

Multnomah University

Student Handbook

2022-2023



Student Responsibility for Handbook Policies

All students are responsible to read this Student Handbook and follow its policies. Enrollment is your agreement that you will abide by all of Multnomah's policies, whether in this handbook or not, both on and off campus. This handbook contains University policies and resources that apply to all Multnomah University students and programs. Following the University policies in this handbook are sections with additional policies specific to each program: undergraduate and graduate/seminary.

Multnomah University has the right to change or edit this Handbook during the school year if deemed necessary by the Administration. Students would be notified via email and changes may also be posted on the my.multnomah.edu webpage. It is each student's responsibility to stay informed of current policies and standards.

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ACADEMIC CALENDAR

FALL SEMESTER, 2022

May 14 & June 17 | New Student Registration Days (Undergraduate)

Aug. 24 | Graduate & Seminary Welcome

Aug. 25-28 | Undergrad Welcome Weekend

Aug. 29 | Classes Begin

Oct. 4 | Half Day of Outreach (University) (Afternoon)

Oct. 14-17 | Mid-Semester Break

Oct. 31- Nov. 11 | Continuing Student Registration

Nov. 8 | Half Day of Worship (University) (Morning)

Nov. 24-25 | Thanksgiving Vacation

Nov. 28 | Classes Resume

Dec. 12-16 | Final Examinations (Undergrad)

Dec. 16 | Graduation and close of Fall Semester

SPRING SEMESTER, 2023

Jan. 6 | Undergrad Welcome

Jan. 6 | Graduate & Seminary Welcome

Jan. 9 | Classes Begin

Jan. 16 | Martin Luther King Jr. Holiday

Mar. 27-31 | Spring Vacation

Apr. 3 | Classes Resume

Apr. 3 - 14 | Continuing Student Registration

Apr. 7 | Good Friday Holiday

April 24-28 | Final Examinations (Undergrad)

April 28 | Commencement and close of Spring Semester

SUMMER SEMESTER, 2023

May 1-August 20 | Undergrad & Graduate

June 12-23 | Seminary Summer School

ONLINE ACADEMIC SCHEDULE

FALL SEMESTER, 2022 SESSION 01A

Aug. 29 | Classes Begin

Oct. 23 | Classes End

FALL SEMESTER, 2022 SESSION 01B

Oct. 24 | Classes Begin

Dec. 18 | Classes End

SPRING SEMESTER, 2023 SESSION 01A

Jan. 9 | Classes Begin

Mar. 5 | Classes End

SPRING SEMESTER, 2023 SESSION 01B

Mar. 6 | Classes Begin

Apr. 30 | Classes End

SUMMER SEMESTER, 2023 SESSION 01A

May 1 | Classes Begin

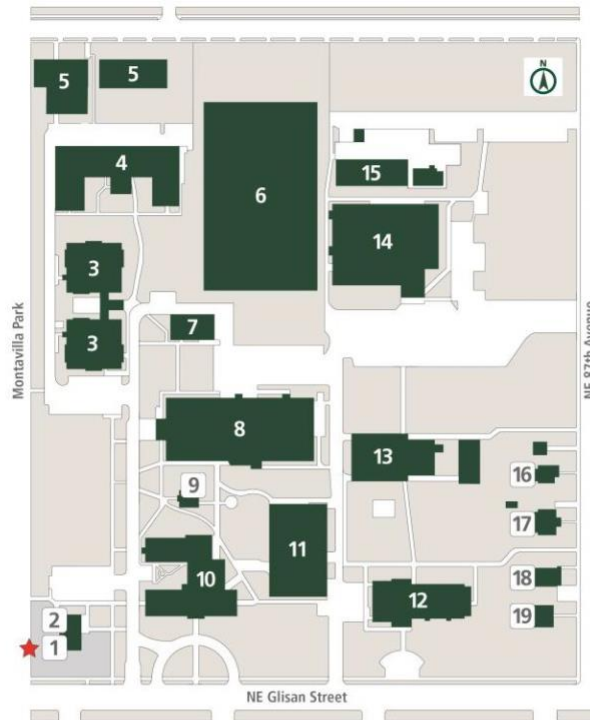
June 25 | Classes End

SUMMER SEMESTER, 2023 SESSION 01B

June 26 | Classes Begin

August 20 | Classes End

CAMPUS MAP



- | | |
|-----------------------------------|------------------------------------------|
| 1. ★ Campus Safety | 13. Bradley Hall |
| 2. Campus Support Services | 14. Lytle Gymnasium |
| 3. Aldrich Hall | 15. Maintenance Building |
| 4. Memorial Hall | 16. Multicultural Center |
| 5. Ambassador Housing | 17. Faculty in Residence |
| 6. Williford Field | 18. Student Counseling & Wellness Center |
| 7. The Den (Commuter Center) | 19. Science Building |
| 8. JCA Student Center | |
| 9. Dirks Prayer Chapel | |
| 10. Sutcliffe Hall | |
| 11. Mitchell Library | |
| 12. Travis-Lovitt Hall (Seminary) | |



MULTNOMAH
UNIVERSITY

DIRECTORY

Admissions

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6485

Location: Sutcliffe, 1st floor

admissions@multnomah.edu

Location: Helen Carlson House

Campus Support Services

Hours: M-F 8:00 a.m. – 4:00 p.m.

Phone: (503) 251-6490

Location: Helen Carlson House

Advancement

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6599

Location: Sutcliffe, 1st floor

advancement@multnomah.edu

Career Services

Phone: (503) 251-6472

Location: JCA, 2nd Floor

careerservices@multnomah.edu

Alumni

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6455

Toll Free: (877) 925-8664

Location: Sutcliffe, 1st floor

alumni@multnomah.edu

Department of Cultural Engagement

Phone: (503) 251-5355

Location: Sutcliffe, 1st floor

The Den/Commuter Center

Hours: M-F 7:00 a.m. – 5:00 p.m.

Phone: (503) 251-6500

Location: The Den

Athletics

Hours: M-F 6:00 a.m. – 10:00 p.m.

Sat 8:00 p.m. – 10:00 p.m.

Sun Closed

Phone: (503) 251-5395

Location: Lytle Gymnasium

athletics@multnomah.edu

Dining Services

Phone: (503) 251-5332

Location: JCA, 1st floor

Auxiliary Services

Hours: M-F 8:00 a.m. – 4:30 p.m.

Phone: (503) 251-6466

Location: Sutcliffe, 2nd floor

scheduling@multnomah.edu

Disability Resources

Phone: (503) 251-5301

Location: JCA, 1st floor

studentsuccess@multnomah.edu

Business Office

Hours: M-F 10:00 a.m. – 4:30 p.m.

Phone: (503) 251-5345

Location: Sutcliffe, 1st floor

Executive Administration

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-5355

Location: Sutcliffe, 1st floor

Faculty

Hours: M-F 7:30 a.m. – 4:30 p.m.

Phone: (503) 251-6400

Location: Sutcliffe, 2nd floor

Campus Safety

Hours: 24 hours a day

Call or Text: (503) 251-6499

Faculty In Residence

Hours: M-F 9:00 a.m. - 4:00 p.m.

Location: 601 NE 87th Ave.

Financial Aid

Hours: M-F 9:00 a.m. – 4:30 p.m.

Phone: (503) 251-5335

Location: Sutcliffe, 1st floor

finaid@multnomah.edu

Gym

Hours: M-F 6:00 a.m. – 10:00 p.m.

Sat 8:00 a.m. – 3:00 p.m.

Sun Closed

Phone: (503) 251-5395

Housing Operations

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6501

Location: JCA, 1st floor

housing@multnomah.edu

Human Resources

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-5308

Location: Sutcliffe, 1st floor

hr@multnomah.edu

Information Technology

Fall/Spring: M-Th 8:00 a.m. – 6:15 p.m.

F 8:00 a.m. – 5:00 p.m.

Breaks/Summer: M-F 8:00 a.m. – 6:15 p.m.

Phone: (503) 251-6555

Location: L102

helpdesk@multnomah.edu

Library

Hours: M-Th 7:45 a.m. – 10:30 p.m.

Fri 9:00 a.m. – 5:00 p.m.

Sat 1:00 p.m. – 5:00 p.m.

Sun 4:00 p.m. – 9:00 p.m.

Phone: (503) 251-5322

library@multnomah.edu

Master of Arts in Counseling (MAC)

Hours: M-F 9:00 a.m. – 5:00 p.m.

Phone: (503) 251-6446

Location: JCA, 2nd floor

Mail Services

Hours: M-F 9:00 a.m. – 4:30 p.m.

Phone: (503) 251-5300

Location: JCA, 1st floor

mailservices@multnomah.edu

Marketing

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6452

Location: Sutcliffe, 2nd floor

MU Gear Store

Hours: M-F 9:00am-4:30pm

Phone: (503) 251-5301

Location: JCA, 1st floor

Multicultural Center

Hours: M-Sa 4:00 p.m. – 10:00 p.m.

Location: 615 NE 87th Ave.

Planned Giving

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-5363

Location: Sutcliffe, 1st floor

Registrar

Hours: M-F 9:00 a.m. – 4:30 p.m.

Phone: (503) 251-5370

Location: Sutcliffe, 1st floor

registrar@multnomah.edu

Residence Life

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-5311

Location: JCA, 1st floor

Roger's Café

Hours: M-Th 7:30am-6:30pm

Friday 7:30am- 4:00pm

Phone: (503) 251-5366

Location: JCA, 1st floor

rogers@multnomah.edu

Science Building

Phone: (503) 251-6431

Location: 521 NE 87th Ave.

Seminary Front Desk

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6700

Location: TL, 2nd floor

Service Learning

Hours: M-F 9:00 a.m. – 1:00 p.m.

Phone: (503) 251-6744

Location: Spiritual Life Center

link@multnomah.edu

Student Counseling & Wellness Center

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6511

Location: 533 NE 87th Ave.

counseling@multnomah.edu

Student Employment

Hours: M-F 9:00 a.m. – 5:00 p.m. Appointment times vary

Outside of these hours, see Human Resources (delete)

Phone: (503) 251-5308

Location: Sutcliffe, 1st floor

hr@multnomah.edu

Student Life

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-5311

Location: JCA, 1st floor

studentlife@multnomah.edu

Student Success Center

Hours: M-F 8:00 a.m. – 5:00 p.m. Appointment times vary

Phone: (503) 251-5301

Location: JCA, 1st floor

studentsuccess@multnomah.edu

JCA = Joseph C. Aldrich Student Center

TL = Travis-Lovitt Hall

*Hours are subject to change. Please contact individual offices for hours prior to coming to campus.

INTRODUCTION

On behalf of the entire Student Life staff and faculty, welcome (or welcome back) to Multnomah University!

Our team is committed to creating the best possible environment for your educational experience. We provide resources and support designed to challenge you to grow and encourage you on your academic journey. Multnomah is a thriving community, and like any society, we have some common understandings regarding practice and behavior to shape our mutual expectations for a healthy environment. Every choice you make, every day, is an opportunity for you to lead a life that demonstrates your character, faith, and love for God.

Please take the time to read this handbook carefully. While not exhaustive, it addresses some of the most common questions and issues students face. It provides necessary information to contribute to your academic success, spiritual growth, and community connectivity. The policies and guidelines below represent the interests of the University board, administration, parents, alumni, and this Christian community of scholarship and learning. We are so glad you're here and look forward to seeing how your individual contributions will enrich us collectively!

Dr. Joe Slavens
Vice President of Student Life

UNIVERSITY MISSION, VISIONS, AND VALUES

Multnomah University's mission is to equip Christian students through higher education to become biblically competent, academically proficient, spiritually formed, and culturally engaged servant leaders, shaped to be a transforming force in the church, community, and world. For more information and Multnomah's vision and core value statements, please visit [Multnomah's webpage](#).

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

Christian maturity involves more than adherence to explicit scriptural statements of right and wrong. It involves a total commitment to the Lordship of Christ, a life of dynamic discipleship, and a renunciation of self-centeredness. The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior. The following biblical principles represent Multnomah's emphasis on Christian maturity:

1. A personal responsibility to conduct oneself in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14:4-12; Phil. 1:20-27; Col. 3:23; 1 Cor. 10:31).
2. A personal desire to abstain from every form of evil (1 Thess. 5:22).
3. Because of the value placed on persons as those created in God's image (Gen. 1:26-27; Col. 3:10; Matt. 22:39; Rom. 13:8-10; 1 John 3:13-18), a controlling principle of Christian love demands the following:
 - a. A genuine desire to please our neighbors for their good and for their edification (Rom. 15:1-3).
 - b. A thoughtful consideration of others lest, in the exercise of Christian liberty, a believer is caused to stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14:13-23; 1 Cor. 8:7-13; 10:23-33; 1 Tim. 2:9).
 - c. A discriminating concern for our influence on the whole body of Christ whom we serve, as well as the city, and the larger society of which we are a part. A willingness to avoid what is needlessly divisive or offensive to significant segments of the Multnomah community or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32, 33; 9:22).
 - d. A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differ from one's own. A willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).
4. A willing submission to authority for the Lord's sake. This includes obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13:1-7; Heb. 13:17; 1 Pet. 2:13-17).
5. An intelligent concern for the care and use of our bodies and our minds (1 Cor. 6:19, 20; Rom. 12:1-2; Phil. 4:8; 2 Cor. 10:5).
6. A high standard of ethics in the area of separation from the ungodly world system (2 Cor. 6:14-18; Eph. 5:3-12; James 1:27; 4:4; 1 Jn. 2:15-18).

7. Awareness that conformity to human-made regulations which appear religious does not guarantee spiritual maturity (Col. 2:20-23).

CAMPUS DEPARTMENTS AND RESOURCES

STUDENT LIFE

The Student Life Team seeks to create a sense of belonging for every student by:

- co-constructing a distinctly Christian learning community,
- becoming optimistic and innovative champions of accessible and achievable student success,
- growing in and teaching empathy for all,
- nurturing connections, effective teams, and interdependence.

