

# Multnomah University Online

## Graduate Student Handbook

2022-2023



MULTNOMAH  
— O N L I N E —

## 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 policies and resources that will support you in your journey at Multnomah. 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](http://my.multnomah.edu) webpage. It is each student's responsibility to stay informed of current policies and standards.

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## Welcome to Multnomah University Online!

On behalf of the entire Multnomah University community, we want to welcome you to Multnomah University Online (MUO)! As you lean into your calling and goals in life, we are truly grateful for the opportunity to support you along your journey. At MUO, we place high importance on providing you with a quality learning environment that seeks to support you in your goals. Our hope is that during your time with MUO you will feel challenged, supported, and encouraged in your faith, in your learning, and in loving others well.

As you begin your journey, please take the time to read this handbook. While not exhaustive, this handbook will provide you with important information surrounding university and programmatic policies, resources, guidelines, expectations, and will answer most of your questions. As you navigate your studies, please know that the MUO team is committed to supporting you however we can. As such, if we can support you in any way, please do not hesitate to contact us!

Again, welcome! We are so glad that you are here and are looking forward to all that God has in store for you and our community of learning!

Sincerely,

Multnomah University Online Team

# Online Academic Calendar

## 2022-2023

### ***FALL SEMESTER, 2022***

#### **Session 01A**

August 29- *Classes Begin (courses open August 22<sup>nd</sup>)*

October 23- *Classes End*

#### **Session 01B**

October 24- *Classes Begin (courses open October 17<sup>th</sup>)*

October 31-November 11- *Registration for Spring (current students)*

December 18- *Classes End*

*FALL COMMENCEMENT – Friday, December 16, 2022*

### ***SPRING SEMESTER, 2023***

#### **Session 01A**

January 9- *Classes Begin (courses open January 3<sup>rd</sup>)*

March 5- *Classes End*

#### **Session 01B**

March 6- *Classes Begin (courses open February 28<sup>th</sup>)*

March 28-April 8 – *Registration for Fall (current students)*

April 30- *Classes End*

*SPRING COMMENCEMENT – Friday, April 28, 2023*

### ***SUMMER SEMESTER, 2023***

#### **Session 01A**

May 1- *Classes Begin*

June 25- *Classes End*

#### **Session 01B**

June 26- *Classes Begin*

August 20- *Classes End*

# University Directory

General Multnomah University Phone Number: (503) 255-0332

## Admissions

Hours: M-F 8:00 a.m. – 5:00 p.m.  
Phone: (503) 251-6485  
Location: Sutcliffe, 1st floor  
admissions@multnomah.edu

## Advancement

Hours: M-F 8:00 a.m. – 5:00 p.m.  
Phone: (503) 251-6599  
Location: Sutcliffe, 1st floor  
advancement@multnomah.edu

## 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

## 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

## Auxiliary Services

Hours: M-F 8:00 a.m. – 4:30 p.m.  
Phone: (503) 251-6466  
Location: Sutcliffe, 2nd floor  
scheduling@multnomah.edu

## Business Office

Hours: M-F 10:00 a.m. – 4:30 p.m.  
Phone: (503) 251-5345  
Location: Sutcliffe, 1st floor

## Campus Safety

Hours: 24 hours a day  
Call or Text: (503) 251-6499  
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

## Career Services

Phone: (503) 251-6472  
Location: JCA, 2<sup>nd</sup> Floor  
careerservices@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

## Dining Services

Phone: (503) 251-5332  
Location: JCA, 1st floor

## Disability Resources

Phone: (503) 251-5301  
Location: JCA, 1<sup>st</sup> floor  
studentsuccess@multnomah.edu

## Executive Administration

Hours: M-F 8:00 a.m. – 5:00 p.m.  
Phone: (503) 251-5355

Location: Sutcliffe, 1st floor

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

### **Faculty**

Hours: M-F 7:30 a.m. – 4:30 p.m.

