



NORTHWEST CHRISTIAN UNIVERSITY

*Wisdom. Faith. Service.*

## STUDENT HANDBOOK 2011-2012

### TABLE OF CONTENTS

Vision, Mission, Values	4
Church Relationship and Theological Context	5
<b>UNIVERSITY POLICIES</b>	
Academic Honesty	7
Access to Campus Facilities	7
Address/Name Change	7
Alcohol and Controlled Substances	7
Alcohol and Controlled Substances Policy Violation Sanctions	9
Bicycles	9
Campus Crime Statistics	10
Clubs and Organizations	11
Community Accountability	12
Crime Prevention	12
Danger to Self or Others	12
Dining	13
Disability Issues	13
Dishonesty	14
E-mail	14
Failure to Comply	14
False Accusation regarding harassment	14
Federal Campus Crime Awareness and Campus Security Act	14
Fire Extinguishers and Security Systems	14
Graffiti	14
Harassment	15
Hate Crimes	15
Hazing	15
Hosting Gatherings Involving Alcohol & Drugs	16
Identification	17
Interpretation and Revision	17
Liability	17
Library Expectations	17
Lost and Found	18
Missing Student Guidelines	18
Modesty Code	19
Nondiscrimination	19
Nudity	19

Parking	19
Parking Enforcement	19
Parking Fines	20
Physical Affections/Contact	20
Police Authority	20
Pornography	20
Public Safety/Securitas	20
Publicity On-campus	21
Reporting Crimes	24
Right to Dissent	24
Roof Access	25
Safe Walks	25
Sex Offender Registration	25
Sexual Assault	25
Sexual Harassment	29
Sexual Promiscuity	30
Skateboards	30
Social Networking Websites	30
Solicitation	31
Student Records Policy/Federal Education Rights and Privacy Act (FERPA)	31
Technology on Campus	32
Theft	32
Throwing Objects	32
Tobacco	32
Unauthorized Entry	32
Vehicle Registration	32
Weapons	32
Withdrawal Procedure	33
Withdrawal Procedure/Medical & Mental Health Emergencies	35
<b>RESIDENCE HALL POLICIES</b>	
Residency Requirement	40
Babysitting	41
Bicycles	41
Check-In/Check-Out	42
Cohabitation	42
Community Discipline	42
Cosmetic Changes	42
Damages	42
Electrical Appliances	42
Fire Safety	43
Furniture	44
Guests	44
Housing Agreements	44

• Exemptions from housing agreements and meal plans	45
Keys	45
Kitchens	45
Laundry and Linen	45
Lockouts	46
Lounge furniture and decorations	46
Painting	46
Pets	46
Pranks	46
Quiet Hours	46
Recycling & Conservation	47
Refrigerators and freezers	47
Residence Meetings	47
Room assignments	47
Room changes	47
Room condition and care	48
Room displays	48
Room use policy	48
Safety and security	49
Screens	49
Security system	49
Sexual promiscuity	49
Smoke detectors	49
Sports	50
Storage	50
University Breaks	50
Visitation hours	50
Water fights	50
<b>JUDICIAL AFFAIRS</b>	
Policy Accountability Process	51
Reports, Charges and Hearings	52
Sanctions	53
Appeal Process	55
Records	58
Interpretation and Revision	58
Nondiscrimination policy	58
<b>2009 CAMPUS FIRE SAFETY ANNUAL REPORT</b>	
Overview	60
General Statement of NCU Student Housing Fire Safety	60
Specific Fire Prevention Related Policies	60
Statistical Report	64

**VISION**

To be a University known for its integration of excellent academic programs, a foundation in the Christian faith, and a focus on teaching leadership and ethics.

**MISSION**

To develop competent, ethical leaders for service in the workplace, community, Church, and world.

**VALUES**

Academic excellence  
 Faith commitment  
 Ethical leadership  
 Character development  
 Caring community  
 Global engagement

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

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

Policies and standards for conduct shall apply to conduct that occurs on the University premises, at University-sponsored activities, and off campus when a student's conduct could adversely affect the University community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and

between the terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

NCU reserves the right to interpret policy and to apply the intent of the policy judiciously, depending upon circumstances and retains the right to instate additional policies and regulations or to modify existing ones as needs may dictate. The overall intent of behavior expectations is to consistently provide a positive living-learning environment for all students. Behavior that detracts and becomes a barrier to the living-learning community is not acceptable.

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

### **CHURCH RELATIONSHIP AND THEOLOGICAL CONTEXT**

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

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

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

Theologically, NCU shares beliefs which are common to the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. The following affirmations are

presented to clarify the theological context in which the University carries out its mission.

- God is the Creator and sustainer of the universe who relates to all in a covenant of love. All truth has its source in God.
- God is revealed in a general way through one's reflection on the works of creation, the laws of nature, and human experience, but especially in the person of Jesus, "the image of the invisible God."
- The Holy Spirit is God, dynamically present in the world. Through the work of the Spirit, Christians are guided in obedience to Christ, gifted for service, and joined to one another in fellowship.
- All human beings, created in the image of God, have become alienated from themselves, others, and God, by sin and can be restored to wholeness through their acceptance of Christ's work of redemption.
- The church has been established by Christ to make known the Gospel through proclamation, worship, baptism, the Lord's Supper, service, and through working for reconciliation, peace and justice. The Lord commissions the church to witness to its faith both individually and corporately to all peoples.
- The Bible bears witness to God and Jesus Christ as God Incarnate. It is in the scriptures that one discovers the revealed will of God in creation, judgment, and gracious redemption. The Bible serves as the authoritative witness to the life and teaching of Jesus, who is himself the only authority for the Church. The biblical testimonies provide inspiration, wisdom, and essential teachings for Christian conduct, individually and corporately.
- The assurance of Christian faith and hope is that the gifts of God experienced in this life in part shall be ours fully and forever with Christ's return and the consummation of God's reign.

## UNIVERSITY POLICIES

### ACADEMIC HONESTY

Our University's mission assumes the highest principles of virtue and ethics in the intellectual life. Plagiarism, cheating, and any other form of academic dishonesty are not acceptable and will not be tolerated. If a student cheats on a test or assignment he/she will receive a zero for that work and, depending on the severity of the offense, possibly a grade of "F" in the course. All incidents will be reported in writing to the Vice-President of Academic Affairs and the Vice-President for Enrollment & Student Development, who may consider additional actions, including dismissal from the University.

### ACCESS TO CAMPUS FACILITIES

During business hours, the University (excluding certain residential areas) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key, if issued.

Residence halls are secured 24 hours a day. Campus Security and Residence Life Staff patrol and respond to security, safety, and livability issues. The Physical Plant Department maintains buildings and grounds with a concern for safety. Overnight guests register with the Assistant Dean of Students & Director of Residence Life and are asked to abide by NCU's behavioral expectations while visiting the University.

Over extended breaks, the doors of all halls will be secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the library and Morse Event Center. In these cases, facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

### ADDRESS/NAME CHANGE

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

### ALCOHOL AND CONTROLLED SUBSTANCES

NCU requires students to conduct themselves as role models in faith and practice in the church and world. As a result, promotion, distribution, sale, possession, use of alcohol or controlled substances, or misuse of prescription medications, on campus or at University-sponsored events is prohibited. Intoxication on campus or at University-sponsored events is prohibited.

## ALCOHOL AND CONTROLLED SUBSTANCES - CONTINUED

Campus standards do not allow alcoholic beverages, including empty alcohol containers, on campus.

Any incident in which a student is found to be in possession of alcohol will be documented as a policy violation. All alcohol and items containing alcohol will be

disposed of and/or confiscated by University officials (i.e., Resident Assistants and Security).

Use or possession of alcohol by students off campus is subject to local laws and University disciplinary rules.

Undesirable behavior resulting from on or off -campus use of alcohol is subject to University disciplinary rules.

Hosting groups or parties in the residence halls where large numbers of persons and/or large quantities of alcohol are present is a flagrant violation of the alcohol policy and is subject to increased sanctions.

