p.m. on Friday, you still must go to your 10 a.m. class on Friday. Coaches will make every effort to schedule travel time to minimize the need for excused absences, and student-athletes will be given notice of the travel schedule well in advance.
- A Student-athlete will not be excused from class to attend any non-competition activities, such as practices, team meetings, or treatment sessions. Coaches will make every effort to schedule practices and other team activities around their student-athletes' class schedules. If a conflict happens, attending class **always** takes priority over attending practice.
- As per MU Athletics policy, student-athletes participating with "Redshirt" status do not travel with the team to away games and will not be excused from attending class for away games. Student-athletes with "Redshirt" status should not ask for excused absences for away games.

- The professor is encouraged to consult with the athletic director to verify team travel schedules, rosters, student-athletes' participation status, or any other information which would determine whether a student-athlete's absence should be excused. Professors are also encouraged to contact the athletic director if the student-athlete is frequently absent for any other reason.
- The professor should not penalize students for excused absences for athletic competitions as approved by Student Life.
- If the student-athlete has openly communicated their intended absence due to participation in a competition, and the professor is not willing to grant an excused absence — or penalizes a student-athlete due to an excused absence — the student-athlete should immediately contact the athletic director to begin an appeal process.

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), 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. The status of 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.

Regular Schedule:	If classes are delayed two hours:
8 a.m. class	10 a.m.
9 a.m. class	11 a.m.
10 a.m. chapel	No chapel
11 a.m. class	12 p.m. (noon)
12 p.m. (noon)/12:30 p.m. class	1 p.m.
1:30 p.m. and later	2 p.m. (30 min. later)

INTERNATIONAL STUDENTS

The Registrar is also the International Student Advisor and will gladly work with international students in answering questions and 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. International students are also welcome to access the Multicultural Center for resources and support.

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 be 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, as well as permission from 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 they are 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; however, it may cancel a class if there are fewer than 15 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.

Registration Changes

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

For all students:

- Change of address
- Add or drop a course (first 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 an F grade) 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 three-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 1, 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.

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, view an unofficial copy of their transcript, and track degree progress utilizing Academic Plan. Students can also order transcripts, request enrollment verifications, and 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 veterans’ 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 an F grade) 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 seven days, the university may administratively withdraw the student.

COMMUNITY STANDARDS

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

At Multnomah University we have policies based on biblical absolutes, legal guidelines and institutional standards of conduct. Biblical absolutes are clearly defined standards in Scripture which all Multnomah faculty, staff and students are expected to uphold. Legal guidelines are set by governmental authorities, and all members of the Multnomah community — as well as any campus guests — are expected to follow state and federal laws. Institutional standards are not necessarily biblical or legal issues but are policies which have been determined as beneficial for the members of the student community to engage in university life together. With all of these policies, we expect individuals to utilize wisdom and consider discretion regarding how their personal decisions may impact the greater community.

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 (Ephesians 4:15, 25)
- Abusive behavior of any kind (Romans 13:8)
- Theft or destruction of property (Ephesians 4:28)
- 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 being 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 at multnomah.edu/about/policies-reports/human-sexuality-purity-understanding.

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 and seminary student populations are listed in their specific handbooks.

Being willing to limit personal freedoms and rights for the sake of others demonstrates godly morality, maturity, and Christian testimony. Due to Multnomah's desire to train leaders who maintain a strong testimony before God and others, the university asks all students to maintain healthy boundaries and exercise discretion in the following areas of Christian liberty:

Language/Speech

Words and language should be used to build up the community in truth and love. Students should use discretion in the words/language that they choose, ensuring that they care for one another's convictions, feelings of emotional safety, and sense of belonging in the Body of Christ. One's words should not be used to degrade or harm others, but rather support an environment of inclusivity with Christ at the center of all our encounters.

Written Communication/Social Media

All forms of 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 which demonstrates a violation of the legal and institutional standards of Multnomah University.

Movies/Internet Viewing on Campus

When showing movies publicly on campus for the general population to view, permission must be obtained from the Student Life Office prior to the event, and the copyright fee must be paid in compliance with the Copyright Act of 1976. More information on this policy is available in Student Life.

When utilizing personal electronic devices in public areas, students are asked to avoid viewing movies/internet with morally degrading content (nudity, sexuality, gratuitous violence, and profanity).

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 that 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, we encourage discretion when visiting alone in off-campus homes and apartments.

Safety and Respect for Property

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
- Move 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.

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 Campus Safety at 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 University in any way 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

Utilizing Romans 13:1-2 as a guide, all Multnomah University students, staff and faculty should refrain from illegal activity (Romans 13:1-2) at any time on or off campus. Campus guests are also expected to follow all legal standards while on campus property. The following list of legal standards is not exhaustive, as we expect all state and federal laws to be honored by our community.

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 and holds an institutional standard that prohibits the use of marijuana by any student in any program on or off campus while enrolled 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 prescription 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 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.

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 Multnomah's 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:

- Activities that may cause bodily danger or physical harm include 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 constitute violations of university policy as well.

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 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 on sexual assault, please refer to the next section on Title IX Compliance and Procedures.

Other harassment includes taunting, teasing, effigies, and other behavior that creates a hostile environment for another person. "Hostile environment" is further defined in the Title IX Notebook, which you can find on the Policies & Reports page of the university website at: multnomah.edu/about/policies-reports.

Under the direction of the appropriate administrator, the university will thoroughly investigate any report of harassment 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 to not 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 harassed should report the situation to the Student Life Office. There is no time restriction on when reporting must take place; however, the more time that passes between an incident and the filing of a report, the more likely it is that the university will be limited in their response.

TITLE IX COMPLIANCE AND PROCEDURES

As a Christ-centered community, Multnomah University holds deep convictions about how we treat one another, anchored in the biblical truth that all human beings are created by God and bear His image. In

keeping with those convictions, the university is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect, and is free from discrimination on the basis of sex, which includes all forms of sexual misconduct. Sexual misconduct is an umbrella term that covers a variety of behaviors, including sexual assault and sexual harassment.

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 Notebook can be found on the Policies & Reports page of the university website at: 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, please follow the outlined procedure for reporting such behaviors found in Section 4 of the Title IX Notebook at multnomah.edu/about/policies-reports.

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 wants assistance from the university, Multnomah is prepared to help her or him.

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

Other Available Resources:

- Multnomah University Counseling Center: 503.251.5311 (JCA 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, 4805 NE Glisan St.,

Portland, OR 97213; Phone: 503.214.9235

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 staff or faculty member being consulted. The staff or faculty member being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles including all levels of counselors at the University Counseling Center, medical clinicians, clergy and sexual assault counselors/advocates. 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.

