

# Multnomah University

## Student Handbook

### 2019-2020



## Student Responsibility for Handbook Policies

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

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# ACADEMIC CALENDAR

## Fall Semester, 2019

May 18, June 14 & Aug 9	New Student Registration Days (Undergraduate)
Aug. 21, Wed	Graduate & Seminary Orientation
Aug. 22-25, Thur-Sun	Undergrad Orientation
Aug. 26, Mon	Classes Begin
Aug. 26, Mon	Convocation Chapel
Sept. 4, Wed	Lion Launch (University Kick-Off)
Sept. 24, Tues	Half Day of Outreach (University) (Afternoon)
Oct. 11-14, Fri-Mon	Mid-Semester Break
Nov. 4-15	Continuing Student Registration
Nov. 12, Tues	Half Day of Prayer and Praise (Morning)
Nov. 28-29, Thurs-Fri	Thanksgiving Vacation
Dec. 2, Mon	Classes Resume
Dec. 9-13, Mon-Fri	Final Examinations (Undergrad)
Dec. 13, Fri	Graduation and close of Fall Semester

## Spring Semester, 2020

Jan. 10, Fri	Undergrad Orientation
Jan. 10, Fri	Graduate & Seminary Orientation
Jan. 13, Mon	Classes Begin
Jan. 20, Mon	Martin Luther King Jr. Holiday (Outreach/Service Opportunity)
Mar. 23-27, Mon-Fri	Spring Vacation
Mar. 30, Mon	Classes Resume
Mar. 30 - Apr. 10	Continuing Student Registration
Apr. 10, Fri	Good Friday Holiday
April 27-May 1, Mon-Fri	Final Examinations (Undergrad)
May 1, Fri	Commencement and close of Spring Semester

## Summer Semester, 2020

May 4-August 23	Undergrad & Graduate
June 8-19	Seminary Summer School

# ONLINE ACADEMIC SCHEDULE

## Fall Semester, 2019

### Session 01A

Aug. 26, Mon

Classes Begin

Oct. 20, Sun

Classes End

### Session 01B

Oct. 21, Mon

Classes Begin

Dec. 15, Sun

Classes End

## Spring Semester, 2020

### Session 01A

Jan. 13, Mon

Classes Begin

Mar. 8, Sun

Classes End

### Session 01B

Mar. 9, Mon

Classes Begin

May 3, Sun

Classes End

## Summer Semester, 2020

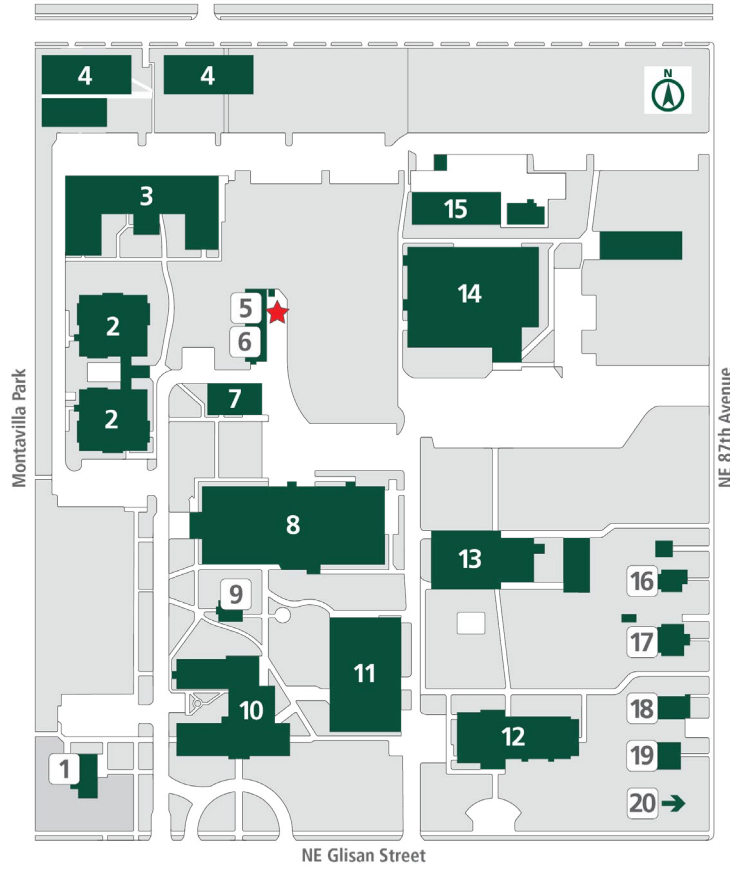
May 4-June 28

Online 01A Session

June 29-Aug. 23

Online 01B Session

# CAMPUS MAP



- |                                   |  |
|-----------------------------------|--|
| 1. Multnomah University Online    | 14. Lytle Gymnasium                      |
| 2. Aldrich Hall                   | 15. Maintenance Building                 |
| 3. Memorial Hall                  | 16. Multicultural Center                 |
| 4. Ambassador Housing             | 17. Spiritual Life Center                |
| 5. ★ Campus Safety                | 18. Student Counseling & Wellness Center |
| 6. Campus Support Services        | 19. Science Building                     |
| 7. The Den (Commuter Center)      | 20. Central Bible Church                 |
| 8. JCA Student Center             |  |
| 9. Dirks Prayer Chapel            |  |
| 10. Sutcliffe Hall                |  |
| 11. Mitchell Library              |  |
| 12. Travis-Lovitt Hall (Seminary) |  |
| 13. Bradley Hall                  |  |



MULTNOMAH  
UNIVERSITY

# DIRECTORY

## Admissions

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-6485

Location: Sutcliffe, 1st floor

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

## Advancement

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-6599

Location: Sutcliffe, 1st floor

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

## Alumni

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-6455

Toll Free: (877) 925-8664

Location: Sutcliffe, 1st floor

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

## Athletics

Hours: M-F 6:00am – 10:00pm

Sat 8:00pm – 10:00pm

Sun Closed

Phone: (503) 251-5395

Location: Lytle Gymnasium

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

## Auxiliary Services

Hours: M-F 8:00am – 4:30pm

Phone: (503) 251-5375

Location: JCA, 1st floor

## Business Office

Hours: M-F 9:00am – 4:30pm

Phone: (503) 251-5345

Location: Sutcliffe, 1st floor

## Campus Safety

Hours: 24 hours a day

Call or Text: (503) 251-6499

## Campus Support Services

Hours: M-F 8:00am – 4:00pm

Phone: (503) 251-6490

## Career Services

Phone: (503) 251-6472

Location: Spiritual Life Center

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

## Department of Cultural Engagement

Phone: (503) 251-5355

Location: Sutcliffe, 1st floor

## The Den/Commuter Center

Hours: M-F 7:00am – 5:00pm

Phone: (503) 251-6500

Location: The Den

## Degree Completion Program (DCP)

Hours: M & Th 8:00am – 6:00pm

T, W, F 8:00am – 5:00pm

Phone: (503) 251-6413

Location: Helen Carlson House

## Dining Services

Phone: (503) 251-5332

Location: JCA, 1st floor

## Disability Resources

Phone: (503) 251-6501

Location: JCA, 2nd floor

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

**Executive Administration**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-5355

Location: Sutcliffe, 1st floor

**Faculty**

Hours: M-F 7:30am – 4:30pm

Phone: (503) 251-6400

Location: Sutcliffe, 2nd floor

**Financial Aid**

Hours: M-F 9:00am – 4:30pm

Phone: (503) 251-5335

Location: Sutcliffe, 1st floor

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

**Gym**

Hours: M-F 6:00am – 10:00pm

Sat 8:00am – 3:00pm

Sun Closed

Phone: (503) 251-5395

**Housing Operations**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-6501

Location: JCA, 2nd floor

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

**Human Resources**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-5308

Location: Sutcliffe, 1st floor

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

**Information Technology**

Fall/Spring: M-Th 7:30am – 6:15pm

F 7:30am – 5:00pm

Breaks/Summer:

M-F 8:00am – 6:15pm

Phone: (503) 251-6555

Location: L102

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

**Library**

Hours: M-Th 7:45am – 11:00pm

Fri 7:45am – 7:00pm

Sat 11:00am – 6:00pm

Sun 3:00pm – 11:00pm

Phone: (503) 251-5322

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

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

Hours: M-F 9:00am – 5:00pm

Phone: (503) 251-6446

Location: MAC Practicum House

**Mail Services**

Hours: M-F 9:00am – 4:30pm

Phone: (503) 251-5300

Location: JCA, 1st floor

**Marketing**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-6452

Location: Sutcliffe, 2nd floor

**MU Gear Store**

Hours: M,T,Th 12:00pm – 6:00pm

W & F 12:00pm – 3:00pm

Phone: (503) 251-5301

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

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



**Multicultural Center**

Hours: M-Sa 4:00pm – 10:00pm

Location: 615 NE 87<sup>th</sup> Ave.

**Music Department**

Hours: M-F 9:00am – 4:00pm

Phone: (503) 251-5390

Location: Bradley Hall

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

**Planned Giving**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-5363

Location: Sutcliffe, 1st floor

**Registrar**

Hours: M-F 9:00am – 4:30pm

Phone: (503) 251-5370

Location: Sutcliffe, 1st floor

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

**Residence Life**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-5311

Location: JCA, 2nd floor

**Seminary Front Desk**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-6700

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

**Service Learning/LINK/Mentored Ministry**

Hours: M-F 9:00am – 1:00pm

Phone: (503) 251-6744

Location: JCA, 2nd floor

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

**Spiritual Life Center**

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

Location: 601 NE 87<sup>th</sup> Ave.

**Student Counseling & Wellness Center**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-6511

Location: 533 NE 87<sup>th</sup> Ave.

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

**Student Employment**

Hours: T/Th 8:00am – 2:30pm

Outside of these hours, see Human Resources

Phone: (503) 251-5308

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

**Student Life**

Hours: M-F 8:00am – 5:00pm

Phone: (503) 251-5311

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

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

**Student Success Center**

Hours: M-F 8:00am – 5:00pm

Appointment times vary

Phone: (503) 251-5301

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

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

JCA = Joseph C. Aldrich Student Center

TL = Travis-Lovitt Hall

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

## INTRODUCTION

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

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

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

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

## UNIVERSITY MISSION STATEMENT

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

### OUR VALUES

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

The foundations of the community are WORSHIP and LOVE.

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

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

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

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

**HONESTY** – academically and personally

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

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

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

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

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

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

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

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

stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14:13-23; 1 Cor. 8:7-13; 10:23-33; 1 Tim. 2:9).

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

## CAMPUS DEPARTMENTS and RESOURCES

### STUDENT LIFE

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

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

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

- Campus Housing
- Commuter Life
- Disability Services
- Health Insurance
- Leadership Development
- New Student Orientation
- Residence Life
- Student Conduct
- Student Success Center

#### Commuter Life

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

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

#### Student Success Center

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

- Tutoring  
About 30 hours of peer, subject-specific tutoring is available per week to all students. Tutoring services can even be adapted for online students or those for whom scheduling is particularly difficult.
- Individualized Success Plans  
We have professionally-trained staff members who can equip students with new academic

strategies, help identify areas of academic strength to draw from, weakness to mitigate, and provide ongoing accountability, support, and encouragement.

- **Testing Center**  
Students with accommodations may take advantage of the Testing Center which can provide a testing environment free of distractions and with extending time limits.
- **The Study**  
The Student Success Center includes a quiet study space for students to study. Most of our tutoring also takes place in this space.
- **Access Services**  
We want all students to have equal access to their education. The [Access Services](#) office will work with students who have disabilities to identify formal or non-formal accommodations that will meet their needs. If you had an IEP or 504 Plan in K-12 or if you suspect you may have some learning difference, we're here to support you and help you thrive!
- **New Student Orientation**  
The Student Success Center plans and implements New Student Orientation. If you have feedback from your experience that may benefit future students, please let us know!

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

## Campus Housing

At Multnomah University, we view our campus housing as an extension of the classroom. Some of the greatest lessons students learn happen while living in community with one another. Additionally, research concludes that living in campus housing has a positive influence on a student's grade point average, level of involvement in campus activities, graduation rate, and satisfaction with his or her collegiate experience. Multnomah housing staff strives to foster a living environment conducive to academic, relational, and spiritual growth unique to our students' differing programs and stages of life. For these reasons, all students must be enrolled three-quarter time in their programs to qualify for housing (that's 9 credits for undergraduate students and 6 credits for graduate-level students). Please note that Multnomah does not offer housing accommodations to students at the doctorate-level due to limited availability and the infrequency of on-campus classes that these programs have.

## Residence Halls

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

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

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

## Ambassador Apartments

The two-, three-, and four- bedroom [Ambassador Apartments](#) are available to single students who desire a living experience that prepares them for transitioning to typical apartment housing after college. Built in 2012, these beautiful apartments boast hardwood floors, granite counter tops, spacious living areas, onsite laundry and community room, secure bike storage, and many environmentally conscientious

construction features. All utilities and Wi-Fi are included in a room rate based on semester occupancy. This is the most popular living area, and preference is given to those with the highest age + credits earned. The apartments are partially furnished.

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

### **Housing Appeals**

Should a student desire to appeal the on-campus housing requirement, meal plan requirement, or any other housing policy, they may complete the Housing Appeal Form found at: [https://multnomah.formstack.com/forms/housing\\_appeal\\_form](https://multnomah.formstack.com/forms/housing_appeal_form)

In very rare cases, an exception may be made for a student under the age of 21 to live off-campus with a mentor rather than a family member. In the event that an alternative housing arrangement needs to be made that includes the selection of a mentor, the university will interview the mentor and have regular touch points with both the mentor and the student. This is to ensure that a supportive and respectful environment is in place to benefit the student and the mentor.

For more Campus Housing information, please visit <https://www.multnomah.edu/campus-life/housing/>.

### **Off Campus Housing**

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

### **New Student Orientation**

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

### **Student Conduct**

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

### **Student Health Insurance**

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

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

insurance premiums and coverage is available through Student Life, and links on the [Student Health Resources](#) section of our web page.

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

#### **Cultural Integration Department**

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

#### **Voices Scholarship Program**

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

#### **Multicultural Center**

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

For more information about multicultural engagement at Multnomah, please contact the Vice President of Diversity and Inclusion in the Executive Wing of Sutcliffe Hall or at (503) 251-5355.



## **Veteran's Resource Center (VRC)**

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

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

## **Student Counseling & Wellness Center**

College students stand at the crossroads of a season of transformation. Education, relationships, and personal development all shape the decisions students make today, which can impact the rest of their lives. The University Student Counseling Center seeks to assist students by providing opportunities for growth in a safe and confidential environment. The Counseling Center is located upstairs in the JCA and offers professional counseling services at no cost to students for the first six sessions. Short term counseling services are provided to all students\* during the regular academic year. Counseling services are not provided during school breaks; however, limited services may be offered over the summer for students who are enrolled in summer classes. Any student who desires counseling services and support is encouraged to utilize the student counseling center. Referrals can be made to other counselors and/or agencies when necessary. To schedule an appointment, please call the Counseling Center at (503) 251-6685 and leave a confidential voicemail if no one picks up, or email [counseling@multnomah.edu](mailto:counseling@multnomah.edu).