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

- Auxiliary Services
- Campus Housing
- Campus Safety
- Campus Store
- Community Life
- Community Standards (Student Conduct)
- Commuter Life
- Dining Satisfaction
- Disability Resources
- External Events
- First Year Success (GE 100)
- Health Insurance
- International Student Support
- Intramurals
- Mailroom
- New Student Welcome and Orientation
- Residence Life
- Roger's Café
- Student Government Association
- Student Leadership Development
- Student Organizations
- Student Success Center (Academic Support)
- Title IX
- Tutoring

Leadership Development

The Multnomah University Leadership Development program exists to equip tomorrow's leaders for lifelong impact through synchronous development of character and skills. We concentrate on four areas of development:

1. **Strategic Visioning:** Focus on skills and traits that generate compelling vision and the wise planning and execution of bold yet sound strategies.
2. **Effective Communication:** Develop the skills and postures of active listening and confident, clear verbal and non-verbal communication.
3. **Emotional Intelligence:** Build personal and interpersonal competencies to effectively lead diverse teams.
4. **Resourceful Resilience:** Emphasize skills and attitudes supporting creative problem solving, persistence when faced with challenges, and conflict resolution.

Our model utilizes four distinct platforms to deliver value and achieve specific, measurable outcomes:

1. Student Leadership Teams
2. 3-Dimensional Mentoring
3. Monthly Leadership Seminars
4. Leadership Retreats

Leadership Teams. Any student may apply for a full academic year, paid position on one of four teams. Each position has specific privileges and responsibilities outlined in a carefully crafted job description designed to give students real-life leadership experience and consistent, constructive feedback. Every team offers 4-8 student positions and is overseen by a trained advisor. The four teams are:

- ❖ Student Government Association
- ❖ Commuter Assistants
- ❖ Resident Assistants
- ❖ Spiritual Life Interns

3-D Mentoring Program exists to provide multi-dimensional relational support to EVERY student leader. The three dimensions are faculty/staff to student, student to student, and student to advisor. Not unlike pastoral coaching sessions, these regular 1:1 mentor meetings provide space for processing relational dynamics, sorting through future hopes and dreams, and unpacking leadership experiences—all while building meaningful lifelong friendships with faculty and staff.

Monthly Leadership Seminars expose student leaders to diverse leadership theory through story to leverage relevant case studies and practical illustrations provided by both institutional and area-wide trained, experienced leadership experts. The dynamic format avoids tedious information download. Instead, they involve dialogue, break-out sessions, and facilitate lively student engagement.

Leadership Retreats are overnight all-team excursions which occur twice a year. Off-campus adventures range from hiking waterfalls, river rafting, downtown Portland excursions, to mountain lodge getaways—all to deepen friendships, restore energy, and refocus on mission. With one retreat in August and one in January, each represents a rare opportunity to take a sabbath break and celebrate the leadership development journey together.

For more information, or to set up a meeting, please contact The Assistant Dean of Community Life at sarahparker@multnomah.edu or call/text (503) 251-6500.

Commuter Life

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

The Den is centrally located between the JCA Student Center and the Aldrich residence halls. In this industrial-style lounge, students have many of the same comforts they enjoy at home: an excellent atmosphere, comfortable couches, a microwave, a refrigerator, and a sink. The Commuter Life leadership team facilitates connections between students, staff, and faculty and provides program specific resources to meet commuter needs. For more information, email commuterlife@multnomah.edu.

Student Success Center

The Student Success Center exists to equip you with tools and support to meet your academic and life goals. We strive to take a strengths-based, proactive, and individualized approach, centering our student relationships on clarity, empowerment, authenticity, and solidarity.

Through Student Success, students in all programs have access to free tutoring services, academic coaching, and accommodations for those impacted by disability. The Student Success Center also provides first year student programming through the required First Year Success course and collaborates closely with Athletics on monitoring and supporting student-athlete eligibility.

For more information, or to set up a meeting, please contact the Student Success Center at studentsuccess@multnomah.edu or call/text (503) 251-5301.

Campus Housing

At Multnomah University, we view our campus housing as an extension of the classroom. Some of the greatest lessons - students learn happen while living in community with one another. Additionally, research concludes that living in campus housing has a positive influence on a student's grade point average, level of involvement in campus activities, graduation rate, and satisfaction with his or her collegiate experience. Multnomah housing staff strives to foster a living environment conducive to academic, relational, and spiritual growth unique to our students' differing programs and stages of life. For these reasons, all students must be enrolled three-quarter-time in their programs to qualify for housing (9 credits for undergraduate students and 6 credits for graduate-level students). Any questions or appeals may be made by emailing Housing@Multnomah.edu.

Residence Halls

The residence halls at Multnomah offer students a variety of living options aimed at meeting the needs of students in various stages of life. We pride ourselves on the quality of our spacious and comfortable halls as well as our low residential staff-to-student ratios. Because of the significant positive impact campus housing has on a student's college experience, single undergraduate students under the age of 21 and enrolled in 9 or more credits per semester are required to live in campus housing. Residence Hall residents pay a flat rate per semester. Furnishings, utilities, and Wi-Fi are included.

Housing agreements are for the entire academic year (both fall and spring semesters). Please see the applicable Housing Application/Agreement on the MU website for more information on pricing, deposits, and contractual terms. The

Residence Halls close between fall and spring semesters and over the summer, although summer housing is available for students who are eligible and apply for summer housing.

Exceptions to the housing requirement are made for students living with parents or relatives over the age of 30. For a housing requirement exemption request, students need to submit the Living Arrangement Form obtainable on the MU website.

Ambassador Apartments

The two-, three-, and four-bedroom Ambassador Apartments are available to single students who desire a living experience that prepares them for transitioning to typical apartment housing after college. Built in 2012, these beautiful apartments boast hardwood floors, granite countertops, spacious living areas, onsite laundry and community room, secure bike storage, and many environmentally conscientious construction features. All utilities and Wi-Fi are included in the room rate based on semester occupancy. Students applying to live in Ambassador will receive placements based on class standing (credits earned). Each bedroom is furnished but living / dining spaces are not furnished. Please see the applicable Housing Application/Agreement for more information on pricing, deposits, and contractual terms.

Housing Appeals

Should a student desire to appeal the on-campus housing requirement, they may complete the Living Arrangement form, found on the Residence Life & Housing page of My MU.

In very rare cases, an exception may be made for a student under the age of 21 to live off-campus with a mentor rather than a family member. If an alternative housing arrangement needs to be made that includes the selection of a mentor, the University will interview the mentor and have regular contact points with both the mentor and the student. This is to ensure that a supportive and respectful environment is in place to benefit the student and the mentor. For more Campus Housing information, please visit the [Housing webpage](#).

New Student Welcome

New Student Welcome is required for all incoming students and lays the foundation for new students' experience and education at Multnomah. By providing intentional interactions and activities, New Student Welcome helps new students acclimate to the University experience. This process allows students to become familiar with campus resources and community guidelines, develop friendships, and prepare mentally, emotionally, and spiritually for their experience at Multnomah.

Student Health Insurance

Multnomah University seeks to ensure that all students have access to health services that are beyond the scope of those which we can provide on campus. Therefore, all traditional undergraduate students taking six or more credits, and all international students, are automatically enrolled in and billed for the Multnomah Student Health Insurance plan. Students who have comparable insurance coverage from another source can waive out of the policy at the beginning of each academic semester, thus removing the charge from their student account.

Graduate and seminary students may choose to "opt-in" to our student health insurance plan if they so desire, but they will pay the premium directly, and all at once, to the health insurance company. They cannot add it to their student

account and use financial aid to pay for it. Information regarding health insurance premiums and coverage is available through Student Life, and links on the Student Health Resources section of our web page.

DIVERSITY AND INCLUSIVE DEVELOPMENT DEPARTMENT

Diversity Commitment

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

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

Consistent with our core values, we aim to develop an intentionally diverse Christian academic community. We seek to realize our full potential for excellence in learning and serving. Diversity, of course, is not an end in itself; rather, it is a means to the lofty end of cultivating a healthy educational environment. Diversity values students, faculty, and staff understanding why people of various backgrounds interpret and apply the same information differently. Diversity encompasses inclusion and respect. It appreciates one another, moving beyond mere tolerance to celebrate our differences.

Cultural Integration

The Vice President of Diversity and Inclusive Development reports directly to the President and serves on the President's Council. The Vice President of Diversity and Inclusive Development will advise the President and the President's Cabinet on issues of diversity and work with the Dean of Spiritual Life and Cultural Integration to serve as integrating partners with campus leaders, students, faculty, staff, and various university committees to proactively develop and implement initiatives, programs, and activities that educate and promote accountability for members of the university community about cultural competency and inclusion as core values to be practiced in the university. This department also includes oversight of The Student Counseling and Wellness Center, The Spiritual Life Center, The Veterans' Resource Center and The Vocational Discipleship Center.

Voices Scholarship Program

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

Multicultural Center

The Multicultural Center exists to foster opportunities for underrepresented persons to feel a sense of belonging in the Multnomah University community and explore their authentic selves where safety, diversity, and God are honored. For more information about multicultural engagement at Multnomah, please contact the Vice President of Diversity and Inclusion in the Executive Wing of Sutcliffe Hall or at (503) 251-5355. Or please visit the [Multicultural Engagement page](#) on Multnomah's website.

Veterans' Resource Center (VRC)

Multnomah University is proud to have Veterans pursuing their degree at this institution and is grateful for their civic service. To honor veterans and meet their unique needs, Multnomah University has established the Veterans' Resource Center (VRC). Located on the 1st floor of the JCA, the VRC is available as a meeting space, food pantry, and resource center for veterans. The VRC is staffed part-time by a veteran student employee. A faculty advisor is also available for programmatic support and encouragement. For more information regarding veteran's benefits, please visit the [webpage](#).

Veterans should also note that the VA School Certifying Official is in the Registrar's Office and assists with applications, certification, and other information relating to educational benefits. Students must be sure to arrange with the VA School Certifying Official to begin or terminate educational benefits.

Student Counseling & Wellness Center

College students stand at the crossroads of a season of transformation. Education, relationships, and personal development all shape the decisions students make today, which can impact the rest of their lives. The Student Counseling & Wellness Center seeks to assist students by providing opportunities for growth in a safe and confidential environment. The Student Counseling & Wellness Center is in the white house on the edge of campus at 533 NE 87th Ave and offers professional counseling services. Counseling services are offered at no cost to students for the first six sessions per semester, after which a small fee is requested per session. Short-term counseling services are provided to all students* during the regular academic year. Counseling services are not provided during school breaks; however, limited services may be offered over the summer for students who are enrolled in summer classes. Any student who desires counseling services and support is encouraged to utilize the Student Counseling & Wellness Center. Referrals will be made to other counselors and/or agencies when necessary. To schedule an appointment, please fill out a counseling request form online, call the Counseling Center at (503) 251-6511 and leave a confidential voicemail if no one picks up, or email counseling@multnomah.edu

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

Career Services

Our mission is to equip and empower students to launch a career of impact. We do this by providing helpful job search tools, offering personalized one-on-one career coaching, and promoting available opportunities for internships and jobs. Career development, networking and skill building events happen throughout the year as well. As a student you have access to assistance with your job applications, MU's online job and networking site, called Handshake, career counseling appointments through the Counseling Center, and online resources that are available 24/7 on the Career Services MyMU page. Need help with a job application? Want to know more about how God has uniquely gifted you

and what you can do with your skills and passions in the workplace? Looking for an internship? Contact us for more information or to make an appointment with our team at careerservices@multnomah.edu.

ATHLETICS

Gym Hours

The gym calendar will be posted on the athletics website at gomulions.com. The gym is not available outside of these hours.

Gym Use

- Students are allowed to bring one guest. The guest must always remain with the student.
 - Alumni are not allowed to bring guests.
- Students may check out a locker for the school year. Those interested in doing so may inquire at the gym office.
- Only non-marking shoes are allowed in the gymnasium.
- Dress code for gymnasium: While using weight equipment, shirts must be worn.
- All gym users must adhere to the rules and regulations posted in the facility and on the athletics website at gomulions.com

BUSINESS OFFICE

Student Accounts can be reached at studentaccounts@multnomah.edu or by phone at (503) 251-5345.

Cashier's Window

The Cashier Window is in Sutcliffe on the first floor with staff available to help students Monday through Friday from 10:00 a.m. to 4:30 p.m.

- **Payments:** We offer a convenient way to pay for school through Transact. Sign up through your Self-Service account/Pay for School. This will take you directly to Transact where you can pay for school via a credit card or EFT (transaction fees apply) We also take payments at the Cashier window for all balances on Student Accounts.
- **Refunds:** All refunds for tuition, room and board, financial aid, rent, or deposits will be issued from Student Accounts within one to three weeks depending on the nature of the reimbursement. Students can sign up for electronic refunds through their Self-Service/Pay for School_Transact link or receive a check which can be picked up at the Cashier's Window.
- **Cashing Checks:** Checks up to \$75 may be cashed. Multnomah Student payroll checks up to \$200 may be cashed. There is a return check fee of \$20.00.

Payroll

Paychecks and Direct Deposit statements for student employees will be issued on the last business day of each month and may be picked up at the Campus Post Office. The payroll office is available to answer questions concerning student paychecks, taxes, or withholdings. (503) 251-5341

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

DEPARTMENT OF EMERGENCY MANAGEMENT AND CAMPUS SAFETY

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

In the case of emergencies and crimes in progress, the first call should be made to 911. After 911 is called, Campus Safety should be notified. If you witness any suspicious activity, feel free to call Portland Police Non-Emergency at (503)823-3333 and/or Campus Safety. When calling 911 or Portland Police non-emergency, be sure to give the actual address of where you are needing response. Ambassador Apartments and the university buildings on 87th street have individual addresses separate from the university. Please be sure to become familiar with the addresses of these buildings. To find out the address of your dorm, apartment or office building contact your RD or supervisor. For updates on campus closures, visit Multnomah University's website at multnomah.edu or call the switchboard at (503) 255-0332.