Possession of a keg on campus is a flagrant violation of the alcohol policy and is subject to increased sanctions. The University reserves the right to confiscate and hold all kegs, party balls, taps and other alcohol paraphernalia.

No alcohol, drug related, or similarly offensive posters, stickers, caps, lights, etc. may be displayed in residence hall windows or on the outside of doors. Bottle caps are not allowed on ceilings or walls.

Due to the risks involved to the health and safety of NCU students, competitive drinking events are prohibited both on and off campus. Planning or participating in such events will result in University disciplinary action for organizers and all participants.

The use, possession, or trafficking of non-prescription amphetamines and barbiturates, narcotics, LSD, marijuana and/or other hallucinogenic agents is a violation of state and federal laws. The possession, usage and/or trafficking of any of the above agents is in violation of the policies of NCU and can result in suspension, dismissal or expulsion from the University. All drugs will be confiscated and/or destroyed.

Possession of drug-related paraphernalia is considered a violation of this policy and, will be confiscated and destroyed. Other sanctions may also be imposed at NCU's discretion.

Additionally, being under the influence of illicit drugs is considered a violation of this policy.

**ALCOHOL AND/OR CONTROLLED SUBSTANCES POLICY VIOLATION SANCTIONS**

The following is a list of the minimum sanctions for violations of the University policy on alcohol. The University reserves the right to impose more serious sanctions up to and including expulsion/dismissal from the University.

*1st Violation* = Disciplinary warning, monetary fine and/or participation in an alcohol education program; parents/guardians of students under 21 years of age may be notified

*2nd Violation* = Residence hall probation; monetary fine and/or participation in an alcohol education program; parents/guardians of students under 21 years of age notified

*3rd Violation* = Residence hall suspension; University probation; parents/guardians of students under 21 years of age notified

*4th Violation* = Suspension from the University; parents/guardians of students under 21 years of age notified

**BICYCLES**

Bicycles, skateboards and skates must be used with due regard for the safety of pedestrians and others using campus walkways. Bicycles must be registered with the Office of Student Life in order to receive a key or lock combination to the secured bicycle storage areas.

### CAMPUS CRIME STATISTICS

The following categories are listed as required by federal law. The figures are compiled from the Campus Patrol incident reports and from Eugene Police Department crime statistics.

Offense	On-Campus			On-Campus that occurred in Student Housing			Adjacent Areas/ Non-campus property		
	08	09	10	08	09	10	08	09	10
January 1 – December 31, Year									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex offenses, forcible	0	0	0	0	0	0	0	0	0
Sex offenses, non-forcible	0	0	0	0	0	0	0	0	0
Robbery (use of threat/force)	0	0	0	0	0	0	0	0	0
Aggravated assault	0	1	0	0	0	0	0	0	0
Burglary (no use of threat/force)	7	2	1	0	0	0	0	0	0
Motor Vehicle Theft	3	2	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	1	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	1	2	1	1	1	1	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0

***\*Adjacent areas statistics were taken from the Eugene Police Department “West University District Neighborhood” reports.***

#### Informational Resources for Crime Statistics

- FBI Uniform Crime Reporting - <http://www.fbi.gov/ucr/ucrquest.htm>
- FBI Uniform Crime Reporting - <http://www.fbi.gov/ucr/ucr.htm>
- US Department of Justice - <http://www.ojp.usdoj.gov/bjs/>
- US Department of Education - <http://ope.ed.gov/security/>
- Security On Campus, Inc. - <http://www.securityoncampus.org/>
  - established by Parents of Jeanne Clery.

## CLUBS AND ORGANIZATIONS

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

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

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

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

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

Upon recognition by Senate, all clubs must receive final approval by the Vice President of Student Development before receiving official status within ASNCU.

Previously established clubs may re-apply under their previous classification with the current Executive Cabinet for recognition. If a club desires to change their classification, they must go before Senate to receive approval. Returning clubs must meet all requirements for recognition.

Upon recognition, a club and all of its members, including the chair/leader/president and advisor, are subject to the requirements outlined in the following sections.

Please see the ASNCU bylaws for additional information regarding Funding, Requirements, and Club Sports online at: <http://www.nwcu.edu/undergrad/student-life/asncu.aspx>.

**COMMUNITY ACCOUNTABILITY**

Any member of the University community may report student misconduct. Any reports shall be prepared in writing and shall be directed to the Vice-President for Enrollment & Student Development or his/her designee. Any reports should be submitted as soon as possible after the event takes place, preferably **within five days of the event**.

**CRIME PREVENTION**

Both residential and commuter students are given information about campus security each year during Orientation Week. Additionally, campus security is outlined in the student handbook, which is available online. Campus security is discussed in staff meetings and faculty meetings as needs arise.

Crime prevention programs and sexual assault prevention programs are offered through the Residence Life Department. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the University community through security alerts posted prominently throughout campus and through e-mails.

**DANGER TO SELF OR OTHERS**

Northwest Christian University expects that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students.

Danger to self is defined as any direct act, or planned act, that places a person at reasonable risk of self-induced bodily harm or loss of life. This would include actual and/or planned acts of suicide, self-mutilation, substance overdoes, consistent purging, unhealthy dietary restriction, etc. Additionally, students posing danger to themselves through the use of weapons and/or substances may face other sanctions as imposed by the University and/or law enforcement agencies.

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

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

### **DINING**

NCU's Dining Program is contracted out to a private vendor and the guidelines in this section are linked to the cost of doing business. When these guidelines are followed, the Dining Program has more resources to give to quality service. When these guidelines are not followed, more time, energy and money go to compensating for the losses incurred from the effects of the violations.

The following policies are in effect for the use of the Dining Hall and the administration of the meal plans:

- All students must swipe their ID card at every meal.
- ID cards are not to be used by anyone other than the owner. No sharing of unused meals from any participant's card is allowed unless the guest meal option is utilized.
- Students on a 10 or 19 per week meal plan may use 1 meal per week as a guest meal. The meal plan owner must be present at the time the guest meal is utilized and must choose the guest meal option after swiping their ID card.
- No eating utensils of any kind may be removed from the Dining Hall.
- Entrance to the Dining Hall shall be through the main entrance only.

Violations of these policies are considered stealing and financial restitution will be assessed.

### **DISABILITY ISSUES**

NCU does not discriminate on basis of disability in the admission process or with regard to employment or participation in NCU activities. Prospective and admitted students who need information about programs, services and accommodations should contact the Registrar's Office.

For further information please see the University's Disability Services Handbook which is available in the Registrar's Office, or online at:

<http://www.nwcu.edu/undergrad/student-life/disability-services.aspx>

**DISHONESTY**

Dishonesty in any form, including but not limited to, plagiarism, cheating on assignments or examinations, knowingly furnishing false information, forgery, alteration or misuse of documents, records, keys, or identification cards is subject to disciplinary action including suspension/expulsion from the University. Please also see Academic Honesty.

Please see the Acceptable Users Policy for further policies regarding computer use - <http://www.nwcu.edu/is/newaccount.aspx>.

**E-MAIL**

Students will receive important notices from advisors, professors, and Student Services via campus e-mail. Students are responsible for checking their NCU e-mail account regularly.

**FAILURE TO COMPLY**

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

**FALSE ACCUSATIONS REGARDING HARASSMENT**

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

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

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

**FIRE EXTINGUISHERS AND SECURITY SYSTEMS**

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

**GRAFFITI**

Unauthorized alteration of property from its original condition, including graffiti, paint, and alteration to landscaping shall be cause for discipline, up to and including dismissal.

**HARASSMENT**

The University will immediately investigate any reported harassing, threatening, intimidating or physically harmful behavior toward a person or persons because of:

- a. race, color or national origin,
- b. creed, religion, age or physical or mental disability,
- c. gender, marital status, or sexual orientation,
- d. any other status protected by federal, state or local law

Confirmed reports of such behavior will result in disciplinary action against the offending individual(s), up to and including dismissal.