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

## **Career Services**

It's never too early to start thinking about life after college. The goal of University Career Services is to help students prepare for the transition into "the real world." We seek to serve all students throughout their undergraduate, graduate and/or seminary years and after graduation as alumni. We are here to assist students in the job search, provide helpful career tools, and promote available opportunities for jobs. Our mission is to coach career selection that matches an individual's God-given abilities, values, and interests, and to empower individuals to be prepared for their life after Multnomah. Career Services utilizes an online job board to inform students and alumni of available positions as well as an online tool, Optimal Resume, for aiding in job search skills. In addition, we provide workshops on topics such as writing resumes and cover letters, interviewing, networking tools, and graduate school preparation, as well as individual appointments at any time to focus on these skills or setting career goals. For questions or more information, contact Career Services at (503) 251-6472 or [careerservices@multnomah.edu](mailto:careerservices@multnomah.edu).

## **LINK/Service Learning**

God calls us to be a living expression of the gospel as we engage the contemporary world. The LINK program exists to facilitate experiential learning opportunities where students convert their biblical-theological education and character formation into service. As a result, we are fulfilling the university's mission of training men and women for a life of service. Students participate in regular service and vocational internships where they are directly involved with people and receive direction for the potential career and ministry goals after graduation. For more information, contact Student Life, (503) 251-5311 or visit the [LINK website](#) for more details.

## ATHLETICS

### Gym Hours

During the school year, the gym hours are Monday through Friday, 6:00 a.m. to 10:00 p.m. and Saturday 8:00 a.m. to 3:00 p.m. Both the gymnasium and the weight room are open unless scheduled for a P.E. class, intramurals, games, team practices, etc. A gym schedule is normally posted in the gym foyer; however, schedules may change without notice.

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

### Gym Use

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

## BUSINESS OFFICE

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

### Cashier's Window

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

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

### Payroll

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

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

## DEPARTMENT OF EMERGENCY MANAGEMENT AND CAMPUS SAFETY

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

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

### To contact Campus Safety:

1. Phone: Dial x6499 at any time from any campus phone. This will put students through directly to an on-duty Campus Safety officer. For off campus phones and cell phones, dial (503) 251-6499.
2. Texting: You can text the campus safety phone number if you are unable to talk or if the situation is not urgent.
3. Email: For non-emergency issues, you may also email Campus Safety at [campussafety@multnomah.edu](mailto:campussafety@multnomah.edu).
4. View: Most recent information at the JCA Lounge Campus Safety bulletin board for other safety-related topics. Additionally, visit [multnomah.edu/resources/campus-resources/safety/](http://multnomah.edu/resources/campus-resources/safety/) for helpful links and information.

All persons are encouraged to report any incidents that occurred on or near the Multnomah University campus to the Campus Safety department. A report can be made in person, by phone, by email, or online by visiting <https://www.multnomah.edu/resources/campus-resources/safety/report-an-incident/> \*Online reports may be submitted anonymously.

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

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

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

### Lock Outs

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

### Miscellaneous Services

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

- Vehicle lock-out assistance (A.K.A. Slim Jims)
- Jump starts

- Basic First Aid, CPR, and AED care (all Campus Safety Officers are certified through the American Red Cross in these areas)
- Vehicle and foot escorts within campus property

## Parking Regulations

All students must register their motor vehicles with the Campus Safety department each academic year if they plan on parking their vehicle on campus. A parking permit decal will be issued, which is to be placed either on the outside left corner of the rear window, or on the vehicle's bumper. Tickets may be issued for not having a current valid permit. Parking permits may be purchased online at <https://www.permitsales.net/MultnomahU> at a rate of \$40.00 per vehicle. All students, whether residents or commuters, are responsible for having their vehicles properly registered and properly insured in accordance with Oregon State law.

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

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

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

## Parking Appeals Information

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

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

When you submit your appeal:

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

Appeals May Be Granted for Two Reasons:

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

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

## Parking/Vehicle Enforcement

Vehicles found in violation of any of the University's parking regulations may be issued a warning

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

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

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

### **Towing Vehicles**

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

- The vehicle is abandoned, left on campus without use during the summer months
- The vehicle is disabled and is left on campus for more than two weeks
- The vehicle is in violation of the parking regulations of Multnomah for a prolonged amount of time.

Unless circumstances call for immediate towing, any vehicle subject to towing will be tagged 72 hours prior to being towed.

### Weapons

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

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

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

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

## CAMPUS SUPPORT SERVICES (CSS)

### Keys

Students are issued keys for access to their residences and work areas (if applicable). Students are responsible for the safekeeping of all keys issued to them. All keys should be kept on a key ring. Single keys kept in drawers or pockets are easily lost. Carabiners and lanyards are a great way to keep keys secure. Keys should never be left unattended. Keys are to be returned upon termination of residency or employment. Fines will be implemented if keys are not returned. Duplicating keys is strictly prohibited. The use of keys for purposes other than those for which they were assigned (i.e. loaning keys, opening buildings or other areas for unauthorized persons) is an offense that can result in fines and loss of key privileges.

### Lost or Stolen Keys

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

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

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

### Employment Keys

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

## Liability for Personal Items

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

## DINING SERVICES

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

### Dining Room Meal Hours

#### Mon–Fri:

- Breakfast 7:00 a.m.–8:30 a.m.
- Lunch 11:30 a.m.–1:00 p.m.
- Dinner 4:30 p.m.–6:45 p.m.

#### Saturday:

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

#### Sunday:

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

### Roger's Café Hours

Mon–Thurs 7:30 a.m.–6:00 p.m.

Friday 7:30 a.m.–4:00 p.m.

## INFORMATION TECHNOLOGY

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

### Campus Phones

In the case of life-threatening emergencies, students may dial “911” directly from any campus extension. This includes the phones in the lobbies of the dorms. The IT department no longer provides phonelines within the dorm rooms themselves. If a student receives any prank or abusive calls, they are asked to document the time and duration of the call and the extension at which it was received. The Campus Safety department and the Student Life department must be notified at the student’s earliest opportunity. Fax service is available for personal use from the Mailroom. There is a charge of \$0.10 per page for both incoming and outgoing messages.

### Computers

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

### How to Reach Us

If a student has questions regarding IT or is experiencing problems with a system (computer, media, phone), they may stop by the IT office located in the lower library (room L102), send an e-mail to [helpdesk@multnomah.edu](mailto:helpdesk@multnomah.edu), or call (503) 251-6555 (x6555 on campus). You may also text us at (503) 251-6555. Additionally, for updated information on IT services or to ask general questions, you can follow us on Twitter (@multnomahIT) or Facebook ([facebook.com/multnomahit](https://www.facebook.com/multnomahit)). If you experience problems with the internet, either in your residence hall or in the lab after hours or on weekends, text us at (503) 251-6555. Multnomah does not offer 24/7 support for the network or lab computers, but we will do our best to get things operational as soon as possible.

### Media Services

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

### Multnomah E-Mail Address

All students are assigned a Multnomah username and e-mail address of [username@my.multnomah.edu](mailto:username@my.multnomah.edu). This assigned e-mail address is used for all campus communications, class related faculty/student correspondence, and other information distribution. Students are responsible for checking their e-mail



on a regular basis. Students must not share their password with anyone. To log into your e-mail, go to <https://mu.okta.com> and enter your full e-mail address and your Multnomah password, then click on My MU Mail.