Multicultural Center

615 NE 87th Ave.

Faculty In Residence

601 NE 87th Ave.

Student Counseling & Wellness Center

533 NE 87th Ave.

Science Building

521 NE 8th Ave.

To contact Campus Safety:

1. **Phone:** Dial x6499 at any time from any campus phone. This will put students through directly to an on-duty Campus Safety officer. For off-campus phones and cell phones, dial (503) 251-6499.
2. **Texting:** You can text the campus safety phone number if you are unable to talk or if the situation is not urgent.
3. **Email:** For non-emergency issues, you may also email Campus Safety at campussafety@multnomah.edu.
4. **View:** Most recent information at the JCA Lounge Campus Safety bulletin board for other safety related topics. Additionally, visit www.multnomah.edu/student-services-and-care/campus-safety-and-prevention/ for helpful links and information. All persons are encouraged to report any incidents that occurred on or near the Multnomah University campus to the Campus Safety department. A report can be made in-person, by phone, by email, or online by visiting the [Support Services webpage](#).

Information about suspicious or any other activity of concern on or off campus can be reported to Campus Safety anonymously by printing and completing the online community incident report and placing the report in the key box at the Campus Support/Campus Safety office near the Sutcliffe entrance to campus.

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

- What is the problem?
- When it happened?
- Where they are?
- Who is involved and if there are injuries?
- Vehicle description (if applicable)
- Weapons involved (if applicable)
- Any safety concerns for responding parties

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

Lock Outs

If roommates or friends are not available and waiting for them or exhausting other options are not feasible, Campus Safety officers can assist residents when they lock themselves out of their residences from midnight to 7:00 AM Sunday through Saturday. Campus Safety will provide this service as a courtesy the first time it happens. Subsequent assistance may result in a financial penalty of \$10.00 per occurrence, to be charged to the resident's/requester's student account depending on the situation and on a case-by-case basis. For all other residence lockout assistance, check with the Student Life Department.

Miscellaneous Services

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

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

Parking and Traffic Regulations

All students must register their motor vehicles with the Campus Safety department each academic year if they plan on parking their vehicle on campus. A parking permit decal will be issued, which is to be placed either on the outside left corner of the rear window, or on the vehicle's bumper. Tickets may be issued for not having and displaying a current valid permit. Parking permits may be purchased online [here](#) at

a rate of \$40.00 per vehicle. All students, whether residents or commuters, are responsible for having their vehicles properly registered and properly insured in accordance with Oregon State law.

In order to maintain safety and order, there are regulations in place for parking and traffic on campus. Students, staff, and faculty are expected to comply with these regulations. Every vehicle on campus is subject to these regulations and may be cited with a fine if found in violation.

Parking fines are levied against a vehicle and not a particular driver. The registered owner is responsible for all fines levied against their vehicle. Citations must be [resolved online](#) by entering the citation number and the cited vehicle's license plate. Payments are to be made by credit card and a 50% discount may be taken advantage of if paid within seven (7) calendar days of the citation date. Similarly, a \$10.00 late fee will apply if the citation is not paid within twenty-one (21) calendar days.

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

Parking Appeals Information

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

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

When you submit your appeal:

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

Appeals May Be Granted for Two Reasons:

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

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

Parking/Traffic Enforcement

Vehicles found in violation of any of the University's parking and traffic regulations may be issued a warning or monetary citation at the officer's discretion. The basic parking fine is \$10.00. Improper parking in handicapped areas is \$125.00.

Successive citations for the same violation within a semester may result in the fines being doubled. The individual to whom the vehicle is registered is responsible for all tickets to the vehicle.

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

- a. All students, staff, and faculty who park their vehicles on campus are required to register their vehicles and display a valid parking permit for the current academic year (August-August).
 1. Students must affix their permit to either the outside, bottom-left corner of their vehicle's rear windshield or to their vehicle's rear bumper.
 2. Staff/faculty must hang their permit from their rearview mirror, with the permit number facing out.
- b. Permit sharing ("swapping") is not allowed, and vehicles found with a permit that is not registered to their vehicle will be subject to double fines and may have their parking privileges revoked.
- c. Only vehicles that display a valid employee permit are allowed to park in parking spaces designated "Faculty/Staff Only".
- d. No vehicle is allowed to park in a "No Parking" zone.
- e. No vehicle is allowed to park in a time specific parking space for longer than the designated time allotted. (i.e., the 15-minute parking zones located near the Aldrich Hall buildings are meant for loading and unloading and for commercial vehicles only. Vehicles are not allowed to park in these spots overnight.)
- f. No vehicle is allowed to park over the parking space line, or in parking spaces that are not clearly designated as a parking space.
- g. Only emergency vehicles are allowed to park in a fire line.
- h. Vehicles must observe traffic control signs and parking signs on campus. No employee or student is allowed to park in parking spaces designated "visitor parking only."
- j. No vehicle is allowed to park in parking spaces that are specifically reserved via signs, cones, barricades, or otherwise blocked off.
- k. No vehicle is allowed to drive at excessive speeds on campus (campus lots are limited to 5mph).
- l. No motorized vehicle (outside of campus support services and Campus Safety) is allowed to drive on sidewalks or off of designated roadways.
- m. No vehicle is allowed to park in handicapped parking unless they have a valid handicap tag clearly hanging from their rearview mirror. (Citations received for violating this regulation are not eligible for appeal).
- n. No person is allowed to sleep/stay/camp in a vehicle overnight on campus between the hours of 10 p.m. and 7 a.m. Sunday through Saturday

Towing Vehicles

Multnomah reserves the right to tow vehicles at the owner's expense that fall into any of the below categories.

- The vehicle is abandoned, left on campus without use during the summer months.
- The vehicle is disabled and is left on campus for more than two weeks.
- The vehicle is in violation of the parking regulations of Multnomah for a prolonged amount of time.
- The vehicle is blocking a roadway or access point to campus.
- The Vehicle is parked in a handicapped space or Fire Lane indicated by red curbing.

Unless circumstances call for immediate towing or vehicle is parked in a handicapped or Fire Lane, any vehicle subject to towing will be tagged 72 hours prior to being towed.

Weapons

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

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

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

Paintball guns, airsoft guns, and similar devices that may be mistaken as a firearm are always prohibited on campus unless approved by Campus Safety.

CAMPUS SUPPORT SERVICES (CSS)

Keys

Students are issued keys for access to their residences and work areas (if applicable). Students are responsible for the safekeeping of all keys issued to them. All keys should be kept on a key ring, because even single keys kept in drawers or pockets are easily lost. Carabiners and lanyards are a great way to keep keys secure. Keys should never be left unattended. Refrain from marking keyrings/keys to identify them with the University – if lost, they will be less likely to be used by unauthorized people who find them to access secure University spaces.

Keys are to be returned upon termination of residency or employment/leadership position. Fines will be implemented if keys are not returned.

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

Residence keys are issued at the commencement of residence on campus by and should be returned before leaving campus residence to a Resident Director (RD) or Resident Assistant (RA). Never leave keys in an unattended room or with another student when moving out of residence. Keys for work/student leadership areas are issued at the request of your supervisor at the beginning of on-campus employment and should be returned before leaving campus employment to the CSS Office. They should not be retained over summer break periods when you are not a resident or employed on-campus. Key returns to the CSS Office (at the Main Campus Entry/Helen Carlson House) can be made:

- In person during normal office hours in the CSS Office Lobby (immediately inside the entry door – first window on the right)
- Anytime in the exterior drop slot (enclosed in an envelope with your name)
- OR, IF those options are UNAVAILABLE, you must make plans via email (facilityops@multnomah.edu) with the CSS Office to return it:

- Via your supervisor
- Mail it to the CSS Office

Lost or Stolen Keys

Lost or stolen keys are to be reported within 24 hours to CSS or to your Resident Director. Failure to report lost or stolen keys compromises the security of the campus. The student who was issued the subsequently lost keys will be assessed a fine, as follows:

- **Operating key:** \$50.00 per key
- **Sub-Sub Master or Sub-Master key:** \$100.00 per key
- **Master key:** \$250 per key
- **Each replacement lock:** \$20 each for as many locks that the lost key opens
- **Utility keys:** \$30.00 per key
- **Equipment keys:** \$30.00 per key
- **Vehicle keys:** \$30.00 per key (additional for specialty keys with a microchip)

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

Employment Keys

Student staff will be assessed based upon their area of responsibility. Please refer to the Student Employment Handbook for additional policies pertaining to student employment keys.

Liability for Personal Items

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

DINING SERVICES

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

Dining Room Meal Hours

Mon–Fri:

- Breakfast 7:30 a.m. – 8:30 a.m.
- Lunch 11:30 a.m. – 1:00 p.m.

- Dinner 4:30 p.m. – 6:45 p.m.

Saturday:

- Brunch 11:30 a.m. – 1:00 p.m.
- Dinner 5:00 p.m. – 6:30 p.m.

Sunday:

- Brunch 12:30 p.m. – 1:30 p.m.
- Dinner 5:00 p.m. – 6:30 p.m.

Roger's Café Hours

Mon–Thurs 7:30 a.m. – 6:00 p.m.

Friday 7:30 a.m. – 4:00 p.m.

INFORMATION TECHNOLOGY

MUIT exists to equip the students, staff, faculty and alumni with the most efficient technological tools and processes to increase efficiency in their day-to-day tasks, empower them to use the tools and provide innovative timely solutions and quality helpdesk support to enhance privacy, security and the teaching and learning experience at Multnomah.

The IT department provides students with access to WiFi and lab computers. Lab computers are in the JCA, Library, TL, Memorial, and N&S Aldrich. IT will assist students with login and account-related issues. **Campus Phones**

In the case of life-threatening emergencies, students may dial “911” directly from any campus extension. This includes the phones in the lobbies of the dorms. Fax service is available for personal use from the Mailroom. There is a charge of \$0.10 per page for both incoming and outgoing messages.

Computers

Students at Multnomah have access to an email address, the Internet, Multnomah Learn, and an online listing of library research materials through various student access computers on campus. All these resources can be accessed at <https://myapplications.microsoft.com/>. Student access computers are available in the library, Travis Lovitt, and the residence halls. Personal documents must be stored on USB removable media and cannot be saved to these shared computing devices. It is each student's responsibility to ensure the safety and security of personal data. All students using a personal computer (desktop or laptop) to connect to Multnomah's network system, including the wireless networks, are required to have an up-to-date version of anti-virus software installed on their computer. See the IT Handbook in the Community website for more information. Failure to have up-to-date antivirus software is against the general Acceptable Use Policy (see online). Students' personal computers should also be kept up to date with all the latest operating system and application security patches. IT offers limited technical support to students. IT will assist students if they experience problems connecting to the network and/or other issues at IT's discretion.

How to Reach Us

If a student is experiencing issues with any Multnomah managed services, they can contact IT in the following ways:

- Send an email to helpdesk@multnomah.edu
- Call (503) 251-6555 (x6555 on campus).
- Text us at (503) 251-6555

Additionally, for updated information on IT services, please check the [IT page on MyMU](#). If you experience problems with the internet, either in your residence hall or in the lab after hours or on weekends, text us at (503) 251-6555. For non- log-in issues related to MU Learn, please contact Distance Education. Multnomah does not offer 24/7 support for the network or lab computers, but we will do our best to get things operational as soon as possible.

Media Services

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

Multnomah Email Address

All students are assigned a Multnomah username and email address of username@my.multnomah.edu. This assigned email address is used for all campus communications, class related faculty/student correspondence, and other information distribution. Students are responsible for checking their email on a regular basis. Students must not share their password with anyone. To log into your email, go to <https://myapps.microsoft.com> and enter your full email address and your Multnomah password, then click on My MU Mail.

Students may forward their Multnomah assigned email to another email address of their choosing. Instructions are in your email under "Sites, FAQ – About your New Google Apps Email". Upon graduation, students will retain access to this email account for 6 months after which the account will be disabled. It is the responsibility of the user to migrate their data from this account prior to its deactivation. For any other questions regarding your email account, contact the IT Department.

Printing

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

Wireless Internet

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

Emergency Notification System

In the event of a campus Emergency, Multnomah University will utilize an Emergency Notification System called Alertus to communicate with the campus population. You are not automatically subscribed to this service. You will need to sign up to receive alert notifications on your smart phones. Apart from sending alert notifications on mobile smart phones, we have Beacons, digital signage, alarms and speakers around the campus that will relay the alert message. Additionally, this system will be used to notify students of inclement weather and other campus closures. To sign up, visit the [MyMU page](#) and follow the instructions.

Digital Millennium Copyright Act (DMCA) Policy and Procedures

Multnomah University believes in respecting and protecting the rights of intellectual property owners. Advances in electronic communication and technology have had a dramatic impact on the way we conduct business, and the way students get information. These advances greatly facilitate our access to a wide range of information and media. As a result, the risk of copyright infringement, either intentional or accidental, is of increasing concern. The result of this policy is to inform students, faculty, and staff of Multnomah University on rules and procedures relating to copyright law compliance. Referenced Copyright Laws Copyright Act (Title 17 of the U.S. Code) — Authorized in Article I of the U.S. Constitution, which states that Congress is allowed to pass legislation “to promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries. Section 107 of The Copyright Act — Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered “fair,” such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair: a) The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes; b) The nature of the copyrighted work; c) Amount and substantiality of the portion used in relation to the copyrighted work as a whole; and d) The effect of the use upon the potential market for or value of the copyrighted work. Digital Millennium Copyright Act of 1998 — This law provides recourse for owners of copyrighted materials who believe their rights have been infringed on the Internet. This Act also prohibits the bypassing of any encoding technologies on proprietary media (DVD, CD-ROM, etc.).

