



# 2018-2019 STUDENT HANDBOOK



# NORTHWEST CHRISTIAN UNIVERSITY

## STUDENT HANDBOOK

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# **PHILOSOPHY AND HISTORY**

## **VISION**

NCU aspires to be a university characterized by its commitment to equip students to discover and answer God's call in their lives.

NCU achieves this vision through academic excellence and faithful stewardship in a Christ-centered community that develops purposeful graduates.

## **MISSION**

NCU is a university that fosters wisdom, faith and service through excellent academic programs within a Christ-centered community.

## **CORE THEMES**

Manifest excellence in Christian higher education  
Exercise faithful stewardship  
Foster life-transformation in a Christ-centered community  
Develop purposeful graduates

Northwest Christian University, with a foundation in the Christian faith, is committed to holistic student development in the context of our vision, mission, and core themes. We have established policies and community guidelines that will foster a living-learning environment consistent with our values.

Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. We believe all students have the right at all times to study, sleep and live in an atmosphere of mutual respect. It is therefore important to understand what is expected of you while a member of the Northwest Christian University community. Standards were designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole. You may not agree with, or fully understand, some facets of the University's behavioral expectations. However, by enrolling as a student at Northwest Christian University, you agree to live according to the expectations outlined here. Non-matriculated students admitted to special programs are also expected to maintain these standards. Any questions regarding these statements should be directed to the Dean of Students.

Policies and standards for conduct shall apply to conduct that occurs on University premises, at University-sponsored activities, and off campus when a student's conduct could adversely affect the University community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

NCU reserves the right to interpret policy and to apply the intent of the policy judiciously, depending upon circumstances and retains the right to institute additional policies and regulations or to modify existing ones as needs may dictate. The overall intent of behavior expectations is to consistently

provide a positive living-learning environment for all students. Behavior that detracts and becomes a barrier to the living-learning community is not acceptable.

Failure to abide by the policies and procedures as outlined by the Student Handbook may result in disciplinary action and sanctions. Each student associated with Northwest Christian University is expected to be familiar with and to follow all policies and procedures established by the University.

## **CHURCH RELATIONSHIP AND THEOLOGICAL CONTEXT**

Northwest Christian University is closely affiliated with the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. These churches generously support the University with prayers and encouragement, student referrals, financial contributions, and representation on the University governing board. Many of the ministers of these congregations and a large number of lay leaders in the Northwest are Northwest Christian University alumni.

The University also has an ecumenical interest and offers its resources to students and congregations of many church traditions. Many of NCU's students are affiliated with inter-denominational and nondenominational groups.

The Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ share a common history, encompassing the indigenous American religious movement of the 19<sup>th</sup> century, often called the Restoration Movement or Stone-Campbell Movement. This church tradition stresses biblical study that is both scholarly and reverent: scholarly because it believes the mind is fully capable of understanding the Christian life, and reverent because it recognizes the necessity of being open to the Spirit's guidance. With the vision of a world won to Christ and recognizing the destructive effects of division, the Stone-Campbell movement began with and continues to have a strong focus on unity as a means of making an effective witness. For this purpose the movement's founders and their spiritual descendants have worked to restore what is essential to the Christian faith. They have found meaning in the slogan, "in essentials unity, in opinions liberty, and in all things love." The Christian Churches/Churches of Christ and Christian Church (Disciples of Christ) have, therefore, avoided using creeds as tests of fellowship and have focused upon the simple confession that "Jesus is the Christ, the Son of the living God."

Theologically, NCU shares beliefs which are common to the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. The following affirmations are presented to clarify the theological context in which the University carries out its mission.

- God is the Creator and sustainer of the universe who relates to all in a covenant of love. All truth has its source in God.
- God is revealed in a general way through one's reflection on the works of creation, the laws of nature, and human experience, but especially in the person of Jesus, "the image of the invisible God."
- The Holy Spirit is God, dynamically present in the world. Through the work of the Spirit, Christians are guided in obedience to Christ, gifted for service, and joined to one another in fellowship.
- All human beings, created in the image of God, have become alienated from themselves, others, and God, by sin and can be restored to wholeness through their acceptance of Christ's work of redemption.



- The church has been established by Christ to make known the Gospel through proclamation, worship, baptism, the Lord's Supper, service, and through working for reconciliation, peace and justice. The Lord commissions the church to witness to its faith both individually and corporately to all peoples.
- The Bible bears witness to God and Jesus Christ as God Incarnate. It is in the scriptures that one discovers the revealed will of God in creation, judgment, and gracious redemption. The Bible serves as the authoritative witness to the life and teaching of Jesus, who is himself the only authority for the Church. The biblical testimonies provide inspiration, wisdom, and essential teachings for Christian conduct, individually and corporately.
- The assurance of Christian faith and hope is that the gifts of God experienced in this life in part shall be ours fully and forever with Christ's return and the consummation of God's reign.

# **ACADEMIC POLICIES**

## **NONDISCRIMINATION**

Northwest Christian University provides equal opportunity for all qualified persons in the educational programs and activities that the University operates. The University does not discriminate on the basis of race, color, national or ethnic origin, age, disability, sexual orientation, religion, marital status or any other protected status to the extent prohibited by applicable nondiscrimination laws in its admission policy, scholarship and loan programs, educational, athletic, and other activities that it operates.

## **ACCESSIBILITY SERVICES AND ACADEMIC ACCOMMODATIONS**

NCU does not discriminate on basis of disability in the admission process or with regard to employment or participation in NCU activities. Disability is defined by the ADA as “a physical or mental impairment that substantially limits one or more of the major life activities, a record of such an impairment or being regarded as having such an impairment.” The student must register with Accessibility Services by completing the [Accommodations Request Form](#) and supply appropriate documentation outlining the nature of the disability/condition and recommendations for academic accommodation. Prospective and admitted students who need information about programs, services, and accommodations should contact Accessibility Services, [accessibilityservices@nwcu.edu](mailto:accessibilityservices@nwcu.edu). For further information, please see the University’s Accessibility Services Handbook online: <https://www.nwcu.edu/academics/accessibility-services/>.

## **STUDENT RECORDS POLICY/FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Each student’s rights regarding personal information include:

1. The right to view material in his/her records filed at Northwest Christian University with the exception of those records for which there is a signed waiver of the right.
2. The right to limit access to personal records. Written consent of the student must be given for release of any personal or academic records to persons other than Northwest Christian University faculty and staff having a legitimate reason, or under emergency circumstances.
3. The right to limit personal material (directory information) printed in publications such as the NCU Bulletin or the Student Directory. Directory information (the information that could be given out to whomever inquires) includes the following: phone number, date and place of birth, enrollment information, dates of attendance, class level and academic major, number of credit hours (not graded), degrees and honors awarded, and participation in officially recognized activities.
4. A student who challenges any item in his or her records shall have opportunity for a hearing. A request for a hearing regarding academic records should be referred to the Registrar. A request for a hearing regarding financial records should be referred to the Business Office.
5. (Appeal) Students who believe that the adjudications of the challenges were unfair or not in keeping with the provision of the Act may request in writing assistance from the University’s formal grievance committee. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington D.C., concerning the alleged failures of Northwest

Christian University to comply with the Act. Revisions and clarifications will be published as experience with the law and Northwest Christian University's policy warrants.

### **ADDRESS/NAME CHANGE**

In order for the University to keep accurate records, a student who changes his/her name, marital status, local address, permanent address, or phone number must notify the Office of the Registrar.

### **ACADEMIC HONESTY**

Our University's mission assumes the highest principles of virtue and ethics in the intellectual life. Dishonesty in any form, including but not limited to, plagiarism, cheating on assignments or examinations, knowingly furnishing false information, forgery, alteration or misuse of documents, records, keys, or identification cards is subject to disciplinary action. If a student cheats on a test or assignment he or she will receive a zero for that work and, depending on the severity of the offense, possibly a grade of "F" in the course. All incidents will be reported in writing to the Vice President for Academic Affairs and to the Dean of Students, who may consider additional actions, including dismissal from the University.

Students or NCU staff members who have reason to suspect academic dishonesty on the part of other students should report the incident directly to the professor responsible for the specific course. Professors who detect potential cases of academic dishonesty on the part of a student or students will carefully document all evidence of the breach of academic honesty including the point at time when and the circumstances under which the academic dishonesty was detected.

When a professor has determined that academic dishonesty has occurred, s/he will:

1. Meet in person with the student(s) who have violated the academic honesty policy. The professor may wish to include his or her respective Dean at this initial meeting or at subsequent meetings, if necessary.
2. Determine the extent of the violation of the academic honesty policy and prescribe appropriate penalties.
3. Report the incident and the prescription of penalty/ies on the Academic Dishonesty Report form, and submit this form with all pertinent documentation to the Vice President for Academic Affairs and Dean of the Faculty.

The Vice President for Academic Affairs and Dean of the Faculty will keep documentation on file and share the documentation with the Dean of Students. The VPAA and Dean of Students may impose further penalties, in the event of repeat offenses by the same student(s).

### **ACADEMIC GRIEVANCES**

Academic grievances are student grievances related to any part of the institution's academic structure, in which a student feels that he or she has been unfairly treated and/or that his or her academic performance has been adversely affected by a faculty member, a member of academic staff, or an academic department. Students who feel that they have been unfairly treated and/or that their academic performance has been unduly impeded by a member or members of faculty or academic staff have the right to raise their concern and/or to lodge a grievance at any time without fear or consequence of retribution by any member of faculty or staff.

**Procedure:**

A student with an academic concern or grievance will normally first raise the concern/grievance with the individual faculty member(s) or staff member(s) to whom the concern/grievance relates.

If the concern/grievance cannot be resolved in the initial step, or if the student feels unsafe to raise the concern/grievance directly with the respective faculty/staff member(s), the student may seek the assistance of the Head of the appropriate school, Program Advisor of the specific program, or the assistance of another trusted member of faculty or staff.

If a concern/grievance cannot be resolved either by direct contact with the respective faculty/staff member(s), the student may lodge a formal grievance with the Vice President of Academic Affairs and Dean of the Faculty.

A formal grievance must include the following items in writing:

1. Clear description of the situation and the specific nature of the concern/grievance.
2. All available documentation to support the grievance.
3. Clear documentation of prior attempts to resolve the grievance.

The Vice President for Academic Affairs may choose to refer the grievance to the University Appeals Hearing Board (as described in the Student Handbook). In making a final decision the Vice President for Academic Affairs may take into consideration the following:

1. The formal grievance as documented and presented by the student. (A personal interview with the student may also be required.)
2. Any documentation provided by the faculty/staff member(s) to whom the grievance relates. (A personal interview with the faculty/staff member(s) may also be required.)
3. Any recommendation from the University Appeals Hearing Board (if available.)
4. The counsel of other individuals or groups of individuals, as appropriate. (e.g., Deans Council, Academic Council, President's Cabinet)

The decision of the Vice President for Academic Affairs and Dean of the Faculty is final.

**CONTESTING A FINAL GRADE**

Grades assigned by individual instructors are final. Changes to a final grade may only occur under the following circumstances:

1. Removal of an "Incomplete" (either by completion of work or reverting to the earned grade at the end of the course);
2. Instructor Error/Miscalculation;
3. The assigned grade was not based upon actual student performance, but was a result of identifiable and documented discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor.

If a student wishes to contest a final grade that s/he deems to be unfair:

1. The student must first contact the instructor to determine whether there was a reporting error or a miscalculation of the grade.

2. If the student still deems the final grade to be unfair, s/he may submit in writing to the Vice President for Academic Affairs and Dean of the Faculty, not later than 60 days following posting of the final grade, clear documentation of discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor which resulted in the assignment of an unfair grade.
3. The Vice President for Academic Affairs and Dean of the Faculty may take counsel, as s/he deems appropriate, but the decision of the Vice President is final.

## **RELEASE OF STUDENT TRANSCRIPTS**

The official transcript remains the property of NCU and cannot be issued until all amounts owed the University, including accounts receivable, notes, loans, and other amounts, are paid in full. Students may request copies of official transcripts by using the appropriate forms in the registrar's office. Students requesting an exception to the transcript release policy must submit a petition outlining the rationale to the Vice President for Academic Affairs and Dean of the Faculty. The decision of the Vice President for Academic Affairs is final.

## **POSTING OF DEGREES**

Degrees are officially posted by the Registrar's Office only after students have successfully completed all degree requirements and have been approved by Faculty Assembly and by the Board of Trustees for the conferral of their degrees. Degrees will be conferred on the last day of the semester for which the student has applied to graduate.

For a degree to be posted prior to the normal conferral date, the student must submit an academic petition to the Registrar's office, clearly documenting the legitimate and urgent professional need to have the degree posted early. This petition must be accompanied by payment of an administrative fee of \$100 (or, if the petition is submitted less than two weeks prior to the normal conferral date, a fee of \$200). Please contact the Registrar's Office for more details about submitting such a petition.

## **UNDERGRADUATE STUDENTS TAKING GRADUATE COURSES**

Subject to availability, undergraduate students may register for graduate courses, provided they meet the following criteria:

1. Undergraduate students must have attained junior standing and completed at least 20 credits at the upper division level towards their bachelor's degree before enrolling for any graduate courses.
2. Students must demonstrate the ability to satisfy graduate research and writing requirements.
3. Undergraduate students must carry a minimum cumulative (including transfer) GPA of 3.2 before registering for a graduate level course.