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

## Printing

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

## Wireless Internet

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

## Emergency Notification System

In the event of a campus Emergency, Multnomah University will utilize an Emergency Notification System (BlackBoard ConnectEd) to communicate with the campus population. You are automatically subscribed to this service however, we recommend you create an account on the Multnomah MyConnect Portal, ([multnomah.bbcportal.com](http://multnomah.bbcportal.com)) to verify the contact information we have for you is correct and add alternative methods to contact you. You can choose to be notified by phone, e-mail and/or text messaging. Additionally, this system will be used for notifying students of inclement weather and/or campus closures. These messages are "opt-in". In order to receive these messages, students must subscribe to "Outreach" messages within the ENS Portal.

## Digital Millennium Copyright Act (DMCA) Policy and Procedures

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

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

In compliance with the Digital Millennium Copyright Act (DMCA), Multnomah University will respond to all appropriate notices of copyright infringement. However, Multnomah University requires claims of copyright infringement made by complainants to include the following before further action will occur: a. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed as well as a statement that the notice is accurate under penalty

of perjury. b. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single online site are covered by a single claim, a representative list of such works at that online site. c. Information regarding the infringed work that is reasonably sufficient to permit Multnomah University to locate the material or the person responsible for said infringement. d. A statement that the defendant has a good-faith belief that the disputed use of the materials is not authorized by the copyright owner, its agent, or the law.

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

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

### **Second Offense**

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

### **Third Offense**

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

### **Key Cards**

Student ID cards are encoded to allow students access to their area of employment or residence secured by card lock. All key cards are set to deactivate at the end of the school year. There is a \$15 replacement fee for any lost or stolen ID.

## LIBRARY

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

### Regular Hours for 2019-2020 Academic Year:\*

- Mon–Thurs: 7:45 a.m.–11:00 p.m.
- Friday: 7:45 a.m.–6:00 p.m.
- Saturday: 1:00 p.m.–6:00 p.m.
- Sunday: 3:00 p.m.–9:00 p.m.

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

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

- Multnomah is a member in a consortium of ten libraries in Washington, Idaho, and Oregon with a shared database of library holdings. Access the library catalog by visiting <http://www.multnomah.edu/library/> and clicking on the "Search MU library resources (Primo)" option.
- The library staff is happy to help you in your research needs. Please stop by the circulation desk, or call (503) 251-5322, with any questions.
- There are a number of computers available for email, research, and word processing.
- A copy machine is available in the library offering a variety of paper sizes, as well as scanning capabilities. Scanning is free, and copies are \$.05 or \$.10 depending on paper size.
- Tightly covered drinks and small snacks are allowed in the library. Please leave no trace when you're done and report spills immediately.
- Circulation material must be checked out using the student's ID card at the circulation desk. College students may have 20 books checked out at one time; graduate and seminary students are allowed 25. The loan period is usually for 21 days (except at the end of the semester or over holiday periods).
- The fine for each overdue circulation book is \$0.25 per day that the library is open, until the book is returned or paid for if lost. For turning in books after hours, please use the book drop at the west entrance of the library.
- Most textbooks and required readings for classes are placed on reserve at the circulation desk. Reserve items may be borrowed from the circulation desk for 2-hour periods. The fine for an overdue reserve item is \$1 per hour.
- With some exceptions, periodicals and general reference materials may be checked out for 24-hour periods. Fines will be the same as for reserve books at \$1 per hour.
- The library has a large video/DVD collection that is available for 7-day checkout. Fines accrue at \$1 per day.
- Interlibrary loan services are available to help students in their studies. For more information, please stop by the library or call (503) 251-5317.

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

## THE HUB: CAMPUS STORE & MAIL ROOM

Mon-Fri: 8:00 a.m.–5:00 p.m.

\*Closed all national holidays

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

The United States Postal Service (USPS) requires that a student's incoming mail address be in the following format:

'Student Name'

Multnomah University

8435 NE Glisan St.

Portland, OR 97220-5814

All residential students will have a mailbox along with package collection in the Hub. Commuter students are welcome to elect to use the campus mail services by speaking with the Hub Supervisor but are not required to have a mailbox on campus.

### **Personal Mail & Package Collection**

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

### **Summer Mail**

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

### **Outgoing Mail**

Letters and packages may be brought to the Hub window for weighing and mailing. If outgoing mail is received after the USPS pick-up has happened for the day, items will be sent the following business day. There is will be no outgoing mail on weekends or holidays.

### **Lost and Found**

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

## STUDENT EMPLOYMENT

The mission of Multnomah's Student Employment Program is to assist students in finding on campus employment where students can gain real employment experience and prepare for future employment with real, marketable skills. The Student Employment and Human Resources departments are here to help you with all phases of your campus employment experience including job search and completion of new hire orientation and paperwork. To find out about on campus job opportunities and apply for jobs, visit the online job posting board at: [www.multnomah.edu/studentemployment](http://www.multnomah.edu/studentemployment). For questions or more information contact Student Employment at 503-251-5308 or [hr@multnomah.edu](mailto:hr@multnomah.edu).

## MEDIA CONSENT POLICY

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

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

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

## UNIVERSITY ACADEMIC LIFE

### GENERAL ACADEMIC RESOURCES

#### **Registrar**

The Registrar's Office is located in Sutcliffe on the first floor with staff available to help students Monday through Friday from 9:00 a.m.-4:30 p.m. This office can help students with a variety of functions such as 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 on the Registrar's Office web page.

#### **Student Success Center**

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

## **ACADEMIC FREEDOM AND HONESTY**

### **Academic Freedom**

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

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

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

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

### **Academic Honesty**

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

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

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

## **EXAMINATIONS, ASSIGNMENTS, AND GRADING**

### **Late Class Assignments**

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

### **Repeated Courses**

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

## Fines and Grade Reports

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

## Grading

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

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

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

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

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

## APPEALS/GRIEVANCES

### Requests and Grievances of Policies

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

### Grade Appeals

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

1. Discuss the matter with the faculty member and see if a resolution can be agreed upon.



2. If no resolution is reached with faculty member, the student and faculty should involve that faculty's department chair/program director to seek out resolution. (It is recommended that this process is documented in writing.)
3. If no resolution is reached by those means, the student may file a formal appeal to the faculty member's academic dean.
  - a. The appeal must be made within 30 days of the grade being awarded.
  - b. The appeal must be in writing and clearly state the reason why the student believes that the grade is undeserved.
  - c. The student may be asked to provide evidence of previous attempts to resolve the grade issue with the instructor and chair/director.
  - d. The dean of the school's decision is final. If the dean of the school is the instructor involved, then the appeal would be given to another academic dean and that dean's decision is final.

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

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

### **Other Academic Appeals**

During the academic year, the Academic Standing Committee meets as needed to act on academic policy petitions that are not grade appeals. Committee members include the Associate Dean of Student Success, the Registrar, a representative from Student Conduct, a rotating faculty representative, and the SGA Vice President. Academic Standing Committee petitions can be submitted in writing to the Student Success Center in person or emailed to [studentsuccess@multnomah.edu](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 his/her written petition was not treated appropriately by the Academic Standing Committee, he/she may request to meet with the committee in person to discuss the petition. This request needs to be made within five business days of receiving notification of the petition decision. If the petition is again denied, the student may then request an appeal in writing to the appropriate Academic Dean. This appeal must also be submitted within five business days of receiving notification of the appeal decision.

### **Suspension Appeal**

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

## **Academic Standing and Financial Aid**

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

## **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. 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.

## **GUIDELINES FOR CHANGING DEGREE PROGRAMS (GRADUATE & SEMINARY ONLY)**

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

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

## **STUDENT-ATHLETE EXCUSED ABSENCE POLICY**

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

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

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

- Student-Athletes will attend all their scheduled classes, except those which require excused absences as described in this policy.
- As approved by MU administration, Student-Athletes shall be granted excused absences from classes to participate in competitions during their sport's season which includes time for travel to and from those competitions.