Multnomah University does not scan its networks for copyright violations, but only responds to such notifications as is required by federal law. Additionally, Multnomah University utilizes web filtering software and hardware to block peer to peer file sharing sites. Copyrighted materials in the U.S. are not required by law to be registered, unlike patents and

trademarks, and may not be required to carry the copyright symbol (©). Therefore, a copyrighted work may not be immediately recognizable. Assume material is copyrighted until proven otherwise. If a work is copyrighted, the user must seek out and receive express written permission of the copyright holder to reproduce the copyrighted work in order to avoid violation. Examples of copyrighted materials include, but are not limited to:

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

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

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

Fair Use

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

Downloading Digital Content Legally

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

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

Procedure for Copyright Infringement Claims Made against Multnomah University

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

- a. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed as well as a statement that the notice is accurate under penalty of perjury.
- b. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single online site are covered by a single claim, a representative list of such works at that online site.

- c. Information regarding the infringed work that is reasonably sufficient to permit Multnomah University to locate the material or the person responsible for said infringement.
- d. A statement that the defendant has a good-faith belief that the disputed use of the materials is not authorized by the copyright owner, its agent, or the law.

If Multnomah University receives notification of a copyright violation on its network from an external source, IT will begin the following steps:

- I. Internet service for the user will be immediately disabled.
- II. User will be notified why Internet access was disabled by the Director of IT
- III. IT will research the violation
- IV. User has two business days to respond and either demonstrate the notification was unwarranted (by showing, for instance, the materials were not copyrighted, or that the use qualified for a legal exception); or indicate in writing that no more unauthorized downloading or distribution will take place. A written warning will be issued to the user and placed in his or her record. If notification is shown to be unwarranted, no record of it is kept.
- V. If the user does not respond within two days, network access will continue to be disabled until the situation is resolved.

Second Offense

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

Third Offense

Upon receipt of a third notification, Multnomah University will immediately suspend network access and notify the user. Sanctions imposed can include termination of network access, probation, suspension or dismissal for students, and additional corrective actions for faculty and staff up to and including termination. The existence and imposition of any sanctions imposed by Multnomah University do not protect members of the campus community from any legal action by external entities or the University itself.

Fobs and ID Cards

Fobs are encoded to allow students access to their area of employment or residence secured by Digital access. All Fobs are set to deactivate at the end of the school year. There is a \$15 replacement fee for any lost or stolen Fob.

LIBRARY

- Library Front Desk: (503) 251-5322 (or x5322 on campus) (call or text)
- Reference Desk: (503) 251-5317 (or x5317 on campus)

Regular Hours for 2022-2023 Academic Year:*

- Mon–Thurs: 7:45 a.m. – 10:30 p.m.
- Friday: 8:00 a.m. – 5:00 p.m.
- Saturday: 1:00 p.m. – 5:00 p.m.
- Sunday: 4:00 p.m. – 9:00 p.m.

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

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

- Multnomah is a member in a consortium of five libraries in Oregon with a shared database of library holdings. Access the library catalog by visiting the [library's page on the website](#) and clicking on the “Search” Button under “Explore Library Collections “
- The library staff is happy to help you with your research needs. Please stop by the front desk, or call (503) 251-5322, with any questions.
- There are several computers available for email, research, and word processing.
- A color copy machine is available in the library offering a variety of paper sizes, as well as scanning and printing capabilities. Scanning is free, and copies vary in price depending on paper size/ink used, etc. Students can use Papercut accounts for both printing and copying--see the front desk of the library with questions and/or to add money to your Papercut account.
- Tightly covered drinks and small snacks are allowed in the library. Please leave no trace when you're done and report spills immediately.
- Circulation material must be checked out using the student's ID card at the front desk. College students may have 30 books checked out at one time; graduate and seminary students are allowed 50. The loan period is usually for 21 days (except at the end of the semester or over holiday periods).
- The fine for each overdue circulation book is \$0.25 per day that the library is open until the book is returned or paid for if lost. For turning in books after hours, please use the book drop at the west entrance of the library.
- Most textbooks and required readings for classes are placed on reserve at the front desk. Reserve items may be borrowed from the front desk for 2-hour periods. The fine for an overdue reserve item is \$1 per hour.
- With some exceptions, periodicals and general reference materials may be checked out for 24-hour periods. Fines will be the same as for reserve books at \$1 per hour.
- The library has a large DVD collection that is available for 7-day checkout. Fines accrue at \$1 per day.
- Interlibrary loan services are available to help students in their studies. For more information, please see the Mitchell Library webpage at multnomah.edu/library.

CAMPUS STORE & MAILROOM

The Multnomah University mailroom provides postal and courier services for all students and employees. Employees and students also enjoy the benefit of being able to mail personal items and purchase stamps and envelopes. All personal services must be paid for by the employee or student and all personal mail must contain sufficient postage.

Hours of Operation

Fall & Spring Semesters: Mon - Fri, 8 a.m. – 5 p.m.

Breaks & Summer: Mon - Fri, 9 a.m. – 4:30 p.m.

MU Holidays: 10 a.m. – 2 p.m

MU Observed National Holidays and December 24-January 1– Closed

Contact Info:

Email: mailservices@multnomah.edu

Phone: (503) 251-5300

Manager: Janis Rehmke

Our Services

Postal Service: Mail is delivered each weekday to student mailboxes. Outgoing mail must be in the Mailroom by 12:30 p.m. for afternoon pickup.

Student Mail: All residential students are assigned a mailbox for university messages and mail. Commuter students are not required to have a campus mailbox however they can request one if they desire. The United States Postal Service (USPS) requires that a student's incoming mail address be in the following format:

'Student Name'
Multnomah University
8435 NE Glisan St.
Portland, OR 97220-5814

Personal Mail & Package Collection: All student mail pieces and packages are collected and kept in the campus mailroom. Students are welcome to collect their mail during open hours from the mailroom/campus store attendant and must present their student ID each time to check-out any packages. If a package is received, a pick-up notification e-mail is sent to the student's e-mail of record.

Summer Mail

While USPS no longer supports mail forwarding from a campus location, students may leave a summer address with the manager to receive a package containing letter mail from their mailbox. Letter mail will be sent three times during the summer, on the last business day of each month. Any packages received will not be forwarded.

Outgoing Mail

Letters and packages may be brought to the mailroom window for weighing and sending out. If outgoing mail is received after the USPS pick-up has happened for the day, items will be sent the following business day. We do not offer overnight mailing services or non-campus related outgoing business mailing. There will be no outgoing mail on weekends, holidays or when the Mailroom is otherwise closed.

Lost and Found

The campus lost and found storage is in the JCA main hallway with expensive or personal items locked in the mailroom. Found items should be turned into the drop bin in the JCA main hallway. A student may inquire from the attendant for any lost items. All collected items are put on display with an announcement to students at the end of each semester. Unclaimed items will be either discarded or donated to charity at the end of the academic year.

STUDENT EMPLOYMENT

The mission of Multnomah's Student Employment Program is to assist students in finding on-campus employment where students can gain real employment experience and prepare for future employment with real, marketable skills. The Student Employment and Human Resources departments are here to help you with all phases of your campus employment experience including job search and completion of new hire orientation and paperwork. To find out about on-campus job opportunities and apply for jobs, visit the online job posting board at:

www.multnomah.edu/careers/

For questions or more information contact Student Employment at 503-251-5308 or hr@multnomah.edu.

MEDIA CONSENT POLICY

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

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

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

UNIVERSITY ACADEMIC LIFE

GENERAL ACADEMIC RESOURCES

Registrar

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

Student Success Center

The Student Success Center exists to support students in flexible, personal ways and help students define success both at the University and beyond. Our staff members provide academic support like scheduling tutoring, providing time management techniques, coordinating disability accommodations, and many other strengths-based techniques to flourish as an MU student. Our staff also understands that success isn't just defined by your academic performance and are available to advocate for you and support you during your Multnomah experience.

To connect with Student Success, you can find information on My MU, email studentsuccess@multnomah.edu, or call/text 503-251-5301.

ACADEMIC FREEDOM AND HONESTY

Academic Freedom

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

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

Academic freedom is essential to the free pursuit and advancement of truth and fosters the uncovering of truth in an unimpeded manner. It is truly critical to the mission of collegiate education. All students, whether full-time or part-time, are given this basic right. Academic freedom is subject to the following limitations:

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

Academic Honesty

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

- Plagiarism, which is claiming the work of others as one's own without specific acknowledgment. Making minor changes in wording does not make the work one's own.
- Submission of the same, or essentially the same, work in more than one course without prior consent of all professors involved.
- Submission of work completed earlier as new work.
- Submission of work as one's own which has been significantly edited by another person.

- Allowing another student to use one's work for an assignment or helping another student in any way to be dishonest.
- Giving or receiving unauthorized test information prior to the examination.
- Using unauthorized sources for answers during an examination.

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

EXAMINATIONS, ASSIGNMENTS, AND GRADING

Late Class Assignments

The professor is responsible for establishing their class policy for late assignments up until 5:00 p.m. on the last day of the semester. If a student will not be able to complete the course requirements by the close of the term and they had some major extenuating circumstance that caused the delay, the student should submit a petition for a course extension to the Academic Standing Committee. Course extension petitions are due one week before the close of the semester/term.

Repeated Courses

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

Fines and Grade Reports

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

Grading

Grading at Multnomah provides for the evaluation of student performance by letter grades and points as described below. Grades for written work are typically based on completeness and accuracy of assigned work, scholarship, grammar, spelling, appearance, adherence to specification, and promptness. The grade point average (GPA) is computed by dividing the total grade points by the total credits attempted. Letter grades are weighted as follows in computing a GPA:

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

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

A professor will record a grade of Incomplete if a student has been approved for a course extension because they failed to do all the required work because of extenuating circumstances such as an extended illness, accident, or family emergency. To qualify for a course extension, students must file a petition with the Academic Standing Committee asking to be able to submit late work beyond the last day of the course. Prior to the end of the course, late work is subject to the policies of the professor. The petition must be filed at least seven days before the end of the semester. The incomplete is no indication of the caliber of the work done. Course extensions are typically no longer than three weeks long.

If the work assigned is not completed within the allotted time of the course extension, the incomplete will be changed to the grade earned based on completed assignments with a zero for uncompleted assignments.

APPEALS/GRIEVANCES

Requests and Grievances of Policies

Students have the right to request exemptions to academic and nonacademic policies. Appeals to academic policies go through the processes outlined in the following sections. Nonacademic appeals should be submitted to the department that monitors that policy. Appeals and petitions should be filed when a student believes that the policy has caused or will cause them substantial hardship. All appeals and petitions must be submitted in a timely manner (close to the time in which the hardship contributed to or caused the harm) and must include what redress is requested. Appeals and petitions may be transferred to the appropriate body if originally submitted to the incorrect one. The petitioned body may or may not choose to invite the student to meet with them in person.

Grade Appeals

Faculty members are individually responsible for evaluating the quality of student work and assigning grades. If a student believes that a grade for an assignment or course was undeserved, the student should pursue the matter by initiating the following steps within 14 calendar days:

1. Discuss the matter with the faculty member and see if a resolution can be agreed upon.
2. If no resolution is reached with the faculty member, the student and faculty should involve that faculty's department chair/program director to seek out a resolution. (It is recommended that this process is documented in writing.)
3. If no resolution is reached by those means, the student may file a formal appeal to the faculty member's Academic Dean.
 - a. The appeal must be made within 30 days of the grade being awarded.

- b. The appeal must be in writing and clearly state the reason why the student believes that the grade is undeserved.
- c. The student may be asked to provide evidence of previous attempts to resolve the grade issue with the instructor and chair/director.
- d. The dean of the school's decision is final. If the dean of the school is the instructor involved, then the appeal would be given to another academic dean and that dean's decision is final.

A successful appeal will depend on the student's evidence that the instructor:

- Was biased in their grading,
- Failed to follow policy,
- Provided inaccurate, confusing or misleading instructions, or
- Made a mathematical error in grading.

Other Academic Appeals

During the academic year, the Academic Standing Committee meets as needed to act on academic policy petitions that are not grade appeals. Committee members include the Associate Dean of Student Success, the Registrar, a representative from Student Conduct, a rotating faculty representative, and the SGA Vice President. Academic Standing Committee petitions can be submitted in writing to the Student Success Center in person or emailed to studentsuccess@multnomah.edu. Please allow one week for processing and review. Final determinations will be sent from the committee to the student's MU email address.

The Academic Standing Committee acts on student requests such as:

- Registration exceptions such as late withdrawal from school
- End of the semester course extensions
- Graduation exceptions including residency requirements
- Academic standing appeals (i.e. appealing for permission to enroll after being placed on academic suspension).

Appealing an Academic Standing Committee Decision:

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

Suspension Appeal

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

Academic Standing and Financial Aid

A student's progress must be satisfactory to maintain eligibility for federal or institutional financial aid. More information about this policy and other financial aid related policies is available in the Financial Aid Office.

Grievance Against the University

Any student wishing to file a complaint against Multnomah in any way not related to harassment should contact the Director of Retention (Insert Link:). A student may choose to have an informal discussion or formally submit a complaint. All formal complaints will be documented by the Director of Retention. If a student requests that their identity be kept private, an attempt at doing so will be made, but anonymity cannot be guaranteed as addressing/correcting the issue will be held as the highest priority. Once the complaint has been submitted, the Director of Retention will follow due processes depending on the nature of the complaint.

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

Students should attempt to resolve any grievances they may have with the school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC) can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302, or by sending an email to complaints@hecc.oregon.gov. Students may also access the HECC Complaints web page at <https://www.oregon.gov/highered/about/Pages/complaints.aspx> or visit the complaints page at NC-SARA's website: <https://nc-sara.org/student-complaints>.