Counseling and Mental Health Services

Multnomah University is committed to the success of all students, including those with depression, anxiety, 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 some mental health treatment are available at no cost to students at the Portland, Oregon, campus (with the exception of students in the Master of Arts in Counseling program, due to the potential conflicts of interest).

Students facing mental health challenges are encouraged to seek counseling through the University Counseling Center or through a provider in the community. All services provided on campus are on a voluntary basis, and it remains the student's decision whether to seek services unless mandated as a sanction through a conduct process. 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 director of the University 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 University Counseling Center through offering to walk the student to the on-campus center, or through contacting the director of the University Counseling Center and articulating their concern. Referrals are especially important 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 University Counseling Center or another service provider, the University 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 MU 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 MU Counseling Center.

As appropriate, the MU Counseling Center may encourage the student to consent to sharing information with the student's family or others. As permitted by law, the MU 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 appropriate university personnel, crisis intervention workers, and/or first responders. Disclosures are permitted only if the student will not consent to interventions that will mitigate the risk.

MENTAL HEALTH ACCOMMODATIONS AND LEAVES

Multnomah University will hold the health of its students as the first and foremost priority. We believe that education and participating in a healthy educational environment generally contributes positively to one's health. As such, we will make every effort to reasonably accommodate students with a mental health diagnosis so that they can remain active and contributing members of the community.

Sometimes, a student's health prevents him/her from engaging at the university in meaningful ways. Following are policies and approaches that the student and university may consider when this is the case.

Accommodations

Accommodations will be designed to enable the student to remain in school, meet academic standards and foster healthy social relationships. An accommodation will be deemed "reasonable" if it addresses the mental health needs of the student, maintains the safety of the campus community, does not pose a disproportionate or undue burden to the university, and does not fundamentally alter the program or course as determined by the learning objectives and systems of the university.

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 they do so with Multnomah University's Disability Services Office or the MU Counseling Center. In some cases, the Counseling Center can help identify appropriate accommodations and provide the required documentation to the Disability Services Office if requested to do so by the student.

Extended Absences and Leaves

In general, Multnomah considers the ability to engage in one's courses (including attending class for on-site courses) a minimum functionality required to reach learning objectives and obtain a college degree and therefore does not accommodate class absences. Sometimes, however, medical treatment or unforeseeable medical emergencies, including those related to mental health issues, can cause a student to miss a considerable amount of class. In those cases, the student and the university will collaborate to determine the student's best path forward. This path will:

- place the utmost importance on the health and wellbeing of the student;
- be free of punitive repercussions;
- take into consideration the learning that must correspond with receiving credit for a course;
- consider the reasonability of logistical implications for both the student and the university; and
- prioritize the academic best interest of the student.

The following are some standard approaches the student and the university could take to address course completion impacted by a considerable mental health issue:

Excused Absences

If a student believes that he/she will be able to complete a course during the term, that student may work directly with their faculty, the Disability Services Office, and the MU Counseling Center to explore possible accommodations, such as obtaining class notes from a classmate, deciding on alternate due dates for coursework or exams that took place during the time of the absence, assigning alternate assignments to make up for participation or missed coursework, or making exceptions to the faculty's standard class attendance policy. The student must initiate these conversations, thereby taking responsibility for his/her learning and course completion. Excused absences may be deemed appropriate as long as this accommodation does not fundamentally alter the course, and the student is still able to meet all of the course's learning objectives despite his/her health-related absences.

Course Extensions

If a student believes that he/she will be able to complete a course if given some extra time beyond the end of the term to do so, he/she may request a course extension. The Academic Standing Committee (ASC) reviews course extension petitions and will take into consideration the student's particular circumstances and the recommendation of their faculty. The ASC may also consider a recommendation from the MU Counseling Center and/or the Disability Services Office. Course extensions are generally granted for up to two or three weeks beyond the end of the term and are generally used for students who have been engaged in most of the course (submitting assignments, participating in discussions, etc.). Course extensions are not a means for a student to necessarily earn the grade that he/she wanted in a course, but a way to have a chance to earn credit for the course when he/she would have otherwise been prevented by doing so due to a medical issue or some other extenuating circumstance.

Course Drop/Withdrawal

Occasionally, a mental health issue may prevent a student from participating in a course to such an extent that he/she is not able to meet the learning objectives of a course and reasonably receive credit for it, even if he/she were to be provided with accommodations, excused absences, and/or a course extension. In this case, the student should process the course withdrawal by filling out the applicable form at the Registrar's Office, and may appeal to the Academic Standing Committee (ASC) for a course withdrawal after the standard withdrawal deadline and/or to receive a "W" ("Withdrawal") as a final grade for the course instead of a "WF" ("Withdrawal-Fail"). Again, the Academic Standing Committee may request documentation from the MU Counseling Center and/or the Disability Services Office in order to discern whether granting the request is appropriate.

Please note that if a student is absent and disengaged from a course for a 14-day period, the university may administratively withdraw that student from the course. Attempts will be made to contact the student before the administrative withdrawal is completed.

For more information on administrative withdrawals and course withdrawals, please see the Withdrawal from Multnomah section under "University Academic Life" in this handbook.

Temporary Leave

A student may apply to take a Voluntary Leave from the institution for mental health or other medical reasons if he/she intends to return after up to one full semester of unenrollment. The student may go on Temporary Leave by withdrawing from school during the term or going on leave at the close of a

term. The student would meet with a student dean to fill out the Withdrawal Form, obtain a written recommendation statement from the MU Counseling Center or the Disability Services Office, and submit both to the Academic Standing Committee for review. The Academic Standing Committee would then approve the status of Temporary Leave if deemed appropriate to the circumstances. Students may maintain this status for up to one full semester of unenrollment after the last term during which they were enrolled.

Involuntary Leave

The university may impose an Involuntary Leave on a student when, after an individualized assessment made by a counselor at MU's student counseling center, a committee finds 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 reasonable accommodations.

The committee responsible for making these determinations is comprised of the associate dean of the Student Success Center, the dean of students, and the director of the MU Counseling Center. In making its decision, the committee will 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 university is considering imposing an Involuntary Leave, communicate the basis for the belief that the student may need to be placed on Involuntary Leave, and communicate the timeframe in which to respond.
- Provide the student the opportunity to appear personally before the committee in response to the notification by the time frame given.

The student is welcome to bring a support person to any meetings regarding the Involuntary Leave if desired.

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

If an Involuntary Leave is imposed, the student will not have access to university resources, as such resources will have already been concluded to be insufficient to address the student's need/s and as the duration of the leave is for an indeterminant amount of time.