Students can earn a maximum of 10 graduate credits at NCU prior to formal admission into a graduate program. Successful completion of any individual graduate course(s) by an undergraduate student does not guarantee admission into an NCU graduate program. Students may only become candidates for a graduate program once they have satisfied all the normal admission requirements for the program to which they are applying.



**Procedures:**

1. Registration for a graduate course must be approved by the student's advisor, by the course instructor, and by the dean of the school.
2. Any undergraduate student carrying an "Incomplete" from a previous semester or session may not register for a graduate course until the "Incomplete" is removed.
3. Undergraduate students who register for graduate courses during the academic year as a part of their 12-18 credit loads must be registered for at least 12 credits of undergraduate work.
4. Students who have not completed a bachelor's degree may not be registered for more than one graduate course at any given time.
5. Undergraduate students who wish to take graduate courses outside the normal 12-18 credits (including courses during the summer) will be charged at the normal graduate tuition rate.
6. Any deviation of the above policies/procedures must be presented by petition and approved by the Vice President for Academic Affairs.

**GRADUATE STUDENTS TAKING UNDERGRADUATE COURSES**

Students who have been formally admitted into a graduate program may register for individual undergraduate courses on a "non-degree seeking" basis, without formal application through the undergraduate admissions process.

Graduate students who wish to complete a further undergraduate program alongside their graduate program (e.g., TESOL certificate, Teacher Ed. Certification, a second bachelor's degree) must make formal application, through undergraduate admissions, to the program that they wish to pursue.

Full time graduate students who wish to register for 12 or more undergraduate credits in any semester must obtain formal approval from the vice president for academic affairs. Students will be billed for the undergraduate course at the regular undergraduate rate for each course they take.

**LIBRARY EXPECTATIONS**

Library policies and services can be found in MyNCU on the library pages, including:

- Loan periods, fees and fines, and related policies
- Primo, NCU's all-in-one search interface, and additional search tools
- InterLibrary Loan policies and forms
- Suggest a purchase for the library and others

Food and drink policy: Drinks are allowed in the library with covered lids only. Food is allowed in the library, but we ask that you respect your fellow library users and the library facilities by properly disposing of trash and cleaning up after yourself.

**WITHDRAWAL PROCEDURES**

Students who wish to withdraw from NCU for any reason before graduation must complete the Withdrawal Form to complete the withdrawal process. A \$100 withdrawal fee will be assessed to the student's account if the Withdrawal Form is not completed.

The following rules govern grades given upon withdrawal from courses:

1. Withdrawal from courses when less than two-thirds of class has elapsed will result in the grade "W" and hours are not considered in calculating grade point average.
2. Withdrawal at any time while doing passing work will result in a grade "W" and the hours not considered in calculation of the grade point average.
3. Withdrawal after two-thirds of class has elapsed and while doing failing work will result in the grade "WF;" hours will be considered in calculating grade point average.
4. Unofficial withdrawal at any time (i.e., failure to clear through the Registrar and Student Services Offices) will result in a grade "WF" and the grade is considered in calculating grade point average.
5. A complete withdrawal with the grade of "W" may be granted at any time for medical reasons or extreme circumstance on the recommendation of the vice president for student development.

***Withdrawal and financial aid:***

The following equation determines the portion of financial aid a student must return if he or she withdraws from school before the completion of the term:

$$\text{Number of term days remaining as of the withdrawal date divided by total days in the term} = \text{percentage of aid returned}$$

After 60% of the term has elapsed, no funds are required to be returned and all awarded aid for the term is earned.

***Withdrawal and NCU charges:***

If a student withdraws from the University, charges will be assessed in proportion to the number of days completed out of the total number of days in the term. After 60% of the term has elapsed, tuition charges are no longer prorated and are assessed at 100%. Charges include tuition, campus housing, and food service. Prorating equation:

$$\text{Number of term days elapsed as of withdrawal date divided by total days in the term} = \text{proportion of NCU charges assessed}$$

***Withdrawal and student accounts:***

What remains of a student's financial aid after returning the required portion is applied first toward the student's charges at the University and then is refunded to the student in the event of a surplus. If financial aid is not sufficient to cover a student's prorated charges for the term, the withdrawing student is responsible for any amount due. He or she should make arrangements with the Business Office to pay any balances due.

$$\text{Prorated NCU charges} - \text{aid remaining after required funds are returned} = \text{account balance}$$

***Withdrawal and medical/mental health emergencies:***

The University cares deeply about the physical and mental health of its students. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to

prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The University will support student-initiated self-care plans, and/or initiate actions, that consider the welfare of the individual student and the University community.

#### *Medical Interim Suspension*

The University may invoke a medical interim suspension upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any University activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. This interim period allows time for a student to receive the needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the University. The student must follow the clearance procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the basis for the decision by contacting the Vice-President for Enrollment & Student Development.

#### *Voluntary Medical Withdrawal*

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of university life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a voluntary medical withdrawal initiate the process through the Office of Student Life. An outside mental health or medical professional must provide an assessment of current functioning of the student and provide written recommendations regarding a medical withdrawal. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

#### *Involuntary Medical Withdrawal*

In rare circumstances, the University may determine that a student must be involuntarily medically withdrawn. Those who are medically withdrawn for any health reason are not allowed to participate in any University activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. Examples of situations that might result in an involuntary medical withdrawal include the following:

- Professional evaluations following a medical interim suspension do not support a student's readiness to return;
- A student fails to complete the required assessment during a medical interim suspension;
- A known condition has deteriorated (e.g., a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.

In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the University may invoke its right to

involuntarily withdraw a student. The University will recommend assessment and/or treatment conditions needed to return to NCU. The student must follow the clearance procedures listed below.

If a student believes that a decision for an involuntary medical withdrawal made by the University is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to the University President. Appeals should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary medical withdrawal, the student has three business days to submit his/her appeal. The President (or designee) will respond in writing to the student's appeal within three days. The response will clarify whether the President concludes that all relevant facts were considered and led to fair and reasonable conclusions.

### ***Clearance Procedures***

Any student who has been placed on a medical interim suspension or an involuntary medical withdrawal will need to complete the following clearance procedures before being allowed to return to the University. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place.

1. The student must be assessed by an appropriate outside professional, whose opinions will be advisory to the University. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist if evaluating mental health concerns, and must be a licensed physician if the evaluation is regarding other medical concerns. The student will be responsible for any cost incurred by the evaluation. The student shall sign a release permitting two-way communication between the provider and the University, and allowing all relevant information to be provided to the University representatives who are involved in the decision-making and review process.
2. The outside mental health or medical professional must provide an assessment of current functioning of the student and provide written recommendations regarding: a) given the precipitating events, the student's readiness to return to the academic and co-curricular demands of university life; b) the student's readiness to live in the on-campus residential community; c) ongoing treatment or testing needs; d) any conditions or restrictions that the University should impose; and e) the student's readiness to return to competitive sports, if the student is a collegiate athlete. Note: The University Athletic Trainer, in consultation with the Athletic Director, will ultimately make the decision regarding athletic involvement but will consider this outside evaluation in making such a determination.
3. After the evaluation results and treatment documentation have been provided, the student must meet with an SAS committee representative (typically the Director of the Counseling Center). The evaluation and the student's own perception regarding readiness to return, needs, and plans for treatment will be discussed.
4. The University will consider the outside evaluator's recommendation and the results of the student's meeting with the SAS committee representative when making its re-entry decision. Students will receive written notification of the University's decision.

There may be occasions in which the University requires, and may pay for, an additional evaluation. The University reserves the right to require the student to comply with a treatment plan recommended by the outside and/or NCU mental health professional as a condition of returning to, or remaining in, the

campus community. Failure to comply with requirements may result in the University issuing an involuntary medical withdrawal. If a student was living on-campus prior to the emergency, approval for return to the University usually includes approval to return to housing. However, a student's on-campus housing status may be restricted if the student's behavior poses a health or safety threat to him/herself or others. If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

***Academic Credit, Tuition and Housing***

For all approved medical withdrawals, the student receives 'W's (withdrawals) on the academic transcript, or is completely dropped from classes, without any notation on the transcript of having left for medical reasons. Thus, a medical withdrawal will not affect the student's grade point average. University room and board charges are pro-rated from the date of checkout for residential students. Tuition and financial aid will be prorated according to the withdrawal procedure policy outline in the University Catalog and the Student Handbook.

***Financial Hardship***

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Vice-President for Enrollment & Student Development.



# **STUDENT LIFE**

## **CLUBS AND ORGANIZATIONS**

ASNCU encourages NCU students to participate in and start a variety of different activities and interest groups here on campus. The process of recognizing official clubs is designed to provide structure and support, including faculty sponsorship, possible Student Body funding, and access to campus bulletin boards and facilities. ASNCU reserves the right to deny any reimbursement and/or advance or repeal a club's status at any point during the school year if their actions are inconsistent with NCU's mission, vision, and values or the ASNCU Constitution and Bylaws.

Students who wish to establish a recognized club through ASNCU must:

1. Select an individual (s) as chair/leader/president.
2. Obtain and maintain a minimum of 6 members (members are those who belong to the NCU Student Body and who attend at least 75% of the club or organizations regular meetings).
3. Secure a faculty or staff member to serve as an advisor according to Section 4:B.
4. Create a Mission/Purpose statement. Said statement is to be adhered to by the club or organization.
5. Fill out a Club Recognition Form to be turned in, to the Controller or President two days prior to Senate.
6. Present an informal budget outlining, probable uses for funding (if any).

Once the club has fulfilled the above requirements, it must come before Senate for recognition. There are two opportunities during the school year for clubs to be recognized by Senate. The first occurs at the end of the spring semester, which will establish a club's status for the upcoming school year. The second opportunity occurs within the first month of the fall semester for any club not recognized during the spring semester meeting. Exceptions to these dates must be approved by the Executive Cabinet.

As part of recognition each club shall be classified by Senate as Education/Career Advancement, Ministry/Service, Special Interest or a Club Sport. This classification shall make them eligible for Student Body funds in the respective amount of \$200, \$200, \$100 and \$200. A club may also be categorized as "Recognition" only and will not be eligible to receive any monetary support.

Upon recognition by Senate, all clubs must receive final approval by the Vice President of Student Development before receiving official status within ASNCU. Previously established clubs may re-apply under their previous classification with the current Executive Cabinet for recognition. If a club desires to change their classification, they must go before Senate to receive approval. Returning clubs must meet all requirements for recognition. Upon recognition, a club and all of its members, including the chair/leader/president and advisor, are subject to the requirements outlined in the following sections. Please see the ASNCU bylaws for additional information regarding Funding, Requirements, and Club Sports online at: [www.nwcu.edu/student-life/asncu](http://www.nwcu.edu/student-life/asncu).

## **DINING**

NCU's Dining Program is contracted out to a private vendor and the guidelines in this section are linked to the cost of doing business. When these guidelines are followed, the Dining Program has more

resources to give to quality service. When these guidelines are not followed, more time, energy, and money go to compensating for the losses incurred from the effects of the violations. The following policies are in effect for the use of the Dining Hall and the administration of the meal plans:

- All students must scan their ID card at every meal and only once per meal time.
- To-go meal containers are available for purchase in the Beacon Beanery.
- If a student is unable to attend a meal time due to work or other commitment, an “On the Go” meal can be ordered from the Beanery with a minimum of 72 hours (3 days) notice.
- ID cards are not to be used by anyone other than the owner. No sharing of unused meals from any participant’s card is allowed.
- Students on a 5 or 19 per week meal plan may use 7 guest meal passes per semester for an outside guest visiting campus. Guest meal passes are available in the Office of Student Life and must be requested by the meal plan owner in advance. The meal plan owner must be present at the time the guest meal is utilized.
- All utensils and dishes must remain in the Dining Hall.

## **EMAIL**

Students will receive official notifications and formal communication from the University via their NCU email account. Students are responsible for checking their NCU email account regularly.

## **IDENTIFICATION**

NCU community members are encouraged to carry their University identification at all times. NCU security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at NCU. Manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification is prohibited and may result in disciplinary action. Criminal incidents are referred to the local police who have jurisdiction on NCU’s campus.

## **LOST AND FOUND**

Lost and found items are kept in the Office of Student Life (1<sup>st</sup> Floor Goodrich Administration Building), in the Campus Security Office, and at the Circulation Desk in the Kellenberger Library.

## **PARKING**

All students parking a motor vehicle (automobile, motorcycle, motor bike, etc.) on University property must register the vehicle with the Business Office and display a valid vehicle parking permit. Within one week of the acquisition of a motor vehicle, the permit shall be displayed appropriately. All vehicles brought on campus must have current vehicle registration and license plate tags.

- Campus Security issues citations throughout the academic year and unregistered vehicles may be ticketed.
- Permits are not to be sold to individuals outside the NCU community. Permits are assigned by individual/vehicle and are not transferrable.
- If you need to drive another vehicle to campus please remember to get a temporary permit for that vehicle. They are available from the MEC Welcome Center and are of no cost to you.
- At no time are vehicles to be driven on the University lawns or walkways. Violators will be fined and charged for damages.

- All vehicles are to be kept in legal operating condition. Faulty mufflers and noise-producing motor conditions should be repaired at once. Vehicle repair operations are not permitted on University property. Any person causing oil, grease, or anti-freeze spills will be fined and charged for cleanup.
- The University reserves the right to have a non-operable or abandoned vehicle removed from University property.
- No overnight camper or trailer parking in parking lots or on streets is permitted, unless cleared through Campus Security.