Oregon State Students

Higher Education Coordinating Commission
775 Court Street NE
Salem, OR 97301 503-378-5690

<https://www.oregon.gov/highered/about/Pages/complaints.aspx>

Educational Quality and Accreditation

Northwest Commission on Colleges and Universities (NWCCU)
8060 165th Avenue NE, Suite 100
Redmond, WA 98052 425-558-4224

<https://nwccu.org/tools-resources/complaints/>

STUDENT-ATHLETE EXCUSED ABSENCE POLICY

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

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

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

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

- The Professor should not penalize students for excused absences for athletic competitions as approved by Student Life.
- If the Student-Athlete has openly communicated their intended absence due to participation in a competition, and the Professor is not willing to grant an excused absence or penalizes a Student-Athlete due to an excused absence, the Student-Athlete should immediately contact the Athletic Director to begin an appeal process.

INCLEMENT WEATHER POLICY

Multnomah's weather policy will be assessed based on local travel and campus conditions with consideration given to whether coming to campus may pose a safety risk. For current updates regarding campus closures, you can check the website (multnomah.edu), the university switchboard (503) 255-0332, local television and radio stations (e.g., AM radio KXL 750 and KEX 1190). Announcements are also made on MU email, MU social media, and may be communicated via the emergency notification system depending upon the type of weather. The Emergency Preparation Committee (EPC) will determine and communicate all changes to regular class schedules.

The delay/closure options are a 2-hour delay start, 3-hour delay start, noon start, or closed. Evening classes will be decided separately by MU and the information will be available by noon at the main switchboard, MU website, via MU email, and MU social media.

As a reminder, classes for online programs are expected to proceed as scheduled during inclement weather events.

INTERNATIONAL STUDENTS

The Registrar is also the International Student Advisor and will gladly work with international students in answering questions and solving problems. As an international student, programs and activities will be very much like that of any other student; however, there are some United States government regulations and procedures which are important to understand and observe. Consult MyMU online and select the Registrar for important information for international students. International students are also encouraged to access the Multicultural Center and Student Success Center for support.

REGISTRATION PROCEDURES

Registration dates are included in the academic calendar published on the school website and in the school catalog. Enrolled students will have the opportunity to register early for the following semester. Registration is in November for the following spring semester and in April for the following fall semester. Registration information is sent in official school mailings and procedures are published in the semester class schedule. Eligibility for registration is announced through the Office of the Registrar. New students must have been fully accepted by the Admissions Committee and have paid the enrolment deposit. Other students must have met all school financial obligations for any previous semester and must be in good standing.

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

Auditing

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

Course Cancellation Policy

The University tries to offer any course required for a program but may cancel a class if there are fewer than fifteen students enrolled.

Identification Cards

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

Registration Changes

Consult the Office of the Registrar to make the following changes.

For all students:

- Change of address
- Add or drop a course (1st week only):
 - Changes may also be made online using Self Service.
- Late add:
 - Typically all courses need to be added before the end of the first week of the semester, but if a course does not start until later in the semester a student may be allowed to add the course prior to it starting with the approval of the Office of the Registrar and payment of the \$10 late add fee.
- Withdrawal from a course:
 - Withdrawal is not official until withdrawal forms are completed through the Office of the Registrar. Failure to file withdrawal forms at the Office of the Registrar by the deadline date will result in UW (Unofficial Withdrawal is equivalent to F) in the course.
- A service charge of \$5 is assessed for withdrawing from a course after the first week of the semester.

For semester classes:

- During the first three weeks of a semester, a student may withdraw from any course without a grade penalty. A student may withdraw honorably if passing until November 15th in the fall or April 1st in the spring. Withdrawal (W) is recorded for a student who withdraws while passing a course. A "W" on the grade report and permanent transcript carries no penalty. If a student is failing at the time of withdrawal, their grade will be an F.

After November 15 or April 1, students will receive an F on their permanent records for any subjects dropped unless the Academic Standing Committee approves a petition detailing extenuating circumstances.

For modular or intensive classes:

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

Self Service

In addition to contacting the Office of the Registrar to take care of academic business items, students can perform some tasks by accessing Self Service, our student information system. Students can use Self Service to register for classes, make schedule changes during the first week of the semester, check midsemester and final grades, view an unofficial copy of their transcript, and track degree progress utilizing Academic Plan. Students can also order transcripts, request enrollment verifications, and update their address and related information utilizing Self Service. If you have difficulty accessing Self Service, please contact the Office of the Registrar for assistance.

Veterans

The VA School Certifying Official, located in the Registrar's Office, assists with applications, certification, and other information relating to educational benefits. Students must be sure to arrange with the VA School Certifying Official to begin or terminate educational benefits.

Veterans are also encouraged to take advantage of the University's Veteran's Resource Center (VRC).

WITHDRAWAL FROM MULTNOMAH

Course Withdrawal

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

Withdrawal from School

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

If the withdrawal is health-related, please refer to the Health and Disability Accommodations and Withdrawals section beginning on **page 42** for additional, important information.

Administrative Withdrawal

If a student is disengaged from a traditional course for fourteen days, or seven days for an online-intensive course (e.g., failing to attend class, participate in discussions, or submitting assignments), the University may administratively withdraw that student from the course. The Dean of Student Success or his/her designee (hereafter referred to as the Dean of SS) will attempt to collaborate with the faculty to determine whether placing a student on Administrative Withdrawal notice is appropriate. If determined appropriate, the Dean of SS will send notice to the student that Administrative Withdrawal is being considered and giving the student seven days to begin engaging in the course.

- If the student is unable to meaningfully engage within seven days, the student will be withdrawn.
- If the student begins engaging in the course, he/she will not be withdrawn. However, if, at any time during the term and after receiving notice, the student disengages the course again for another seven consecutive days without providing a reasonable basis for the disengagement and plan for reengagement, he/she may be withdrawn from the course without notice. The Dean of SS or his/her designee will make this determination and may include other University personnel in the decision-making process (such as Athletic staff, faculty, and/or the Care Team).

Involuntary Leave

In rare circumstances, when a student poses a safety risk to himself/herself or others or creates a substantial disruption to the community, the student could be involuntarily withdrawn. Please see the Health and Disability Accommodations and Withdrawals section of this handbook for more detailed information on this policy.

COUNSELING AND MENTAL HEALTH SERVICES

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

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

Through the Student Counseling & Wellness Center, six sessions of counseling services and some mental health treatments are available at no cost every term to students at the Portland, Oregon campus (except for students in the Master of Arts in Counseling program due to the potential conflicts of interest). Students are always offered the ability to engage in more than six sessions, but they will be charged a nominal fee of \$10 per session after that.

Students facing mental health challenges are encouraged to seek counseling through the Student Counseling & Wellness Center or a provider in the community. All services provided on campus are on a voluntary basis and it remains the student's decision whether to seek services unless mandated as a sanction through a conduct process. Counseling and mental health treatment provided by Multnomah University will be based on the student's preferences, strengths, and needs. Emergency psychiatric services are always available to students through a local county crisis system (503.988.4888). In the event a student is hospitalized, the Director of Counseling & Wellness, if requested by the student, will work with the student and the hospital as part of the hospital treatment team to, among other things, ensure appropriate aftercare planning.

Referrals

Any Multnomah University employee or student can refer a student to the University Counseling & Wellness Center by offering to walk the student to the Center (located in the white house at 533 NE 87th Ave), or by offering to fill out the Counseling Request Form with the student. Referrals are especially important when it is learned that:

- The student exhibits academic, behavioral, or other difficulties that appear to be due to depression or another mental health condition, or
- The student has made a suicidal or homicidal gesture or is known to have contemplated suicide.
- Any other market change in behavior that is new or concerning.

If any such behavior is observed and a referral is made, we request that any employee and/or student fill out a Student of Concern Form in order to notify the Care Team.

University Outreach

If a University staff or faculty member is concerned about the well-being or mental health of a student, they may submit a Student of Concern Form. The Care Team will then make an individualized response, which may include direct outreach to the student, notification to appropriate personnel, or both. All staff, faculty, and students are a part of maintaining that safety and culture of care on our campus. It is the request of all members of the MU community that if you SEE something, SAY something, and DO something to promote safety. See our guide here for more behaviors to be aware of as well as action steps to take.

Confidentiality

Counseling and mental health services are confidential as allowed by laws. The Student Counseling & Wellness Center will not share information about a student with faculty, staff, administrators, or others unless the student consents or in case of safety concerns (see below). The student, not the University, is the client of the Student Counseling & Wellness Center.

As appropriate, the Student Counseling & Wellness Center may encourage the student to consent to share information with the student's family or others. As empowered to (and sometimes mandated to) by Oregon State law, the Student Counseling & Wellness Center may disclose information about a student to the extent needed to protect the student or others from a serious and imminent threat to safety, for example, by making disclosures to appropriate University personnel, crisis intervention workers, and/or first responders. Disclosures are permitted only if the student does not consent to interventions that will mitigate the risk. The Student Counseling & Wellness Center is also mandated to disclose information if it pertains to the abuse of a dependent person, which includes children, people with disabilities, or elderly individuals.

HEALTH AND DISABILITY ACCOMMODATIONS AND WITHDRAWALS

Introduction and Responsibility of Care

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

Furthermore, the University believes it is important to foster an environment that encourages students to maintain a standard of responsibility for the care of themselves and others (i.e., the ability to respond adequately to one's own emotional, physical, and educational needs and those of the community).

Sometimes, students' health prevents them from functioning successfully or safely in their role as students and/or their behavior may have a negative impact on their own wellbeing or that of the community. When this happens, students are encouraged to seek assessment and support services. If a student will not proactively get this help, they may be required to do so administratively.

The following are policies and approaches that the student and University may take when a student's wellbeing and/or functionality is compromised.

ADA Accommodations

Accommodations will be designed to enable the student to remain in school, meet academic standards, and foster healthy social relationships. An accommodation will be deemed "reasonable" if it addresses the health needs of the student, maintains the safety and standard functionality of the campus community, does not pose an unreasonable financial or administrative burden to the University, and does not fundamentally alter the program or course as determined by the learning objectives and systems of the University. Examples of possible accommodations are exceptions to housing policies, granting an alternate setting for and/or extra time on exams, or alternate due dates on some coursework.

Requests for accommodations need not be made in any specified form or in writing. A student will be considered to have requested accommodation when they do so with Multnomah University's Disability Resources, Student Success, or Counseling & Wellness Center. In some cases, the Counseling & Wellness Center can help identify appropriate accommodations and provide the required documentation to the Disability Resources Office if requested to do so by the student. (Please note, the MU Counseling Center does not provide Emotional Support Animal (ESA) approvals. ESAs must be recommended by a treating mental healthcare provider who is licensed to diagnose the issues specific to the student and who has been treating the student long enough to be well-familiarized with their needs, enough to know whether an ESA will be truly beneficial to the student.)

Extended Absences

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

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

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

Missed Classes

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

Course Extensions

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

Course Drop/Withdrawal

Occasionally, a mental health issue may prevent a student from participating in a course to such an extent that they are not able to meet the learning objectives and reasonably receive credit for it, even if they were to be provided with accommodations or a course extension. In this case, the student should process the course withdrawal by filling out the appropriate form at the Registrar's Office. Please note, withdrawal deadlines may apply.

Students may appeal for other policy exceptions (such as requesting a "W" ["Withdrawal"] as a final grade for the course instead of a "WF" ["Withdrawal-fail"]) through the Academic Standing Committee (ASC). The ASC may request

documentation from the Counseling & Wellness Center and/or Disability Resources to discern whether granting the request is appropriate.

Administrative Withdrawal

If a student is disengaged from a traditional course for fourteen days or seven days for an online-intensive course (e.g., failing to attend class, participate in discussions, or submitting assignments), the University may administratively withdraw that student from the course. The Dean of Student Success or his/her designee (hereafter referred to as the Dean of SS) will attempt to collaborate with the faculty to determine whether placing a student on Administrative Withdrawal notice is appropriate. If determined appropriate, the Dean of SS will send notice to the student that the University is considering Administrative Withdrawal and will give the student seven days to begin engaging in the course.

- If the student is unable to meaningfully engage within seven days, the student will be withdrawn.
- If the student begins engaging in the course, he/she will not be withdrawn. However, if, at any time during the term and after receiving notice, the student disengages the course again for another seven consecutive days without providing a reasonable basis for the disengagement and plan for reengagement, he/she may be withdrawn from the course without notice. The Dean of SS or his/her designee will make this determination and may include other University personnel in the decision-making process (such as Athletic staff, faculty, and/or the Care Team).

Involuntary Withdrawal

Requiring a student to withdraw is rare and only happens when current medical knowledge and/or the best available objective evidence indicates to the Dean of Student Success or his/her designee (hereafter referred to as the Dean of Student Success) that there is a significant risk to the student's or others' health or safety, or the student's behavior severely disrupts the University environment, and no reasonable accommodations can adequately reduce that risk or disruption. Before placing any student on an Involuntary Withdrawal, MU will conduct an individualized assessment, consulting with the Disability Resources Office to determine if there is reasonable accommodation that would permit the student to continue to participate in the University community.

- Health/safety risk to others or self is here defined to include threat of harm, risk of homicide/suicide, or assault substantially above the norm for college students which necessitate unusual measures and those beyond the scope of the University's care to monitor, supervise, treat, protect, or restrain the student to ensure safety.
- Disruptive is defined to include behavior which causes emotional and/or physical distress to other students and/or staff substantially above that normally experienced in daily life. Such disruption may be in the form of a single incident or a pattern of behavior.

The Dean of Student Success may be notified about a student who may meet the criteria of an Involuntary Withdrawal from a variety of sources including, but not limited to, the student, the student's academic advisor, Residence Life staff, an Academic department, or a member of the Care Team. If the Dean of Student Success deems it appropriate, these procedures will be initiated.

Emergency, or Interim Involuntary Leave

If there is reasonable cause to believe that a student poses a credible threat of imminent and substantial harm to himself/herself and/or a member or members of the campus community, the University may impose interim measures

during the individualized assessment process. These measures may include restrictions on the student's access to campus and interactions with students, staff, and/or faculty. In these cases, while not able to be guaranteed, every effort will be made to complete the individualized assessment process within one week of notification, provided that the student provides timely responses and information.