Phone: (503) 251-6400

Location: Sutcliffe, 2nd floor

### **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](mailto:library@multnomah.edu)

### **Faculty In Residence**

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

Location: 601 NE 87th Ave.

### **Master of Arts in Counseling (MAC)**

Hours: M-F 9:00 a.m. – 5:00 p.m.

Phone: (503) 251-6446

Location: JCA, 2<sup>nd</sup> floor

### **Financial Aid**

Hours: M-F 9:00 a.m. – 4:30 p.m.

Phone: (503) 251-5335

Location: Sutcliffe, 1st floor

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

### **Mail Services**

Hours: M-F 9:00 a.m. – 4:30 p.m.

Phone: (503) 251-5300

Location: JCA, 1st floor

[mailservices@multnomah.edu](mailto:mailservices@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

### **Marketing**

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6452

Location: Sutcliffe, 2nd floor

### **Housing Operations**

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-6501

Location: JCA, 1<sup>st</sup> floor

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

### **MU Gear Store**

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

Phone: (503) 251-5301

Location: JCA, 1st floor

### **Human Resources**

Hours: M-F 8:00 a.m. – 5:00 p.m.

Phone: (503) 251-5308

Location: Sutcliffe, 1st floor

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

### **Multicultural Center**

Hours: M-Sa 4:00 p.m. – 10:00 p.m.

Location: 615 NE 87th Ave.

### **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

### **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, 1<sup>st</sup> floor

**Roger's Café**

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

Friday 7:30am- 4:00pm

Phone: (503) 251-5366

Location: JCA, 1<sup>st</sup> floor

rogers@multnomah.edu

**Science Building**

Phone: (503) 251-6431

Location: 521 NE 87<sup>th</sup> 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, 1<sup>st</sup> 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



## University Mission, Visions, and Values Statement

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

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).

## Course Policies for Online Students

### Acceptable File Formats for Assignments

All written assignments for submission to MU Learn (Canvas) must be in Microsoft Word (.doc or .docx) or pdf. Any presentations must be in Microsoft PowerPoint (.ppt or .pptx). If you are using Open Office or Pages, choose “Save As” from the File menu and select the appropriate file format.

### Style and Format

Use the style guide (e.g., APA, MLA, The Chicago Manual of Style, etc.) that is appropriate for the academic discipline of the course. If the preferred style is not identified in the syllabus, check with your instructor.

### Assignment Due Dates

Weekly assignments are due by Sunday at 11:59 p.m. (PST) except initial discussion forum posts that are due by Thursday at 11:59 p.m. (PST).

### Late Work

#### *Assignments*

Assignments not received by the due date will be penalized 10% per day late up to four days late with no submissions allowed after the fourth day. Assignments not received will receive a 0% in the gradebook. In the case of a major life-disrupting event (i.e., illness, crisis, or emergency) contact your instructor to request an extension of more than four days or a waiver of the late penalty. All late coursework must be submitted by 11:59 p.m. (PST) on the final Sunday of the course unless the emergency or crisis comes up during the last week of the course. If that occurs, contact your instructor as soon as possible.

#### *Discussion Forums*

Discussion Forums close at 11:59 p.m. (PST) on Sunday of the assigned week, and no posts/responses will be allowed in the forum after that time. Initial posts made after Thursday will be marked down in the Discussion Forum rubric.

### Netiquette

Without visual cues, online communication can pose unique challenges not present in face-to-face communication. Multnomah University encourages you to remember a few guidelines as your online community engages in communication with one another to include, but not limited to, MU Learn, e-mail, messaging or other means of digital communication. Remember that we are all members of a learning community, each possessing innate dignity as an image bearer of God. Accordingly, our conduct and communication online should respect that image. Be professional in your communication. Be slow to anger. Back up your arguments with evidence. Speak always about the subject under discussion – refraining from judgments about the speaker. Respect disagreement. When disagreement arises, seek primarily to understand over being understood. Finally, if conflict arises that breaches these terms, do not hesitate to alert your instructor.