### ***Parking Enforcement***

Campus Security Officers will cite and enforce all violations of traffic and parking regulations on campus property. Any repeated violation of campus regulations or reckless or dangerous operation of a motor vehicle on or off campus property are grounds for the revocation of the student's parking privileges and additional disciplinary sanctions. In addition to the above, the rules and regulations of the Oregon Vehicle Code and Eugene Municipal Code govern the parking and operation of motor vehicles on all University streets and parking areas.

### ***Parking Fines***

Schedules of applicable fines are available from the Office of Student Life. All fines must be paid to the Business Office within ten days from the date the citation was issued. A letter of explanation or appeal may be included with payment. Grades, transcripts or diplomas will be held until all fines are paid.

## **PUBLICITY ON CAMPUS**

Posting flyers, posters and advertisements, or solicitation of goods or services, is prohibited without appropriate approval. This publicity policy is designed to give University groups, clubs and departments equal opportunity to gain the attention of the students and employees of NCU and to promote student activities. This policy specifically applies to all campus property. ASNCU elections publicity must follow the same guidelines and is additionally subject to the election guidelines as stated in the ASNCU bylaws.

### ***Approval***

1. All advertisements must be approved by a member in the Office of Student Life during regular operation hours.
2. All advertising must be consistent in purpose and content with the standards and mission of NCU.
3. Organizations recognized by the University will have priority of space over off-campus or unaffiliated advertisements.
4. All posters will be date stamped.
5. All advertisements have a time limit of 10 days unless otherwise allowed by the Office of Student Life.

### ***Location***

1. Approved advertisements must be placed only on bulletin boards. Special arrangements with the Director of Student Programs or Dean of Students may be made for posting in the cafeteria or in internal campus housing hallways.
2. No posting is allowed on any surface that is not an approved bulletin board, including trash cans, walls, railings, benches, light posts, trees, windows, doors, etc.

3. Placement of banners, tarps, and display boards are approved on a case by case basis. The Physical Plant will assist in the hanging of banners.
4. Bulletin boards specified for use by certain groups or department may only display information pertaining to the specified groups or department.

#### *Outdoor Advertising*

1. Must first be approved by the Office of Student Life.
2. Outside displays must be neat and must not damage lawns, trees, walks, or buildings. They may not hang from telephone or electric poles or across streets.
3. Nothing is to be attached to the outside of buildings or hung from windows unless the Office of Student Life or the Dean of Students has given special approval.
4. If a display becomes damaged or damages University property, it must be promptly removed once notification has been given. If it has to be removed by the Physical Plant, the cost of removal will be billed to the individual or organization responsible.
5. The Director of the Physical Plant, along with the Office of Student Life, must approve any large or unusual display on the campus lawns.

#### *Outdoor Banner Advertising Policy*

1. Request for banner hanging should be made through the Office of Student Life.
2. All banners must be approved by the Director of Student Programs prior to being hung and must be hung by Physical Plant personnel.
3. All banners must be of a heavy canvas material and must have metal grommets already installed.
4. Requested location must be specific and must fall within the guidelines of locations considered to be legitimate for banners.
5. The Physical Plant assumes no responsibility for what wind, weather, or people may do to the banner once it is hung.

#### *Content*

1. The name and contact information of the sponsoring organization or individual must appear clearly on all materials to be posted.
2. All materials with typographical errors, misspelling and/or misinformation must be corrected before being approved.
3. Materials found to be offensive, demeaning or discriminatory will not be approved.

#### *Personal Ads*

1. Personal advertisements listing wanted items or services, or items for sale or rent are restricted to the specifically marked bulletin board in Burke-Griffith Hall just outside the Rug Room.
2. Personal advertisements must also be approved and date stamped by the Office of Student Life before being posted.

#### *Method*

1. Posters should not exceed 11 inches by 17 inches in all buildings.
2. Signs must be removed within 24 hours following the event or activity by the organization responsible for advertising.

3. When posting information on a bulletin board use tacks, stapler, or some other device to secure the flyer from falling. Do not use other advertisement fasteners to secure your advertisement.
4. When posting information on an authorized non-bulletin board surface (i.e. wood, glass, stairwell or walls) plasti-tak must be used.

#### *Violations*

1. Any group who is in violation of the posting policy may be subject to a minimum of one hour of Physical Plant charges.
2. Failure to comply with any of the guidelines may result in loss of scheduling campus facility privileges for up to one semester. Final decisions regarding posting policy issues rest with the Office of Student Life.
3. Any person or group in violation of the posting policy may be referred to the judicial system.

The Office of Student Life has the right to withhold approval for publicity if it is in poor taste, offensive, or not up to University standards. The Office of Student Life will not approve publicity for an event that promotes the use of alcohol or drugs. Educational events dealing with those issues may be permitted. Any publicity method not covered in this policy must have the approval of the Office of Student Life.

### **SOCIAL MEDIA (Facebook, Twitter, etc.)**

Facebook, Twitter, and other social networking sites have been widely utilized by students to stay connected with one another. The University will not browse social networking sites for the purpose of policy enforcement, but if an issue (e.g., harassing language, possible alcohol or drug policy violations, inappropriate photos, etc.) is brought to the attention of University personnel (including Resident Assistants), postings may be used as a source for University policy enforcement and basis for an incident report.

Students are encouraged to remember that social networking sites are **public domain** (even private settings do not necessarily keep information private) and can be viewed by multiple entities on and off-campus. Postings that are incongruent with the student handbook or other University policies are subject to disciplinary action.

### **SOLICITATION**

NCU students, faculty, and staff may solicit goods or services on campus provided that the soliciting of the goods and/or services is directly related to the University (i.e. class t-shirts, hall fund-raisers). Persons not affiliated with NCU will not be permitted to solicit or advertise on campus without explicit approval from the Office of Student Life (541-684-7345). Solicitation includes selling items through a display, e-mail, or other methods.



## **RESIDENCE LIFE AND HOUSING**

As a residential campus, we provide both traditional residence hall and apartment-style housing options for our students. NCU's housing policy means that most students live on campus for three years. Students who are married, over 21, or living with their parents are automatically exempted from on-campus residency. In this strong living-learning community you will be living with students from a variety of backgrounds as you learn and grow together. Join the campus community and experience a place where you can shine both in and out of the classroom.

As a residential university, NCU believes in a total educational experience that encompasses learning that takes place outside the formal classroom setting. Living on campus is an integral part of the learning process designed to provide a challenging and supportive environment. Residence life programs, staff and policies are all intended to promote personal and social growth, as well as to support the pursuit of academic goals.

The Dean of Students is the administrative member of the NCU staff who is concerned with the management of all aspects of the resident living areas. The Dean of Students and Resident Directors supervise all day-to-day activities in campus housing, including hall staff (Resident Assistants - RAs). Resident Assistants are undergraduate Residence Life staff members who provide services to students in campus housing, including peer assistance and program planning.

The policies and procedures governing campus housing are designed to help maintain a safe, clean and comfortable environment for the residents. The ultimate responsibility for achieving this goal, however, lies with the residents. Each student who lives on campus must respect the building in which he or she lives as well as the rights of other individuals living in the community.

The University reserves the right to enter student rooms for the purpose of inspection, inventory, custodial service, protection of property, ensuring cooperation with University Policies, and ensuring the safety and welfare of an individual or group of individuals.

### **RESIDENCY REQUIREMENT**

NCU has a three year residency requirement.

Housing Exemption Waivers include:

- Students living with their parents/guardians; a housing agreement signed by the parent/guardian will be required.
- Students who are married.
- Students who turn 21 years of age by September 1.
- Students who are enrolled at NCU through online, Professional Studies, or Graduate programs.
- Students who are the parent/legal guardian caring for a dependent child.
- Students who qualify for a medical, financial, or special circumstance exemption.

Important information:

- Those who fall into the "housing exemption" category must complete a Housing Exemption Request form each academic year and designate which category qualifies them for a waiver. A medical, financial, or special circumstance exemption request must be approved by the Housing

Committee before the student is considered exempt from the residency requirements. Please see Housing Exemption form for details and instructions required for each request.

- Off campus living arrangements for students requesting a housing exemption must fall within the guidelines of the University Policies as outlined in the Student Handbook.
- Housing agreement or Exemption Request forms are due by June 1. Priority deadlines may be announced during spring semester each year.
- Housing cancellations must be made by July 1.
- Housing agreements are for the entire academic year.
- Seniors who are not in good standing with the Office of Student Life may not be granted off-campus status and may be required to live on campus. The Dean of Students or his/her designee makes these decisions.
- All current students who have no approved housing assignment either on or off campus will be assigned campus housing and will be billed for on-campus student housing on July 1 for the academic year beginning in August.
- NCU does not provide family housing.

Exemptions to the housing policy are reviewed by the Housing Committee. An Exemption Request form to move off campus should be submitted to the Dean of Students by May 1 in order to be considered for a fall waiver and by November 1 for a spring waiver. Notification of the decision will be made in writing.

Petitions requesting exemption for meal plans are also reviewed by the Housing Committee. All petitions regarding meal plans must be submitted by the second week of class. No changes can be made to student housing agreements after the second week of class. Notification of the review committee's decision will be made in writing.

## **ANIMALS/PETS**

The only pets allowed in housing are fish in an aquarium of 30 gallons or less. Students who wish to bring a service animal to campus are strongly encouraged to partner with Disability Services. Additionally, NCU housing policy allows service or assistance animals (i.e. Emotional Support or Therapy Animals) to live with students in their on-campus accommodation upon approval by the Dean of Students. NCU requires documentation which may include proof that the animal has been certified, trained, licensed as a service animal, or medical documentation. For more information about service animals and housing, contact the Dean of Students.

## **BABYSITTING AND SALES**

Out of the best interest of children and residents, babysitting is not allowed in campus housing. Professional live-in staff and their apartments are exempt.

In order to maintain an environment conducive to receiving a high quality education and to protecting the residents' rights to privacy and safety, the following policy has been put into place:

*Commercial use of your room or solicitation (phone, door-to-door, advertisement postings, etc.) anywhere on the premises is strictly forbidden. This includes commercial use of the NCU Network computer connections. Nor is it permitted to publicly list campus housing room numbers in commercial ads or other business announcements. Specific exceptions for approved student concessions in in campus housing must be authorized in writing by the Dean of Students.*

The NCU computer network is to be used for educational purposes and not for business or financial gain, due to liability issues related to inappropriate use.

### **BICYCLES, SKATEBOARDS, AND INDOOR SPORTS**

Bicycles, skateboards and skates must be used with due regard for the safety of pedestrians and others using campus walkways. Bicycles must be registered with the Office of Student Life in order to receive a key or lock combination to the secured bicycle storage areas. Bicycles may not be stored in the residence halls or apartments for maintenance and safety reasons.

Playing sports, water fights, riding bicycles and skateboards, using rollerblades, or other similar activities inside campus housing (and any campus facility, except as designated in the Morse Event Center) is not permitted for safety and maintenance reasons.

### **BREAKS**

Room and Board rates are based upon a full academic year including Thanksgiving and Spring Breaks, however no meals are provided during break periods. NCU's campus is closed during Winter Break. On campus housing can be arranged for current residents only at an additional daily fee. Applications for Winter Break Housing will be made available at the residential all-hall meeting in November. It is the responsibility of the resident to arrange alternative housing and meals when the campus is closed.

### **CHECK-IN/CHECK-OUT AND DAMAGES**

Moving in prior to assigned arrival date may be an option depending on availability. Early move-in will incur a \$100 early move-in fee as well as a nightly charge equal to the summer daily rate. All students moving into residential housing will be given a Housing Condition Form at check-in, which is completed by the residence life staff. The Housing Condition Form describes the condition of the room and its contents. The sheet will be used in determining normal wear and tear and damage responsibility. At the end of the academic year or when a student moves out of a room, the residence life staff will inspect the room. Students will be held responsible for the condition of their rooms. Each resident is responsible for the care of his or her room and is expected to keep it in order. A vacuum cleaner is available in each residence hall or apartment building and is to be returned to its common location after each use. Trash and recycling items must be disposed of in the dumpsters outside of each building.

Residents' rooms are expected to be left in the same condition in which they were found upon arrival. Normal wear of furnishings and equipment in a hall is expected. Alterations to the room (including painting of any kind) or furniture are not permitted. Excessive damage to or theft of furnishings or equipment will be charged to the residents of the room (unless others are proven responsible). If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living group. A cleaning charge of \$150 will be assessed to the occupants of any room left unclean or who have not removed personal property from the room. Additional charges will be made for damaged or missing items.

#### *Common examples of charges:*

- Paint chip from improper removal of 3M strips: \$5-\$10 minimum per hole in the paint
- Stain on carpet from spilled coffee: \$40 minimum
- Broken window blind: \$5 minimum per blind

Since all occupants of a room, regardless of who checks out first or last, are responsible for charges, it is important that check-out and cleaning procedures be discussed between roommates. Other details regarding the check-out process will be available from the residence life staff at the end of the academic year unless alternate arrangements are specified. *Failure to properly check out with a residence life staff person will result in a \$100 fee.*

## **CHRISTMAS TREES**

Non-artificial Christmas trees (i.e. real trees) are not permitted on campus for fire safety reasons.