Procedures for Placing a Student on an Involuntary Withdrawal

1. The Dean of Student Success will consult with the Disability Resource Office prior to deciding to impose an involuntary withdrawal.
2. The Dean of Student Success will issue a notice to the student in writing that an involuntary withdrawal is under consideration. The written notice will include the reason(s) why the student is being considered for an involuntary withdrawal, contact information for Disability Resources, which can provide information about accommodations, and a copy of this policy. In addition, the notice will provide contact information for the Process Resource, an administrator outside of the decision-making process with knowledge of MU's involuntary withdrawal process who will serve as a neutral party to answer any student questions about the process from referral through return to MU. In the written notice, the student will be encouraged to respond before a decision is made and will be given a specified time period within which to do so. This is a student's opportunity to self-advocate and provide pertinent additional evidence he/she wants considered in the individualized assessment process.
3. If the student decides to voluntarily withdraw after receiving this notice, he/she will have the option to forego the individualized assessment. However, the Dean of Student Success may still require some or all steps of those outlined in the "Returning from Involuntary Withdrawal" section to be fulfilled prior to approval for re-enrollment. This would only be done if the Dean of Student Success has a reasonable belief of its necessity to ensure the student's and/or community's safety, wellbeing, and normal functionality upon re-enrollment.
4. The Dean of Student Success will consider potential accommodations and/or modifications that could obviate the need for an involuntary withdrawal, such as the option to take a medical withdrawal or secure accommodations through Disability Resources.
5. The student may be asked to sign a Release of Information form allowing MU personnel temporary authority to get information from the student's healthcare provider(s) regarding issues relevant and appropriate to the consideration of an involuntary withdrawal when there is a need for the University to have access to that information as part of the interactive process and individualized assessment. If a student refuses to permit this exchange of confidential information or to respond within the timeframe set by the Dean of Student Success, the VP may proceed with the assessment based on information in his/her possession at the time.
6. The Dean of Student Success will also confer, as feasible and when appropriate in a particular matter, with individuals regarding the need for an involuntary withdrawal. Although each case will vary, conferring individuals could include:
 - a. Resident Directors;
 - b. Faculty members;
 - c. Academic advisors/coaches;
 - d. With appropriate authorization, the student's treatment provider(s) or other health care professionals;
 - e. Members of the University's Care Team; and/or
 - f. Such other individuals as may be appropriate in an individual matter.
7. Particular attention will be paid to the criteria for imposing an involuntary withdrawal, specifically:

- a. whether current knowledge about an individual's medical condition and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of a member of the University community;
- b. whether a student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to his/her own safety and wellbeing not based on mere speculation, stereotypes, or generalizations; and/or
- c. whether a student's behavior severely disrupts the University environment.

The individualized assessment as to each factor, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, should ascertain: the nature, duration, and severity of the risk or disruption; the probability that the risk or disruption will occur; and whether reasonable modifications of policies, practices, or procedures will adequately mitigate the risk or disruption to eliminate the need for an involuntary withdrawal.

8. The Dean of Student Success will give significant weight to the opinion of the student's treatment provider(s), including those identified by the student, regarding the student's ability to function academically and safely at the University with or without reasonable accommodations. The Dean of Student Success may determine it is necessary to, with appropriate authorization, contact the treatment provider(s) to obtain additional information. Examples why this could be needed include but are not limited to source verification, incompleteness, clarification, or inconsistency with other information in the student's record. In certain circumstances, the University may require the student to undergo an additional evaluation by an independent and objective professional designated by MU, if the Dean of Student Success believes it will facilitate a more informed decision.
9. Following these consultations and based on a review of the relevant documentation and information available, the Dean of Student Success will decide as to whether the student should be placed on an involuntary withdrawal and will provide written notice of this decision to the student. The written notice of decision will include information about the student's right to appeal and reasonable accommodations during the appeal process. The review and notice of decision under this policy should be done in a reasonably timely manner. Where students have been asked to remain away from the University while the review is underway, every effort will be made by the Dean of Student Success to reach a decision within one week, provided the student responds in a timely manner to requests for information and, if appropriate, evaluation.
 - a. *If an involuntary withdrawal is imposed.* The written notice of the decision to the student will set forth the basis for the decision and a time frame for when the student must leave the University and the conditions and/or requirements the student will need to satisfy to be eligible for return. The written notice will also provide contact information for Disability Resources and the Process Resource. The length of the leave will be determined on an individual basis.
 - b. *If an involuntary withdrawal is not imposed.* The Dean of Student Success may impose conditions and/or requirements under which the student is allowed to remain at the University.
10. Within one week of receiving the decision of the Dean of Student Success, the student may submit an appeal of the decision in writing to the Vice President of Student Life or his/her designee (hereafter referred to as the VP of SL), who may not be the Dean of Student Success. The written request for appeal must specify the substantive and/or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision of the Dean of Student Success. The review by the VP of SL will be limited to the following considerations:
 - a. Were the proper facts and criteria brought to bear on the decision?

- b. Is there any new information not previously available to the student that may change the outcome of the decision-making process?
- c. Were there any procedural irregularities that materially affected the outcome of the matter to the detriment of the appellant?
- d. Given the proper facts, criteria, and procedures, was the decision a reasonable one?

After reviewing the matter fully, the VP of SL will issue a written decision affirming, modifying, or reversing the decision to place the student on involuntary withdrawal. The VP of SL's decision shall be final, and no other appeals or grievance procedures are available.

Implications of Involuntary Withdrawal

1. *Student status.* Students on involuntary withdrawal are not registered and therefore do not have the rights and privileges of registered students.
2. *Housing.* Students on involuntary withdrawal are not enrolled in classes and therefore cannot live on campus. If applicable, a reasonable timeframe for move-out will be determined in conjunction with the Dean of Student Success and the Residence Life team, and will take the student's and community's wellbeing, safety, and ability to function without substantial disruption into consideration. Students may submit appeals for refunds beyond the normal refund schedule to the Housing Exemptions Committee.
3. *Effective date(s) of withdrawal.* A student must leave the University within the timeframe set forth by the Dean of Student Success.
4. *Notification to third parties.* At any time during the withdrawal process, the Dean of Student Success may notify a student's parent, guardian, emergency contact, or other individual, consistent with the law, if notification is deemed appropriate.
5. *Association with the University after Involuntary Withdrawal.* Unless expressly permitted by the Dean of Student Success in writing, students placed on Involuntary Withdrawal are not permitted to
 - a. be present at the University;
 - b. engage in any University-related activities, including on-campus employment; or
 - c. access University support services as those have already been deemed insufficient for addressing their needs.
 - d. In addition, if the withdrawal is imposed because there is a significant risk that the student will harm another if they remain on campus, the University may restrict the student's interactions with the campus community. Such restrictions may include limits on the student's communications with faculty, staff, or other students and on the student's access to the campus, for example, to visit friends.
6. *Transcript notation.* Students on involuntary withdrawal will have final grades entered per the standard withdrawal policies of the institution. Appeals for exceptions may be directed to the Academic Standing Committee.
7. *Tuition and fees.* Consistent with MU policy and procedure, students who leave the University before the end of a term may be eligible to receive refunds of portions of their tuition. See page for a schedule of refunds.
8. *Meal Plan.* Consistent with MU policy and procedure, meal plan refunds are based on the date when a student moves out of University residence and is approved under conditions as specified in the Residence Agreement.

Returning from Involuntary Withdrawal

A student requesting to reenroll following a medical or involuntary withdrawal must:

1. Meet the essential eligibility requirements and any technical standards of the University and, if applicable, the relevant school or department, with or without reasonable accommodations.
2. Complete the [Application for Re-enrollment](#).
3. Make a written request to the Dean of Student Success to return to the University.
4. Provide evidence that the student, with or without reasonable accommodations, has sufficiently addressed the issues that previously established the criteria for the medical withdrawal or imposition of involuntary withdrawal. The Dean of Student Success may also ask, confer with, or seek information from others to assist in making the determination. The information sought may include:
 - a. At the student's discretion, documentation of efforts by the student to address the issues.
 - b. With appropriate authorization, release of academic records to inform treating clinicians of the student's desire to return and circumstances that initially led to the medical or involuntary withdrawal.
 - c. With appropriate authorization, release of treatment information to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the need for the medical or involuntary withdrawal.
 - d. With appropriate authorization, consultation with the MU Counseling and Wellness Center to the extent necessary to determine if the student has sufficiently reduced the risk or disruption that led to the need for the involuntary leave
 - e. Consultation with Disability Resources.

If permitted to return to the University, the student must maintain reasonable levels of safety and lack of disruption to the community with or without accommodations. Failure to do so may initiate or reinstate the Involuntary Withdrawal policy.

If the Dean of Student Success is not satisfied that the student is ready to return to the University, the student will be notified in writing of the decision, including the reason for the decision, within a reasonable time after the student has submitted a request for return and required documentation.

A student not permitted to return may appeal the decision per the appeals policy outlined under the "Procedures for Placing a Student on an Involuntary Withdrawal" section above.

Requiring Alternative Housing While Enrolled

In the uncommon circumstance that a residential student does not meet the standard for Involuntary Withdrawal but cannot safely remain in University housing even with accommodations, the University may require the student to live in off-campus housing while enrolled.

Decisions, whether to require a student to leave University housing, will be made by the Dean of Student Success and according to the process described in the Involuntary Withdrawal section above. The Dean of Student Success may, in addition, restrict the student from entering University housing as needed to prevent safety risks.

Refunds

A student who withdraws or takes a leave for mental health reasons, whether voluntary or involuntary, may submit an appeal for a refund of tuition or other costs to the Business Office. The Business Office will review the appeal and issue approval or denial.

Disciplinary Action & Mental Health

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

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

When a Student Handbook policy violation occurs due to an untreated mental health condition, the student may engage the Disability Resource office in the conduct process by requesting accommodations to mitigate the behavioral issue. The University considers each conduct case individually and would consider this information on how to move forward with sanctioning and accountability. The University will hold the student's wellbeing as its primary goal throughout the conduct process.

Education and Training

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

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

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

STUDENT SUPPORT AND SPECIAL CONSIDERATIONS

Dancing

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

Entertainment

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

Language/Speech

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

Movies/Internet Viewing on Campus

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

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

Relationships and Public Affection

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

Missing Persons Policy

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours. Please click [here](#) to our read our full Missing Persons Policy.

Sexual Identity

The University acknowledges that some students may experience issues such as gender identity and sexual orientation. MU believes that members of our learning community are best supported if they can share their questions, struggles, or self-understanding with trusted individuals, including faculty, administrators, and staff. In all such personal issues, MU attempts to respond with compassion, respect, grace, and conviction. Multnomah's full Human Sexuality and Purity Understanding document can be found [here](#).

Title IX Compliance

As a Christ-centered community, Multnomah University holds deep convictions about how we treat one another, anchored in the biblical truth that all human beings are created by God and bear His image. In keeping with those convictions, the University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free from discrimination based on sex, which includes, but is not limited to, all forms of sexual misconduct. Sexual misconduct is an umbrella term that covers a variety of behavior including sexual assault and sexual harassment. It is the policy of Multnomah University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in its educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The full Multnomah University Title IX Notebook can be found on the [policy and reports page](#) of the University website.

University and Community Resources for Survivors of Sexual Assault

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The University offers services and external resources, many of which may be accessed 24 hours a day, so that a person may

choose what she or he would find most helpful and healing. The University urges anyone who has been sexually assaulted to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or pursue civil litigation or formal University action, seeking medical attention as soon as possible is important. At any point that an individual wants assistance from the University, Multnomah is prepared to help her or him.

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

Other Available Resources:

- Multnomah University Counseling Center (503) 251-6511, 533 NE 87th Ave., east side of campus
- Multnomah Campus Safety Department: (503) 251-6499
- Emergency Response: Multnomah external emergency line: (503) 251-6499
- National Sexual Assault Hotline: 1.800.656.HOPE
- Sexual Assault Resource Center 24-Hour Response Line: 503.640.5311
- Local hospitals that have a SART (Sexual Assault Response Team):
 - o Providence Medical Group, Portland Providence Access Triage, 4805 NE Glisan St., Portland, OR 97213; PH - 503.214.9235

Unplanned Pregnancy

The University wants to assist those involved in an unplanned pregnancy while at Multnomah to consider the options available to them within the Christian moral framework. These include marriage of the parents, single parenthood, or offering the child for adoption. We believe the Bible is clear in its teaching on the sanctity of human life, and that life begins at conception; we, therefore, abhor the destruction of innocent life through abortion-on-demand.

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

HUMAN SEXUALITY AND PURITY UNDERSTANDING

At Multnomah University we recognize that students are engaged in a developmental process of learning and becoming. This can relate to personal sexuality and gender identity as well as one's view of these topics. We want to be clear with students about what we believe, how the Bible informs our religious beliefs and what we can expect from each other in terms of our posture towards each other on these topics.

Our Presuppositions

1. We are a community of Jesus followers living, studying, eating, and playing together in pursuit of an education, preparation for a career, and growth in love for God and neighbor.
2. As members of this community we are committed to living in surrender to the Lordship of Christ in all areas of life as best we understand from the inspired Scriptures, prayer, and community conversation.

3. As believers we recognize our status as both God's beloved and as fallible people in a broken world, who have many natural desires and inclinations that are at odds with God's desires for us and for our flourishing. We reject the idea that people who have certain proclivities or sexual desires are worse, or farther from God than anyone else.
4. We are committed to participating together in a journey towards being more like Jesus and to lovingly encourage each other in that endeavor while always being aware of our own need for grace, evolving identities and accountability to God and our community.
5. While Multnomah does require certain behavior standards of its students and employees, we realize that being together in Christian community does not mean we agree on everything.