### **Rubrics**

Many of your assignments, including discussion forums, utilize a grading rubric to provide a detailed description of the assignment expectations. The rubrics are also used for grading the assignment. For this reason, review the rubric before you begin the assignment. To view the rubric for an assignment, click on the assignment in MU Learn and it will appear at the bottom of the page. To view the rubric for a discussion forum, click on the discussion forum in MU Learn and then click on the gear icon at the top right corner of the page.

### **Web Conferencing Class Sessions**

Multnomah University utilizes live and interactive web conferencing sessions as a way to engage students in a learning community. You are encouraged to participate in these live sessions but they are not required and are recorded for viewing later. You will receive full credit for your participation in these sessions if you view the recording and submit the make-up assignment as described in the syllabus. Your instructor will inform you as to the day and time of these sessions.

By participating in this course, you agree that such audio and video recording may occur and may be used and displayed for educational and other related purposes at the discretion of the instructor and/or the University. If you do not wish to be recorded either by audio or video, please inform your instructor in advance and disable your microphone and/or camera during the class session. However, in order to receive credit for participating in the class session, you will need to complete the make-up assignment described in the syllabus. At the instructor's discretion, he/she may grant participation credit to students who participate in the class session by responding via the chat feature, but keep in mind that chat messages are captured in recordings as well.

## **Academic Honesty**

Plagiarism is the use of another's thoughts, words, or ideas without providing appropriate and complete documentation of your sources. More specifically, plagiarism includes the following:

1. Copying all or part of an exam, paper, report, speech or other work from another person without giving credit to the original author or properly citing;
2. Submitting as your own, work that was actually done by another;
3. Allowing another person to revise and correct your work so significantly that you will appear to your instructor as more accurate or more skilled in your work than you actually are;
4. Incorporating passages in papers from a source book without using quotation marks and footnotes to indicate clearly what you have borrowed;
5. Using in reports or book reviews the opinions of another person as though they were your own original thoughts;
6. Unauthorized copying of workbook answers of any sort; and
7. Submitting an assignment that you previously submitted in another course without the knowledge of your instructor.

Any discovered breach of the above policy on plagiarism will be taken seriously and will result in the student obtaining a score of zero (0) for the assignment. Egregious or repeated violations of the policy may result in discipline, including failing the course, or dismissal from the University.

## **Extra Credit**

The secret to success in a course is to do your assignments properly and to turn them in on time. Extra credit is something wherein a student tries to make up in quantity what was lacking in quality. For this reason, extra credit assignments are not offered or accepted.

## **Academic Appeals**

Faculty members are individually responsible for evaluating the quality of student work and assigning grades. If a student believes that a grade for an assignment or course was undeserved, the student should contact the instructor within 14 days to discuss their concerns.

If the student's concerns remain unresolved after discussing it with the faculty member, the student can bring the issue to the faculty member's department chair or program director to seek resolution.

If after discussing the matter with the faculty member and chair/director, the student has the right to file a formal appeal to the faculty member's dean. The following will apply:

1. An appeal must be made within 30 days of the grade being awarded.
2. An appeal will only be allowed after the student has attempted to resolve the issue with the faculty member and the chair/director. The student may be asked to provide evidence of previous attempts to resolve the grade issue with the instructor and chair/director.
3. The appeal must be in writing and clearly state the reason why the student believes that the grade is undeserved.
4. 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:

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

### **Auditing Students**

Auditing students (i.e., students enrolled in a course but not receiving college credit) will have access to all of the course materials and be able to view the online class sessions. Auditing students will need to receive permission from the instructor before participating (i.e., asking questions, making comments, offering opinions, giving examples, etc.) in the online class sessions and discussion forums. Auditors may complete quizzes (if offered in the course) but are not to submit any assignments for grading or feedback from the instructor.