Harassment should be reported to the Vice President for Enrollment & Student Development or the Assistant Dean of Students & Director of Residence Life.

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living, or campus environment. Forms of harassment include, but are not limited to:

*Verbal:* Conduct such as suggestive comments, derogatory slurs, off-color jokes, threats, suggestive or insulting sounds, etc. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang-ups, unwanted voicemail messages, and/or obscene calls.

*Non-verbal/Visual:* Conduct such as derogatory or inappropriate posters, pictures, cartoons, faxes, e-mails, text messages, drawings, suggestive objects or pictures, graphic commentaries, leering, and/or obscene gestures.

*Physical:* Conduct such as unwanted physical contact including touching, interference with an individual's normal work or movement, and/or assault.

**HATE CRIMES**

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

**HAZING**

Any conduct or behavior, including hazing, which threatens or endangers the health or physical or emotional safety of any individual is prohibited.

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

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

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

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

Any violation of the University Policy on Hazing should be reported to the Assistant Dean of Students & Director of Residence Life, 541-684-7345.

#### **HOSTING GATHERINGS INVOLVING ALCOHOL OR DRUGS**

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

**IDENTIFICATION**

NCU Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at NCU. Officers do not possess arrest power. Manufacture, sale, distribution, promotion, possession or attempt to obtain false identification is prohibited and may result in disciplinary action. Criminal incidents are referred to the local police who have jurisdiction on the campus.

**INTERPRETATION AND REVISION**

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

**LIABILITY**

Northwest Christian University takes reasonable steps to protect people and property on campus. However, it is impossible to provide protection that is 100% effective, and the University does not accept responsibility for personal injury, theft, or damage to personal property occurring on the campus. Students are encouraged to make sure that their insurance coverage is adequate.

**LIBRARY EXPECTATIONS**

It is the policy of the Kellenberger Library to maintain a safe and pleasant study and work environment for both library users and library employees. While it is understood that a certain level of verbal interaction is necessary for conducting business within the library, all library users are expected to be considerate of others who are reading, studying and working in the library, therefore keeping conversation to an acceptable and appropriate level and length for a library and work setting. Inappropriate and unacceptable behavior will not be tolerated.

The Kellenberger Library considers the following to be unacceptable and inappropriate behavior on library premises:

- Violating student behavior and codes of conduct as outlined in the student handbook (available at the circulation desk or online).
- Conversation (including on cell phones) which can be heard from library offices or the circulation desk, or that is bothersome to other users.
- Harassment for any reason (Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living, or campus environment).
- Use of any sound-producing device in a way such that the volume level is disruptive to other users.
- Consumption of food or snacks, and possession of food that is not in a sealed container.
- Consumption and possession of beverages that do not contain lids.
- Moving or rearranging library furniture or equipment without permission and without returning it to its proper location.
- Not disposing of trash or waste properly by using the available trash receptacles located throughout the library.

- Any other behavior that is disturbing or offensive to other library users or employees.

### Consequences of Violation of Policy

- 1<sup>st</sup> offense-patrons are told that they are in violation of the policy and how to correct the behavior.
- Repeated warnings due to continued violation of policy will result in offending patrons being asked to leave the library for the remainder of the day, which comes with an automatic referral to student development judicial affairs.
- Subsequent referrals will include additional disciplinary action up to and including loss of library privileges for the remainder of the semester.
- If the library staff determines that the misconduct poses a danger to the patron, others, or library property, or is otherwise blatantly offensive or disruptive, the patron will be asked to leave the library immediately without warning, and with an automatic referral.
- Anyone refusing to leave the library when asked to, will be escorted out of the library by campus security.
- Library staff consists of library faculty, staff, and student assistants.

### LOST AND FOUND

Lost and found items are kept in the Student Development Office (2<sup>nd</sup> Floor Morse Event Center) and at the Circulation desk in the Kellenberger Library.

### MISSING STUDENTS GUIDELINES

If a person has reason to believe that an on-campus student is missing, efforts will be made to locate the student through the collaboration of the Student Development Office and campus security. Individuals may report that a student has been missing for 24 hours by calling Campus Security at 541-517-5197 or the Vice-President for Enrollment & Student Development or the Assistant Dean of Students & Director of Residence Life by call 541-684-7345. Should the College determine that the student is missing Northwest Christian University will notify the Eugene Police Department immediately. Northwest Christian University will contact the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Northwest Christian University will notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing.

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

The local police department with assistance and cooperation of the University will retain status as the primary investigative unit in missing student cases. If located, verification of the student's state of health and intention of returning to campus will be determined. When appropriate, a referral maybe made to the Counseling Center.

**MODESTY CODE**

While recognizing the value and uniqueness of individual styles of attire, the university is also concerned about the appropriateness of these styles in various social settings. NCU's modesty code is not a measure of statement of spirituality; rather it seeks to reflect our community's response to the worth that God has given to us as His creation. Style of dress should be expressive of individuality without compromising recognized standards of appropriateness, modesty, and respect for the community.

**NONDISCRIMINATION**

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

**NUDITY**

Although the term "public nudity" is not specifically mentioned in the sexual harassment or sexual assault policy, it is considered physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive environment. As such, those involved will be subject to disciplinary action. Public nudity includes, but is not limited to "mooning", "streaking" and public urination.

**PARKING**

Student parking is permitted in student lots unless otherwise posted. At no time are vehicles to be driven on the University lawns or walkways. Violators will be fined and charged for damages. All vehicles are to be kept in legal operating condition. Faulty mufflers and noise-producing motor conditions should be repaired at once. All cycles must be properly muffled. Vehicle repair operations, other than minor tune-ups, are not permitted on University property. Any person causing oil, grease, or anti-freeze spills will be fined and charged for clean up. The University reserves the right to have a non-operable or abandoned vehicle removed from University property. No overnight camper or trailer parking in parking lots or on streets is permitted, unless cleared through Campus Security. Motorcycles or mopeds must be operated on streets only and are not permitted on campus walks, lawns, etc.

**PARKING ENFORCEMENT**

Campus Security Officers will cite and enforce all violations of traffic and parking regulations on campus property.

Any repeated violation of campus regulations or reckless or dangerous operation of a motor vehicle on or off campus property are grounds for the revocation of the student's

parking privileges and additional disciplinary sanctions. In addition to the above, the rules and regulations of the Oregon Vehicle Code and Eugene Municipal Code govern the parking and operation of motor vehicles on all University streets and parking areas.

### **PARKING FINES**

Schedules of applicable fines are available from the Office of Student Life. All fines must be paid to the Business Office within TEN (10) days from the date the citation was issued. A letter of explanation or appeal may be included with payment. Grades, transcripts or diplomas will be held until all fines are paid.

### **PHYSICAL AFFECTION/CONTACT**

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

### **POLICE AUTHORITY**

The Eugene Police Department has law enforcement jurisdiction over all parts of the NCU campus. Students and staff must cooperate with officers investigating an accident or crime.

### **PORNOGRAPHY**

It is understood that pornographic material of any kind is not a part of healthy Christian behavior. Pornography is harmful and destructive for one's relationship with God, to the moral development of an individual, and represents a form of disdain for the inherent value of God's creation. Therefore, pornographic materials in any form (including the internet) are not to be viewed, used, possessed, or distributed on or away from campus. This includes any item (which may include sexually provocative or explicit material) whose content is exploitive or of concern to either gender.

### **PUBLIC SAFETY**

Northwest Christian University is committed to the safety and welfare of all campus members and visitors. NCU contracts with Securitas, an agency which provides security to various clients including our neighbor, Sacred Heart Medical Center. In addition, Security Officers maintain a professional working relationship with the Eugene Police Department. The Assistant Dean of Students & Director of Residence Life works closely with Securitas to provide a comprehensive campus security program.

*Campus Safety and Security, 24 hours/day, 7 days/week call 541-517-5197.*

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

*For Residence Life call 541-517-1379*

The Residence Life staff has a Resident Assistant and Administrator on call every evening and on weekends.