Our Biblically Formed Positions

1. Marriage is a human relationship created by God and intended to be heterosexual and monogamous. Sex as an expression of love and a means of pleasure is meant to be enjoyed and reserved for marriage between a man and a woman.
2. Unhealthy attractions or struggles with sexual identity are not grounds for dismissal. Behaviors that violate our student conduct code will be disciplined and could be grounds for dismissal.
3. God created humans to be male or female, and for their anatomical sex, their gender identity, and their feelings about their sex to be in harmony from birth. However, we know that some people experience gender dysphoria or dissonance. We also acknowledge that gender can be overly prescribed by one's culture. However, gender is not solely defined by one's culture. Some gender expression is part of the creative mandate and reaffirmed throughout the Bible as God's design for men and women.
4. A healthy sexuality promotes human dignity. Pornography or a thought life that exploits or uses others is destructive to the individual and undermines the community.
5. For a more comprehensive explanation of our biblical and theological foundations for these positions, please see Multnomah's Human Sexuality and Purity Understanding.

Because the Bible is clear that our love for God and others is our greatest ethic here are our promises and our requests.

Our Promises

1. We will practice humility: Multnomah leadership will approach issues of sexuality and gender as they arise in the lives of students with the recognition that we are all God's beloved and we are all in process. We will position ourselves as servants focusing on the health of the students, their relationship with Christ and the building of a thriving community.
2. We will extend grace: In cases of behavior that are not in alignment with University policy we will care for the person. We seek to start with a posture of restoration and community commitments even when disciplinary action is necessary. In addition, we will assume a student's desire is to follow Christ, even when there could be misalignment with institutional positions.
3. We will work to partner and support: We will consider ourselves partners for the purpose of supporting students who desire to follow Christ.
4. We will commit to equity: We will treat students with equity and care, seeking to protect their dignity and refusing to treat behavior issues in sexuality and gender categories as if they are more serious than behavior issues in other areas. We will seek to understand the unique nuance that comes with each person and their story.
5. We will allow The Word and Spirit of God to guide our actions: We pledge to humbly understand our own bias and prejudice and seek God first in all matters.
6. We will not tolerate disparaging behaviors: Remarks or behaviors of any kind that demean or degrade the God-given dignity of others will not be tolerated.

Our Requests

1. We ask students to respect the University's position through behavior that is in harmony with this position and our community code of conduct while they remain enrolled or employed.
2. We ask everyone to listen with care and respect.
3. We ask that all parties assume good intentions and a desire to follow Christ on the part of those who disagree with them on these issues, whether they are fellow students or University employees.
4. We ask that disagreements, complaints or concerns be voiced respectfully and through the proper channels, while maintaining the unity of our community.
5. We ask that those who experience discrimination in any form report these incidents to Student Life or Wellness Staff, Student Experience Coordinator or Human Resources.

[As a faith based university, we retain our constitutional and legal exemptions granted within areas like Title VII/IX, ADA and the Religious Freedom Restoration Act. To see our full Human Sexuality statement [click here](#).]

STUDENT CODE OF CONDUCT & PROCESS

PREAMBLE

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

All students agree to refrain from:

- The use or possession of pornographic or any morally degrading literature or media (Psalm 101)
- Sexual immorality of any kind (Ephesians 5:3)
- Dishonesty (Ephesians 4:15, 25)
- Abusive behavior of any kind (Romans 13:8)
- Theft or destruction of property (Ephesians 4:28)
- Drunkenness (Ephesians 5:18; Romans 13:13)
- Participation in the occult (Galatians 5:19-21)

It may be appropriate to counsel, discipline, or even dismiss those who do not follow these biblical principles. Any student found to have committed or to have attempted to violate these biblical absolutes may be subject to the disciplinary sanctions outlined in Article IV below.

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

in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.

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

Voluntary admission to a violation, in contrast to concealing one, is carefully considered in determining whether judicial action is appropriate. When University standards are violated, a full resolution of the issues may require disclosure of those issues to the individuals directly involved. For example, an admission of dishonesty in a class assignment will need to be resolved with the instructor involved, judicial action may be taken, and a record of the action placed in the student's file.

Conditional Amnesty Policy

The University wants to eliminate barriers for students who may be hesitant to seek medical or emergency help or report an incident to University officials because they do not want to be held responsible for policy violations (e.g., drinking alcoholic beverages, sexual activity). To encourage reporting, Multnomah University pursues a policy of offering students who are accessing help for themselves or others the option to request Conditional Amnesty of the Associate Dean of Campus Life and Community Standards. Students who receive Conditional Amnesty for a violation of the Student Code would not be sanctioned as per the Student Code.

Some actions that will not qualify a student for this amnesty include, but are not limited to harming another person, placing the health and/or safety of others at risk, or committing an egregious violation of The Student Code (e.g., dealing/providing drugs, destroying University property, committing a felony, hazing). While there may be no Student Code sanctions for students who are granted amnesty, the University may provide and/or require education, support, and other forms of accountability for the student. It is important to note that a request for Conditional Amnesty does not guarantee amnesty will be granted. In addition, if multiple Student Code violations occur, it is possible to receive amnesty for one violation while not receiving it for another.

ARTICLE I: DEFINITIONS

1. The term University means Multnomah University.
2. The term "student" includes all persons taking courses at the University, either full-time or part-time, in residence or on-line, pursuing undergraduate or graduate degrees. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code does apply at all locations of the University.
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.

5. The term “member of the University community” includes any person who is a student, faculty member, University official, or any other person employed by the University. The Vice President of Student Life shall determine a person’s status in a particular situation.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University acceptance.
8. The term “Student Conduct Board” means any person or persons authorized by the Associate Dean of Campus Life and Community Standards (ADCLCS) or their delegate to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the ADRLCS or their delegate to impose sanctions upon any student(s) found to have violated the Student Code. The ADRLCS or their delegate may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The ADRLCS or their delegate may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term “Appellate Board” means any person or persons authorized by the ADRLCS or their delegate to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The ADCLCS is the person designated by the University President to be responsible for the administration of the Student Code.
14. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Residence Life Handbook, the University web page and computer use policy, and Graduate/Undergraduate Catalogs.
15. The term “consent” means a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, by itself, does not demonstrate consent. Consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. Consent may be initially given but withdrawn at any time.
16. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

17. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
18. The term “Reporting Party” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Reporting Party, even if another member of the University community submitted the charge itself.
19. The term “respondent” means any student accused of violating this Student Code.
20. The term “sexual assault” means any non-consensual sexual contact or intercourse, whether it is unforced or forced. This includes any contact with intimate body parts of an individual. It is also penetration, however slight, of any intimate body part with a body part or an object.
21. The term “sexual harassment” means unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person.
22. The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for her or his safety or the safety of others; or (2) suffer substantial emotional distress.
23. The term “domestic violence” is the use of physical, sexual or emotional abuse, or threats to control another person who is a current or former spouse or other intimate partner, such as a boyfriend or girlfriend. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
24. The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of (1) the length of the relationship, (2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship. Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation, and humiliation to control the other person. Forms of abuse can be physical, verbal, sexual, emotional, and psychological.
25. The term “sexual exploitation” is something occurs when a student takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and the behavior does not otherwise constitute one of the other sexual misconduct offenses.
26. Affirmative consent is:
 - Informed (knowing)
 - Voluntary (freely and intentionally given)

- Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity.
- Verbal, meaning that the person who is initiating sexual behavior must receive a verbal yes from the other person before continuing, and that this consent must be ongoing through the sexual encounter. “Yes, and only yes, means yes.”

ARTICLE II: STUDENT CODE AUTHORITY

1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator, and Appellate Board shall be authorized to hear each matter.
2. The ADCLCS shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.
4. If an incident involves sexual assault, sexual harassment, stalking, dating violence, domestic violence, or sexual exploitation the Title IX process may take precedence over the Student Code process. The Title IX Senior Coordinator will be consulted on which process will be used in compliance with all federal, state, and local laws.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University Student Code

The University Student Code shall apply to conduct that occurs on University premises; at University-sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for their 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 during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Administration shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case-by-case basis, in their sole discretion.

Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct may be subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty or malicious communication, including but not limited to the following: a. Cheating, plagiarism, or other forms of academic dishonesty. b. Furnishing false information to any University official, faculty member, or office. c. Forgery, alteration, or misuse of any University document, record, or instrument of identification. d. slander, gossip, and profanity.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off-campus, or of other authorized non-University activities when the conduct occurs on University premises.

3. Physical abuse, sexual assault, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person. (Please note that any type of physical or sexual assault, because of its serious nature, will likely result in the responsible student's suspension or dismissal from the University.)

4. Any form of Harassment. This includes, but is not limited to, sexual harassment, taunting, teasing, effigies, and other behavior that creates a hostile environment for another person based on their protected class status. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual of participating in or benefiting from the University's education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. For more information on what may constitute a hostile environment, please refer to the [Title IX Handbook](#).

5. Other forms of sexual misconduct as defined by the Violence Against Women Act.

- Domestic violence,
- Stalking,
- Dating violence,
- Sexual Exploitation

6. Any form of discrimination of individuals based on race, gender, socio-economic status, age, disability, or cultural differences, or other protected class status regardless of whether such treatment is intentional or resultant from careless or insensitive behavior. (Please note that blatant or intentional discrimination of any sort, because of its serious nature, will likely result in the responsible student's suspension or dismissal from the University. As a faith-based university, Multnomah University retains its constitutional and legal exemptions granted within Title VII and IX and the Religious Freedom Restoration Act.)

7. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off-campus. This includes, but is not limited to:

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

Additional policies regarding the respect and safety of campus housing facilities are available in the Residence Life Handbook (Please add link to Handbook)

8. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Note: Violation of this policy could also be a violation of Oregon state law (ORS 163.197), which may result in a student's loss of financial aid. Violations of the hazing policy for Oregon state law will constitute violations of University policy as well.

9. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

10. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

11. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website or via email.

12. Violation of any federal, state, or local law.

13. The use, possession, manufacturing, or distribution of drugs that are illegal under state or federal law, including, but not limited to, marijuana, heroin, cocaine, fentanyl or other non-prescription substances which cause impairment, or abuse of prescription drugs is prohibited. Multnomah fully complies with the Drug-Free Schools and Communities Act Amendments. This Act and our policies seek to prevent the use of illegal drugs and the abuse of alcohol and other recreational substances, which may impair functioning (such as marijuana) by students and employees. Although the use of marijuana is legal in the state of Oregon, Multnomah University complies with federal law and holds an institutional standard that prohibits the use of marijuana by any student in any program on or off-campus while enrolled at Multnomah University. If a student has a prescription for the medical use of marijuana, that student must meet with a Dean in the Student Life Department to present a doctor's prescription and to discuss appropriate use in light of the student's health concerns and University policy.

No student will be allowed in or on University property or to conduct University business while under the influence of or impaired by drugs that are illegal under state or federal law, including, but not limited to, marijuana, heroin, cocaine, fentanyl or other non-prescription substances.

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

The Higher Education Amendments of 1998 amended FERPA to allow institutions to notify parents or legal guardians of any student who is under 21 years of age and has committed a judicial violation governing the use or possession of alcohol, marijuana, and/or an illegal drug.

14. Undergraduates' use, possession, or manufacturing of alcoholic beverages, or public intoxication. Please note that although drunkenness and public intoxication are always prohibited, the University makes allowances for undergraduate students who are 21 or over to use, possess, or manufacture alcoholic beverages between their academic semesters/sessions unless they are on campus; at a Multnomah sponsored event; or representing Multnomah on a ministry, leadership, service, internship, or athletic team at any time during the calendar year.

15. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any student under twenty-one (21) years of age.

16. Members of the community are to refrain from the use of tobacco in any form (including E-cigarettes and cloves). Under no circumstances are these substances to be used or possessed on or away from campus.

17. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

18. Gambling (any exchange of goods, services, or money) in any form.

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

20. Sexual activity outside of a heterosexual marriage, or sexual activity within a marriage that may include but is not limited to rape, abuse, harassment, intimidation, or physical harm. Multnomah's full Human Sexuality and Purity Understanding document can be found [here](#).

21. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

22. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

23. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom. Please note that the University's security and safety cameras are authorized for use.

24. Theft or other abuse of computer facilities and resources, including but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University Official.
- e. Use of computing facilities and resources to send obscene or abusive messages.
- f. Use of computing facilities and resources to interfere with the normal operation of the University computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the University Computer Use Policy.

25. Abuse of the Student Conduct System, including but not limited to:

- a. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
- b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
- c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.

- d. Institution of a student conduct code proceeding in bad faith.
- e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during, the Student Conduct Board proceedings.
- g. Harassment (verbal or physical) of, retaliation against, and/or intimidation of a member of a Student Conduct Board or its proceedings, prior to, during, and/or after a student conduct code proceeding.
- h. Failure to comply with the sanction(s) imposed under the Student Code.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

26. Apathy or acquiescence in the presence of egregious acts, such as hazing, sexual assault, or other physical assault towards a member or guest of the Multnomah University community is considered a violation of the Code.

27. Appropriate student attire while in public spaces is to be casual or business casual in nature. Modesty is assumed as a standard for any attire.

B. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Vice President of Student Life or their delegate. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of the 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 being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate 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 (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Board Hearings

1. Any member of the University community may file a complaint against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator or Associate Dean of Campus Life and Community Standards. Please include what policy was violated, all parties involved, when, and where. Any charge should be submitted as soon as possible after the event takes place, preferably within three days of the alleged code violation.

2. The Student Conduct Administrator may investigate to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, the subsequent process, including a hearing, if necessary, shall be limited to determining the appropriate sanction(s).
3. When a Student Code of Conduct violation occurs due to an untreated mental health condition, the student may engage the Disability Resource office in the conduct process by requesting accommodations to mitigate the behavioral issue. The University considers each conduct case individually and would consider this information on how to move forward with sanctioning and accountability. The University will hold the student's wellbeing as its primary goal throughout the conduct process.
4. All charges shall be presented to the Respondent in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than 15 calendar days after the student has been notified. Maximum time limits for scheduling Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:

Student Conduct Board Hearings normally shall be conducted in private.