# University Departments and Student 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

## 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.

- **Tutoring:**  
About 30 hours of subject-specific, peer tutoring is available per week to all students. Tutoring services can even be adapted for online students or those for whom scheduling is particularly difficult.
- **Individualized Success Plans:**  
We have trained staff members who can equip students with new academic strategies, help identify areas of academic strength to draw from, identify weaknesses to mitigate, and provide ongoing accountability, support, and encouragement.
- **Access Services:**  
We want all students to have equal access to their education. Disability Resources works with students with disabilities to identify formal or non-formal accommodations that will meet their needs. If you had an IEP or 504 Plan in K-12, or if you suspect you may have some learning difference, we are here to support you and help you thrive!

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

## LEADERSHIP DEVELOPMENT

The Multnomah University Leadership Development program exists to equip tomorrow's leaders for lifelong impact through synchronous development of character and skills. For online students, monthly leadership seminars are offered to 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.



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

## DIVERSITY AND INCLUSIVE DEVELOPMENT DEPARTMENT

### MULTICULTURAL ENGAGEMENT

#### **Diversity Commitment**

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

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

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

## 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 online students in their journey.

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.

The Student Counseling & Wellness Center offers on-campus professional counseling services at no cost to students for the first six sessions per semester, after which a small fee is requested per session. Currently, distance counseling services are offered only to students living in Oregon and Washington. Short-term counseling services are provided to 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. Online students interested in on-campus counseling services or distance counseling services (for students living in Oregon and Washington) are encouraged to utilize the Student Counseling & Wellness Center.

Students facing mental health challenges are encouraged to seek counseling through the Student Counseling & Wellness Center or a provider in the community. All counseling services provided 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. For students in Oregon, Emergency psychiatric services are always available to students through a local county crisis system (503) 988-4888. For students outside of Oregon, the national suicide hotline that provides 24/7 free and confidential support can be reached at 1-800-273-TALK (8255).

Referrals will be made to other counselors and/or agencies when necessary. To schedule an appointment, please fill out a Counseling Request Form here (<https://multnomah.formstack.com/forms/counselingrequest>), call the Student Counseling & Wellness Center at (503) 251-6511 and leave a confidential voicemail if no one answers, or

email [counseling@multnomah.edu](mailto:counseling@multnomah.edu). For additional information resources, please click here: <https://www.multnomah.edu/student-services-and-care/student-counseling-and-wellness-center/>

### **Referrals to the Counseling and Wellness Center**

Any Multnomah University employee or student can refer a student to the University Counseling & Wellness Center by filling out a [Counseling Request Form](#) with the student.

Referrals are especially important when:

- the student exhibits academic, behavioral, or other difficulties that appear to be due to depression or another mental health condition,
- the student has made a suicidal or homicidal gesture or is known to have contemplated suicide, or
- any other marked 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 will not consent to interventions that will mitigate the risk. The Counseling & Wellness Center is also mandated to disclose information if it

pertains to the abuse of a dependent person, which include children, people with disabilities, or elderly individuals.

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

## LIBRARY

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

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.

- 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 (<http://www.multnomah.edu/library/>) 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](http://multnomah.edu/library).

## INFORMATION TECHNOLOGY

### **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.

## **IT Support**

The IT department provides online students with support surrounding use of Multnomah application services. If a student is experiencing issues with their Multnomah email or logging into MU Learn, they can contact IT in the following ways:

- Send an email to [helpdesk@multnomah.edu](mailto:helpdesk@multnomah.edu)
- Call (503) 251-6555 (x6555 on campus).
- Send a text to (503) 251-6555

For more information on IT services, please visit the [IT Helpdesk page](#). For issues related to MU Learn unrelated to logging in, please contact Alyssa Charles, LMS Specialist with MUO at [alyssacharles@multnomah.edu](mailto:alyssacharles@multnomah.edu). Multnomah does not offer 24/7 support, but we will do our best to get things operational as soon as possible. You may also find answers to common MU Learn/Canvas use questions in the [Canvas Guides](#) or by clicking “Help” on your MU Learn toolbar and choosing the “Chat Live with Canvas Support (students)” option.