## **COHABITATION AND INTIMACY**

Students may not cohabitate on-campus. Cohabitation is defined as spending the night together with romantically involved partners and/or members of the opposite sex. NCU affirms the belief that sexuality is a gift of God intended for the married relationship. Therefore any sexual expression should be in a responsible manner and decisions regarding sexual expression should be made with reverent consideration for Christian community. The University expects that non-married students will not engage in sexual intercourse, cohabit with opposite sex or romantic partner, or engage in related behavior. This will be considered a violation of university policy and will be subject to disciplinary process.

## **COMMON AREAS**

The furniture, equipment, and decorations in the lounge, kitchen, and public areas of each residential building, is for the use of all residents and is not to be removed. The furniture must not be taken out of the building for any use, as exposure to the weather will damage it. If furniture and decorations are found in a student's room, the student may be subject to disciplinary action or a fine. Removal of items from public areas is considered theft. Disrespect for common areas may result in limited access to those areas.

## **COMMUNITY DISCIPLINE**

If individual responsibility for damage to common spaces is not found, a community of residents may be held responsible for community disciplinary action. Examples include, but are not limited to: ongoing cleanliness issues with a kitchen or lounge may result in a community fine or loss of that common space for a period of time; damage to a hallway smoke detector due to a frisbee game may result in dividing repair costs amongst residents involved in playing hallway frisbee.

## **ELECTRICAL APPLIANCES**

For energy and safety reasons, it may not be possible for students to have all the electrical appliances they are accustomed to having at home.

1. Residents may not have hot plates, portable electric heaters, window unit air conditioners, toaster ovens, or ultra-violet/sun lamps. Toasters and toaster ovens are permitted in residence hall kitchens. Certain exceptions for apartment residents may be requested from the Office of Student Life.
2. Coffee pots, hot pots and microwave ovens are permitted.

3. All cords and connections must be in good working condition. Students may only expand electrical outlets with power strips and surge protectors. Items such as extension cords and six-way wall plugs are not allowed and will be confiscated.
4. Satellite dishes or other alterations are prohibited.
5. For fire prevention and safety reasons, halogen lamps (including lava lamps) and butane canisters are not permitted in any residential living area.

## **EVICITION**

Residents who have not paid rent within seven calendar days of the due date occupy their residence on a day-by-day tenancy. They are subject to eviction on 72-hour's written notice, if the Business Office determines they have not made satisfactory payment arrangements in accordance with the terms of their contract. Resident may also be evicted on 24-hour's written notice, for reasons described in ORS 90.396.

## **FIRE SAFETY**

Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Setting off fire alarms or misusing fire extinguishers is not permitted and will result in disciplinary action, up to and including a \$500 fine and dismissal from the University.

All residents **must** evacuate their residential building if a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Disciplinary action may be taken if a student does not evacuate.

Fire extinguishers and alarms are installed for resident protection. Residents are urged to read directions on fire extinguishers to be sure they understand the type of fire for which the extinguisher is effective and how to operate it in case of need.

Smoke detectors are present in individual rooms and in common areas in campus housing. Smoke detectors are potential life saving devices. To insure that the smoke detectors are used appropriately and serve their designed function, students may not dismantle or otherwise alter them. Students found responsible for misusing smoke detectors (hanging things from, tampering with, pulling from the ceiling, taking batteries out of, etc.) will be charged for repair and/or replacement, and may face disciplinary action. Residence Life staff should be notified immediately when a smoke detector needs a new battery.

Smoking, the use of candles or incense, or any open flame is strictly prohibited in campus housing. Flammable materials (gasoline, kerosene, propane, etc.) are not permitted inside buildings.

Due to fire regulations, fire doors are not to be propped open or blocked. Exits, hallways or stairwells may not be blocked.

## **FURNITURE**

The University provides each resident with a bed frame, mattress, desk, desk chair and dresser. Each resident provides his or her own linens, blankets, bedspreads, pillows, lamps, wastebasket, small items of furniture, small area rugs, etc. Students are responsible for proper use of furniture provided by the University. Mattresses must remain on the bed frame and may not be placed on the floor. Dressers may

not be stacked or used as supports for other items. Any damage that results from improper use of furniture will be charged to the resident(s). Beds may not be placed on other furniture. Lofting kits are available on a first come, first served basis and may be requested from the Resident Assistant.

\*University-supplied room furniture is not to be removed from rooms for any reason.

## HOUSING AGREEMENTS

Student housing contracts are for the **full academic year**. A student who occupies a room in University housing will be held responsible for that room and for stipulated charges until the end of the academic year unless the Dean of Students expressly releases the student from the contract. Each student must sign a Housing Agreement before receiving her or his room assignment. The agreement should be read carefully as students will be held responsible for the terms and conditions stated in the agreement. The agreement is binding for the entire academic year unless the student is released under one of the following conditions:

1. Withdrawal from the University, completion of degree or program, or leave of absence;
2. Written notification to the Residence Life Office prior to June 1<sup>st</sup>, of the student's intent to not occupy a space in University housing, provided they qualify to live off campus;
3. Exceptional circumstances which must be presented to the Dean of Students, who will make a determination regarding each situation. Residents are strongly advised not to sign outside contracts or leases unless a release has been granted.
4. Any housing cancellation after July 1<sup>st</sup> will result in the assessment of a \$500 cancellation fee. Once a student occupies a room, he/she will be required to pay for on-campus housing for the entire academic year. Students who cancel their housing contract mid-year may be assessed a \$500 cancellation fee and may be charged for room and board for the spring semester.

## HOUSING EXEMPTIONS

1. Submit a Housing Exemption form by June 1<sup>st</sup>: <https://myncu.nwcu.edu/residence-life/housing-exemption>.
2. The Dean of Students chairs a review committee which meets monthly to review petitions.
3. The committee consists of staff from different departments across campus.
4. Committee decisions will be communicated through campus email.
5. Students who wish to appeal the committee's decision must submit the appeal in writing to the Vice-President for Enrollment & Student Development within 7 business days of the committee's notification. The Vice-President's decision is final; no additional appeals will be heard.

## INTERNET

Wireless internet access is provided for student use in all residential halls located on campus in accordance with NCU's Acceptable Use Policy (AUP) and Email & Internet Policy. Any issues connecting to the wireless access points on campus, should be addressed to the IT Help Desk by calling 541-684-7272 or emailing [helpdesk@nwcu.edu](mailto:helpdesk@nwcu.edu). Damaging, unplugging, tampering with, or removing a wireless access point unit or wiring will result in disciplinary action and the student may be fined up to \$500 per unit.

## KEYS AND LOCKOUTS

Burke-Griffith and the Mom Richart apartments are equipped with an electric, card-access security system. All problems with the security system and inoperable ID cards should be reported to the Office of Student Life immediately. Anyone found tampering with or compromising the security system, including propping or forcing the doors open, may face disciplinary action. New ID cards are available from the Office of Student Life at a charge of \$15 per card replacement.

Residents are advised to keep their room doors locked and to carry their keys at all times. The University assumes no responsibility for articles stolen or lost. If a key is lost, a new key can be obtained from the Residence Life Office. A \$50 charge will be assessed to the student's account for a lost room or floor key (\$15 for a mailbox key). Possession of an unauthorized key will result in disciplinary action, up to and including dismissal from the University. If loss of a floor key constitutes a hall re-keying due to safety reasons, student may be responsible for the total cost of re-keying. Multiple key replacements may lead to a re-keying charge at the discretion of Maintenance & Residence Life.

Students who are inadvertently locked out of their rooms may receive assistance from the residence life staff. It is the responsibility of students to secure their room and be responsible for their keys. One "free" lockout will be permitted per semester. Each additional request for help to re-enter a room may result in a \$5 charge.

## **LAUNDRY**

Laundry facilities are available in each living area and are free of charge. The University is not responsible for articles left in laundry rooms, and students are urged to pick up clothes as soon as they are dry. Items should not be hung on sprinkler heads or in windows. Failure to keep the laundry facilities neat and orderly may result in the closure of campus laundry facilities.

## **OVERNIGHT GUESTS**

Students may request permission to house overnight guests of the same gender at no charge, but all guests must be approved by the Resident Director or the Dean of Students through the submission of the Overnight Guest form: <https://myncu.nwcu.edu/overnight-guest-form>. Permissible overnight guests are limited to peers, friends, same-sex siblings, or current students. The approved visit is for no longer than three nights. Beyond three nights requires special permission by the Dean of Students and may incur a daily charge. Students with a current NCU meal plan are granted 7 guest meal passes per semester that may be picked up in the Office of Student Life. Students are responsible for the behavior of their guests and must inform guests of University standards. Guests are not allowed to stay in campus housing during vacation periods. Overnight guests of the opposite sex or romantic partners are not permitted in campus housing.

## **PRANKS**

Pranks are strongly discouraged by the University because the situation can quickly escalate to a destructive level. Individuals found guilty of a prank(s) will be held financially responsible if any damage occurs to any University or student owned property. Responsible individuals may also face disciplinary action and fines if any of the following occurs during or because of the prank(s):

- Invasion of another student or employee's privacy.
- Defamation of character of another student or employee.
- Disruption to the regular operation of the University.

## **QUIET HOURS**

Quiet hours are enforced from 10:00 p.m. to 10:00 a.m., but students are expected to be considerate of their neighbors during all hours of the day. During the last two weeks of each semester, quiet hours are extended to 23/7 (loud hour being from 6-7 pm each day). Quiet hours may be increased in a particular hall or floor if the community agrees on the change. Excessive noise (i.e. loud stereos) is prohibited at all times.

## **RECYCLING AND CONSERVATION**

The University encourages students to recycle and conserve energy. The University provides recycling areas around campus for paper, plastic, and cardboard. Residents are encouraged to conserve energy by turning off lights and electronics when leaving the room, using natural light during the day, and conserving water whenever possible. Information is posted in the common areas on the residence halls and near recycling bins around campus.

## **REFRIGERATORS**

Due to health and safety regulations, students who have refrigerators in their rooms must adhere to the following:

1. Refrigerators may not be larger than 4 cubic feet.
2. Refrigerators may not be placed in closets since they cannot work efficiently in a confined space and may overheat.
3. Cleaning of refrigerator is the responsibility of the student(s). Students who do not keep their refrigerator clean will be asked to remove it from the hall.
4. Refrigerators must be emptied, cleaned and unplugged during Christmas and Spring breaks.
5. Students are permitted to have one refrigerator or freezer each. Each suite should contain no more refrigerators and freezers than there are residents.

## **RESIDENTIAL ALL-HALL MEETINGS**

Periodic all-residence meetings are held to communicate important information. These all-hall residence meetings are MANDATORY. Residents who have not received permission to be absent from the Resident Director may be fined up to \$25.

## **ROOF ACCESS**

Due to safety hazards and potential damage, students may not have access to any roofs. Students found on a roof will face disciplinary action in addition to being charged for the cost of any repairs.

## **ROOM ACCESS**

NCU recognizes students' desire for privacy in their rooms and living areas and intends to protect that expectation whenever possible. University staff may enter after knocking and announcing their presence to examine conditions and to make scheduled or necessary repairs and alterations. However, the University reserves the right to enter and search University-owned buildings and residences (including residence hall rooms and apartments) without advance notice for maintenance and building inspection purposes as well as investigation of any health concerns, safety issues, suspicious behavior or circumstances, illegal activity, or violations of University policies. Anything that is contrary to the University's standards discovered by University personnel or residence life staff will be reported to the



Office of Student Life.

## **ROOM ASSIGNMENTS AND CHANGES**

Although every effort is made to assign a student to the residential building of his or her preference, there is no guarantee that a student will receive any of his or her primary choices nor that roommates will be compatible. During the course of the year, students may need to change rooms or accept a roommate if vacancy occurs in his or her room. A student who refuses to move when requested to, or who refuses to accept a roommate, may be removed from campus housing and could lose his/her cleaning and damage deposit.

Students may request a room change at semester break provided that the room change occurs on or after the date specified each semester by the Residence Life Office. Please contact the Residence Life Office for room change procedures. Any unauthorized move may result in the loss of the student's housing assignment and could result in disciplinary action.

## **ROOM DISPLAYS**

Posters, memorabilia, clothing, or other possessions which are inconsistent with the NCU Vision, Mission, and Values Statement (i.e. alcohol advertising, pornographic or racy images, etc.), or violate community standards should not be displayed. Empty alcoholic beverage bottles, shot glasses, or cans are prohibited as displays or mementos. Any displays that may constitute racial or sexual harassment are prohibited. Check with your RA if you have questions about what may or may not be appropriate.

## **SAFETY AND SECURITY**

While the residence life staff makes regular rounds through the residence halls and apartments, the ultimate responsibility for the security of a student's room lies with the student, and the security of the hall rests upon the community. When leaving the room at any time, students are urged to **KEEP THEIR ROOM DOORS LOCKED and FLOOR DOORS MUST REMAINED CLOSED AND LOCKED AT ALL TIMES.** Students are also encouraged to report any strangers in the building to the residence life staff or to Campus Security immediately. Students are encouraged to permanently mark their personal property with appropriate marking devices. Clothing, backpacks, books, computers, electronics, and other personal property should be permanently marked with identifying information. The University does not assume responsibility for damage to or loss of personal belongings, including theft or burglary. Students are encouraged to obtain their own insurance coverage if their parents' or guardians' homeowners' policy does not cover the student's personal belongings on campus.

## **STORAGE**

Students should plan to take their belongings home at the end of each school year or rent storage space from a local storage facility. NCU does not have storage available for residents.