*For Local Police, call 911 or 541-682-5111.*

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

### **PUBLICITY ON-CAMPUS**

Posting flyers, posters and advertisements, or solicitation of goods or services, is prohibited without appropriate approval.

The publicity policy is designed to give University groups, clubs and departments equal opportunity to gain the attention of the students and employees of NCU and to promote student activities. This policy specifically applies to all campus property. ASNCU elections publicity must follow the same guidelines and is additionally subject to the election guidelines as stated in the ASNCU bylaws.

#### **a. Approval**

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

*Only bulletin boards that are specified for use by a certain organization or department are exempt from Student Development Approval.*

b. Location

- Approved advertisements must be placed only on bulletin boards. Special arrangements with the Director of Student Programs or Assistant Dean of Students & Director of Residence Life may be made for posting in the cafeteria or in internal Residence Hall hallways.
- No posting is allowed on any surface that is not an approved bulletin board, including trash cans, walls, railings, benches, light posts, trees, windows, doors, etc.
- Placement of banners, tarps, and display boards are approved on a case by case basis. The Physical Plant will assist in the hanging of banners.
- Bulletin boards specified for use by certain groups or department may only display information pertaining to the specified groups or department.

*Outdoor Advertising*

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

*Outdoor Banner Advertising Policy*

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

- c. Content
  - The name and contact information of the sponsoring organization or individual must appear clearly on all materials to be posted.
  - All materials with typographical errors, misspelling and/or misinformation must be corrected before being approved.
  - Materials found to be offensive, demeaning or discriminatory will not be approved.
  
- d. Personal Ads
  - Personal advertisements listing wanted items or services, or items for sale or rent are restricted to the specifically marked bulletin board in Burke-Griffith Hall just outside the Rug Room.
  - Personal advertisements must also be approved and date stamped by the Office of Student Life before being posted.
  
- e. Method
  - Posters should not exceed 11 inches by 17 inches in all buildings.
  - Signs must be removed within 24 hours following the event or activity by the organization responsible for advertising.
  - When posting information on a bulletin board use tacks, stapler, or some other device to secure the flyer from falling. Do not use other advertisement fasteners to secure your advertisement.
  - When posting information on an authorized non-bulletin board surface (i.e. wood, glass, stairwell or walls) plasti-tak must be used.
  
- f. Violations
  - Any group who is in violation of the posting policy may be subject to a minimum of one hour of Physical Plant charges.
  - Failure to comply with any of the guidelines may result in loss of scheduling campus facility privileges for up to one semester. Final decisions regarding posting policy issues rest with the Office of Student Life.
  - Any person or group in violation of the posting policy may be referred to the judicial system.

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

## **REPORTING CRIMES**

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

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

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

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

## **RIGHT TO DISSENT**

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

impairment of access and movement as a means of expressing dissent is to be rejected by all who themselves expect both freedom and protection for the expression of their own views.

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

### **ROOF ACCESS**

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

### **SAFE WALKS**

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

### **SEX OFFENDER REGISTRATION**

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

<http://egov.oregon.gov/OSP/SOR/faqs.shtml>

### **SEXUAL ASSAULT**

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

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

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

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

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

### **Forcible Sexual Offenses**

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

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

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

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

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

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

### **Consent**

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

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

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

### **Procedures for Survivors of Sexual Assault or Rape**

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

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

If a friend has been assaulted or raped:

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

If you have been assaulted or raped, you have control of the choices you can make.

Following are recommendations to assist you in dealing with this crime:

- *Do not blame yourself. Sexual assault is NEVER the survivor's fault.*
- *Go to a safe location.*
- *Seek medical attention immediately.*
- *Do NOT shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.*
- *Do not straighten up the area where the assault has taken place. Put clothes in a PAPER bag. The impulse to clean is normal, but evidence that might be needed will be destroyed by these activities.*
- *Get to a hospital. Transportation can be provided by a friend or roommate, Campus Security or any Resident Assistant. All transportation will be provided using discretion, keeping the survivor's confidentiality rights in mind.*

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

#### **Local Resources**

- Call 911 for emergency medical treatment or to report rape.
- Call SASS (Sexual Assault Support Services) for 24 hour help and support at 541-343-SASS (7277).

**Note:** These clinics can provide emergency medical treatment for callers and will make sure the caller has appropriate transportation. All information is confidential.

#### **Resources on Campus**

- Campus Security, 541-517-5197
- Counseling Clinic, 541-349-3439

#### **Filing a report with Security**

Campus Security officers are on-call 24 hours a day, seven days a week and will initiate an investigation, if the survivor wishes. At the discretion of the survivor, Campus Security will assist in filing a report with the police. The survivor may request that the police investigate the crime and gather evidence at the time of the incident. The longer the survivor waits, the less valuable the evidence. The survivor may request that the police not investigate the crime itself but rather maintain the information of the crime and its particulars in its regular reservoir of crime data. However, it is important that there at least be an incident report on file if the survivor later decides that he or she would like to take further action.

#### **Academic or Residence Hall Changes**

Initiating any academic or housing changes with the Assistant Dean of Students & Director of Residence Life is fully confidential and voluntary on the survivor's part, as is seeking disciplinary action.

#### **Imminent Danger to Community**

If the Vice-President for Enrollment & Student Development concludes that a serious threat exists, the Vice-President will release a warning to protect the community while preserving the reporting survivor's anonymity.

#### **Rape Trauma Syndrome**

Rape Trauma Syndrome (RTS) is an acute stress reaction to the threat of being

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

### **Pertinent Federal Legislation**

The Student Right-to-Know and Campus Security Act of 1990 and the Campus Sexual Assault Victim's Bill of Rights Amendment of the 1992 Higher Education Reauthorization Act (copies of which can be found in the Residence Life Office) require Universities to report accurate statistics regarding sexual assaults and rapes. Additionally, if the assault or rape is reported, the survivor can choose to pursue disciplinary action on campus without needing to file charges with the police.

### **SEXUAL HARASSMENT**

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

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

The University prohibits the following behaviors:

#### *Verbal:*

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

*Non-verbal/Visual:*

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

*Physical:*

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

Any student who experiences such harassment, or becomes aware of an actual or potential incident of sexual harassment, should report the incident immediately, either orally or in writing to any one of the following people:

Vice President of Academic  
Affairs & Dean of the Faculty  
541-684-7253

Vice President for Enrollment &  
Student Development  
541-684-7345

Students may also report harassment to any other NCU official to whom the student feels comfortable reporting.

NCU will respect the complainant’s right to confidentiality to the extent possible in both informal and normal procedures. While the University cannot promise absolute confidentiality, the complainant will be supported and any attempted reprisals will not be tolerated.

**SEXUAL PROMISCUITY**

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

**SKATEBOARDS**

Bicycles, skateboards and skates must be used with due regard for the safety of pedestrians and others using campus walkways. No skateboarding is allowed inside any campus facility.

**SOCIAL NETWORKING WEBSITES (MySpace, Facebook, etc.)**

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

postings may be used as a source for University policy enforcement and basis for an incident report.

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

### **SOLICITATION**

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

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

Each student's rights regarding personal information include:

1. The right to view material in his/her records filed at Northwest Christian University with the exception of those records for which there is a signed waiver of the right.
2. The right to limit access to personal records. Written consent of the student must be given for release of any personal or academic records to persons other than Northwest Christian University faculty and staff having a legitimate reason, or under emergency circumstances.
3. The right to limit personal material (directory information) printed in publications such as the NCU Bulletin or the Student Directory. Directory information (the information that could be given out to whomever inquires) includes the following: phone number, date and place of birth, enrollment information, dates of attendance, class level and academic major, number of credit hours (not graded), degrees and honors awarded, and participation in officially recognized activities. A directory information form is included in the registration packet each term. Students have the right to limit any or all directory information by marking the appropriate boxes on the form. You may also contact the registrar at any time to change or limit information, though once the term's student directory has been published, it cannot be recalled.
4. A student who challenges any item in his or her records shall have opportunity for a hearing. A request for a hearing regarding academic records should be referred to the Registrar. A request for a hearing regarding financial records should be referred to the Business Office.