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

## INCLEMENT WEATHER POLICY

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

If a two-hour late opening is announced, then classes during the 8:00 and 9:00 hours are cancelled and the normal schedule resumes at 10:00. If a three-hour late opening is announced, then classes are cancelled from 8-10:50 and the normal schedule resumes at 11:00. If it is announced that the campus is opening at Noon, then classes which meet from 8:00 to 11:50 are cancelled and the normal class schedule would resume at 12:00.

## **INTERNATIONAL STUDENTS**

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

## **REGISTRATION PROCEDURES**

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

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

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

### **Auditing**

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

### **Course Cancellation Policy**

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

### **Identification Cards**

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

### **Registration Changes**

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

For all students:

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

- Withdrawal from a course:
  - Withdrawal is not official until withdrawal forms are completed through the Registrar's Office. Failure to file withdrawal forms at the Registrar's Office by the deadline date will result in UW (Unofficial Withdrawal is equivalent to F) in the course.
- A service charge of \$5 is assessed for withdrawing from a course after the first week of the semester.

For semester classes:

- During the first three weeks of a semester, a student may withdraw from any course without a grade penalty. A student may withdraw honorably if passing until November 15 in the fall or April 15 in the spring. Withdrawal (W) is recorded for a student who withdraws while passing a course. A "W" on the grade report and permanent transcript carries no penalty. If a student is failing at the time of withdrawal, their grade will be an F. Veterans are limited by VA regulation to a 3-week withdrawal period and may experience a reduction in VA benefits for a course withdrawal after the first week of the semester. After November 15 or April 1, students will receive an F on their permanent records for any subjects dropped unless the Academic Standing Committee approves a petition detailing extenuating circumstances.

For modular or intensive classes:

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

## **SELF SERVICE**

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

## **VETERANS**

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

Veterans are also encouraged to take advantage of the university's Veteran's Resource Center (VRC). For more information, see p. \_\_\_\_ of this handbook or Multnomah's website.

## **WITHDRAWAL FROM MULTNOMAH**

### **Course Withdrawal**

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

## **Withdrawal from School**

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

## **Administrative Withdrawal**

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

## **Involuntary Leave**

In rare circumstances, when a student poses a safety risk to him/herself or others, there are circumstances under which he/she could be involuntarily withdrawn from the university. Please see the Mental Health Accommodations and Leaves section of this handbook for more detailed information on this policy.

## COMMUNITY STANDARDS

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

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

### **BIBLICAL ABSOLUTES**

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

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

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

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

### **Zero Tolerance Standards**

There are some standards that if broken, the university deems as having a “zero tolerance” effect. This is primarily because these types of violations blatantly disregard an individual’s right to safety and/or respect and have potential legal consequences as well.

Zero tolerance actions primarily include:

- Any type of sexual assault
- Any type of physical assault
- Blatant or intentional discrimination of any sort
- Use of illegal substances

Because of the serious nature of these, any student participating in these activities is likely to be dismissed from the university.

### **Sexual Purity**

MU affirms that sexual relationships are designed by God to be expressed solely within a marriage between a man and a woman. The Bible condemns all sexual relationships outside of marriage (Matt. 5:27-29; Gal. 5:19). All behavior promoting inappropriate sexual desires and actions outside of faithful heterosexual marriage should be avoided (I Thess. 4:1-8).

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

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

### **Unplanned Pregnancy**

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

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

### **INSTITUTIONAL STANDARDS**

Specific standards for the undergraduate, graduate, and seminary student populations are listed in their specific handbooks.

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

#### **Language/Speech**

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

#### **Written Communication/Social Media**

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

#### **Movies/Internet Viewing on Campus**

When showing movies publicly on campus for the general population to view, permission must be obtained from the Student Life office prior to the event and the copyright fee must be paid, in compliance with the Copyright Act of 1976. More information on this policy is available in Student Life. When utilizing personal electronic devices in public areas, students are asked to avoid viewing movies/internet with morally degrading content (nudity, sexuality, gratuitous violence, and profanity).



## Dancing

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

## Relationships and Public Affection

The University expects student to live with integrity and demonstrate behavior both on and off campus 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.

## Safety and Respect for Property

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

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

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

## Reporting Misconduct

Anyone may report a suspected violation of the Multnomah University community standards by contacting the Student Life Department at (503) 251-5311 about submitting information. The report should be a brief written statement citing the section of the standards allegedly violated and providing a summary of the facts deemed to constitute a violation. In determining how to proceed with the report, the university will consider many different factors which may include, but are not limited to, the degree of removal of the reporting party to the alleged violation, the apparent credibility of the report, and the reporting party's willingness to engage or be involved in the process.

Reports should be submitted as soon as possible after the event takes place; however, the University reserves the right to take action against an individual for violating the standards regardless of how much time has passed since the incident. Students living in the residence halls may also notify their Graduate Resident Director (GRD) or Resident Assistant (RA). For any campus emergency, call Campus Safety at (503) 251-6499. Students who knowingly make a false report of misconduct are in violation of University policy.

## LEGAL STANDARDS

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

## **Drug and Alcohol Abuse Policy**

Multnomah fully complies with the Drug-Free Schools and Communities Act Amendments. This Act and our policies seek to prevent the use of illegal drugs and the abuse of alcohol and other recreational substances which may impair functioning (such as marijuana) by students and employees. Although the use of marijuana is legal in the state of Oregon, Multnomah University complies with federal law and holds an institutional standard that prohibits the use of marijuana by any student in any program on or off campus while enrolled at Multnomah University. If a student has a prescription for the medical use of marijuana, that student must meet with a Dean in the Student Life department to present a doctor's prescription and to discuss appropriate use in light of the student's health concerns and university policy.

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

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

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

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

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

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

## **Cyber Bullying**

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

## **Hazing**

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

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

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

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

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

### **Non-Harassment Policy**

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

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

Other harassment includes taunting, teasing, effigies, and other behavior that creates a hostile environment for another person 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 from 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 at [www.multnomah.edu/about/policies-reports](http://www.multnomah.edu/about/policies-reports).

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

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

A student or employee who feels that he or she has been harassed should report the situation to the

Student Life Office. There is no time restriction on when reporting must take place; however, the more time that passes between an incident and the filing of a report, the more likely it is that the University will be limited in their ability to respond.

### **Physical Assault**

Physical assault is defined as the act of inflicting harm or unwanted physical contact upon a person. This may also include the attempt to inflict such harm or physical contact. This behavior may also be criminal in nature. It is the policy of the university not to tolerate physical assault, and appropriate judicial action will be taken whenever such assault is demonstrated. Any individuals engaging in such conduct contrary to the university policy may be personally liable in legal action brought against them.

### **Illegal Activity**

Students who break the law, either on or off campus, will be subject to investigation and the disciplinary process. When a student is charged by a federal, state, or local authority during their time as a student, he/she must notify the university in writing regarding the incident(s). The university will not request special consideration for that individual because of his/her student status, and the university will cooperate fully with law enforcement agencies in the enforcement of the law.

## **TITLE IX COMPLIANCE AND PROCEDURES**

As a Christ-centered community, Multnomah University holds deep convictions about how we treat one another, anchored in the biblical truth that all human beings are created by God and bear His image. In keeping with those convictions, the University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free from discrimination on the basis of sex, which includes all forms of sexual misconduct. Sexual misconduct is an umbrella term that covers a variety of 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 at: [www.multnomah.edu/about/policies-reports](http://www.multnomah.edu/about/policies-reports).