For important information on the Digital Millennium Copyright Act (DMCA) Policy and Procedures, Fair Use Act, Downloading Digital Content Legally, and the Procedure for Copyright Infringement Claims Made against Multnomah University, see Appendix B.

## **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. Sign up here (<https://multnomahuniversity.sharepoint.com/sites/MyMU/SitePages/Alertus-Emergency-Notification-System.aspx>) and follow the instructions.

## REGISTRAR

The Office of the Registrar is available to 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, by selecting the Registrar's menu. To contact the Registrar, call (503) 251-5370 or email [registrar@multnomah.edu](mailto:registrar@multnomah.edu)

### **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, click here: <https://multnomahuniversity.sharepoint.com/sites/MyMU/SitePages/International-Students.aspx>.

## ADDITIONAL ON-CAMPUS RESOURCES

To see a Campus Map, please see Appendix A. For additional student resources that are available on-campus to Multnomah students including but not limited to Dining Services, Campus Housing, Athletics, and Student Employment, please refer to the "Student Resources" section of My MU or the "Campus Departments and Resources" section of the Residential Undergraduate Student Handbook.

## Academic 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.

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](mailto: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/>

### **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](mailto: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](mailto: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

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8060 165th Avenue NE, Suite 100

Redmond, WA 98052 425-558-4224

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

## **Registration and Withdrawal Procedures**

Registration dates are included in the academic calendar published on the school website and in the Academic Catalog. Enrolled students will have the opportunity to register early for the following semester. Registration is in November for the following spring semester, February for the following summer semester, and April for the following fall semester. Registration information will be sent to your Multnomah email address 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 enrollment deposit. Other students must have met all school financial obligations for any previous semester and must be in good standing.

Students may participate in 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 makes an effort to offer any course required for a program but may cancel a course if there are fewer than five students enrolled.

### **Identification Cards**

Online students who wish to receive a University photo ID card may request one by completing Information Technology's [ID Photo Form](#).

### **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):
  - o Changes may also be made online using Self-Service.
- Late add:
  - o 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 (such as a Session B course) a student may be allowed to add the course prior to the start of the course with the approval of the Office of the Registrar and payment of the \$10 late add fee.
- Withdrawing from a course:
  - o Withdrawal is not official until an email is sent to your advisor in the Office of the Registrar. Failure to notify your advisor with your intent to withdraw by the deadline date will result in an Unofficial Withdrawal (UW) which is equivalent to failing the course.
  - o A service charge of \$5 is assessed for withdrawing from a course after the first week of the semester.

### **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.

## **WITHDRAWAL PROCEDURES**

### **Course Withdrawal/Withdrawal from the University**

Course withdrawal/withdrawal from the university is not official until the student emails their advisor in the Office of the Registrar. Failure to send a withdrawal email to your advisor 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. A schedule of refunds is available at the Student Accounts Office.

### **Withdrawing from a 8-Week Online Course**

- During the first week of a course, a student may withdraw without a grade penalty. Until 75% of the class meetings have occurred, or through the end of Week 6, a student may withdraw honorably if passing. A Withdrawal (W) is recorded for the student who withdraws while passing a course. A Withdrawal 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 for the course.
- After 75% of the class meetings have occurred, or after the end of Week 6, students will receive an F on their permanent records for any subjects dropped unless the Academic Standing Committee approves a petition detailing extenuating circumstances.
- Students can have a full tuition adjustment if a course is dropped before the start date. After the commencement of a course, if a course is dropped or withdrawn before day 12, students will receive a 75% tuition adjustment. If a student withdraws before day 29, then the student will receive a 50% tuition adjustment. Beyond day 29 of a course, no tuition adjustments will be given.

### **Withdrawing from a 16-Week Online Course**

- During the first three weeks of a 16-week course, 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. A Withdrawal (W) is recorded for a student who withdraws while passing a course. A Withdrawal 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.
- Students can have a full tuition adjustment if a course is dropped before the start date. After the commencement of a course, if a course is dropped or withdrawn before day 23, students will receive a 75% tuition adjustment. If a student withdraws before day 57, then the student will receive a 50% tuition adjustment. Beyond day 57 of a course, no tuition adjustments will be given.