5. (Appeal) Students who believe that the adjudications of the challenges were unfair or not in keeping with the provision of the Act may request in writing assistance from the University's formal grievance committee. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington D.C., concerning the alleged failures of Northwest Christian University to comply with the Act. Revisions and clarifications will be published as experience with the law and Northwest Christian University's policy warrants.

### **TECHNOLOGY ON CAMPUS**

The acceptable users policy (AUP) governs and informs acceptable use of technology on campus. All technology users will be asked to sign an AUP agreement before gaining access. The Information Systems (IS) Department is responsible for the computing and communication needs of all faculty, staff, and students.

### **THEFT**

Theft of campus property or property in the possession of, or owned by, the University or a member of the campus community is prohibited.

### **THROWING OBJECTS**

Throwing, propelling, dropping, or otherwise causing objects or substances to fall from windows or rooftops is prohibited.

### **TOBACCO**

Tobacco use, including smokeless tobacco products is prohibited on campus and at University-sponsored events.

### **UNAUTHORIZED ENTRY**

Unauthorized entry or use of property in the possession of, or owned by, the University or member of the campus community is prohibited.

### **VEHICLE REGISTRATION**

Every motor vehicle (automobile, motorcycle, motor bike, etc.) brought to the NCU campus must be registered and must display a valid vehicle parking permit. Within one week of the acquisition of a motor vehicle, the permit shall be displayed appropriately. Vehicle parking permits are provided for a fee, from the Business Office. All vehicles brought on campus must have current vehicle registration and license plate tags.

### **WEAPONS**

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the NCU community. Therefore, the possession or use of weapons IS PROHIBITED on all University property, including parking lots. For the

purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, serious physical injury, or explosions. This includes but is not limited to firearms, ammunition, explosive devices (both incendiary and chemical), knives, straight razors, paint/pellet guns, martial arts weapons, swords, or toys that replicate or could be mistaken for real guns. All items will be confiscated and/or destroyed.

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

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

### **WITHDRAWAL PROCEDURE**

Students who wish to withdraw from NCU for any reason before graduation need to communicate with the University. Students must complete the Withdrawal & Exit Survey Form to complete the withdrawal process. A \$100 withdrawal fee is assessed to the student's account if the Withdrawal & Exit Form is not completed.

The Withdrawal & Exit Survey Form is available and must be returned to:

- The Office of Student Life if you are a daytime undergraduate student; or
- The Registrar's Office if you are an evening, online, or graduate student.

If a student is withdrawing for medical reasons, the student must provide a letter explaining the reason he/she needs to withdraw, provide a letter of explanation from the student's doctor, and possibly meet with the Vice-President for Enrollment & Student Development or his or her designee.

1. *Withdrawal and grades.* The following rules govern grades and grade points given upon withdrawal from courses:
  - Withdrawal from courses when less than two-thirds of class has elapsed will result in the grade "W" and hours are not considered in calculating grade point average.
  - Withdrawal at any time while doing passing work will result in a grade "W" and the hours not considered in calculation of the grade point average.
  - Withdrawal after two-thirds of class has elapsed and while doing failing work will result in the grade "WF;" hours will be considered in calculating grade point average.

- Unofficial withdrawal at any time (i.e., failure to clear through the Registrar and Student Services Offices) will result in a grade “WF” and the grade is considered in calculating grade point average.
  - A complete withdrawal with the grade of “W” may be granted at any time for medical reasons or extreme circumstance on the recommendation of the vice president for student development.
2. *Withdrawal and financial aid.* The following equation determines the portion of financial aid a student must return if he or she withdraws from school before the completion of the term.

**Number of term days remaining as of the withdrawal date divided by total days in the term = % of aid returned**

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

The withdrawal date is defined as one of the following in order of preference:

- The actual date the student starts the withdrawal procedure.
  - The last recorded date the student attended.
  - The midpoint of the term if the student leaves without notifying the University.
3. *Withdrawal and NCU charges.* If a student withdraws from the University, charges will be assessed in proportion to the number of days completed out of the total number of days in the term. After 60% of the term has elapsed, tuition charges are no longer prorated and are assessed at 100%. Charges include tuition, campus housing, and food service. Prorating Schedule:

**Number of term days elapsed as of withdrawal date divided by total days in the term = Proportion of NCU charges assessed**

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

**Prorated NCU charges – aid remaining after required funds are returned = account balance**

## **WITHDRAWAL PROCEDURES**

### **MEDICAL & MENTAL HEALTH EMERGENCIES**

The University cares deeply about the physical and mental health of its students. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The University will support student-initiated self-care plans, and/or initiate actions, that consider the welfare of the individual student and the University community.

#### ***Student Alert & Success Committee***

The “Student Alert & Success” (SAS) committee that meets regularly to address student needs. One of the goals of the committee is to provide a safety net for students to ensure their academic and interpersonal success. Anyone in the NCU community may identify students to this committee, who may be experiencing problems or encountering obstacles, setbacks or challenges to their success and retention at the University. Sometimes there is a crisis or a situation discovered by concerned others and brought to the attention of the University. In such circumstances, the Vice-President for Enrollment & Student Development, in consultation with the SAS committee, will determine what, if any, role the University may need to take to assure the health and safety of a student or the University community.

Student situations that might be considered by the SAS Committee include, but are not limited to, the following:

- Acute decline in physical health;
- Suicidal threat, intent and/or behavior; self-injurious behavior;
- Destructive, threatening, or other disruptive behavior;
- Drug and alcohol abuse, including overdose or misuse of over-the-counter or prescription medications;
- Eating disorders which are not responding to treatment and/or are posing safety concerns;
- Any physical or mental health problem that points to possible imminent or foreseeable danger to oneself or another member of the University community, or requires intensive monitoring to prevent such danger.

In responding to these situations, the University reserves the right to determine appropriate response including, but not limited to, the following options:

- Allow the student to remain in school, but require a specific mental health or physical health evaluation, within a certain period of time (typically 10 days). The student may be referred to the Counseling Center and/or off-campus options (e.g., licensed mental health or physical health care providers, eating disorder or substance abuse programs/hospitals). The student will be responsible for any cost incurred by the evaluation and/or treatment. In the

interest of gaining a better understanding of the student's ability to function in the University community, the University may require the student to sign appropriate release forms allowing designated NCU staff to consult with the evaluating and/or treating clinician(s) serving the student. Based on the evaluation results, the University will determine appropriate next steps, including the possibility of allowing the student to remain on campus if a commitment is made to the recommended treatment plan.

- Invoke a Medical Interim Suspension; encourage a Voluntary Medical Withdrawal; or invoke an Involuntary Medical Withdrawal (see below).
- Notify the student's parent(s) and appropriate University officials (e.g., the student's professors, Registrar's Office) about a mental or physical health or safety emergency. Note: University notifications will respect confidentiality, and will share limited information on a need-to-know basis only.

All requirements and conditions determined by the University or the SAS committee will be outlined in writing in a letter from the Vice-President of Student Development & Enrollment, delivered or mailed to the student.

## **Procedures**

### ***Medical Interim Suspension***

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

### ***Voluntary Medical Withdrawal***

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

Students interested in pursuing a voluntary medical withdrawal initiate the process through the Office of Student Life. An outside mental health or medical professional must provide an assessment of current functioning of the student and

provide written recommendations regarding a medical withdrawal. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

### ***Involuntary Medical Withdrawal***

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

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

In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the University may invoke its right to involuntarily withdraw a student. The University will recommend assessment and/or treatment conditions needed to return to NCU. The student must follow the clearance procedures listed below.

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

### ***Clearance Procedures***

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

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

campus housing status may be restricted if the student's behavior poses a health or safety threat to him/herself or others.

- If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

### **Additional Considerations**

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

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

#### ***Financial Hardship***

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

# STUDENT HANDBOOK 2011-2012

## RESIDENCE HALL POLICIES

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

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

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

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

### **RESIDENCY REQUIREMENT**

All students who have completed fewer than 89 credits and who are under 21 years of age shall live on campus.