If the Involuntary Leave is imposed because there is a significant risk that the student will harm another if he/she remains on campus, they 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

A student who withdraws or takes a leave for mental health reasons, whether voluntary or involuntary, may submit an appeal for a refund of tuition or other costs to the Business Office. The Business Office will review the appeal and grant refunds for students with mental health reasons on the same basis as it does for those with physical health reasons.

Returning from Leaves

When a student is ready to return from a *Temporary Leave*, he/she must complete the re-enrollment application process. This is an abbreviated process that allows the university to review/verify the student's enrollment eligibility before he/she is permitted to register for classes. The application for re-enrollment is found online at multnomah.formstack.com/forms/application_for_readmission.

Students wishing to return to the university from *Involuntary Leave* must do the following:

- Complete the application for re-enrollment found at multnomah.formstack.com/forms/application_for_readmission.
- Send the following to the Student Life Office:
 - A written statement expressing their desire to return and a brief explanation of how he/she will be able to engage in academics and maintain his/her mental health.
 - Documentation from their treating medical professional verifying that the he/she no longer poses a safety risk to themselves or others.

The same committee that imposes Involuntary Leaves will review the student's written submissions and make a determination on their request to return. The committee may seek additional information (such as direct and specific communication with the student's treating medical professional) and/or a second opinion. The student will be granted the opportunity to meet with the committee in person prior to a determination if desired. The student may bring a support person to any meetings regarding readmission if they wish.

A student's request to return may be denied only if the committee finds that, upon return, the student will not be able to remain safely at the institution, even with reasonable accommodations.

Alternative Housing While Enrolled

In the uncommon circumstance that a residential student does not meet the standard for 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.

Decisions regarding whether to require a student to leave university housing will be made by the committee identified in the *Involuntary Leave* section and according to the process described in the same section. The committee may, in addition, restrict the student from entering university housing as needed to prevent safety risks.

Disciplinary Action & Mental Health

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.

When a Student Handbook policy violation overlaps with a student's state of mental health, the Student Life Office will partner with the student's healthcare professionals to determine the appropriate timing of addressing the violation through the conduct process, if deemed necessary. The university will take a collaborative approach in engaging the student in a disciplinary process that is developmental and holds the student's overall wellbeing as its primary goal. As such, disciplinary action for a policy violation may

be avoided, or sanctions altered/mitigated, when the violation occurred because of an untreated 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 (see the “Community Standards” section of this handbook for more information).

Education and Training

Multnomah University provides education and training so that students, student leaders, 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 support services available to students, including counseling services and accommodations; and
- know what emergency procedures to follow in a crisis.

Information about mental health issues and services, as well as 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 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-term 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 & leadership, or by 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, students 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 the 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

The Alert judicial status is meant to serve as an official warning from the university when a student violates Multnomah University's policies. If there is another violation of our policies, the student will face an escalated status, such as probation (including loss of athletic or student leadership standing) or suspension. Failure to fulfill the required sanctions given to the student under the Alert status or missing the required deadlines may result in an escalated judicial status.

Probation

The Probation judicial status is given when a student has shown significant lack of adherence to Multnomah University's policies, failed to complete sanctions under the Alert status, or has shown repeated policy violations. If the probationary sanctions are not completed by the dates given, 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, Spiritual Life, 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:

1. **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.
2. **Community service.** Community service can be assigned in conjunction with Campus Support (Maintenance, Housekeeping, Grounds), Food Services or as an individual project.
3. **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 that may be through the University Counseling Center or an outside resource.
4. **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 the dean of Student Life. The student will be responsible for any fees resulting from this sanction.
5. **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.
6. **Housing reassignment.** Residential students may be reassigned to a different housing placement or be removed from university housing on a temporary or permanent basis.
7. **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.
8. **Loss of student leadership/co-curricular positions.** Students may be removed from positions of leadership for violations on a temporary or permanent basis.
9. **Mentoring.** The mentor will most often be a university staff or faculty member. The mentor may or may not be informed of all the details relating to the precipitating behavior.
10. **Research reports/reflection paper/media resource review.** It may be beneficial for a student to take a deeper look at a given topic; therefore, a report, literature review or reflection paper may be assigned.
11. **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.
12. **Social restrictions/limitation of privileges.** Certain policy violations may result in the loss of privileges (e.g., visitation).
13. **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.

14. **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.
15. **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 student's current attitude, as well as past behavior.

First-Tier Violations

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 & 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

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

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 or 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):

Violation	Possible Status	Possible Sanction
Alcohol (first offense)	Alert	Written warning, parent notification by student (if under 21), community service, research or presentation, participation in online educational program
Candles	None	Written warning, \$10-\$50 fine, community service
Conflict/Disruption	None	Letter of apology, research report
Crude language	None	Written warning, \$10-\$ 50 fine, community service
Pornography	Alert	Research report, mentoring, social restrictions, technological accountability
Pranks/Vandalism	Alert	Restitution (cost of cleanup or repair), fine (\$50-100), community service
Quiet hours	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: the associate dean of Residence Life & Leadership

SECOND-TIER VIOLATIONS

Examples of specific behaviors the associate dean of Residence Life & Leadership would respond to include (but are not limited to):

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

*Students with second-tier violations appeal to: the 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):

Violation	Possible Status	Possible Sanction
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: the 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 the final outcome of the hearing. If the student is 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.

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.

UNDERGRADUATE STUDENT POLICIES

In addition to the university policies stated in the previous section, these policies are specifically for undergraduate students.



STUDENT ACTIVITIES

Student Organizations

The Role of Students in Institutional Governance

Multnomah believes that the involvement of students in determining institutional policies is essential in understanding and addressing student perspectives and in giving students influence on issues that directly affect them. This student involvement is viewed as one aspect of Multnomah's commitment to provide practical experience in the development of vocational skills and leadership training. The process of learning how to work effectively as a member of a committee, to value different points of view, and to accept decisions that are not personally preferred without being divisive, is a vital part of a student's education. Students are highly encouraged to participate in Student Government and in other student leadership roles. In addition, several of those student leadership roles participate on various university committees every semester. Multnomah deeply appreciates the students who give generously of their time to serve in these areas.

Student Government Association (SGA)

Endeavoring to develop student leaders who inspire a culture where scholarship compels practice, the Student Government Association exists to advocate for student needs and interests, empower student ingenuity, and initiate occasions for spiritual growth, community development, and cultural engagement. Student Government Association is currently comprised of seven student leaders, two of which are elected by the student body. These two positions, president and vice president, along with the chief financial officer, make up the SGA Executive Council. There are four selected chair positions which oversee the following areas: Communications, Activities, Intercultural Inclusion and Intramurals/Recreation. Each of these committees select small teams to assist them in fulfilling the responsibilities of the group to the benefit of the student body as a whole.