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

Multnomah University operates in compliance with all applicable federal and state non-discrimination laws and regulations in conducting its programs and activities and in its employment decisions. As a religious institution, the University is exempted from certain provisions relating to discrimination on the basis of religion. If you feel discriminated against or observe actions that you feel are discriminatory to others please follow the outlined procedure for reporting such behaviors found in Section 4 of the Title IX Notebook at [www.multnomah.edu/about/policies-reports](http://www.multnomah.edu/about/policies-reports).

### **University and Community Resources**

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

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

litigation or formal University action, seeking medical attention as soon as possible is important. At any point that an individual wants assistance from the University, Multnomah is prepared to help her or him.

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

Other Available Resources:

- Multnomah University Counseling Center (503) 251-5311 J. C. Aldrich Student Center, 2nd floor
- Multnomah Campus Safety Department: (503) 251-6499
- Emergency Response: Multnomah external emergency line: (503) 251-6499
- National Sexual Assault Hotline: 1.800.656.HOPE
- Sexual Assault Resource Center 24-Hour Response Line: 503.640.5311
- Local hospitals that have a SART (Sexual Assault Response Team):
  - Providence Medical Group, Portland Providence Access Triage, 4805 NE Glisan St., Portland, OR 97213; PH - 503.214.9235

### Confidentiality/Legal Reporting Requirements

The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. The degree to which confidentiality can be protected, however, depends upon the professional role of the staff or faculty member being consulted. The staff or faculty member being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles including all levels of counselors at the University Counseling Center, medical clinicians, clergy and sexual assault counselors/advocates. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists, professional counselors, and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed.

## COUNSELING AND MENTAL HEALTH SERVICES

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

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

Through the Multnomah University Counseling Center, six sessions of counseling services and some mental health treatment are available at no cost every term to students at the Portland, Oregon campus (with the exception of students in the Master of Arts in Counseling program due to the potential conflicts of interest). Students are always offered the ability to engage in more than six sessions but they will be charged a nominal fee of \$10 per session in order to increase client buy-in to the counseling process as well as maintain revenue for mental health and wellness services across the campus.

Students facing mental health challenges are encouraged to seek counseling through the University Counseling Center or through a provider in the community. All services provided on campus are on a voluntary basis and it remains the student's decision whether to seek services unless mandated as a sanction through a conduct process. Counseling and mental health treatment provided by Multnomah University will be based on the student's preferences, strengths and needs. Emergency psychiatric services are available to students at all times through a local county crisis system (insert crisis line). In the event a student is hospitalized, the Director of the Counseling Center, if requested by the student, will work

with the student and the hospital as part of the hospital treatment team to, among other things, ensure appropriate aftercare planning.

### **Referrals**

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

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

### **University Outreach**

If a university staff or faculty member is concerned about the wellbeing or mental health of a student, they may notify the Student Life office. The Student Life office will then make an individualized response which may include direct outreach to the student, notification to appropriate personnel, or both.

### **Confidentiality**

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

As appropriate, the MU Counseling Center may encourage the student to consent to sharing information with the student's family or others. As, empowered to (and sometimes mandated to) by Oregon State law, the MU Counseling Center may disclose information about a student to the extent needed to protect the student or others from a serious and imminent threat to safety, for example, by making disclosures to appropriate University personnel, crisis intervention workers, and/or first responders. Disclosures are permitted only if the student will not consent to interventions that will mitigate the risk. The Counseling 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.

## **MENTAL HEALTH ACCOMMODATIONS AND LEAVES**

Multnomah University will hold the health of its students as the first and foremost priority. We believe that education and participating in a healthy educational environment generally contributes positively to one's health. As such, we will make every effort to reasonably accommodate students with a mental health diagnosis so that they can remain active and contributing members of the community. Sometimes, a student's health prevents him/her from engaging at the University in meaningful ways. Following are policies and approaches that the student and University may consider when this is the case.

### **Accommodations**

Accommodations will be designed to enable the student to remain in school, meet academic standards, and foster healthy social relationships. An accommodation will be deemed "reasonable" if it addresses the mental health needs of the student, maintains the safety of the campus community, does not pose 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 an accommodation when they do so with Multnomah University's Disability Services office or the MU Counseling Center. In some cases, the Counseling Center can help identify appropriate accommodations and provide the required documentation to the Disability Services office if requested to do so by the student.

### **Extended Absences and Leaves**

In general, Multnomah considers the ability to engage in one's 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.

### **Absence Accommodations and Excuses**

If a student believes that he/she will be able to complete a course during the term, that student may work directly with their faculty, the Disability Services office, and the Counseling 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. The student must initiate these conversations thereby taking responsibility for his/her learning and course completion. Excused absences may be deemed appropriate as long as this accommodation does not fundamentally alter the course and the student is still able to meet all of the course's learning objectives despite his/her health-related absences.

### **Course Extensions**

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

### **Course Drop/Withdrawal**

Occasionally, a mental health issue may prevent a student from participating in a course to such an extent that he/she is not able to meet the learning objectives and reasonably receive credit for it, even if he/she were to be provided with accommodations, excused absences, and/or a course extension. In this case, the student should process the course withdrawal by filling out the applicable form at the

Registrar's Office and may appeal for other policy exceptions (such as requesting a "W" ["Withdrawal"] as a final grade for the course instead of a "WF" ["Withdrawal-fail"]). Please note, withdrawal deadlines may apply. Again, the Academic Standing Committee may request documentation from the Counseling Center and/or Disability Services in order to discern whether granting the request is appropriate.

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

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

### **Involuntary Leave**

The University may impose an Involuntary Leave on a student when, after an individualized assessment, a committee finds that there is a significant risk that the student will harm him/herself or another or that the student is unable to reasonably care for him/herself and that these issues cannot be eliminated or reduced to an acceptable level through reasonable accommodations.

### **Potential Harm**

When evaluating cases of potential harm to self or harm to others, the committee will consider the nature and severity of the risk, the probability that injury will actually occur, and whether accommodations can sufficiently mitigate the risk.

### **Responsibility for Self-Care**

The University believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care (i.e., the ability to respond adequately to one's emotional, physical, and educational needs). Some students who are distressed engage in behaviors that negatively impact their own welfare or the welfare of the university community. These behaviors may require further assessment or support services by appropriate professionals to ensure the safety of the student and MU community members.

Various resources on campus are available to assist students to return to adaptive levels of functioning. However, some students may be compromised in their ability to ensure their own self-care (i.e., to appropriately access these resources) due to the presence of suicidal ideation, eating disorders, thought disorders (i.e., psychosis), or other harmful behavior or actions.

Given that these students might not seek services voluntarily, or at the suggestion of staff, faculty, or administrators; they may need to be mandated to do so administratively. As such, students who exhibit an inability to maintain the standard of responsibility for self-care may be required to participate in the mandatory individualized assessment.

The responsibility for self-care is essential for students to continue in their enrollment at Multnomah University. The expectation is for willing students to take advantage of supportive resources so they will be able to either stay in school or return to school, including situations that required hospitalization. Action may be taken by the university, however, if the student's behavior continues to compromise the welfare of him/herself or others (i.e. multiple suicide attempts, broken safety contracts, and a general unwillingness to follow the recommendations of their treating healthcare professionals).

The committee responsible for making involuntary leave determinations is comprised of the Associate Dean of Student Success, the Dean of Students, and the Director of the MU Counseling Center. Depending upon the specificity of the situation, additional committee members may be added and/or consulted as well (i.e. an athletics representative for student athletes, etc.). Additionally, any supervisors of the committee members may be informed and/or consulted due to their educational need to know.