## **VISITATION HOURS**

Specific hours are observed during which members of the opposite gender or romantically involved partners may visit in another's room. The policies are strictly enforced and violations will be subject to disciplinary action. The purposes of the visitation hours are to ensure the security and privacy of all students and to maintain an atmosphere conducive to academic achievement. A person of the opposite sex or romantically involved partners may not stay overnight. Visitation hours are posted in each living

area. Student room doors/bedroom doors are to remain FULLY open when members of the opposite gender or romantically involved partners are visiting.

**Visitations hours are from 10 am – midnight Sunday through Thursday. Friday and Saturday nights are considered weekend nights and visitation hours are extended from 10 am – 2 am both nights. These visitation hours remain consistent throughout the year, whether or not school is in session.**

### **WINDOW SCREENS**

Window screens may not be removed from the windows for any purpose. Residents will be charged for screen repairs and/or replacement. Disciplinary action may result from unauthorized removal of screens and/or throwing objects in or out of windows.

# **STUDENT CONDUCT**

## **ALCOHOL AND CONTROLLED SUBSTANCES**

NCU requires students to conduct themselves as role models in faith and practice in the church and world. We expect that underage students will abstain from alcohol all together and students over the age of 21 will use their freedom responsibly off campus. The promotion, distribution, sale, possession, underage use of alcohol, use of controlled substances, or misuse of prescription medications is prohibited.

- Campus standards do not allow alcoholic beverages, including empty alcohol containers, on campus. Any incident in which a student is found to be in possession of alcohol (including empty alcohol containers) will be documented as a policy violation. All alcohol and items containing alcohol will be disposed of and/or confiscated by University officials (e.g. Resident Assistants, Resident Directors, and/or Security).
- Use or possession of alcohol by students off campus is subject to local laws and University code of conduct.
- Undesirable behavior resulting from on or off -campus use of alcohol is subject to University code of conduct.
- No alcohol, drug-related, or similarly offensive posters, stickers, caps, lights, etc. may be displayed in campus housing windows or on the outside of doors. Bottle caps are not allowed on ceilings or walls.
- Visitors to campus are expected to comply with all university standards.
- Due to the risks involved to the health and safety of NCU students, competitive drinking events are prohibited both on and off campus. Planning or participating in such events will result in University disciplinary action for organizers and all participants.
- Controlled substances include all recreational/street drugs, including marijuana, plus the NCAA banned drug list (adopted by the NAIA). The use, possession, or trafficking of non-prescription amphetamines and barbiturates, narcotics, LSD, and/or other hallucinogenic agents is a violation of state and/or federal laws. The possession, usage and/or trafficking of any of the above agents is in violation NCU policies and can result in suspension, dismissal, or expulsion from the University. All drugs will be confiscated and/or destroyed.
- Possession of drug-related paraphernalia is considered a violation of this policy and, will be confiscated and destroyed. Other sanctions may also be imposed at NCU's discretion.
- Being under the influence of illicit drugs is considered a violation of this policy.
- Intoxication, regardless of age or being on or off campus, is considered a violation of NCU's alcohol policy.

### ***Hosting Gatherings Involving Drugs/Alcohol***

Persons who host or in any way assist or promote a gathering (on or off campus) that includes alcohol given to underage persons, underage consumption of alcohol, illegal drug usage, or any drunkenness will be subject to disciplinary action. Those living at the location where the party is held may be held responsible as host regardless of who provides the alcohol.

### ***Marijuana***

Marijuana use or smoking of any kind, including edibles and all vapor products are prohibited according to federal law.

***Tobacco***

Tobacco use or smoking of any kind, including smokeless tobacco and all vapor products are prohibited on campus or NCU property.

**ALCOHOL/SUBSTANCE DRUG TESTING POLICY**

The intent of this policy is to prevent substance use and abuse by students through education, testing, and professional guidance. The University recognizes its responsibility to provide educational programming that will support a positive decision making process. Northwest Christian University and the Athletic Department believe that drug testing based on reasonable suspicion is appropriate to ensure the health, safety, and welfare of students; to promote fair competition in intercollegiate athletics; to affirm compliance with applicable rules and regulations on drug and alcohol abuse; to identify students who are improperly using drugs or alcohol; and to assist them before they harm themselves or others. Professional counseling is an essential element of an effective program of treatment and rehabilitation.

- Education – providing students and athletic staff with accurate information about problems associated with substance use in general and in sport, promoting health and safety.
- Testing – analyzing biological specimens to detect prohibited substances students may introduce to their bodies and punitive consequences resulting from use.
- Professional Referral – facilitating appropriate treatment and rehabilitation of students.

***Dietary Supplements***

The University or Athletic Department personnel shall not encourage or advise any student to take performance-enhancing or non-therapeutic drugs. Furthermore, they shall not issue or assist students in obtaining any performance-enhancing or non-therapeutic drugs. Many dietary supplements or ergogenic aids contain banned substances and could result in a positive drug test. Often times the labeling of dietary supplements is not accurate and is misleading. Student athletes currently taking dietary supplements or intending to take any should review the product with the team physicians and/or athletic training staff prior to use. Additional information about dietary supplements may be found at [www.drugfreesport.com/](http://www.drugfreesport.com/).

***Medical Exception Process – Student Athletes***

Northwest Christian University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Athletic Department allows exceptions to be made for those students with a documented medical history demonstrating a need for regular use of such a substance. Students are required to inform the athletic training staff, in writing, of all medications (prescribed and over the counter) he/she is taking. The NCU athletic training staff should maintain, in the Student-Athlete's medical record, a letter from the prescribing physician that documents the Student-Athlete's medical history demonstrating the need for regular use of such a drug. That letter should contain information as to the diagnosis (including appropriate verification), medical history, dosage information, and prescribed length of time for usage. In the event a Student-Athlete tests positive, the athletic trainer, in consultation with the team physician (and/or the Student-Athlete's prescribing physician), will review the Student-Athlete's medical record to determine whether a medical exception should be granted.

***Reasonable Suspicion Screening***

A student may be subject to testing when the Dean of Students or his/her designee determines there is reasonable suspicion to believe the participant is using or has used a prohibited substance. Such reasonable suspicion may be based on objective information as determined by a faculty or staff member and deemed reliable by the Dean of Students or his/her designee.

Reasonable suspicion may include, but not be limited to:

1. Reported or observed possession and/or use of prohibited substances or paraphernalia.
2. An arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances.
3. A prior positive test for an illegal substance.
4. University disciplinary action related to prohibited substances.
5. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of alcohol, prohibited drugs or substances. Among the indicators which may be used in evaluating a student's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement.

Determination of reasonable suspicion made by the Dean of Students shall be reviewed by the Vice-President of Enrollment & Student Development (or his/her designee) to assure that the determination is based on reliable information/evidence. Written approval from the Vice-President of Enrollment & Student Development shall be obtained prior to testing. The Vice-President of Enrollment & Student Development may elect to conduct further investigation prior to approving testing.

### ***Testing Procedures***

Drugs to be tested for are those on the NCAA banned drug list (adopted by the NAIA), plus all recreational/street drugs. Students should consult with the athletic training staff to review the list.

Note: Changes may be made to the banned drug list without prior notice from the University or Athletic Department. The Athletic Trainer, upon receipt of official notice of changes to the banned drug list, will promptly notify all head coaches and students of such changes.

1. Urine samples will be collected by an independent, certified laboratory for analysis. Samples will be tested to determine if banned drugs or substances are present.
2. Upon entering the collection site, the student will provide photo identification.
3. The student will comply with all instructions given by the approved collector, including the execution of a form consenting to the testing and disclosure of results as discussed herein.
4. The laboratory will make final determination of specimen adequacy.

A student is considered drug/substance free until the results are obtained from the laboratory. Students undergoing drug testing may continue to fully participate in classes and university sponsored events sports until the results are released to University personnel. However, participation may be limited or suspended if violations of other University policies are involved.

### ***Reporting Results***

Test results will be made available to the Dean of Students and/or his/her designee(s) and the Vice-President of Enrollment & Student Development, all of whom shall treat the information with confidentiality. If the test is positive, Dean of Students or his/her designee will notify the student, and

the student will be asked to notify his/her parent(s). If the student chooses not to notify his/her parents, the Dean of Students may do so at his/her discretion.

A violation is defined as any one of the following:

1. A specimen is reported as positive (following laboratory testing) for the presence of one or more of those drugs identified as a substance on the NCAA banned drug list, a recreational/street drug, or the detection of a masking agent by the laboratory.
2. Failure to comply with testing requirements, including:
  - a. Failure to report for specimen collection as required.
  - b. Failure to sign the drug testing consent form.
  - c. Failure to provide an acceptable sample.
3. Failure to comply with sanctions imposed following a prior positive result.
4. Being otherwise found in violation of the University Drug and Alcohol Policy.

In the case of a positive result, the cost of the initial test as well as all subsequent testing will be the financial responsibility of the student. Should the result be negative, the cost will be borne by the University. The student will be notified of the drug test results by the University. The totality of the circumstances involved will be evaluated in determining if any sanctions are appropriate.

### ***Sanctions***

Violations are cumulative for a student's career at NCU. Failure to meet any of the sanction requirements will be considered another violation of this policy and the next subsequent sanction shall apply. For a list of minimum sanctions for a positive result from drug testing, see Alcohol and/or Controlled Substances Policy Violation Sanctions in the Student Handbook.

### ***Right to Contest***

Students who test positive for a banned substance, including recreational/street drugs may contest the finding within 48 hours following receipt of notice of the positive finding. Upon the student's request for confirmation of a positive finding, the Dean of Students or his/her designee will request the laboratory to perform confirmation testing on the student-athlete's specimen B, if applicable. Specimen B findings will be final. If specimen B results are negative, the drug test will be considered negative.

### ***Recovery and Support***

Northwest Christian University and all of its agents are committed to providing an atmosphere that is conducive to the successful recovery of all students. By implementing and supporting the proper treatment protocol the student should be able to return to class, participation, and future growth.

## **VIOLENT, DANGEROUS, OR SELF-DESTRUCTIVE CONDUCT**

Northwest Christian University expects that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students. Any conduct or behavior which threatens or endangers the health or physical or emotional safety of any individual is prohibited.

Danger to self is defined as any direct act, or planned act, that places a person at reasonable risk of self-induced bodily harm or loss of life. This would include actual and/or planned acts of suicide, self-mutilation, substance overdose, consistent purging, unhealthy dietary restriction, etc. Additionally,

students posing danger to themselves through the use of weapons and/or substances may face other sanctions as imposed by the University and/or law enforcement agencies.

Danger to the health or safety of others is defined as any act, or planned act, that places another student, member of the faculty or staff, or any campus visitor at reasonable risk of bodily harm, exposure to illness, loss of life, or destruction of property. Further, a student may be considered to pose a direct threat to the health of others if current medical information indicates that the student's behavior and/or medical condition could reasonably expose others to illness or disease. The exposure risk must exceed that commonly found in community environments and would include a student's possession of a presently contagious illness or disease and/or failure to maintain appropriate hygiene.

If medical or psychological intervention is needed to assist the student in meeting the behavioral standards, the University may choose to offer the student the opportunity to comply with an intervention plan, the University as a partial or complete substitute for disciplinary action. The student may also be placed on a contract that clearly identifies the behaviors of concern, the accompanying behavioral expectations, and the length of contract. If the student does not meet the behavioral standards after assenting to an intervention plan, or if the student violates the contract, the University may take disciplinary action up to, and including, suspension or dismissal. See Withdrawal Procedure/Medical & Mental Health Emergencies for more information.

### **DESTRUCTION OF PROPERTY**

Any unauthorized alteration of University property from its original condition is prohibited and may result in disciplinary action. This includes but is not limited to unauthorized entry or use of property, throwing or dropping objects from windows or roofs, graffiti, paint, theft, damage, or alteration to landscaping.

### **HARASSMENT**

Students are prohibited from engaging in harassment, intimidation and bullying. A student will be found responsible for harassment, intimidation or bullying if he or she engages in conduct that is so severe or pervasive and objectively offensive that substantially disrupts or interferes with the orderly operation of the University or the rights of any student or other member of the University community that;

- a) Involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, University employment, or participation in activities sponsored by the University or organization or groups related to the University; or
- b) Creates an intimidating or hostile environment by substantially interfering with a student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the University community, or by severely or pervasively causing physical or emotional harm to the student or other member of the University community; or
- c) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person's family or household, or of damage to his/her property; or
- d) A reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students.

Circumstances include, but are not limited to, any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text messages, and Internet posting on websites or social media), whether it be a single incident or series of incidents, that occurs on or off the University's campus, through use of the University facilities, or at any function sponsored by the University or any University related organization.

***Discriminatory Harassment, Intimidation, and Bullying***

A student will be found responsible for discriminatory harassment, intimidation or bullying which engages in conduct describe above as "harassment/intimidation/bullying" which the student directs at a specific group or individual, based upon race, creed, color, religion, nation of origin, ancestry, age, marital status, sexual orientation, familial status, disability, nationality, sex, gender, or any other characteristic protected from discrimination by the state law against discrimination.

***Sexual Harassment and Assault:*** see section below entitled *Sexual Assault and Title IX* beginning on page 25 of the Student Handbook for details regarding policies and procedures.

***Stalking:*** Harassment includes "stalking," which is a course of conduct by a student directed at a specific person which is sufficiently severe or pervasive and objectively offensive that a reasonable member of the University community would fear for the safety of his or her person, household, residence, or personal property. The course of conduct may include: repeatedly following the person, invading the person's privacy, vandalizing property and similar acts that threaten, intimidate or create fear of injury or death or self or members of the person's family or household or fear of harm to that person's property. Harassment includes conduct by a student in violation of a domestic violence restraining order obtained against the student.