Alongside the Residence Life, Commuter Life, and Spiritual Life teams, SGA seeks to create opportunities for students to nurture their relationship with Christ, bring the MU community closer and invest in the local community.

Another vital point of emphasis for the Student Government Association is Multicultural Engagement. As an organization, the Student Government Association seeks to produce a diverse variety of educational activities and programs, including ongoing dialogues that foster inclusion and respect, moving beyond tolerance to embrace and celebrate our God-given differences. The Intercultural Inclusion Chair is the member of the Student Government Association who takes leadership in this important area and also serves as a resource for underrepresented students. Under the advisement of the leadership development and housing coordinator, MU's Student Government Association seeks to create, organize and implement sustainable, educational activities and programming that will nurture our student body and the surrounding community.

The primary functions of Student Government are as follows:

Student Advocacy: SGA is charged with advocating for the needs, concerns and interests of the student body and serving as the voice of the students to the President's Council, via the Student Life Department. Students have the opportunity to submit proposals to SGA for any change they are interested in seeing on campus.

Administrative Committee Representation: Select SGA positions sit on designated university committees across campus, for the purpose of student voice and representation.

Campus-wide Events: The activities chairperson and the coordinator team implement highly visible and accessible events and activities that cater to students' varying needs and interests. Events and activities serve as occasions for community-building, spiritual growth, connection, and cultural engagement.

Student Clubs: Clubs exist to empower student initiatives by promoting the formation and persistence of student interest groups. Students may propose a club, and if approved, will receive guidance and financial support to meet the purpose of the club.

Student Communication: The communications chairperson thinks creatively about effective communication strategies with the student body, faculty and staff. SGA will have the opportunity to communicate in a number of ways: through graphic design, video announcements, newsletters, the restroom media project, chapel announcements, info screens, and bulletin boards.

All flyers and posters must have stamped approval from the Student Life Office prior to being distributed or hung. The group sponsoring the event being promoted is responsible for removing all public promotions within 24 hours of the completion of the event.

SPIRITUAL LIFE

Spiritual Life and Growth

We are a Christian university that truly desires to invest in the spiritual growth and maturation of each student, as expressed in Multnomah's Spiritual Life Mission:

"To invite the university community into a deeper experience of God's love and to support students in their spiritual journey by creating opportunities for growth in Christ through reflection, discovery, and practice of our faith in Christ."

We value the act of gathering together for worship like we value academic excellence. Because of this commitment, we make worship and spiritual life a high priority in our weekly schedule. This is a witness to the lordship of Jesus Christ and is central to who we are. We are a Christ-centered community growing in the art of becoming disciples of Jesus. That's why we intentionally pause from the busyness of life and gather as friends and colleagues, praising God in all circumstances in corporate worship. These are specific times to cultivate our hearts, minds and spirits — and to be challenged in discipleship to trust and follow Christ.

Spiritual Life Community Chapel

Each week, one large chapel gathering occurs on Thursdays at 10 a.m. In addition, two to four smaller Spiritual Life opportunities exist each week (i.e., weekly student-led worship, circle small groups, early morning contemplative worship, film & culture events, etc.) to provide students ample opportunity for spiritual formation in community and to meet their Spiritual Life attendance requirement.

Institutional Support

As spiritual formation is a community value for Multnomah University, the university will protect the Thursday morning 10 a.m. time through requesting that **faculty do not schedule organized class events** and **offices do not require student employees to work during that one hour**, as it is the only hour each week for community-wide corporate worship. We also value that all staff and faculty members are continually encouraged to make All University Chapels a priority in their schedules, as this practice has been reported as a positive contributor to MU culture.

Spiritual Life Attendance Policy

Gathering to worship is critical to who we are as the body of Christ universal and therefore, extremely important for the Multnomah University community. We value the holistic development of one another and therefore, Spiritual Life programming is essential for the community.

The Spiritual Life Team plans and implements more than 70+ devotional opportunities per semester. Additionally, Spiritual Life credits may also be granted through special events, forums and/or programs.

Attendance Requirements

- Full-time Undergraduate Students: **20** chapel credit requirement each semester and **5** Semester Conference credit requirement (Christian Life Conference and Global Ministries Conference)
- Seniors (93- 124 credits): **15** chapel credit requirement each semester and **5** Semester Conference credit requirement (Christian Life Conference and Global Ministries Conference)

Attendance Exemptions

- **Stage of Life:** Students 30 years or older (prior to the first day of the semester) or students who have one or more small children under the age of 5 are in a life stage with potential hurdles to completing the Spiritual Life requirement. Students who fit into these life stages may be granted some level of exemption. **A petition is required to be submitted by the student each semester.**
- **Commuters:** Students who live in the greater Portland area and commute to Multnomah more than 25 miles (one way) may qualify for a Spiritual Life requirement reduction. **A petition is required to be submitted by the student each semester.**
- **Graduating Senior:** Students verified by the Registrar's Office with a minimum of 93 credits will have their devotional requirement automatically reduced to 15 devotional hours and 5 conference credits. **No petitions need to be submitted.**
- **In-Season Athlete:** Student athletes verified by the athletic director will have their Spiritual Life requirement automatically reduced to 15 devotional hours and 5 conference credits. **No petitions need to be submitted.**

Accountability

All students **are expected to complete their Spiritual Life requirement.** Requirements are communicated through the student portal or via MU email and in digital communication channels. Requirements are always on a per semester basis. Failure to meet the minimum requirements will result in accountability fines. At the end of the semester, each absence short of the requirement will result in a fine of \$10 for every credit the student is short of their requirement.

Misrepresentation

Misuse of an ID card when scanning in or out of chapel (including either manual or electronic scans) will result in an automatic \$75 fine for each participating party. Each participant in violation of this policy will not receive credit for the chapel in question and may be subject to other discipline.

Spiritual Life Credit Procedures

- To earn Spiritual Life credit, students must scan their ID card at the entrance doors on the way out of a chapel session or Spiritual Life event.

- Sign-in sheets are available for those students who don't have their ID card with them. However, students are limited to three sign-ins per semester. **More than three sign-ins recorded in a semester will not receive credit.**
- A student's Spiritual Life attendance may be viewed through portal accounts located on the Multnomah Intranet. This account information is managed by the Student Life Office in partnership with Spiritual Life staff.