Before making its decision, the committee must:

- Notify the student that the University is considering imposing an Involuntary Leave, the basis for the belief that the student may need to be placed on Involuntary Leave, and the timeframe in which to respond.
- Provide the student the opportunity to appear personally before the committee in response to the notification by the time frame given.

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

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

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

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

## Refunds

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

## Returning from Leaves

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

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

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

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

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

### **Requiring Alternative Housing While Enrolled**

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

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

### **Disciplinary Action & Mental Health**

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

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

When a Student Handbook policy violation occurs due to an untreated mental health condition, disciplinary action for the violation may be avoided or sanctions altered/mitigated. This is especially true when, as a result of treatment or other interventions, the student is likely to comply with the code of conduct in the future (see the "Community Standards" section of this handbook for more information). The Student Life office will partner with the student's healthcare professionals to determine the appropriate manner and timing of addressing the violation and will hold the student's wellbeing as its primary goal.

### **Education and Training**

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

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

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

## **STUDENT CONDUCT PROCESS**

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

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

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

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

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

## **STUDENT JUDICIAL RIGHTS**

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

### **Fair and Respectful Treatment**

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

#### **Attend or Not Attend A Meeting**

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

### **Present A Defense**

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

### **Access to Records**

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

### **Support**

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

### **Appeal**

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

### **Letter of Finding**

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

## **LEVELS OF JUDICIAL STATUS**

### **Alert**

The Alert judicial status is meant to serve as an official warning from the University when a student violates Multnomah's policies. If there is another violation of our policies, the student will face an escalated status, such as probation (including loss of athletic or student leadership standing) or suspension. Failure to fulfill the required sanctions given to the student under the Alert status or missing the required deadlines may result in an escalated judicial status. Possible consequences include, but are not limited to, required mentoring, required research, fines, community service, exclusion from games or practice for athletes.

### **Probation**

The Probation judicial status is given when a student has shown significant lack of adherence to Multnomah's policies, failed to complete sanctions under the Alert status, or has shown repeated policy violations. If the probationary sanctions are not completed by the dates given, the behavior remains unchanged, or additional violations occur, the probation level may be changed to suspension or dismissal. Probationary consequences are in effect for a minimum of a semester up to the duration of a student's enrollment period at the university. These Tier 3 consequences include, but are not limited to, exclusion from co-curricular activities, such as:

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

\*Note: Some of these exclusions could result in the loss of scholarships, stipends, and/or have other financial implications.

### **Suspension**

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

### **Dismissal**

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

## **STUDENT SANCTION DEFINITIONS**

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

1. Behavior/psychological assessment. When a student's behavior threatens or causes harm to self or others a psychological assessment may be required. This assessment should be conducted by a psychologist or psychiatrist approved by the Multnomah University Counseling Center in conjunction with the Student Life office. The student will be responsible for any fees.
2. Community service. Community service can be assigned conjunction with Campus Support (Maintenance, Housekeeping, Grounds), Food Services or as an individual project.
3. Counseling. Some situations reveal issues that deserve closer attention and warrant the expertise of a professional counselor. In most cases, the student will be assigned two or three sessions and may be through the University Counseling Services or an outside resource.

4. Drug/Alcohol screen. In the event that drug or alcohol use is suspected, drug/alcohol screening may be required. The screening may be conducted on a planned or spontaneous basis at the discretion of the Associate Dean and Dean of Student Life. The student will be responsible for any fees resulting from this sanction.
5. Fines. Some policies have fines as a standard sanction such as fines in the form of damage fees. Fines not specifically detailed in Student Life policy may also be issued at the discretion of the appropriate Student Life staff member.
6. Housing reassignment. Residential students may be reassigned to a different housing placement or be removed from University housing on a temporary or permanent basis.
7. Letter of apology. In addition to the primary recipient, a copy of the letter should be submitted to either the Associate Dean or the Dean of Students, depending on who assigned the sanction.
8. Loss of student leadership/co-curricular positions. Students may be removed from positions of leadership for violations on a temporary or permanent basis.
9. Mentoring. The mentor will most often be a University staff or faculty member. The mentor may or may not be informed of all the detail relating to the precipitating behavior.
10. Research reports/reflection paper/media resource review. It may be beneficial for a student to take a deeper look at a given topic and therefore, a report, literature review, or reflection paper may be assigned.
11. Restitution. Students who have caused damage may be required to pay for loss, damage or injury. Alternatively, students may be required to make a non-monetary contribution to the good of the community to make up for the loss they have caused.
12. Social restrictions/limitation of privileges. Certain policy violations may result in the loss of privileges (e.g., visitation).
13. Substance abuse assessment. When a student is using potentially addictive substances such as alcohol or tobacco, a substance abuse assessment may be assigned for the purpose of deciding whether or not the student is addicted and/or desires to cease to use/abuse the substance. This assessment may be used as an investigation tool for the judicial team. Results of the assessment may lead to additional sanctions. The student will be responsible for any fees.
14. Substance education program. Students who have been found to have committed a substance violation may be required to attend and complete an assigned substance education program conducted either on or off-campus.
15. Written warning. The purpose is to provide students with an official letter describing the violation that occurred and the agreement that has been reached between them and the appropriate Student Life staff member adjudicating the situation.
16. Other action. Other action to address the behavior may be required .

### **STATUS, SANCTION AND ADJUDICATION GUIDELINES**

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

### First-Tier Violations

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

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

### Second-Tier Violations

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

### Third-Tier Violations

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

The Judicial Council consists of two to three University staff/faculty who have been trained to adjudicate conduct cases.

The Vice President of Enrollment Management or an Administrative Judicial Council only reviews the highest level of judicial appeals and consists of designated President's Council members.

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

### FIRST TIER VIOLATIONS

If prior violations occurred, adjudication may be handled at a higher tier level. Examples of specific policy violations Graduate Resident Directors would normally respond to include (but are not limited to):

<b>Violation</b>	<b>Statuses</b>	<b>Possible Sanction(s)</b>
<b>Alcohol (first offense)</b>	None – Alert	Written warning, community service, research or presentation, participation in online educational program
<b>Candles</b>	None	Written warning, \$10 - \$ 50 fine, community service
<b>Conflict/Disruption</b>	None	Letter of apology, research report
<b>Crude language</b>	None	Written warning, \$10 - \$ 50 fine, community service
<b>Inappropriate sexual behavior</b>	None – Alert	Written warning, mentoring, community service
<b>Pornography</b>	None – Alert	Research report, mentoring, social restrictions, technological accountability
<b>Pranks/Vandalism</b>	None – Alert	Restitution (cost of cleanup or repair), fine (\$50-100), community service
<b>Quiet hours</b>	None	Written warning, community service, \$20 fine
<b>Overnight mixed company</b>	None – Alert	Written warning, mentoring, community service
<b>Roof access</b>	None	\$50 fine

<b>Tampering with fire equipment</b>	None – Alert	\$50 fine
<b>Tobacco (first offense)</b>	None – Alert	Written warning, online educational program, re-search report, \$20 fine
<b>Visitation/Guest policy violation</b>	None – Alert	Written warning, loss of visitation (day or days), \$20 fine

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

## **SECOND TIER VIOLATIONS**

Examples of specific behaviors the Associate Dean of Residence Life and Community Standards and team coach (if applicable) would normally respond to include (but are not limited to):