Confirmed reports of any such behavior will result in disciplinary action against the offending individual(s), up to and including dismissal. Harassment should be reported to the Vice President for Enrollment & Student Development or the Dean of Students.

**HATE CRIMES**

Hate crimes are prohibited. Hate crimes are defined as offenses motivated by animosity toward a victim or group of victims based on their actual or perceived race, gender, religion, sexual orientation, ethnicity, and/or disability. NCU will not tolerate any form of hate crime. Violation of any University policy that also fits within this definition may result in suspension or expulsion/dismissal from the University.

**HAZING**

NCU interprets the word "hazing" to mean any deliberate action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to: the use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, or any other such activities engaged in by the organization inside or outside the confines of the campus, the public wearing of apparel which is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games and activities, or any other activities not consistent with national, organizational or local policies, or the regulations of the University.



All groups, organizations or individuals associated with NCU are forbidden to partake in any form of hazing as defined by Oregon Revised Statutes 163.197. As used in this section, "haze" means to subject a person to bodily danger or physical harm or a likelihood of bodily danger or physical harm, or to require, encourage, authorize or permit the person to be subjected to any of the following:

1. Calisthenics
2. Total or substantial nudity on the part of the person
3. Compelled ingestion of any substance by the person
4. Wearing or carrying of any obscene or physically burdensome article by the person
5. Physical assaults upon or offensive physical contact with the person
6. Participation by the person in boxing matches or other physical contests
7. Transportation and abandonment of the person
8. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas
9. Assignment of pranks to be performed by the person
10. Compelled personal servitude by the person

The enforcement of the University Policy on Hazing shall be the responsibility of all officers and moderators of each organization. They shall inform all members and alumni of this policy and maintain the organization's strict adherence to this policy. Failure to do so will result in disciplinary action.

Any violation of the University Policy on Hazing should be reported to the Dean of Students, 541-684-7252.

## SEXUAL CONDUCT

NCU affirms the belief that sexuality is a gift of God intended for the married relationship. Therefore, any sexual expression should be in a responsible manner and decisions regarding sexual expression should be made with reverent consideration for Christian community. The University expects that non-married students will not engage in sexual intercourse, cohabitation with opposite sex or romantic partner, or related behavior.

***Sexual Harassment and Assault:*** see section below entitled *Sexual Assault and Title IX* beginning on page 25 of the Student Handbook for details regarding policies and procedures.

### ***Physical Affection/Contact***

The rule of life and conduct at NCU is simply to live in a way which would bring glory to Christ and would be in the best interest of others. It is important that students conduct themselves, both publicly and privately, so that they do not offend their fellow students, nullify their testimony, or become involved in inappropriate activity. Physical affection/contact is expected to be appropriate and respectful to the NCU community and a witness to the outside community. Behaviors such as: sharing beds, physically caressing, or prolonged displays of physical affection whether with humorous intent or in actuality are not considered appropriate or respectful.

### ***Pornography***

It is understood that pornographic material of any kind is not part of a healthy lifestyle or Christian behavior. Pornography is harmful and destructive for one's relationship with God, to the moral

development of an individual, and represents a form of disdain for the inherent value of God's creation. Therefore, pornographic materials in any form (including the internet) are not to be viewed, used, possessed, or distributed on or away from campus. This includes any item (which may include sexually provocative or explicit material) whose content is exploitive or of concern to either gender. If pornography use is something you are struggling with, there are many resources and people who are available to help. Our campus counseling clinic is available and free to students, as well as staff in the Office of Student Life, which includes the campus pastor.

### **FAILURE TO COMPLY**

Students failing to comply with written or verbal directives of University officials or law enforcement officers acting in performance of their duties will result in disciplinary action up to and including expulsion/dismissal from the University. This includes avoiding or resisting documentation by a University official, including Resident Assistants (RAs).

### **RIGHT TO DISSENT**

The right to dissent is an essential factor in the maintenance of academic freedom for any University. Protest against a particular position, action or situation can be permitted only so long as such protest does not restrict the freedom of thought or movement of others who hold different views. Those who dissent in an academic community should be willing to permit the free expression of ideas and positions other than their own. However deeply or genuinely felt an act of protest may be, attempts by students to counter such protest by physical means are unacceptable and will not be condoned. Disruptive actions can only be regarded as inhibiting freedom of thought or movement in a manner wholly inconsistent with the principles of academic freedom. In a community committed to freedom in inquiry, debate and discussion, the physical impairment of access and movement as a means of expressing dissent is to be rejected by all who themselves expect both freedom and protection for the expression of their own views.

It should therefore be understood by all concerned that persons engaging in any form of protest which impedes or obstructs others in the exercise of their freedom or which otherwise interferes with the orderly procedures and activities of the University will be subject to disciplinary action, including suspension or expulsion, as the circumstances may warrant.

### **ATTIRE AND ETIQUETTE**

When attending classes or university activities, relaxing, or exercising on university grounds, students are asked to respect their fellow community members by choosing appropriate attire. As individuals preparing for the world of work, it is important to make wise decisions about what clothing is appropriate in different settings.

#### ***Nudity***

Nudity is considered physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive environment. As such, those involved will be subject to disciplinary action. Public nudity includes, but is not limited to "mooning", "streaking" and public urination.

### **FALSE ACCUSATIONS REGARDING HARASSMENT**

Because false accusations regarding harassment, sexual harassment, or hate crimes can have serious effects on the persons accused, any false accusation will result in disciplinary action up to and including expulsion/dismissal from the University.

## **CONDUCT VIOLATION PROCESS**

The NCU Student Conduct process seeks to provide a fair, clear and caring framework for dealing with situations in which University policies have been violated. Though every effort will be made to follow all the steps of this judicial process, be advised that in the case of danger to self or others or disruption of an educational environment, the University reserves the right to take immediate action to suspend, dismiss, or remove from campus the student(s) involved. Such immediate action does not preclude the student from asserting his or her rights to invoke the judicial process subsequently.

The Student Conduct process operates under the following principles:

- Promote responsible freedom
- Regard each student as an individual deserving personal attention, consideration and respect
- Consider the facts fully and carefully before reaching a decision
- Provide an atmosphere where candid and honest communication can take place
- Hold each student to a high standard of responsibility to protect the campus community and the individual
- Recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion and understanding
- Conduct decisions will be based upon a “preponderance of the evidence” standard

### **Tier I**

This type of violation is often a matter of community respect. Outcomes can include active and/or passive sanctions. Three Tier I violations will result in escalation to a Level II response. Examples:

- Noise violation
- Visitation hour violation
- Dining hall behavior (theft/disruptive actions)
- Sports in halls

### **Tier II**

Tier II behaviors are direct violations of community standards. Outcomes often include assigned mentorship with a faculty or staff member, probation, and other appropriate consequences. Examples:

- Alcohol policy violation
- Possession or use of controlled substance
- Sexual conduct policy violation
- Cohabitation
- Hazing
- Failure to comply with a University official
- Property damage/vandalism
- Three Tier I violations within the academic year

### **Tier III**

Tier III behaviors are seen as endangerment to the NCU community. Outcomes typically include suspension or dismissal from the University. Examples:

- Physical or sexual assault
- Repeated harassment
- Sale of a controlled substance
- Multiple Tier II violations (appropriate to the severity of the violations)

## **PROCESS**

### ***Step 1: Documentation***

All Residence Life staff (Resident Assistants, Resident Directors, etc.), faculty, and staff shall document incidents which potentially violate NCU policy by completing an Incident Report. Another form of documentation which may initiate the judicial process is a Campus Safety Report. When the Incident Report or Campus Safety Report has been completed, it is given to the Dean of Students or to another designated Student Development staff member. The Director makes a determination as to what further action should be taken.

### ***Step 2: Conduct Meeting***

Students listed in an Incident Report or Campus Safety Report as participants in alleged inappropriate conduct will be asked to attend a conduct meeting. This meeting will be with the Dean of Students or other designated Student Development staff member. Receiving notification about a judicial meeting does not presume guilt. Instead, it is an opportunity for those potentially involved to share their side of the story and to clarify their personal involvement in the situation.

### ***Step 3: Conduct Decision***

The Dean of Students or the designated Student Development staff member will then make a decision regarding responsibility in the reported incident. This decision will take into account the information presented in the report(s) and the information shared during the conduct meeting(s). Each individual will be found either responsible or not responsible for the violation of University policy.

### ***Step 4: Sanctions***

An individual who is found responsible for violating University policy will receive an appropriate sanction. Sanctions will be determined based on the nature of the policy violation(s), compliance with University Officials and personal history of policy violations.

### ***Step 5: Appeals***

Students may appeal a conduct decision and sanction within five working days of the date of the decision and sanction letter. Appeals must meet specific criteria. Please read the "Appeal Process" section below for further information.

## **SANCTIONS**

Our goal for the conduct process is for students to participate in a redemptive and educational experience. Sanctions are not established to be punitive in nature, but rather to help each individual to grow. Nevertheless, significant sanctions may be imposed.

## **PROBATION**

### ***Social Probation***

When the actions of a student are in direct violation of University policy, the student may be placed on Social Probation. Social Probation is typically for the academic year and results in limited access to employment, leadership, athletic, & other extracurricular activities.

### ***Residential Probation***

When the behavior of a student is a serious detriment to the residential community, the student may be placed on Residential Probation. Probation may be permanent or for a designated period of time and may include limiting access to certain residential areas. Residential Probation is the level of sanction that may but need not precede removal from campus housing.

### ***Disciplinary Probation***

When the repeated behavior of a student is detrimental to the University community, the student may be placed on Disciplinary Probation. Probation may be permanent or for a designated period of time. Disciplinary Probation is the level of sanction that may precede suspension from the University.

### ***University Probation***

When the behavior of a student is a serious detriment to the University community, the student may be placed on University Probation. Probation may be permanent or for a designated period of time. University Probation is the level of sanction that may but need not precede dismissal from the University.

## **SUSPENSION**

### ***Residential Suspension***

In the event a student is removed from campus housing, none of the student's housing fee for the current semester will be refunded. If a resident is on the meal plan, the resident will retain it for the current semester unless the judicial decision includes restriction from the Dining Hall/Serving area, in which case none of the resident's meal plan fee for the current semester will be refunded. After removal from the campus housing, students are no longer allowed in residential living areas.

The student is responsible for complying with the sanctions imposed by the Dean of Students. All sanctions shall commence immediately following the decision. The sanctions will not be deferred through the appeals process. Failure to comply with sanctions will result in further disciplinary action as deemed appropriate by the Dean of Students.

**Interim Suspension** In certain circumstances, the Vice President for Enrollment & Student Development or his/her designee may impose a Residential or University suspension prior to a conduct investigation being concluded. Interim suspension may be imposed for the following reasons:

1. To ensure the safety and well-being of members of the University community or to preserve and protect University property.
2. To ensure the student's own physical or emotional safety and well-being.
3. If the student poses a definite threat of disruption to the normal operations of the University.

During an interim suspension, students shall be denied access to the campus housing and/or to the campus, including classes, and/or all other University activities or privileges for which the student might otherwise be eligible.

### ***Suspension/Expulsion Sanctions***

Habitual violations of campus policies, dangerous or threatening behavior, violations of criminal law, or other serious misconduct by residential or commuter students, may subject the students to the following sanctions by the Vice President for Enrollment & Student Development or the University President.

#### **1. Suspension**

Suspension will last at least until the end of the current semester and may continue until the University determines that suspension should be lifted. During a suspension, the student has no access to campus services (housing, dining services, etc.) or faculty members. It is the responsibility of the student to make up any school work; faculty members are under no obligation to facilitate make-up work or missed tests.

#### **2. Expulsion**

Expulsion will be permanent separation of the student from the University. This step requires the action of the Vice President for Enrollment & Student Development or the Vice President for Academic Affairs. The expulsion may be appealed to the President.

In the event of suspension or expulsion, the financial policies stated in the NCU Catalog under Tuition and Fees-Refund Policy will be utilized. As a general rule, these sanctions will only be utilized when other courses of action have been exhausted or proven inadequate to curb the behavior.

### **APPEAL PROCESS**

Students wishing to appeal an administrative decision must notify the Vice President for Enrollment & Student Development (or the President in case of expulsion) in writing within five working days of the sanction letter. The request for an appeal must include a statement regarding the reason for the appeal and all the relevant issues/evidence to be considered.

The person hearing the appeal will contact the student within one week concerning the status of the appeal. The appeal hearing may be granted if it is decided that one of the following criteria was not met during the judicial process:

- \* Standard procedures were not followed.

- \* Evidence was not heard which would have influenced the outcome of the case.
- \* Sanctions were too severe.

Appeals are usually heard at the next level following the original Conduct Meeting.

1. Vice President for Enrollment & Student Development or his/her designee
2. NCU President

During periods other than regular semesters (summer, Christmas, spring break), the Vice-President for Enrollment & Student Development reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

## **VIOLATION OF LAW AND UNIVERSITY DISCIPLINE**

1. University disciplinary proceedings may be instituted against a student sued for or charged with violation of a law that is also a violation of a University policy. Disciplinary proceedings may be carried out prior to, simultaneously with, or following a civil or criminal proceeding.
2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a judicial proceeding under the Student Conduct Process, the University may advise off-campus authorities of the existence of the Student Conduct Process and of how such matters will be handled internally within the University community.
3. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
4. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **RECORDS**

Files and documents pertaining to conduct meetings/administrative hearings are considered part of the educational records subject to FERPA and the University's policy regarding educational records. Victims are notified of sanctions and hearing outcomes regarding "crimes of violence" as defined by the 18 USC Sec. 16 (*arson, assault offenses, burglary, robbery, kidnapping/abduction, forcible and nonforcible sexual offenses, criminal homicide by negligence or manslaughter, destruction, damage, and vandalism of property*).