The Reporting Party/Complainant, Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

In Student Conduct Board Hearings involving more than one Respondent, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

The Reporting Party/Complainant and the Respondent have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Reporting Party/Complainant and/or the Respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

The Reporting Party/Complainant, the Respondent, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Reporting Party/Complainant and/or Respondent at least two business days prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Respondent and/or Reporting Party/Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment. Questions of whether

potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.

Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Respondent has violated each section of the Student Code which the student is charged with violating.

The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Respondent violated the Student Code.

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.
6. If a Respondent, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges may be presented and considered even if the Respondent is not present.
7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed-circuit television, video conferencing, videotape, audiotape, written statement, or other means, where and as determined in the sole judgment of the ADCLCS or their delegate to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

Probation—A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

Loss of Privileges—Denial of specified privileges for a designated period.

Fines—Previously established and published fines may be imposed.

Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.

Residence Hall Suspension—Separation of the student from the residence halls and/or Ambassador Apartments for a definite period, after which the student is eligible to return. Conditions for readmission may be specified.

Residence Hall Expulsion—Permanent separation of the student from the residence halls and/or Ambassador Apartments.

University Suspension—Separation of the student from the University for a definite period, after which the student is eligible to return. This suspension may include being excluded from all University related activities and/or exclusion from being able to come to campus. The ADCLCS or her/his delegate may reserve the right to make exceptions to these exclusions.

University Expulsion — Permanent separation of the student from the University. This expulsion may include being excluded from all University related activities and/or exclusion from being able to come to campus. The ADCLCS or her/his delegate may reserve the right to make exceptions to these exclusions.

Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Withholding Degree—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. (a) Other than University suspension, expulsion revocation, or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's disciplinary record 7 years after final disposition of the case.
 - (b) In situations involving both a Respondent(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and the sanctions imposed, if any, shall be the education records of both the Respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Respondent, group and/or organization (and a

complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

5. Multnomah University does not use or condone the use of corporal punishment in any way, shape, or form within disciplinary proceedings or as disciplinary sanctions.
6. A student's prior violations of the Student Code, if any, will be considered by the Student Conduct Administrator when determining sanctions.

C. Interim Suspension

In certain circumstances, the VP of Student Life, or a delegate, may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

Interim suspension may be imposed only:

- b) to ensure the safety and well-being of members of the University community or preservation of University property;
- c) to ensure the student's own physical or emotional safety and well-being; or
- d) c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

During the interim suspension, a student shall be denied access to the residence halls, and/or Ambassador Apartments, and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Life or the Student Conduct Administrator may determine to be appropriate.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.

However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat and at which they may contest whether a campus rule was violated.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Respondent(s) or Reporting Party(s) to an Appellate Board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his/her delegate.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the Student Conduct Board Hearing was conducted fairly considering the charges and information presented, and in conformity with prescribed procedures giving the Reporting party a reasonable opportunity to prepare and to present information that the Student Code was violated and giving the

Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

3. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code shall be referred to the ADCLCS or his or her delegate for final determination. New or modified policies are effective upon publication (including online publication); students will be notified via email and changes may also be posted on the my.multnomah.edu webpage. It is the students' responsibility to stay informed of current policies and standards.

B. The Student Code may be reviewed every year under the direction of the Associate Dean of Campus Life and Community Standards.

Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

b. To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

3. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code shall be referred to the Assistant Dean of Residence Life and Community Standards or his or her designee for final determination. New or modified policies are effective upon publication (including online publication); students will be notified via email and changes may also be posted on the my.multnomah.edu webpage. It is the students' responsibility to stay informed of current policies and standards.

B. The Student Code may be reviewed every year under the direction of the Assistant Dean of Residence Life and Community Standards.

GRADUATE SCHOOL & SEMINARY APPENDIX

CLASSROOM & COMMUNITY LIVING

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

A Philosophy of Christian Lifestyle

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

Please refer to the biblical principles outlined at the beginning of the handbook, in the UNIVERSITY MISSION, VISIONS, AND VALUES section.

Within the university context, students who have chosen to pursue seminary studies often seek out vocational roles in ministry. They want to lead by example and model a life that reflects the heart of God. Thus, the seminary faculty and administration naturally expect a spiritual, emotional, and relational maturity commensurate with this pursuit. We believe seminary students are respected by and can be an encouragement to undergraduate students. For this reason, we are concerned that the Christian lifestyle described above is indicative of each seminary student.

We view an evaluation of student conduct as part of our educational responsibility. The basis for this evaluation includes conformity to direct scriptural commands and the laws of the government, and application of principles involving committed discipleship. It may be deemed appropriate to counsel, reprimand, or even dismiss students whose behavior does not align with the intent of the biblical principles adopted as the basis for the spiritual environment of the campus.

INSTITUTIONAL NORMS & STUDENT CONDUCT

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

1. The use of tobacco in any form (including E-cigarettes and cloves). Under no circumstances are these substances to be used or possessed on or away from campus.
2. Gambling (any exchange of goods, services, or money) in any form.
3. Any form of dancing that involves or promotes immodesty, eroticism, or violence. The seminary neither sponsors nor endorses school dances on or off-campus.
4. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any student under twenty-one (21) years of age. In addition, the use of alcohol on campus is prohibited. We expect that the biblical absolute of not abusing alcoholic beverages will be followed on and off campus.
5. The use, possession, manufacturing, or distribution of drugs that are illegal under state or federal law, including, but not limited to, marijuana, heroin, cocaine, fentanyl or other non-prescription substances which cause impairment, or abuse of prescription drugs is prohibited. Multnomah fully complies with the Drug-Free Schools and Communities Act Amendments. This Act and our policies seek to prevent the use of illegal drugs and the abuse of alcohol and other recreational substances, which may impair functioning (such as marijuana) by students and employees. Although the use of marijuana is legal in the state of Oregon, Multnomah University complies with federal law and holds an institutional standard that prohibits the use of marijuana by any student in any program on or off-campus while enrolled at Multnomah University. If a student has a prescription for the medical use of marijuana, that student must meet with a Dean in the Student Life Department to present a doctor's prescription and to discuss appropriate use considering the student's health concerns and University policy.

Student will not be allowed in or on University property or to conduct University business while under the influence of or impaired by drugs that are illegal under state or federal law, including, but not limited to, marijuana, heroin, cocaine, fentanyl or other non-prescription substances.

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

The Higher Education Amendments of 1998 amended FERPA to allow institutions to notify parents or legal guardians of any student who is under 21 years of age and has committed a judicial violation governing the use or possession of alcohol, marijuana, and/or an illegal drug.

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

Accountability

Institutional norms are in place throughout the entire period between application to graduation from the program in which you are registered for classes (including weekends, mid-semester break, Thanksgiving, and spring break).

Inasmuch as Multnomah does not wish to extend its authority outside of our mission as a Christian educational institution, the Student Code of Conduct will extend between fall and spring semesters as well as during summer break. Please note that although drunkenness and public intoxication are always prohibited, the University makes allowances for students who are 21 or over to use, possess, or manufacture alcoholic beverages between their academic semesters/sessions unless they are on campus; at a Multnomah sponsored event; or representing Multnomah on a ministry, leadership, service, internship, or athletic team at any time during the calendar year.

If a violation of an institutional standard occurs, students may be subject to disciplinary action, including dismissal, which is outlined in the STUDENT CODE OF CONDUCT & PROCESS section of this handbook. The disciplinary process will be overseen by the Student Conduct Administrator or her/his designee. Students by their affiliation with the University, hereby consent to drug or alcohol testing when requested by the administration upon a reasonable suspicion determination made at our sole discretion. The student will be responsible for the cost of testing and any subsequent treatment if required.

Food, Drink, and Mobile Devices in Classroom

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

ACADEMIC POLICIES

Class Attendance

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

A student has the responsibility to contact professors to have absences excused and make arrangements to make up any missed work.

Attendance and Grading

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

Excessive Absences and Non-Credit

If you miss one-fourth of the total number of sessions in a subject, you may be denied credit for the course. You may request to receive credit despite these excessive absences if reasons are sufficient by contacting the Dean of the Seminary & Graduate School. The professor's recommendation and the quality of your classwork impact this consideration.

STANDARDS OF SCHOLARSHIP

Academic Probation

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

- For the MAGDJ, TESOL, MS Management & Leadership, MA Nonprofit Management and MA Ministry Leadership student these standards include:
 - A cumulative grade point average of at least 2.5 at the end of any semester.
 - A semester grade point average of at least 2.0 provided that the cumulative GPA is 2.5 or better.
- For the MAC student these standards include:
 - A cumulative grade point average of at least 3.0 at the end of any semester.
 - A semester grade point average of at least 2.5 provided that the cumulative GPA is 3.0 or better.
- For the MABS and MATS student these standards include:
 - A cumulative grade point average of at least 3.0 at the end of any semester.
 - A semester grade point average of at least 2.5 provided that the cumulative GPA is 3.0 or better.
- For the MACL and M.Div. student these standards include:
 - A cumulative grade point average of at least 2.5 at the end of any semester.
 - A semester grade point average of at least 2.0 provided that the cumulative GPA is 2.5 or better.
- For the D.Min. student these standards include:
 - A cumulative grade point average of at least 3.0 at the end of any academic year.
 - A semester grade point average of at least 2.5 provided that the cumulative GPA is 3.0 or better.
- For the Certificate student these standards include:
 - A cumulative grade point average of at least 2.0 at the end of any semester.
 - A semester grade point average of at least 1.7 provided that the cumulative GPA is 2.0 or better.

Academic Suspension

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

Academic Dismissal

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

Academic Reinstatement

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

Academic Standing and Financial Aid

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

Academic Honors

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

Concurrent Registration

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

Mentored Ministry Policy

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

Opportunities for Spouses

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

Spouse Enrichment Program

The spouse of a seminary student may enroll for personal enrichment in one or two seminary classes per semester, provided each class is part of the enrolled married student's schedule. Enrollment for personal enrichment is limited by space availability, the professor's permission, and Registrar's approval. Spouses who participate in the Spouse Enrichment Program each semester may earn a non-academic Spouse Enrichment Certificate, which allows them to walk with their spouse at graduation. For more information, a Spouse Enrichment brochure is available at the seminary office. Activities that count toward the certificate include classes and other pre-approved adult educational programs. For each activity that the spouse enrolls and participates in, they are awarded one non-academic credit. The number of non-academic credits required to earn a certificate depends on the program the enrolled spouse is in. Please contact the Seminary Administrative Assistant at (503) 251-6700 for more information.

Program Adjustment Form

The program adjustment form is to be completed when an adjustment to the curricular requirements of your program is desired to achieve appropriate professional goals. This form is not for a waiver of course requirements due to prior undergraduate coursework in that area. (Use "Waiver of Course and Credit" forms for that purpose.) You may request a copy of the program adjustment form through the Office of the Registrar.

Program Completion Requirements

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

- The Master of Arts in Applied Theology, a 42-unit program, must be completed within four calendar years from the date of matriculation.
- The Master of Arts in Biblical Studies, a two-year program, must be completed within four calendar years.
- The Master of Arts in Christian Leadership, a two-year program, must be completed within four calendar years.
- The Master of Arts in Theological Studies, a two-year program, must be completed within four calendar years.
- The Master of Divinity, a three-year program, must be completed within six calendar years of matriculation.
- The Doctor of Ministry program, a 32-unit program, must be completed within six calendar years of matriculation.

Extension of Program

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

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

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

Expiration of Program

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

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

Summer Session Deadline and Extension

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

Course Waiver Policy

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

Guidelines for Changing Degree Programs

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

- Secure the required application form for changing degree programs from the Registrar's Office. This application must be completed and returned to the Registrar no later than one semester prior to the anticipated graduation date of the new program desired.
- A transfer fee must accompany the application. The change-of-program fee is \$30. This fee is payable at the Student Accounts window. (The fee is waived if the student has completed less than 24 credits of the program.)
- The student must meet the GPA requirements of the new program applied for, should these requirements differ. To transfer from the M.Div. to the MABS, for example, a student must have a minimum 3.0 GPA for all seminary work.
- The student is required to meet all the requirements for the new program as stated in the most recent catalog.

SPIRITUAL LIFE, GROWTH, & EVENTS

Spiritual growth is the responsibility of each individual as he/she matures in relationship to God and responds to the work of the Spirit in his/her life. Multnomah University seeks to create an environment that fosters opportunities for spiritual formation. We strive to develop competent servant-leaders who are both strong in biblical and doctrinal convictions and developed in their spiritual maturity.

To facilitate this process, the school provides devotional meetings on a regular basis for the purpose of spiritual formation and corporate worship. All students are encouraged to be involved in any or all of our devotional opportunities as they are able.

Spiritual Life Purpose Statement and Core Values

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

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

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

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

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

Types of Spiritual Life Events

The University provides the following Spiritual Life opportunities:

1. Days of Prayer and Outreach
2. University Chapels (10:00 a.m. on Thursdays)
3. Emphasis Week each semester

Chapel Attendance Requirements

University Chapel services will be held at 10:00 – 10:45 a.m. in the JCA on Thursdays. The dates for all chapels will be announced in the Update (the Seminary and Graduate School news bulletin). These chapels are required for undergraduate students and are optional for graduate and seminary students. The chapel program includes speakers from strategic ministries in the Portland area, as well as individuals involved in ministries around the world. Chapels with topics that would be of particular interest to the seminary community will be highlighted in the update. Spouses of students are welcome to attend chapel services.

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

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

The Mosaic Emphasis Week is held late in the fall semester (typically in November of each year). This conference centers on cultural awareness and engagement and social justice matters. As members of the body of Christ, tasked with regarding others as better than ourselves, the themes and messages of this conference are essential to fulfilling God's Kingdom work and the mission of the University. We strongly encourage seminary students to participate in this conference.

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