If the withdrawal is health-related, please refer to the Health and Disability Accommodations and Withdrawals section 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 Associate Dean of Student Success or his/her designee (hereafter referred to as the Dean of SS) will ~~do its best~~ attempt to collaborate with the faculty to determine whether placing a student on Administrative Withdrawal notice is appropriate. If determined appropriate, ~~Student Success~~ the Dean of SS will send notice to the student that they are considering Administrative Withdrawal and give the student seven days to begin engaging the course.

- If the student is unable to meaningfully engage within seven days, the student will be withdrawn.
- If the student begins engaging 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 Care Team).

## **Involuntary Leave**

In rare circumstances, when a student poses a safety risk to themselves or others or a substantial disruption to the community, there are circumstances under which 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.

# **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, a student's 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, he/she may be required to do so administratively.

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, and
- 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 Student 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 their 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 extra time beyond the end of the term, 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 (e.g., 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, excused absences, and/or a course extension. In this case, the student should process the course withdrawal by filling out the applicable form with the Office of the Registrar. Please note, withdrawal deadlines may apply. Students may appeal for other policy exceptions (such as requesting a W as a final grade for the course instead of a WF through the Academic Standing Committee (ASC). The ASC may request documentation from the Student Counseling & Wellness Center and/or Disability Resources to discern whether granting the request is appropriate.

### **Administrative Withdrawal**

If a student is disengaged from a course for 7 days (e.g., failing to attend class, participate in discussions, or submitting assignments), the University may administratively withdraw that student from the course.

The Associate 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 they are considering Administrative Withdrawal and give the student seven days to begin engaging the course.



- If the student is unable to meaningfully engage within seven days, the student will be withdrawn.
- If the student begins engaging 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 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 Associate Dean of Student Success or his/her designee (hereafter referred to as the Associate 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 are reasonable accommodations 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 the 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 Associate Dean of Student Success may be notified about a student who may meet the criteria of an Involuntary Withdraw 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 Care Team. If the Associate 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 themselves 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 Associate Dean of Student Success will consult with the Disability Resource office prior to making a decision to impose an involuntary withdrawal.
2. The Associate 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 process resource 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 Associate 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 Associate 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 Associate 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 Associate Dean of Student Success, the VP may proceed with the assessment based on information in his/her possession at the time.

6. The Associate 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 their 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 actually occur; and whether reasonable modifications of policies, practices, or procedures will adequately mitigate the risk or disruption so as to eliminate the need for an involuntary withdrawal.

8. The Associate 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 Associate 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 Associate 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 Associate Dean of Student Success will make a decision 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 Associate 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 Associate 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 Associate 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 the VP of SL), who may not be the Associate Dean of Student Success. The written request for appeal must specify the particular substantive and/or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision of the Associate 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 Associate 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 Committee.

3. *Effective date(s) of withdrawal.* A student must leave the University within the timeframe set forth by the Associate Dean of Student Success.
4. *Notification to third parties.* At any time during the withdrawal process, the Associate 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 Associate 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.
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 Associate 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 Associate 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 Associate 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.

### **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 gives individualized consideration to conduct cases 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, faculty, administrators, and other staff:

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

## **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.

### **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.

### **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. (insert link: <https://www.multnomah.edu/title-ix>)



## **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:**

- National Sexual Assault Hotline: 1 (800) 656 - HOPE
- 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 County external emergency line: (503) 251-6499
- Sexual Assault Resource Center 24-Hour Response Line: (503) 640-5311
- Local Portland hospitals that have a SART (Sexual Assault Response Team):  
Providence Medical Group, Portland Providence Access Triage, 4805 NE Glisan St., Portland, OR 97213; (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 Student Counseling & Wellness 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 and 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 following:

- 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 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 a 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 Assistant Dean of Residence 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 Assistant Dean of Residence Life and Community Standards 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 located here: [www.multnomah.edu/title-ix](http://www.multnomah.edu/title-ix)

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](#).