Disciplinary records are kept for seven academic years following the incident unless the incident resulted in expulsion or suspension. Records involving expulsion or suspension of students will be kept indefinitely.

## **INTERPRETATION AND REVISION**

Any question of interpretation regarding the Judicial Process, Standards of Conduct, and/or the Student Handbook shall be referred to the Vice President for Enrollment & Student Development for final determination.

## **NONDISCRIMINATION POLICY**

*Complaint of Discrimination:* Any allegation of different treatment, whether intended or unintended, based on the student's disability, race, ethnicity, sexual orientation, age, or gender will be investigated by the University in a timely manner. Complaints of sexual harassment, including sexual misconduct, will follow the University's policy entitled Sexual Misconduct and Title IX.

*Informal Complaint:* The process of gathering information either to help establish a suspicion of discrimination or to attempt to resolve a disagreement without following a formal complaint process.

*Formal Complaint:* The process of investigating a case of alleged discrimination and making a determination as to whether or not discrimination occurred and, where appropriate, providing a resolution to the complaint.

*Non-retaliation:* An individual shall not be subjected to any form of retaliation for filing a complaint in good faith or for good faith cooperation with an investigation or attempt to resolve a complaint. An individual may file a complaint alleging retaliation.

Students wishing to file an informal or formal complaint should:

1. Notify the Vice President for Enrollment & Student Development, the Dean of Students, or the Vice President for Academic Affairs. The Vice President for Enrollment & Student Development, the Dean of Students, or the Vice President for Academic Affairs (or his/her designee) will assist University personnel and students to informally resolve disagreements regarding the situation (disability accommodations, sexual harassment, etc.).
2. A student may file a *Complaint of Discrimination*. The student's complaint will be responded to in writing by the Vice President for Enrollment & Student Development or his/her designee.
3. If the student disagrees with or is not satisfied with the resolution of the complaint, the student may appeal to the University President. Such an appeal must be made within 30 days of the written communication regarding the formal grievance. The President will respond to the student in writing within ten work days of hearing the student's grievance.

The President is empowered to dismiss the case, overturn a prior decision, or recommend final disposition on the matter, including consequences and disciplinary action.



## **SEXUAL ASSAULT AND TITLE IX**

### **WHAT IS TITLE IX?**

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” (20 U.S.C. Sec. 1691)*

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination on the basis of sex in federally funded education programs and activities, including but not limited to athletic programs that receive federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault and sexual violence.

### ***Institutional Compliance with Title IX***

It is Northwest Christian University’s policy to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at NCU. This prohibition against discrimination on the basis of sex applies to all students, faculty and staff, to other members of the NCU community, and to contractors, consultants, and vendors doing business or providing services to the school.

In accordance with Title IX, the president of Northwest Christian University has designated the following Title IX Coordinator as the primary contacts responsible for implementing and monitoring NCU’s compliance with Title IX:

Greg Brock, Dean of Students & Director of Residence Life

The Title IX Coordinator are responsible for the coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of Title IX.

### ***When Should I Contact a Title IX Coordinator?***

Any student, faculty or staff member who has concerns about sex discrimination, including but not limited to acts of sexual harassment, sexual assault or sexual violence, is encouraged to seek the assistance of one of the Title IX Coordinators identified above.

### ***Contact a Title IX Coordinator if you:***

- Wish to understand your options if you think that you may have encountered sex discrimination, sexual harassment, sexual assault, or sexual violence.
- Learn of a situation that you feel may warrant an institutional investigation.
- Need help on how to handle a situation in which you are indirectly affected.
- Want information about possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation.
- Have questions about NCU’s policies and procedures.

## **PRIVACY**

Conversations with all University employees that are related to Title IX are kept as private as possible, but information about incidents of suspected violations of Title IX are legally mandated be shared to the extent necessary to conduct an investigation and take any corrective action deemed appropriate by the University. The only two categories exempt from reporting a suspected violation of Title IX are counseling sessions that take place within a clinical counseling context and pastoral counseling sessions with the Campus Pastor in the Office of Student Life.

## **CONSENT**

Consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent obtained through the use of force (actual or implied, immediate or future) whether that force is physical force, threats, intimidation, or coercion, is invalid consent.

The survivor of sexual aggression is not required to physically or otherwise resist a sexual aggressor. Silence, previous sexual relationships and/ or current relationship with the perpetrator may not be taken as an indication of consent.

Use of alcohol/drugs by the perpetrator is not an excuse for violation of the sexual conduct policy. A person who is not of legal age, who is incapacitated/helpless by physical or mental illness, who is mentally or physically incapacitated as a result of drug or alcohol consumption, or who is unconscious or unaware, is incapable of giving consent. A person who knows, or reasonably should have known, that another is incapacitated by the use of drugs or alcohol, and engages in sexual activity with that person commits sexual assault or rape.

## **SUPPORT**

### ***Confidential On-Campus Support***

- Counseling Center
- Pastoral Support via Office of Student Life

### ***Off-Campus Support***

- Sexual Assault Support Services (SASS)
- 24/7 Hotline (541-343-7277, 1-800-788-4727)
- Lane County Victim's Assistance Programs (541-682-4523)
- Department of Human Services (541-686-7555)
- Eugene City Victim's Assistance Program (541-682-8432)

## **TYPES OF SEXUAL ASSAULT**

### ***Non-forcible Sexual Offenses***

There are two types of non-forcible sexual offenses: statutory rape and incest.

*Statutory rape:* Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in the State of Oregon is 18 years old.

*Incest:* Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### ***Forcible Sexual Offenses***

There are two types of forcible sexual offenses: sexual assault and rape. Furthermore, there are two degrees of sexual assault.

*First degree sexual assault:* This includes, but is not limited to, physical and/or verbal abuse, threat of violence, actual non-consensual or forcible oral intercourse, or attempted vaginal intercourse by a person(s) known or unknown.

*Second degree sexual assault:* This includes, but is not limited to, forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), sexual battery (the unwanted touching of another person for the purpose of sexual arousal) and/or any unwanted fondling, kissing or groping.

The preceding also includes situations where the survivor is unable to resist due to alcohol or drugs, whether or not the substances were administered by the accused.

*Rape:* An act of violence, aggression, intimidation and power defined as:

- Sexual intercourse against the will of the survivor accomplished by force, perception of force, intimidation, threats or coercion where the complainant fears bodily harm if he or she does not submit.
- Vaginal intercourse against the survivor's will, by person(s) known or unknown, without consent, when the survivor's will is overcome by fear, force or intimidation that result from the threat of force, from drugs or alcohol administered without consent or when the survivor is being physically unable to communicate consent.

## **REPORTING OPTIONS**

- Title IX Coordinator:  
Greg Brock, Dean of Students & Director of Residence Life (541-684-7252)
- Office of Student Life (541-684-7345)
- Security (541-517-5197)
- Non-Emergency Eugene Police (541-682-5111)

### ***Filing a Report***

To initiate an investigation regarding a Title IX violation or sexual assault, please contact one of the reporting options above or submit an online report via the website or on MyNCU.

## **TITLE IX INVESTIGATION PROCEDURES**

1. The University will provide the complainant and respondent with charge letters of alleged violations. The charge letter will set forth the allegations constituting a potential violation and include sufficient detail so that a party may prepare a response before any initial interview. Sufficient detail includes the identities of the parties involved, the specific policy allegedly violated, a description of the

conduct allegedly constituting the potential violation, and the date and location of the alleged incident.

2. An adequate, reliable, and impartial investigation will take place. A person free of actual or reasonably perceived conflicts of interest and biases for or against any party will lead the investigation.
3. Any rights or opportunities that the University makes available to one party during the investigation will be made available to the other party on substantially equal terms.
4. The investigation will include the opportunity for parties to present witness statements and other evidence to an investigator.
5. The University will provide a party with sufficient time to prepare for any interview or meeting to allow for meaningful participation.
6. The University will notify the complainant and respondent of the availability of interim measures to protect students during the investigation and during the conduct, including any appeals. The University will endeavor to avoid depriving any student of her or his education. The measures needed by each student may change over time, and the Title IX Coordinator will communicate with each student throughout the investigation to ensure that any interim measures are necessary and effective based on the students' evolving needs.
7. The University will make a good faith effort to complete its investigation within 20 calendar days of the charge letter.
8. When the investigation is tentatively completed, a draft report will be prepared and provided to the complainant and respondent, who will have five calendar days to review and prepare questions and provide them to the investigator. The investigator will then schedule follow-up interviews with each party and others as appropriate.
9. Within seven calendar days after the last interview, the investigator will prepare a final report and provide it to parties. The investigation will result in a written report summarizing the relevant exculpatory and inculpatory evidence. The complainant and respondent will have timely and equal access to any information that will be used to determine sanctions.
10. Once the final report is provided to the parties, the Dean of Students will require each party to attend a separate meeting with the Dean. For the respondent, this will be the meeting at Step 2 of the conduct process.
11. The conduct process will then proceed in accordance with University policy. Matters will be resolved based on the "preponderance of the evidence" standard. Notice of the outcome of a complaint will be provided to the complainant and the respondent.
12. Retaliation and retaliatory harassment are prohibited against any individual who files a sex discrimination complaint with the university or participates in a complaint investigation in any way. Retaliation or retaliatory harassment can be reported to the Title IX Coordinator.
13. At any point, if all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving a full disclosure of the allegations and their options for formal resolution, and if the University determines that the particular Title IX complaint is appropriate for such a process, the University may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution.

### ***Academic or Campus Housing Changes***

The Dean of Students will work with all parties involved to make academic or housing accommodations to provide for the wellbeing of each student during and after an investigation.

**Remember: Sexual assault is NEVER the survivor's fault.**

Sexual assault can happen to anyone. There is no typical survivor. Statistics indicate that anywhere from 85-90% of all sexual assaults occur between people who know each other.

If a friend has been assaulted or raped:

- *Listen and be supportive.*
- *Encourage your friend to immediately contact the appropriate resources.*
- *Stay with your friend during interviews and examinations if she or he wants you to do so.*
- *Take care of yourself. You may need to talk with someone about how this has affected you. The resources listed in this section are for you as well.*

If you have been assaulted or raped, you have control of the choices you can make. Following are recommendations to assist you in dealing with this crime:

- *Do not blame yourself. Sexual assault is NEVER the survivor's fault.*
- *Go to a safe location.*
- *Seek medical attention immediately.*
- *Do NOT shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.*
- *Do not straighten up the area where the assault has taken place. Put clothes in a PAPER bag. The impulse to clean is normal, but evidence that might be needed will be destroyed by these activities.*
- *Get to a hospital. Transportation can be provided by a friend or roommate or through the local resources (see below).*

*Note:* In order to collect evidence to later be used in legal proceedings, an exam should be administered at Sacred Heart Medical Center. This is performed at the survivor's discretion. Although the survivor may not want to press charges immediately, it is important that evidence is collected for potential future use as soon as possible after the assault takes place.

**Rape Trauma Syndrome**

Rape Trauma Syndrome (RTS) is an acute stress reaction to the threat of being killed or of being seriously injured, resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor. Rather, RTS represents a range of possible reactions which vary from person to person. RTS has two major phases: (1) the immediate or acute phase, in which the survivor's lifestyle is completely disrupted, and (2) the long-term phase in which the survivor must reorganize this disrupted lifestyle. Characteristics of the first phase include shock, disbelief, sleeping and eating pattern disturbances, difficulty in concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flashbacks to the incident. Recovery is aided by support from friends, relatives, and others in the survivor's environment.

**SEXUAL HARASSMENT**

Any sexual advances, requests or demands for sexual favors and/or other physical, verbal or visual conduct of a sexual nature constitute sexual harassment when:

1. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, creating an intimidating, hostile or offensive work, learning, living, or campus environment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic program.

The University prohibits the following behaviors:

***Verbal Sexual Harassment:***

- Conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, obscene phone calls or voice mail or e-mail messages.
- Threats or demands to submit to sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss.
- Offers of preferential treatment in return for sexual favors and/or retaliation for having reported or threatened to report harassment.

***Non-verbal/Visual Sexual Harassment:***

- Display of or references to derogatory and/or sexuality-oriented posters, photographs, cartoons, drawings or gestures
- Exposure (i.e. "mooning", "streaking"), or other lewd behaviors

***Physical Sexual Harassment:***

- Conduct such as unwanted touching, blocking normal movement or interfering with work or study.

***Formal Complaint***

Please refer to the reporting options listed in the Sexual Assault section above.

***Pertinent Federal Legislation***

The Student Right-to-Know and Campus Security Act of 1990 and the Campus Sexual Assault Victim's Bill of Rights Amendment of the 1992 Higher Education Reauthorization Act (copies of which can be found in the Residence Life Office) require Universities to report accurate statistics regarding sexual assaults and rapes.