Petitions

- Spiritual Life Credit Reduction Petition Forms are available in the Student Life Office and must be submitted there.
- All petitions must be completed and submitted **by the end of the second week of classes each semester**. Late petitions may not be considered.
- Petitions are reviewed and determined collectively by the Spiritual Life Committee.
- The following groups **do not** need to complete or submit a petition:
 - Verified athletes *in season* on the official athlete list provided by the athletic director
 - Graduating, registered seniors who have a minimum of 93 credits

Spiritual Life Team

The Spiritual Life Team (SLT) is led by Multnomah University's campus pastor and consists of a graduate assistant and student leadership team who develop, plan and implement spiritual formation opportunities for students to engage in personal spiritual formation, as well as ministry to the local community and the world. The SLT oversees weekly chapels and worship nights, as well as programs such as Day of Prayer and Day of Outreach. They also provide oversight to the planning and implementation of the Christian Life Conference each fall semester, and they partner with the Global Ministry Team for the Global Ministries Conference each spring. This team also gives input regarding devotional opportunities and overall vision for the spiritual formation of all students.

Global Ministry Team

The Spiritual Life Team, in partnership with Multnomah's Global Studies Department, will host the 82nd Annual Global Ministries Conference on **February 11-15, 2019**. Over the course of five days, students and community members can hear about God's work throughout the world, meet representatives from mission organizations and attend various workshops. This is a fantastic time to learn more about opportunities to grow in faith and serve people around the world.

LINK/Service Learning

God calls us to be a living expression of the gospel as we engage the contemporary world. Multnomah University's LINK/Service Learning program exists to facilitate experiential learning opportunities where students convert their biblical and theological education and character formation into service. As a result, we are fulfilling the university's mission of training men and women for a life of service. Students participate in regular service and vocational internships where they are directly involved with people and receive direction for their potential career and ministry goals after graduation. For more information, go to multnomah.edu/campus-life/beyond-the-classroom/link-service-opportunities/students or contact Student Life at 503.251.5311.

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. 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. The course instructor may not enforce an attendance policy that is more restrictive than the following policy:

- A student is allowed to have, without penalty, a minimum number of unexcused class absences equal to the number of hours of the course. For example, a four-hour course would allow four unexcused absences.
- Grade penalties for excessive absences may not be greater than: ‡
 - 2% for each excessive absence in a 4-hour course
 - 3% for each excessive absence in a 3-hour course ‡
 - 4% for each excessive absence in a 2-hour course ‡
 - 5% for each excessive absence in a 1-hour course ‡
 - For example, the fifth unexcused absence in a four-hour course could result in a 2% grade reduction.
- Students are responsible for class content when absent, whether excused or not.
- The instructor may not deny credit for the course based solely on attendance unless the student has missed more than 25% of the class.

Class and Employment Load

Every student faces a challenge to balance the time demands created by classes, employment, ministry, family and relationships. The Student Success Office is equipped with staff and resources to help students gain new skills to assist in managing the demands of their academic load. Because of the importance of having a balanced lifestyle, a student's class load is limited to 18 hours. Students who want to take more than 18 hours must petition the Registrar's Office for approval.

Online Class Limitation

A student who is taking one or more classes on campus is limited to taking no more than six credits of online coursework in a given semester. This limitation does not apply to an online-only student.

Final Examinations

Dates for final examinations are announced in the class schedule published prior to each semester. The last week of the semester is reserved for finals, and the semester schedule is revised to provide blocks of time for exams.

Students are responsible to note these dates and plan transportation and work schedules around the examination period. Final examinations must be taken at the time scheduled with these possible exceptions:

- Two exams conflict or the student has more than three exams in one day. See the Registrar for schedule adjustments.
- Under rare circumstances, the professor may excuse a student to leave school early. This gives permission to the student to take examinations early. This is done only in very unusual

circumstances (as defined by the professor), and the student must receive permission from each professor affected by the change.

- The student is absent because of an excused illness (as defined by the professor) and arranges with his/her professor to make up the examination during finals week.

At the scheduled final exam period for each class, all semester assignments are due. No work may be submitted after the last day of the semester unless a student qualifies for an incomplete grade. If there is no final exam and the class does not meet during the final exam period, then all assignments are due at the last class.

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.

Required Subjects

These courses must be included in a student's program before he/she may register for electives. The student's program must include a majority of required subjects, including the Bible core courses.

Standards of Scholarship

Good academic standing requires a grade point average of 2.0 on all Multnomah University course work. Standards of probation are designed to help students examine their objectives and progress in school. In cases of poor scholarship, students are encouraged to consult with professors, deans or the Registrar.

ACADEMIC PROBATION

The university expresses concern about a student's low scholarship by placing the student on academic probation. A student is placed on academic probation if any one of the following categories applies:

- The student's Multnomah cumulative grade point average (GPA) falls below 2.0 at the end of any semester
- The student's Multnomah cumulative GPA is 2.0 or higher, but his/her semester average falls below 1.7
- The student is admitted on probation by special action of the Admissions Committee

Academic probation will be recorded on the student's official record. This status is essentially a warning that the student must meet scholarship standards to remain in school.

A student who ends spring semester on academic probation with a semester GPA below 1.7 cannot remove his/her probationary status by attending summer school unless they complete a minimum of 12 semester hours at Multnomah during the summer and achieve a 2.0 cumulative GPA. A student with a semester GPA of 1.7 or above for a spring semester may remove their probation status during the summer by attending summer school if they raise their cumulative GPA to at least a 2.0.

The following restrictions apply to students on academic probation:

1. Limited class load: After the first year of attendance, a 12-semester hour limit is placed upon students with 1.79 or lower cumulative GPA.
2. Limited employment in consultation with a student dean: Employment is correlated with the semester hour load.
3. Limited co-curricular activities: The student is not eligible for student leadership positions (i.e., Student Government, RA, CA, etc.), committee work, school awards, athletic teams and practices, ministry teams, etc. This limitation includes summers. Other social activities during school should be reasonably limited to provide maximum time for study.
4. Students accepted on academic probation are eligible for financial aid for the first semester and are allowed to participate in co-curricular activities. Probationary standing must be removed that first semester for continued aid eligibility.
5. Financial aid may be affected. Refer to the College Handbook of Financial Aid for details.

ACADEMIC SUSPENSION

After a semester on academic probation, a student must meet a minimum cumulative grade point retention standard of 1.7 for 0-30 credit hours or 2.0 for over 30 credit hours in order to continue at Multnomah. However, a student may be continued on probation provided he/she makes a 2.0 grade point on that semester's work. A student on academic probation who fails to raise his/her cumulative retention GPA to minimum requirements or makes a 2.0 GPA on work taken while enrolled on probation will be suspended for low scholarship.