Housing Exemption Waivers include:

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

**Important information:**

- Those who fall into the “housing exemption” category must complete a Housing Exemption Request form each academic year and designate which category qualifies them for a waiver. A medical, financial, or special circumstance exemption request must be approved by the Housing Exemption Committee before the student is considered exempt from the residency requirements. Please see Housing Exemption form for details and instructions required for each request.
- Off campus living arrangements for students requesting a housing exemption must fall within the guidelines of the University Policies as outlined in the Student Handbook.
- Housing agreement or Exemption Request forms are due by June 1. Priority deadlines may be announced during spring semester each year.
- Housing cancellations must be made by July 1.
- Housing agreements are for the entire academic year.
- Seniors who are not in good standing with the Office of Student Life may not be granted off-campus status and may be required to live on campus. The Assistant Dean of Students & Director of Residence Life or his/her designee makes these decisions.
- All current students who have no approved housing assignment either on or off campus will be assigned campus housing and will be billed for on-campus student housing on June 1 for the academic year beginning in August.

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

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

**BABYSITTING**

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

**BICYCLES**

Students must register their bicycles in the Office of Student Life in order to receive the combination for the Morse Event Center storage. Bicycles may not be stored in the residence halls or apartments for maintenance and safety reasons.

**CHECK-IN/CHECK-OUT**

Residents' rooms are expected to be left in the same condition in which they were found upon arrival. A cleaning charge of \$150 will be assessed to the occupants of any room left unclean or who have not removed personal property from the room. Additional charges will be made for damaged or missing items. Since all occupants of a room, regardless of who checks out first or last, are responsible for charges, it is important that check-out and clean-up procedures be discussed between roommates. Other details regarding the checkout process will be available from the residence hall staff at the end of the academic year unless alternate arrangements are specified. Failure to properly check out with a residence life staff person will result in a \$100 fee.

**COHABITATION**

Students may not cohabitate on-campus. Cohabitation is defined as spending the night together with romantically involved partners and/or members of the opposite sex. "Spending the night" is also a violation of visitation hours.

**COMMUNITY DISCIPLINE**

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

**COSMETIC CHANGES**

The residence halls are designed for the use of students over several years. Certain personal cosmetic changes by the students (contact paper, hooks, wallpaper, etc.) require unnecessary repairs by the University. Therefore, unauthorized alterations to the rooms may not be made. Residents will be charged for repairs and/or replacement, and disciplinary action may follow unauthorized alterations of rooms.

**DAMAGES**

Damages to a room or its contents should be reported immediately to an RA so the necessary repairs can be made. Failure to do so may result in damage charges. Normal wear of furnishings and equipment in a hall is expected. Excessive damage to furnishings and equipment, including telephones, will be charged to those found responsible. If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living group. No damage may be covered by programming and activities funds.

**ELECTRICAL APPLIANCES**

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

1. Residents may not have hot plates, portable electric heaters, air conditioners, toaster ovens, ultra-violet or sun lamps, toasters or electrical elements used for heating liquids. Toasters and toaster ovens are permitted in residence hall kitchens. (Exceptions are made for apartment residents.)
2. Coffee pots, hot pots and microwave ovens are permitted.
3. All cords and connections must be in good working condition. Students may only expand electrical outlets with power strips and surge protectors. Items such as extension cords and six-way wall plugs are not allowed and will be confiscated.
4. Stringing wire between buildings is prohibited, as is the installation of radio or television antennas on any building.
5. Repeated overloading of electrical circuits will require removal of equipment causing the overload. Ceiling fans cannot be installed and will be removed by facilities personnel and the cost of this service will be charged to the resident(s) involved.
6. Satellite dishes or other alterations are prohibited.
7. For fire prevention and safety reasons, halogen lamps are not permitted in any residential living area.

### **FIRE SAFETY**

Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Setting off fire alarms or using firefighting when there is no fire is not permitted and may result in disciplinary action, up to and including dismissal from the University.

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

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

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

Cooking and barbecuing are prohibited on decks. Due to fire regulations, fire doors are not to be propped open or blocked. Exits, hallways or stairwells may not be blocked.

*Christmas trees are permitted with a certification of fire retardant, but must be disposed of before leaving for Christmas break or January 1<sup>st</sup>.*

## FURNITURE

The University provides each resident with a bed frame, mattress, desk, desk chair and dresser. Each resident provides his or her own linens, blankets, bedspreads, pillows, study lamps, wastebasket, small items of furniture, small area rugs, etc. Students are responsible for proper use of furniture provided by the University. Mattresses must remain on the bed frame and may not be placed on the floor. Dressers may not be stacked or used as supports for other items. Any damage that results from improper use of furniture will be charged to the resident(s). Beds may not be placed on other furniture and may only be placed on one cinder block.

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

## GUESTS

Students may request permission to house overnight guests of the same gender at no charge, but all guests must be approved by the Area Residence Coordinator or the Assistant Dean of Students & Director of Residence Life. The approved visit is for no longer than three nights. Beyond 3 nights requires special permission by the Assistant Dean of Students & Director of Residence Life and may incur a daily charge. Overnight guests are defined as any person who is not a resident. Students are responsible for the behavior of their guests and must inform guests of University standards. Guests are not allowed to stay in the residence halls during vacation periods. Overnight guests of the opposite sex are not permitted in the halls. (See "Visitation Hours".)

## HOUSING AGREEMENTS

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

1. Withdrawal from the University, completion of degree or program, or leave of absence;
2. Written notification to the Residence Life Office prior to June 1, of the student's intent to not occupy a space in University housing, provided they qualify to live off campus;
3. Exceptional circumstances which must be presented to the Assistant Dean of Students & Director of Residence Life or his/her designee, who will make a determination regarding each situation. Residents are strongly advised not to sign outside contracts or leases unless a release has been granted.
4. Any housing cancellation after July 1 will result in the assessment of a \$500 cancellation fee. Once a student occupies a room, he/she will be required to pay

for on-campus housing for the entire academic year. Students who cancel their housing contract mid-year may be assessed a \$500 cancellation fee and may be charged for room and board for the spring semester.

#### **EXEMPTIONS FROM HOUSING AGREEMENT AND/OR MEAL PLAN**

1. Submit a Housing Exemption form by June 1<sup>st</sup>. Documentation may be required, see form for details.
2. The Assistant Dean of Students & Director of Residence Life chairs a review committee which meets monthly to review petitions.
3. The committee consists of the Assistant Dean of Students & Director of Residence Life, the Director of Financial Aid (or his/her designee), Student Billing Specialist, the Registrar, and the Director of Student Programs.
4. Committee decisions will be communicated through campus e-mail and/or campus mailboxes.
5. Students who wish to appeal the committee's decision must submit the appeal in writing to the Vice-President for Enrollment & Student Development within 7 school days of the committee's notification. The Vice-President's decision is final, no additional appeals will be heard.

#### **KEYS**

Residents are advised to keep their room doors locked and to carry their keys at all times. The University assumes no responsibility for articles stolen or lost. If a key is lost, a new key can be obtained from the Residence Life Office. A \$50.00 charge will be assessed to the student's account for a lost room or floor key (\$10.00 for a mailbox key). Possession of an unauthorized key will result in disciplinary action, up to and including dismissal from the University. If loss of a floor key constitutes a hall re-keying due to safety reasons, student may be responsible for the total cost of re-keying.

#### **KITCHENS**

Kitchens are provided in the residence hall for students to use in the preparation of snacks and coffee and for cooking or baking. As a courtesy to other residents, students are asked to clean up after themselves. Food improperly stored in containers will be removed. Stoves and ovens must not be left unattended while in use. Failure to keep the kitchen neat and orderly may result in disciplinary action.