Abusive sexual behavior is harmful to both the learning environment and the sense of community the University seeks to foster among students, faculty, staff and administration. All members of the University community have an obligation to act responsibly in the realm of sexuality. Any student who, either individually or in concert with others, participates in any of the aforementioned misconduct is subject to University discipline including suspension, dismissal, and/or expulsion.

## **SECURITY AND CAMPUS SAFETY**

### **PUBLIC SAFETY**

Northwest Christian University is committed to the safety and welfare of all campus members and visitors. NCU contracts with a 24/7 security agency. In addition, security officers maintain a professional working relationship with the Eugene Police Department. The Dean of Students works closely with security to provide a comprehensive campus security program.

*Campus Security, 24 hours/day, 7 days/week: 541-517-5197*

Security officers are checking buildings to ensure they are locked after hours; respond to trespassers on University property; provide escort to or from various places on campus after dark; and assisting with any safety-related incident on campus. Security officers are equipped with a cell phone so they can be reached in an emergency, as well as call 911 for emergency assistance.

*Residence Life: 541-517-1379*

The Residence Life staff has a Resident Assistant and Administrator on call every evening and on weekends in case of an emergency on campus.

*Local Police: 911 or 541-682-5111*

Because of our proximity to the University of Oregon, police patrols of campus neighborhoods are frequent and occur 24 hours a day. Our local police substation should be called during the daytime from 9:00 a.m. to 5:00 p.m. (541-682-8356) or the Eugene Police Department non-emergency line 541-682-5111 is available 24 hours a day. Lane County operates a 911 emergency phone service for police, fire and medical assistance.

### **SAFE WALKS**

Campus Security will provide escorts to students, faculty, and staff to and from their vehicles and campus buildings.

### **FEDERAL CAMPUS CRIME AWARENESS AND CAMPUS SECURITY ACT**

A Campus Security brochure and summary of policies is published and provided each academic year in an effort to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990; last amended 1998) and the Drug-Free School and Communities Act Amendments of 1989 (PL 101-226). Information is reviewed and updated annually. If you have information you want included or have questions, comments or remarks, please contact the Dean of Students at (541) 684-7345.

### **FIRE EXTINGUISHERS AND SECURITY SYSTEMS**

Jeopardizing or interfering with the safety and security systems established within the campus community, which includes tampering with safety detection devices or misusing fire extinguishers, shall be cause for discipline, up to and including dismissal.

## MISSING STUDENTS GUIDELINES

If there is reason to believe that an on-campus student is missing, efforts will be made to locate the student through the collaboration of the Student Development Office and Campus Security. Individuals may report that a student has been missing for 24 hours by calling Campus Security at 541-517-5197 or the Vice-President for Enrollment & Student Development or the Dean of Students by calling 541-684-7345. Should the university determine that the student is missing, Northwest Christian University will notify the Eugene Police Department immediately. Northwest Christian University will contact the student's emergency contact no later than 24 hours after the student is determined to be missing.

Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing by contacting the Dean of Students at 541-684-7345. Only authorized campus officials and law enforcement officers may have access to the confidential contact information provided by the student.

The local police department with assistance and cooperation of the University will retain status as the primary investigative unit in missing student cases.

## REPORTING CRIMES

To report a crime or suspicious activity, please call Campus Security 541-517-5197 or call the Eugene Police Department at 911 (emergencies) or 541-682-5111(non-emergencies). An officer is available 24 hours a day, 7 days a week and will respond to all emergencies or crime reports. We ask that all crimes and suspicious activity be reported immediately.

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice-President for Enrollment & Student Development, constitutes a continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the emergency test messaging system to all registered cell phones, University e-mail system to students, faculty, staff, and/or through postings in prominent locations throughout campus buildings. Anyone with information warranting a timely warning should report the circumstances to the Office of Student Life at 541-684-7345 or Campus Security at 541-517-5197.

### *Reporting crimes on a voluntary, confidential basis*

If you are the victim of a crime and do not want to pursue action within the University judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or Vice-President for Enrollment & Student Development (or designee within Student Development) can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.



## SEX OFFENDER REGISTRATION

In accordance with federal law, NCU provides a link to the Oregon State Police Sex Offender Information website. Federal law requires institutions of higher education to issue a statement advising the campus community about where to obtain law enforcement information concerning registered sex offenders. It also requires sex offenders to provide notice to each institution of higher education at which the person is employed, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable by law. The Oregon State Police are responsible for maintaining this registry. Follow the link to access the OSP website: <http://sexoffenders.oregon.gov>.

## WEAPONS

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the NCU community. Therefore, the possession or use of weapons is prohibited on all University property, including parking lots. For the purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, serious physical injury, or explosions. This includes but is not limited to firearms, ammunition, explosive devices (both incendiary and chemical), knives, straight razors, paint/pellet guns, martial arts weapons, swords, or toys that replicate or could be mistaken for real guns. Small pocket knives with blades no greater than 4 inches in length are permitted. All items that qualify as a weapon will be confiscated and/or destroyed.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Northwest Christian University's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Violation of the University weapons policy will result in disciplinary action that may include suspension or expulsion/dismissal from the University.

## CAMPUS CRIME STATISTICS

The categories on the following table are listed as required by federal law. The figures are compiled from the Campus Patrol incident reports and from Eugene Police Department crime statistics. \*2017 stats will be updated October 2018.

***\*Adjacent areas statistics were taken from the Eugene Police Department reports.***

Informational Resources for Crime Statistics

FBI Uniform Crime Reporting - <http://www.fbi.gov/ucr/ucrquest.htm>

FBI Uniform Crime Reporting - <http://www.fbi.gov/ucr/ucr.htm>

US Department of Justice - <http://www.ojp.usdoj.gov/bjs/>

US Department of Education - <http://ope.ed.gov/security/>

Security On Campus, Inc. - <http://www.securityoncampus.org/>

[illegible]

# **CAMPUS FIRE SAFETY ANNUAL REPORT**

## **OVERVIEW**

The Higher Education Opportunity Act became law in August 2008. Among other things, it requires higher education institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Northwest Christian University.

## **GENERAL STATEMENT OF NCU STUDENT HOUSING FIRE SAFETY**

On the NCU campus, the Burke-Griffeth Residence Hall has an integrated fire alarm system, which is monitored 24 hours/day, seven days/week. The apartments are equipped with smoke detectors throughout.

Residence Life staff receive fire safety training at the beginning of each year and assist with all fire alarms in campus housing. Fire drills are conducted each semester in coordination with the Residence Life staff and campus security.

## **SPECIFIC FIRE PREVENTION-RELATED POLICIES**

It is the goal of NCU to provide a safe and healthy environment for all students, employees, and visitors. This includes fire safety. Specific fire related policies are displayed throughout campus buildings/classrooms/common areas in the Emergency Response Plan flipchart or in the Student Handbook that is made available for all students online or a paper copy is available on each Residential Living area on campus.

Specific fire related policies are as follows:

## **ELECTRICAL APPLIANCES**

For energy and safety reasons, it may not be possible for students to have all the electrical appliances they are accustomed to having at home.

1. Residents may not have hot plates, portable electric heaters, window unit air conditioners, toaster ovens, or ultra-violet/sun lamps. Toasters and toaster ovens are permitted in residence hall kitchens. Certain exceptions for apartment residents may be requested from the Office of Student Life.
2. Coffee pots, hot pots and microwave ovens are permitted.
3. All cords and connections must be in good working condition. Students may only expand electrical outlets with power strips and surge protectors. Items such as extension cords and six-way wall plugs are not allowed and will be confiscated.
4. Satellite dishes or other alterations are prohibited.
5. For fire prevention and safety reasons, halogen lamps (including lava lamps) and butane canisters are not permitted in any residential living area.

## **FIRE EXTINGUISHERS AND SECURITY SYSTEMS**

Jeopardizing or interfering with the safety and security systems established within the campus community, which includes tampering with safety detection devices or misusing fire extinguishers, shall be cause for discipline, up to and including dismissal.

### **FIRE SAFETY**

Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Setting off fire alarms or misusing fire extinguishers is not permitted and will result in disciplinary action, up to and including a \$500 fine and dismissal from the University.

All residents **must** evacuate their residential building if a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Disciplinary action may be taken if a student does not evacuate.

Fire extinguishers and alarms are installed for resident protection. Residents are urged to read directions on fire extinguishers to be sure they understand the type of fire for which the extinguisher is effective and how to operate it in case of need.

Smoke detectors are present in individual rooms and in common areas in campus housing. Smoke detectors are potential life saving devices. To insure that the smoke detectors are used appropriately and serve their designed function, students may not dismantle or otherwise alter them. Students found responsible for misusing smoke detectors (hanging things from, tampering with, pulling from the ceiling, taking batteries out of, etc.) will be charged for repair and/or replacement, and may face disciplinary action. Residence Life staff should be notified immediately when a smoke detector needs a new battery.

Smoking, the use of candles or incense, or any open flame is strictly prohibited in campus housing. Flammable materials (gasoline, kerosene, propane, butane etc.) are not permitted inside buildings.

Due to fire regulations, fire doors are not to be propped open or blocked. Exits, hallways or stairwells may not be blocked.

### **WEAPONS**

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the NCU community. Therefore, the possession or use of weapons is prohibited on all University property, including parking lots. For the purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, serious physical injury, or explosions. This includes but is not limited to firearms, ammunition, explosive devices (both incendiary and chemical), knives, straight razors, paint/pellet guns, martial arts weapons, swords, or toys that replicate or could be mistaken for real guns. Small pocket knives with blades no greater than 4 inches in length are permitted. All items that qualify as a weapon will be confiscated and/or destroyed.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Northwest Christian University's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Violation of the University weapons policy will result in disciplinary action that may include suspension or expulsion/dismissal from the University.

## **EMERGENCY RESPONSE FLIP-CHART/FIRE OR EXPLOSION**

Action steps:

1. In case of fire, close the door to the room with the fire and sound the fire alarm.
2. Call 9-1-1. Give your name and location of the fire. Do not hang up unless it becomes unsafe where you are located.
3. If the fire is small, control with a fire extinguisher if you are comfortable.
4. If the fire is large, very smoky, or spreading rapidly, immediately evacuate.
5. Never use building elevators in case of fire or earthquakes.
6. Follow evacuation procedures.
  - a. Look for lighted EXIT signs and/or use posted evacuation maps.
  - b. Do not use elevators in case of fire or earthquake, use nearest stairway.
  - c. Walk, do not run, to the nearest exit.
  - d. Leave the building and move a safe distance away. Do not obstruct emergency personnel or vehicles.
  - e. Gather in your building's designated location – find your building incident response coordinator (look for the orange vest).
  - f. Stay with your building group (class, office suite, etc.) as much as possible.
  - g. Take purses and backpacks when evacuating. Close doors but do not lock them.
  - h. You may return to a building when you are told it is safe by a university official.

## **EMERGENCY RESPONSE PLAN REGARDING CAMPUS FIRES**

### ***FIRES***

**ASSUMPTION:** Fire with visible flames or strong odors of burning

**EMERGENCY CLASSIFICATION:** Variable

**PRIMARY INCIDENT MANAGER:** Acting Director of Security

### **PERSONS/AGENCIES INVOLVED:**

- Critical Incident Response Team
- Acting Director of Security
- Director of the Physical Plant
- Police Department
- Dean of Students
- Fire Department
- Communications Coordinator

### **INITIAL RESPONSE:**

1. For the person discovering the fire:
  - a. Extinguish only if you can do so safely and quickly

- A. In case of emergency, dial 9-1-1
  - B. Call Campus Security – (541) 517-5197
- b. If the fire cannot be extinguished:
  - A. Confine the fire by closing the doors
  - B. Pull the nearest fire alarm
  - C. Dial 9-1-1
  - D. Alert others
  - E. Meet the fire department when they arrive
- 2. For occupants of the building:
  - a. Close the doors to your immediate area
  - b. Evacuate the building via the nearest exit. Assist others as necessary
  - c. Do not use elevators
  - d. Avoid smoke filled areas
- 3. For persons evacuating from the immediate fire area:
  - a. Feel door from top to bottom. If it is hot, do not proceed; go back.
  - b. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it
  - c. If no smoke is present, exit the building via the nearest stairwell or exit
  - d. If you encounter heavy smoke in a stairwell, go back and try another stairwell
- 4. For University personnel
  - a. Security and acting Director of Security notified
  - b. Secure the scene
  - c. President and Cabinet notified
  - d. VPSDE notified
  - e. Director of Physical Plant notified
  - f. Provide for medical care if needed
  - g. Plans for relocation of building occupants

## STATISTICAL REPORT

Below are the fire statistics as reported to Campus Security and the Office of Student Life.

NORTHWEST CHRISTIAN UNIVERSITY										
BUILDING		ACADEMIC BUILDINGS			RESIDENTIAL BUILDINGS			OTHER BUILDINGS		
YEAR		2015	2016	2017	2015	2016	2017	2015	2016	2017
TOTAL ALARMS/YEAR		0	0	0	1	2	0	0	0	0
FIRES	DAMAGES	0	0	0	0	0	0	0	0	0
	INJURIES	0	0	0	0	0	0	0	0	0
	FATALITIES	0	0	0	0	0	0	0	0	0
TOTAL FIRES		0	0	0	0	0	0	0	0	0
FALSE ALARMS	DAMAGES	0	0	0	0	0	0	0	0	0
	INJURIES	0	0	0	0	0	0	0	0	0
	FATALITIES	0	0	0	0	0	0	0	0	0
TOTAL FALSE ALARMS		0	0	0	1	2	0	0	0	0