A student admitted on probation or placed on probation because the prior semester grade point was below 1.7 must earn a 2.0 grade point on that semester's work in order to continue. A student who does not earn a 2.0 will be suspended for low scholarship. A student who earns a 2.0 grade point or higher in the semester will continue to remain on probation if his/her cumulative grade point is below 2.0.

A student suspended from the college for academic reasons is not eligible for readmission until one full semester has elapsed following the date of suspension. The student must appeal for reinstatement, stating the problems which led to low scholarship and offering an acceptable proposal for correcting them. Any student who has been suspended should contact the Registrar's Office for further instructions.

ACADEMIC DISMISSAL

When a student returns to Multnomah after being gone due to academic suspension, he/she returns on probationary status. If he/she does not earn a 2.0 grade point on that semester's work, he/she will be dismissed. The student will be continued on probation if he/she earns a 2.0 for that semester, but his/her cumulative GPA is below 2.0.

If a student is dismissed from the college for academic reasons, he/she is not eligible for reenrollment until one full academic year has elapsed following the date of the dismissal, and he/she must complete a minimum of 24 semester hours of transferable credit at another institution with a minimum GPA of 2.0. After completion of this course work, he/she must appeal for reinstatement by stating the problems which led to low scholarship and offer an acceptable proposal for correcting them. If a student has been dismissed, he/she should contact the Registrar's Office for further instructions.

The Academic Standing Committee administers regulations concerning reenrollment, probation and suspension of undergraduate students in the college.

CLASSES

Classification according to academic attainment and standing for students in bachelor's degree programs will be made according to the following chart:

Year	Class	Credit Hours Completed	G.P.A.	G.P.A. of 1.9 or Less
First	FR	0-30	2.0	Probationary freshman
Second	SO	31-60	2.0	Probationary sophomore
Third	JR	61-92	2.0	Probationary junior
Fourth	SR	93-124	2.0	Probationary senior

INSTITUTIONAL STANDARDS

Institutional standards are policies set by Multnomah University with the aim of minimizing undue distractions and to provide a safe, sensitive and educationally beneficial environment.

Institutional standards apply to all students, both residential and commuter. These standards will be in effect:

- On campus at all times
- From the first official day of classes to the last day of finals:
 - August 27, 2018 – December 14, 2018
 - January 7, 2019 – April 26, 2019
 - This rule also applies to summer school (summer school dates not shown)
- At all Multnomah-sponsored events
- When a student is representing Multnomah on a ministry, leadership, service, internship, or athletic team at any time during the calendar year

Undergraduate Community Covenant

This covenant seeks to encourage the members of the Multnomah University community to understand and use their unique, God-given gifts and abilities. Our hope is to see growth in the areas of spiritual and emotional maturity, interpersonal relationships, social awareness, and intellectual abilities, ultimately producing students who are centered in Jesus Christ.

Love for All People

We are committed to the God-given dignity of every individual. Discrimination against others on the basis of race, national origin, sex, religious denomination or disability in any form will not be tolerated.

Safety

We are committed to a safe and nurturing community. Any kind of vandalism, hazing, demeaning gestures, harassment, sexual harassment, threats of violence, physical attacks, or stalking is strictly prohibited and strongly encouraged to be reported.

Integrity

Honesty, humility, respect for God and others, as well as living a Christ-reflective life, are cornerstones for a life of integrity. Therefore, theft, lying, dishonesty, immodesty, gossip, slander, profanity, and occult practices are prohibited.

Academic Integrity

We take responsibility for our academic work. Members of the community are subject to the demands of academic integrity, such as honesty and giving appropriate credit to sources. Plagiarism and academic dishonesty in any form will not be tolerated.

Spiritual Life

Fellowship and instruction are an integral part of a vibrant Christ-centered community; therefore, undergraduate students are required to attend spiritual life programming (i.e., chapel, conferences, Day of Outreach, etc.).

Substance Use

Members of the community are to refrain from the use of tobacco in any form (including E-cigarettes),

hallucinogenic drugs, and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed or distributed on or away from campus. All undergraduate students are to refrain from the consumption of alcohol, on or off campus, during their enrollment period. While some of these are not dangerous if used in moderation, they offer no benefit to our goals as a learning community.

Sexuality

As bearers of God's image, our bodies and our relationships are to be God-honoring. We are to refrain from inappropriate sexual behaviors, including anything of a homosexual nature and sexual activity outside of a faithful heterosexual marriage. In regard to struggles with gender identity, we commit to following the principles that we believe are God's intention for gender as outlined in Multnomah University's Human Sexuality Policy stated in the Student Handbook.

Entertainment

Students are expected to use discernment in their choices of entertainment and recreation, which should be limited to those which contribute to healthy spiritual, intellectual and social development of community members.

Gambling

We desire to be wise stewards of our resources. We consider gambling (exchange of money and goods by betting or wagering) an unwise use of God-given resources, and it is therefore not acceptable.

By enrolling at Multnomah University in the traditional undergraduate program, all students voluntarily agree to abide, both on and off campus, by the lifestyle standards listed above and, if applicable, the Housing Handbooks.

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 MAGDJ, 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 their particular program. If the scholarship of a probationary student does not improve, suspension from graduate studies for one semester will be the result.

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 G.P.A. is below the accepted minimum.

SPIRITUAL LIFE & GROWTH

Spiritual growth is the responsibility of each individual as he/she matures in their relationship with 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 Thursdays at 10 a.m., and on Tuesday evenings at 6 p.m. are set aside for student-led worship. There are other opportunities during additional times each week. The [chapel semester schedule](#) can be found on the Chapel page under the Spiritual Life section of Multnomah University's website.

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 are held once during both the fall and spring semesters. All students, staff and faculty are invited to participate.

Days of Outreach are held once during both the fall and spring semesters. All students, staff and faculty are invited to participate.

The Christian Life Conference 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 focus on the foundations of our life in Christ. All students, staff and faculty are invited to participate.

The Global Ministries Conference (GMC) occurs in the spring semester. The primary aim of this conference is not to move students geographically, but rather to encourage them to be spiritually and emotionally on task with God. The week-long event gives every student an in-depth look at what God is doing globally. For the convenience of the community, 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 University 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 Multnomah's programs, and that they 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:

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

We expect your behavior toward members of the opposite sex to be above reproach. Please limit public displays of affection, so they do not cause distraction to others. For the sake of reputation as well as moral purity, please use discretion if/when visiting members of the opposite sex 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 during summer break). Handbook policies still 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 Process section of this handbook. Hearings will be adjudicated by a Student Life staff member in conjunction with a faculty or academic dean from the student's 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 their sole discretion. The student will be responsible for the cost of testing and any subsequent treatment if required.