#### **LAUNDRY AND LINEN**

University beds are twin extra-long size (36 x 80 inches) and twins. Laundry facilities are available in each living area and are free of charge. The University is not responsible for articles left in laundry rooms, and students are urged to pick up clothes as soon as they are dry. Items should not be hung on sprinkler heads, balconies, in windows, or on suspended lines between buildings or walls, since they can easily be damaged or stolen. Failure to keep the laundry facilities neat and orderly may result in the closure of campus laundry facilities.

**LOCKOUTS**

Students who are inadvertently locked out of their rooms may receive assistance from the residence hall staff. It is the responsibility of students to secure their room and be responsible for their keys. One “free” lockout will be permitted per semester. Additional requests for help to re-enter a room may result in a fee (\$5 charge).

**LOUNGE FURNITURE AND DECORATIONS**

The furniture and decorations in the lounge and public areas of each residence hall, including recreation equipment and pool furniture, is for the use of all residents and is not to be removed. The furniture must not be taken out of the building for any use, including sunbathing, as exposure to the weather will damage it. If such furniture and decorations are found in a student’s room, the student may be subject to sanctions because removal of the items from public areas is considered theft.

**PAINTING**

Rooms are to be painted by designated University staff only. Residents will be charged for repairs and/or replacement, and disciplinary action may occur for unauthorized painting of rooms.

**PETS**

Animals or pets of any kind cannot be permitted in the residence halls due to sanitation and health regulations. However, fish in aquariums of 30 gallons or less are allowed. The fish need to be removed from the residence halls during Christmas and Spring breaks. Apartment residents are responsible for their pets during breaks. Service animals are an exception to this policy. Full-time service animals in residential areas need to notify the Assistant Dean of Students & Director of Residence Life.

**PRANKS**

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

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

**QUIET HOURS**

Quiet hours are enforced from 10:00 p.m. to 10:00 a.m. Sunday through Saturday. Quiet hours are extended during final examination periods. Quiet hours may be increased in a particular hall or floor if the community agrees on the change. Excessive noise (i.e. loud stereos) is prohibited at all times.

**RECYCLING AND CONSERVATION**

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

**REFRIGERATORS AND FREEZERS**

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

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

**RESIDENCE MEETINGS**

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

**ROOM ASSIGNMENTS**

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

**ROOM CHANGES**

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

### **ROOM CONDITION AND CARE**

All students moving into a residence hall will be given a Housing Condition Form, which is completed by the hall staff. The Housing Condition Form describes the condition of the room and its contents. The sheet will be used in determining normal wear and tear and damage responsibility. At the end of the academic year or when a student moves out of a room, the housing staff inspects the room. Students will be held responsible for the condition of their rooms. Damage to or theft of furnishings will be charged to the residents of that room. Each resident is responsible for the care of his or her room and is expected to keep it in order. A vacuum cleaner is available in each residence hall and is to be returned to Residence Life staff after use. Trash and recycling items must be disposed of in the dumpsters outside of each hall.

### **ROOM DISPLAYS**

You are free to display posters and other appropriate items in your room. Possessions or displays, which are inconsistent with the NCU Vision, Mission, and Values Statement (i.e. Alcohol advertising, pornography etc.), and/or which violate accepted campus standards should not be displayed on the outside of room doors or in general view of the public. This includes your room windows. For example, posters of nude men or women and harassing or intimidating visual materials are considered inappropriate. Some room displays in public view may constitute a violation of University policies regarding racial and sexual harassment. Check with your RA if you have questions about what may or may not be appropriate.

Empty alcoholic beverage bottles, shot glasses, or cans are prohibited as displays or mementos.

### **ROOM USE POLICY**

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

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

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

**SAFETY AND SECURITY**

While the residence hall staff makes regular rounds through the residence halls, the ultimate responsibility for the security of a student's room lies with the student, and the security of the hall rests upon the community. When leaving the room at any time, students are urged to KEEP THEIR ROOM DOORS LOCKED and FLOOR DOORS MUST REMAINED CLOSED AND LOCKED AT ALL TIMES. Students are also encouraged to report any strangers in the building to the residence hall staff or to Campus Security immediately. If a student does not have property insurance for personal belongings, it is recommended that coverage be purchased. The University is not involved in students' transactions with insurance companies. Students are encouraged to permanently mark their personal property with appropriate marking devices. Items of clothing, backpacks, books and other personal property should be marked with a permanent ink marker. Items such as stereos, cameras, etc. may be marked with the owner's driver license number or other information. The University does not assume responsibility for damage to or loss of personal belongings, including as a result of theft or burglary. Students are encouraged to obtain their own insurance coverage if their parents' or guardians' homeowners' policy does not cover the student's personal belongings on campus.

**SCREENS**

Window screens may not be slid open in their tracks or removed from the windows for any purpose. Residents will be charged for repairs and/or replacement, and disciplinary action may result from unauthorized removal of screens.

**SECURITY SYSTEM**

Burke-Griffith is equipped with an electric, card-access security system. A magnetic strip on the NCU ID allows only students who live in Burke-Griffith to open the outside doors to the residence hall when the system is in lock-down mode. All problems with the security system and inoperable ID cards should be reported to the Office of Student Life immediately. Anyone found tampering with or compromising the security system, including propping or forcing the doors open, will face disciplinary action. New ID cards are available from the Office of Student Life at a charge of \$15.00 per loss.

**SEXUAL PROMISCUITY**

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

**SMOKE DETECTORS**

Smoke detectors are present in individual rooms and in common areas of residence halls. Smoke detectors are potential life saving devices. To insure that the smoke detectors are used appropriately and serve their designed function, students may not dismantle or otherwise alter them. Students found responsible for misusing smoke

detectors (tampering with, pulling from the ceiling, taking batteries out of, etc.) will be charged for repair and/or replacement, and disciplinary. Residence Life staff should be notified immediately when a smoke detector, needs a new battery.

### **SPORTS**

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

### **STORAGE**

NCU does not provide storage units to residents. Limited storage may be available over the summer. Contact the Director of Residence Life for further information.

### **UNIVERSITY BREAKS**

Room and Board rates are based upon a full academic year including Thanksgiving and Spring Breaks, however no meals are provided during break periods. During Winter Break, the residence halls are closed and residents must vacate. It is the responsibility of the resident to arrange alternative housing when the residence halls are closed.

### **VISITATION HOURS**

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

### **WATER FIGHTS**

Due to the high probability of damage and injury, water fights are not permitted in the residence halls. Students who participate in water fights will be subject to disciplinary action.

## **STUDENT HANDBOOK 2011-2012**

### **JUDICIAL AFFAIRS**

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

*The Student Judicial System operates under the following principles:*

- To promote responsible freedom;
- To regard each student as an individual deserving personal attention, consideration and respect;
- To consider the facts fully and carefully before reaching a decision;
- To provide an atmosphere where candid and honest communication can take place;
- To hold each student to a high standard of responsibility, both to protect the campus community and the individual ;
- To recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion and understanding; and
- To use an educational approach which assists students in understanding that inappropriate behavior is unacceptable in the University community.

#### **POLICY ACCOUNTABILITY PROCESS**

##### **Step 1 – Documentation**

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

##### **Step 2 – Conduct Meeting/Administrative Hearing**

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

**Step 3 – Administrative Hearing Decision**

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

**Step 4 –Sanctions**

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

**Step 5 – Appeals**

Students may appeal a judicial decision and sanction within five (5) working days of the date of the decision and sanction letter. The designated Judicial Officer hearing the appeal will contact the student within one week concerning the status of the appeal. Appeals must meet specific criteria. Please read the “Appeals” section for further information.

**Reports, Charges and Hearings**

Any member of the University community may report student misconduct. Any reports shall be prepared in writing and be directed to the Vice President for Enrollment & Student Development or his/her designee. Any reports should be submitted as soon as possible after the event takes place, preferably within five days of the event.

The Vice President for Enrollment & Student Development or his/her designee may conduct an investigation to determine if the allegations have merit and/or if they can be disposed of by an administrative decision of the parties involved.