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 employee or 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 will be 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 public intoxication and drunkenness 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 [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 an authorized 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 proceeding.
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board 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.

### **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**

### **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 Assistant Dean of Residence 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 conduct an investigation 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, 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 gives individualized consideration to conduct cases 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.

All charges shall be presented to the Respondent in written form. A time shall be set for a Student Conduct Board Hearing, usually not less than ten nor more than twenty business days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator. Adjustments to the timeline of a hearing may be made by the Assistant Dean of Residence Life and Community Standards for any reason but shall not interfere with complainants' and respondents' ability to participate equitably in the hearing process. If a student has a concern with the timeline of the hearing process they should notify the Assistant Dean of Residence Life and Community standards as soon as possible.

4. 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, 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 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 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, 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 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 the Reporting Party to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such 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, written statements, and other evidence (including Student Impact Statements) must be submitted to the Student Conduct Board 10 business days before the hearing. These submissions may be made available to the other party to review and accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson. In addition, information submitted less than 10 business days before the hearing may not be considered by the Student Conduct Board, based on the discretion of the chairperson of the Student Conduct Board.

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 using the "preponderance of evidence" standard, which is 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 Assistant Dean of Residence Life and Community Standards 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 of time 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 of time.

**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 at the discretion of the Student Conduct Administrator.

**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 of time, 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 Assistant Dean of Residence Life and Community Standards 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 Assistant Dean of Residence Life and Community Standards 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 an Respondent (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 considered to be the education records of both the Respondent 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.

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.

### **C. Interim Suspension**

In certain circumstances, the VP of Student Life, or a designee, 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 or Reporting Party 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 designee.

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 in light of 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.

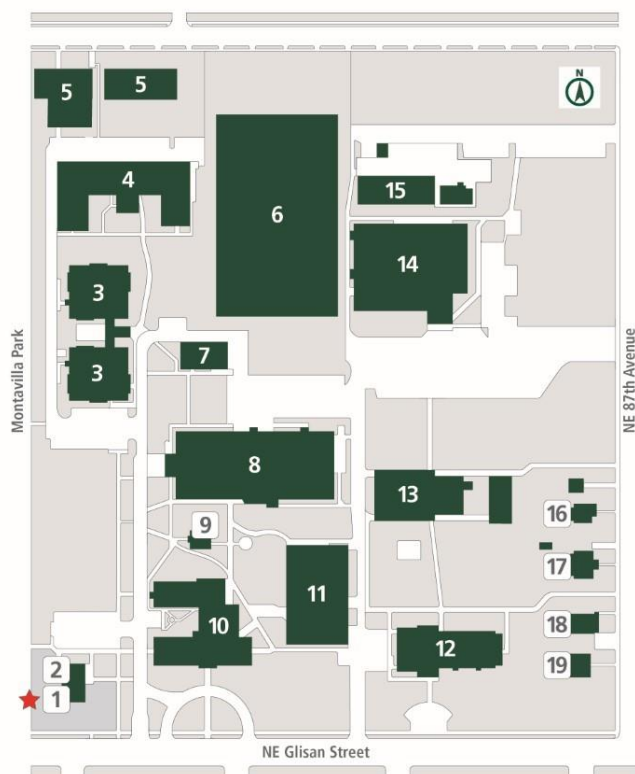
## ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code shall be referred to the 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](http://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.

## Appendix A

### UNIVERSITY 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

## Appendix B

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

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

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

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

## FAIR USE

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

### **Downloading Digital Content Legally**

There are many options for downloading content legally on the internet. The following link lists several websites for accessing music legally on the web: [campusdownloading.com/legal.htm](http://campusdownloading.com/legal.htm). Additionally, there are a multitude of sites for legally accessing television and movies online. Some of these include Hulu, Netflix, and Amazon Video.

### **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.