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 Classrooms

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 food or drink causes distraction from the instruction, the instructor may prohibit them from the class. Food or drink in the Mitchell Library is prohibited — the only exception being water in closed containers. Cell phones are to be turned off or put on silent in classroom and chapel settings.

SEMINARY STUDENT POLICIES

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



CLASSROOM & COMMUNITY LIVING

Multnomah is committed to its mission statement to develop servant-leaders of Jesus Christ who manifest a consistent life of personal holiness and discipline and who value, form and facilitate vital ministry relationships with other believers. We expect that the student will be sensitive to lifestyle issues in the Multnomah community, as well as use common courtesy in both the classroom and campus. Respect for the property of others and good stewardship of the Lord's gifts are also considered important. The following are expectations we hold in light of this standard.

A Philosophy of Christian Lifestyle

It is the goal of Multnomah Biblical Seminary that each facet of academic, social and devotional life contributes to the development of Christian maturity and Christ-likeness. Christian maturity involves, at the most fundamental level, a commitment to the truth of God's Word and adherence to explicit scriptural statements governing behavior. The Bible contains both prohibitions (e.g., the Ten Commandments; warnings against drunkenness, sexual immorality, materialism and an impure thought life) and prescriptions (e.g., to love one another, to assemble for worship, to be helpful to the needy). A mark of spiritual growth is an increasing conformity to all biblical commands.

Please refer to the biblical principles outlined at the beginning of the handbook, in the Values section.

Within the university context, students who have chosen to pursue seminary studies often possess greater maturity and motivation for godly living. Thus, the seminary faculty and administration naturally expect a higher level of expressed spiritual behavior. We believe that seminary students are respected by, and often become spiritual role models for, undergraduate students. For this reason, we are concerned that the kind of Christian behavior outlined above be the hallmark of each seminary student. We view continual evaluation of student behavior as part of our responsibility. The basis for this evaluation includes conformity to direct scriptural commands, conformity to the laws of the government, and application of principles involving committed discipleship. It may be deemed appropriate to counsel, reprimand or even dismiss students whose behavior does not conform to the biblical principles adopted as the basis for the spiritual environment of the campus.

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 Biblical Seminary constitute your agreement with the seminary and your agreement to follow the biblical absolutes 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 our seminary programs, and that they protect the integrity of Multnomah's reputation in the community and among our constituents. For that reason, the seminary stipulates the following institutional norms and asks students to refrain from:

1. Smoking or any other use of tobacco, including e-cigarettes (Multnomah is a smoke-free campus).
2. Gambling in any form.
3. Any form of dancing that involves or promotes immodesty or sensuality. The seminary neither sponsors nor endorses school dances on or off campus.
4. Using alcohol on campus (Multnomah is a dry campus). We expect that the biblical absolute of not abusing alcoholic beverages will be followed both on and off campus. Please be sensitive to your own convictions and the convictions of others.
5. Using illegal drugs, marijuana or other non-prescription substances which cause impairment. The abuse of prescription drugs is prohibited.

We expect that as seminary students your behavior toward members of the opposite sex will be above reproach. Please limit public displays of affection, so they do not cause distraction to others. For the sake of reputation as well as moral purity, please use discretion when/if visiting members of the opposite sex 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 during summer break). Handbook policies still 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 Process section of this handbook. Hearings will be adjudicated by a Student Life staff member in conjunction with a faculty or academic dean from the student's 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 their sole discretion. The student will be responsible for the cost of testing and any subsequent treatment if required.

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 Classrooms

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 food or drink causes distraction from the instruction, the instructor may prohibit them from the class. Food or drink in the Mitchell Library is prohibited — the only exception being water in closed containers. Cell phones are to be turned off or put on silent in classroom and chapel settings.

ACADEMIC POLICIES

Class Attendance

Multnomah believes that regular class attendance is essential for educational success. Specific attendance requirements and excuses will be determined by individual professors for their classes. The student has the responsibility to contact professors to have absences excused and to make arrangements to make up any missed work.

Excessive Absences and Non-Credit

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

Standards of Scholarship

Academic Alert

Students in the M.Div. Theological Studies program are expected to meet the highest academic standards. But, in the event they fall below the required standards of the program, they will be placed on academic alert. Students on academic alert will be required to meet with their academic advisor and the dean of the seminary for consultation and recommendations.

Academic Probation

We anticipate that seminary students will do acceptable academic work. But, in the event that academic standards are not met, the student will be placed on probation. Students on probation may be asked to limit extracurricular activities, such as Master's Leadership Team, as well as limiting class load and employment hours.

For the **MAAT, MABS and MATS student**, these standards include:

1. A cumulative grade point average of at least 3.0 at the end of any semester.
2. A semester grade point average of at least 2.5 provided that the cumulative G.P.A. is 3.0 or better.

For the **MACL and M.Div. student**, these standards include:

1. A cumulative grade point average of at least 2.5 at the end of any semester.
2. A semester grade point average of at least 2.0 provided that the cumulative G.P.A. is 2.5 or better.

For the **M.Div. Theological Studies student**, these standards include:

1. A cumulative grade point average of at least 3.5 at the end of any semester.
2. A semester grade point average of at least 3.0 provided that the cumulative G.P.A. is a 3.5.

For the **D.Min. student**, these standards include:

1. A cumulative grade point average of at least 3.0 at the end of any academic year.
2. A semester grade point average of at least 2.5 provided that the cumulative G.P.A. is 3.0 or better.

Academic Suspension

Academic suspension occurs if probationary students allow their semester G.P.A. to fall below the G.P.A. requirement for graduation from their particular program. If the G.P.A. of a probationary student does not improve, the student will be suspended from seminary studies for one semester as a result.

Academic Dismissal

Normally a student completes at least two semesters before academic dismissal can occur. If a student's cumulative grade point average falls one-half a grade point below the required cumulative GPA, after the second semester or any later semester, academic dismissal will result.

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. No reinstatement is possible if the cumulative GPA is below the accepted minimum.

Academic Standing and Financial Aid

Students accepted on academic probation are eligible for financial aid for the first semester and are allowed to participate on athletic teams. Probationary standing must be removed that first semester for continued eligibility.

Academic Honors

A Certificate of Academic Honors is given each semester to seminary students whose semester GPA is 3.75 or above with a minimum load of 10 hours.

Concurrent Registration

You may enroll for classes concurrently at another graduate school or seminary with the prior consent of your advisor. Courses taken at another institution must be completed by the end of the winter quarter and a transcript furnished by April 1 to apply toward graduation in the same year.