<b>Violation</b>	<b>Statuses</b>	<b>Possible Sanction(s)</b>
<b>Alcohol (second offense)</b>	Alert – Probation	Community service, counseling, substance abuse assessment
<b>Inappropriate sexual activity</b>	Alert – Probation	Counseling, mentoring, housing reassignment, re-search report
<b>Marijuana use (first offense)</b>	Alert - Probation	Parent notification by student (if under 21), community service, counseling, substance abuse assessment
<b>Other repeat offenses</b>	Alert – Probation	Depending on offenses, appropriate sanction TBD.
<b>Theft</b>	Probation	Restitution, research or presentation, counseling
<b>Tobacco (second offense)</b>	Alert – Probation	Mentoring, fine (\$50) substance educational program
<b>Underaged alcohol or marijuana use</b>	Alert – Probation	Parent notification, community service, educational research, counseling, substance abuse assessment
<b>Visitation/Guest policy violation (second offense)</b>	Alert – Probation	Loss of visitation (week or weeks), community service, research or presentation

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

## **THIRD TIER VIOLATIONS**

Examples of specific behaviors the Dean of Students, Athletic Director (if applicable), and/or Judicial Council would respond to include (but are not limited to):

<b>Violation</b>	<b>Statuses</b>	<b>Possible Sanction(s)</b>
<b>Harassment</b>	Probation – Dismissal	Apology letter, restitution, social restrictions, loss of leadership position, community service
<b>Hazing</b>	Probation – Dismissal	Psychological assessment, community service, letter of apology, social restrictions
<b>Illegal Drug use</b>	Probation – Dismissal	Substance Abuse assessment, substance counseling
<b>Inappropriate sexual activity (2<sup>nd</sup> offense) or ongoing sexually active relationship(s)</b>	Probation – Dismissal	Counseling, mentoring, housing reassignment, research report
<b>Intoxicated/under the influence</b>	Probation – Dismissal	Substance Abuse assessment, substance counseling
<b>Marijuana use (2<sup>nd</sup> offense or habitual)</b>	Probation – Dismissal	Community service, counseling, substance abuse assessment

<b>Physical assault</b>	Probation – Dismissal	Apology letter, restitution, social restrictions, loss of leadership position, community service
<b>Repeat offenses</b>	Probation – Dismissal	Depending on offenses, appropriate sanction TBD.
<b>Sexual assault</b>	Probation – Dismissal	N/A
<b>Threats to campus safety</b>	Probation – Dismissal	Psychological assessment, community service, letter of apology, social restrictions
<b>Underaged alcohol or marijuana use (2<sup>nd</sup> offense or habitual use)</b>	Probation – Dismissal	Parent notification, community service, educational research, counseling, substance abuse assessment
<b>Weapons</b>	Probation – Dismissal	Community Service, research report

\*Students with third tier violations appeal to: VP of Enrollment Management or an Administrative Judicial Council

## **CONDUCT HEARINGS**

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

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

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

1. The student will be notified in written form of the offense and the conduct hearing with the Judicial Council. This notification will include the specific misconduct charged, an indication of the evidence that forms the basis for the conduct hearing, the time and place of the hearing, and the procedure for the hearing.
2. In exceptional cases where there is an apparent danger to persons, property, or continuing disruption of the academic process, a student may be suspended after notification, without prejudice, prior to the hearing.
3. The student will be allowed to bring an advisor and supporting witnesses to the hearing with the Judicial Council.
4. The student will be allowed to review any information supporting the accusation.
5. The student will receive written notice within 10 business days of the meeting containing a summary of the meeting and final outcome of the hearing. If found in violation, a record of this hearing, and any subsequent ones, will be kept and placed in the student's permanent record.



6. The student may appeal the Judicial Council's decision (please reference the Judicial Appeals section following) to an Administrative Judicial Council.
7. Failure to meet the requirements of any sanctions given as the result of the conduct hearing may lead to a more severe level of judicial action without the opportunity for another hearing.

### **JUDICIAL APPEALS**

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

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

1. Identify new information that was not available during the original hearing and could possibly alter the conclusion, or
2. Demonstrate how due process was not followed as described in the Student Handbook's Student Conduct Process, or
3. Claim that the judicial action taken was extremely disproportionate to the offense and/or not consistent with Student Life policies as written in the Student Handbook.

During the appeal hearing, the student, having submitted a prior written statement, is given the opportunity to have an open discussion with the appeal authority.

# SEMINARY STUDENT POLICIES

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





## CLASSROOM & COMMUNITY LIVING

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

### A Philosophy of Christian Lifestyle

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

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

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

## INSTITUTIONAL NORMS & STUDENT CONDUCT

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

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

5. The use of illegal drugs, marijuana or other non-prescription substances which cause impairment, or abuse of prescription drugs is prohibited.

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

### **Accountability**

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

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

### **Student's Appearance**

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

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

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

## **ACADEMIC POLICIES**

### **Class Attendance**

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

## **Excessive Absences and Non-Credit**

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

## **Standards of Scholarship**

### **Academic Alert**

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

### **Academic Probation**

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

For the MA (AT), MA (BS) and MA (TS) student these standards include:

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

For the MA (CL) and M.Div. student these standards include:

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

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

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

For the Th.M. student these standards include:

1. A cumulative grade point average of at least 3.25 at the end of any semester.
2. A semester grade point average of at least 2.75 provided that the cumulative G.P.A. is 3.25 or better.

For the D.Min student these standards include:

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

### **Academic Suspension**

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

## **Academic Dismissal**

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

## **Academic Reinstatement**

Following academic suspension, reinstatement is possible on appeal. The student must state in the appeal the problems that led to low scholarship and offer an acceptable proposal for correcting them. No reinstatement is possible if the cumulative GPA is below the accepted minimum.

## **Academic Standing and Financial Aid**

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

## **Academic Honors**

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

## **Concurrent Registration**

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

## **Mentored Ministry Policy**

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

## **Opportunities for Spouses**

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

### **Spouse Enrichment Program**

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

## **Program Adjustment Form**

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

## **Program Completion Requirements**

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

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

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

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

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

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

The Master of Theology, a one-year program, must be completed within two calendar years of matriculation.

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

## **Extension of Program**

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

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

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

## **Expiration of Program**

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

- Submission of all application materials and fees.
- Reappraisal of the student's calling and potential for success in ministry.
- Interview with the appropriate administrator.
- Completion of all degree requirements of the most current catalog.



- Evaluation of any seminary level course work previously taken for possible credit toward the program.
- Beginning of a new statute of limitations.

### **Summer Session Deadline and Extension**

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

### **Course Waiver Policy**

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

## **SPIRITUAL LIFE EVENTS**

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

### **Types of Spiritual Life Events**

The university provides the following devotional activities:

1. Seminary Worship and Fellowship Events
2. Days of Prayer and Outreach
3. University Chapels (10:00am on Thursdays)
4. Christian Life Conference each fall semester
5. Lectureships (fall and spring semesters)
6. Global Ministry Conference each spring semester
7. Baccalaureate Chapel
8. Convocation Chapel

### **Devotional Event Requirements**

#### **Devotional Event Attendance**

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

## Chapel Attendance Requirements

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

University Chapel services will be held at 10:00 – 10:45 a.m. in the JCA on Thursdays, and 6:00 – 6:45pm on Tuesdays in The Den. The dates for all chapels will be announced in the Update (the seminary news bulletin). These chapels are required for undergraduate students and are optional for graduate and seminary students. The chapel program includes speakers from strategic ministries in the Portland area, as well as individual involved in ministry around the world. Chapels with topics that would be of particular interest to the seminary community will be highlighted in the update. Spouses of students are welcome to attend chapel services.

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

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

The Christian Life Conference is held early in the academic year each semester with the purpose of setting the spiritual tone of the campus. This is a university-wide event, which incorporates speakers who help us to focus on the foundations of our life in Christ. We strongly encourage all seminary students to attend these meetings. The Christian Life Conference for this year will be held Sept. 13<sup>th</sup> – 15<sup>th</sup>.

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

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