Mentored Ministry Policy

Full-time MACL students are required to enroll in Mentored Ministry during the first semester of their second year, or after successfully completing 24 units of seminary course work. Full-time M.Div. students are required to enroll in Mentored Ministry during the first semester of their third year, or after successfully completing 48 units of seminary course work. Part-time MACL and M.Div. students should contact the director of Mentored Ministry during their first semester of study for advice on Mentored Ministry registration.

Opportunities for Spouses

Because of the vital importance of growing spiritually with your spouse and being prepared for a mutual ministry, the seminary provides the following opportunities:

Spouse Enrichment Program

The spouse of a student may enroll for personal enrichment in one or two seminary classes per semester, provided each class is part of the enrolled married student's schedule. Enrollment for personal enrichment is limited by space availability, the professor's permission, and the Registrar Department's approval. Spouses who participate in the Spouse Enrichment Program each semester may earn a non-academic Spouse Enrichment Certificate, which allows them to walk with their spouse at graduation. For more information, a Spouse Enrichment brochure is available at the seminary office. Activities that count toward the certificate include classes, and other pre-approved adult educational programs. For each activity that the spouse enrolls and participates in, they are awarded one non-academic credit. The number of non-academic credits required to earn a certificate depends on the program the enrolled spouse is in. Please contact the seminary administrative assistant at 503.251.6700 for more information.

Program Adjustment Form

The Program Adjustment Form is to be completed when adjustment to the curricular requirements of your program are desired to achieve appropriate professional goals. This form is not meant to be a waiver of course requirements due to prior undergraduate coursework in that area; please use the Waiver of Course and Credit forms for that purpose. You may request a copy of the Program Adjustment Form through the Registrar's Office.

Program Completion Requirements

In order to guard the integrity of the degree and to more accurately assess a student's competence in meeting the requirements of the degree, each program in the seminary must be completed within a specified period of time.

The ***Master of Arts in Applied Theology***, a 42-unit program, must be completed within four calendar years from the date of matriculation.

The ***Master of Arts in Biblical Studies***, a two-year program, must be completed within four calendar years.

The ***Master of Arts in Christian Leadership***, a two-year program, must be completed within four calendar years.

The ***Master of Arts in Theological Studies***, a two-year program, must be completed within four calendar years.

The ***Master of Divinity***, a three-year program, must be completed within six calendar years of matriculation.

The ***Doctor of Ministry*** program, a 32-unit program, must be completed within six calendar years of matriculation.

Extension of Program

Students nearing the expiration of the limit of their program may apply for an extension. Such an application must be made to the Seminary Faculty Committee **no later than one semester** prior to the actual expiration of the deadline. Students seeking an extension should explain in writing the reasons for the extension and the anticipated date for the completion of the program.

The Seminary Faculty Committee will decide whether to grant extensions based on the following criteria:

- Timely submission of the request for extension.
- Appropriate reasons for the delay in the program (e.g., overwhelming hardships, unusual or unavoidable circumstances, prolonged illness, etc.).
- Completion of the program within two additional semesters.
- The student's consistent past progress and promise of completing the program.
- Changes made to the program since the student entered which could substantially change the nature of the degree earned.
- The student's involvement in foreign missionary service or other ministries.

Expiration of Program

If a student's program expires without a request for extension being made, or if the student's request for extension is denied, the student has the option of reapplying to the seminary for the desired program. The student's application would be treated like any other applicant, and would involve the following steps:

- Submission of all application materials and fees.
- Reappraisal of the student's calling and potential for success in ministry.
- Interviewing with the appropriate administrator.
- Completion of all degree requirements of the most current catalog.
- Evaluation of any seminary-level course work previously taken for possible credit toward the program.
- Beginning of a new statute of limitations.

Summer Session Deadline and Extension

The professor establishes the student deadline for the completion and submission of all work for summer courses. Extensions may be granted by the Academic Standing Committee for appropriate reasons (e.g., emergencies, prolonged illness, or unforeseen extreme circumstances). Petitions are available in the Student Life Office.

Waiver Policy

Refer to the Seminary overview section of the catalog for information about waiver of course and credit.

SPIRITUAL LIFE EVENTS

Multnomah is committed in its mission to develop competent servant-leaders who are both strong in biblical and doctrinal convictions and are also developed in their spiritual maturity. To facilitate this process, the school provides devotional meetings on a regular basis for the purpose of spiritual formation and corporate worship.

Types of Spiritual Life Events

The university provides the following devotional activities:

1. Seminary Worship and Fellowship Events
2. Days of Prayer and Days of Outreach
3. University Chapels (10 a.m. on Thursdays)
4. Christian Life Conference each fall semester
5. Lectureships (fall and spring semesters)
6. Global Ministries Conference each spring semester
7. Baccalaureate Chapel
8. Convocation Chapel

Devotional Event Requirements

Devotional Event Attendance

Attendance at devotional meetings is encouraged and based upon an honor system (see Philosophy of the Christian Life).

Chapel Attendance Requirements

The seminary community will hold Seminary Worship and Fellowship events during the semester for the purpose of fostering spiritual community. Students are strongly encouraged to attend as their schedules allow. Please see the "Update" (the seminary news bulletin) and the seminary bulletin board for dates and details.

University Chapels will be held from 10 a.m. to 10:45 a.m. on Thursdays in the JCA, and from 6 p.m. to 6:45 p.m. on Tuesdays in The Den. The dates for all chapels will be announced in the "Update" (the seminary news bulletin). These chapels are required for undergraduate students and are optional for graduate and seminary students. The chapel program includes speakers from strategic ministries in the Portland area, as well as individuals involved in ministries around the world. Chapels with topics that would be of interest to the seminary community will be highlighted in the "Update." Spouses of students are welcome to attend chapel services.

Convocation chapel is a university chapel held at the beginning of each semester to dedicate the students to the Lord and to ask for God's blessings upon them as they begin a new season of study.

Half Days of Prayer: On certain days during fall semester, Multnomah University cancels some classes in order to provide an opportunity to come together as a community to pray. All seminary students are strongly encouraged to attend Days of Prayer unless prohibited by work or ministry schedules. Watch the "Update" for more information regarding these events. On Days of Prayer, either morning or afternoon classes are cancelled. Thus, students whose classes fall during those times on the Days of Prayer are expected to attend the planned devotional activities.

The Christian Life Conference 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 focus on the foundations of our life in Christ. We strongly encourage all seminary students to attend these meetings.

The Global Ministries Conference (GMC) occurs in the spring semester. The primary aim of this conference is not to move students geographically, but rather to encourage them to be spiritually and emotionally on task with God. The week-long event gives every student an in-depth look at what God is doing globally. For the convenience of the community, a variety of GMC sessions and workshops are provided at various times throughout the week. All students, staff and faculty are invited to participate.