- If the allegations have merit, an administrative hearing/conduct meeting will be scheduled. The student will be given an opportunity to respond to the charges through a conduct meeting/administrative hearing.
- If the student does not respond to the charges, an administrative decision will be made without the student's input. Based on all available information, the Vice President for Enrollment & Student Development or his/her designee will make an administrative decision and determine appropriate sanctions.
- Those identified as being involved or having information relevant to an incident will be requested to make an appointment with the Vice President for Enrollment & Student Development or his/her designee as deemed necessary.

- If the matter is resolved by administrative decision, such resolution shall be final and there shall be no subsequent proceedings.

In addition, if the charges are disputed and meet the criteria of an appeal, the student may appeal the administrative decision to the University Appeals Board. A student may do so, provided that the Vice President for Enrollment & Student Development is informed of the student's decision to have the University Appeals Board hear the case within five class days following the decision of the Vice President for Enrollment & Student Development or his/her designee. This request must be in writing. Following receipt of the request, the Vice President for Enrollment & Student Development or his/her designee shall schedule a meeting with the University Appeals Board as soon as possible, preferably within ten class days.

## **SANCTIONS**

Because policy violations may present a serious threat to health and safety and can disrupt the educational living environment usually one or more educational sanctions and a monetary sanction will result.

### **1. Educational Sanctions**

Educational sanctions are utilized as a means of holding students accountable for their actions. Students may be given "community restitution" projects designed to give them a better understanding of how their behavior impacts the community as well as teach them the value of giving something back to the community. The goals of educational sanctioning are to create positive learning experiences in which the student can obtain the skills to become responsible and accountable for his/her actions and behavior.

### **2. Monetary Sanctions**

- Students found to have violated a policy may be fined \$25 for the first offense and \$50 for the second offense
- Violations of the Alcohol and Drug policy and any other illegal activity are usually sanctioned at \$50 for a first offense and \$100 for a second offense
- Destructive and violent behaviors are usually sanctioned at a first time offense of \$25 plus the amount of restitution needed to repair damage.
- Violations of other University policies may also involve monetary sanctions.
- Repeated violations and multiple policy violations occurring at the same time will usually involve a larger range of sanctions including higher fines for each offense and each policy violation.

### **3. Residence Hall Probation**

When the behavior of a student is a serious detriment to the residence hall community, and when other sanctions have been exhausted, he/she may be placed on Residence Hall probation. Probation may be permanent or for a designated semester. Probation is the level of sanction that would precede

removal from the residence halls. It may include limiting access to certain residential areas.

#### **4. University Probation**

When the behavior of a student is a serious detriment to the University community, he/she may be placed on University Probation. Probation may be permanent or for a designated semester. Probation is the level of sanction that would precede suspension from the University.

#### **5. Residence Hall Suspension**

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

The student is responsible for complying with the sanctions imposed by the Assistant Dean of Students & Director of Residence Life. All sanctions shall commence immediately following the decision. The sanctions will not be deferred through the appeals process. Failure to comply with sanctions will result in further disciplinary action as deemed appropriate by the Assistant Dean of Students & Director of Residence Life, without the benefit of an additional hearing by the University Appeals Hearing Board.

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

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

##### **1. Suspension**

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

##### **3. Expulsion**

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

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

### **APPEAL PROCESS**

Students wishing to appeal an administrative decision must notify the Vice President for Enrollment & Student Development in writing within five (5) working days of the sanction letter. The request for an appeal must include a statement regarding the reason for the appeal and all the relevant issues/evidence to be considered.

The Vice President for Enrollment & Student Development (or designee) hearing the appeal will contact the student within one week concerning the status of the appeal. The appeal hearing may be granted if it is decided that one of the following criteria was not met during the judicial process:

- Standard procedures were not followed.
- Evidence was not heard which would have influenced the outcome of the case.
- Sanctions were too severe.

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

1. Vice President for Enrollment & Student Development or his/her designee
2. University Appeals Hearing Board (September – April only)
3. NCU President

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

### **University Appeals Hearing Board**

The University Appeals Hearing Board is a Judicial Board authorized to consider an appeal by a student based on the Vice President for Enrollment & Student Development's determination that a student has violated the Standards of Conduct or University policy. The Appeals Board can make decisions relative only to procedural questions and review information only as it bears on such questions unless specifically instructed to do otherwise by the President of the University. The Appeals Board shall consist of five out of seven members of the University Appeals Hearing Board:

- Two (2) students, the ASNCU President and an ASNCU appointee,
- Two (2) faculty members, who shall be appointed at the beginning of each academic year,
- Three (3) administrators, who shall be appointed at the beginning of each academic year by the President,
- One (1) Advisor, Assistant Dean of Students or his/her designee, who does not take an active part in the proceedings but is responsible for selection and

training of the board members and assures that due process and fairness are maintained during hearings.

### **Ombudsperson**

Sometimes situations or circumstances may arise that are complex and confusing. At other times a student may simply want the help and support of an advocate. Two ombudspersons are available to offer guidance to NCU students to respond to questions about NCU's policies and procedures. NCU's ombudspersons are available to students who have questions about NCU policies and procedures.

The Ombudsperson is available as an advisor to any accused student participating in any administrative or judicial hearing. The Ombudsperson may accompany any student who appears before a Judicial Body and may advise the student. However, he or she may not take a direct part in the proceedings. A student may choose not to utilize the services of the Ombudsperson in favor of appointing his or her own advisor. However, an advisor selected by the student must be another member of the University community.

### **Administrative Rules for the University Appeals Hearing Board**

The Faculty Chair shall preside.

The Appeals Board has power limited to:

- Hearing appeals from decisions in an Administrative Hearing;
- Making decisions relative only to procedural questions and reviewing new information only as it bears on such questions unless specifically instructed to do otherwise by the President of the University;
- Referring the case back to the Administrative Hearing or sustaining the action;
- Convening only when appeals are placed before it and meeting within two weeks of a written request submitted to the Vice President for Enrollment & Student Development.

The Appeals Hearing Board will issue its decision in writing to the parties involved within a reasonable time (usually within 10 days) of the conclusion of the appeal process. The decision of the University Appeals Hearing Board is final and no further appeal is possible.

The President is the University officer directly responsible to the Board of Trustees for enforcement of all policies. The President is authorized to take any action deemed necessary with respect to any student disciplinary matter. All suspensions (other than residence hall suspensions), dismissals, and expulsions must be approved by the President of the University.

### **Violation of Law and University Discipline**

If a student is charged with an off-campus violation of federal, state, or local laws, but not with any violation of University policy, disciplinary action may be taken and

sanctions imposed for grave misconduct that demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

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

### **Community Accountability**

Any member of the University community may report student misconduct.

Any reports shall be prepared in writing and shall be directed to the Vice President for Enrollment & Student Development or his/her designee. Any reports should be submitted as soon as possible after the event takes place, preferably **within five days of the event**.

### **Interim Suspension**

In certain circumstances, the Vice President for Enrollment & Student Development or his/her designee may impose a residence hall or University suspension prior to a judicial hearing.

Interim suspension may be imposed:

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

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

## RECORDS

Files and documents pertaining to conduct meetings/administrative hearings are considered part of the educational record of the accused student. Records are confidential and are protected by FERPA and the University's policy regarding educational records. If the policy violation is a violent crime, documents pertaining to the incident are part of the educational record of the accused and the victim. Victims are notified of sanctions and hearing outcomes of accused students of "crimes of violence" as defined by the 18 USC 16 (*arson, assault offenses, burglary, robbery, kidnapping/abduction, forcible and nonforcible sexual offenses, criminal homicide by negligence or manslaughter, destruction, damage, and vandalism of property*).

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

## INTERPRETATION AND REVISION

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

## NONDISCRIMINATION POLICY

*Complaint of Discrimination:* Any allegation of different treatment, whether intended or unintended, based on the student's disability, race, ethnicity, sexual orientation, age, or gender will immediately be investigated by the University.

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

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

*Non-retaliation:* An individual filing a complaint of discrimination in good faith shall not be subjected to any form of retaliation by the University. An individual may file a complaint alleging retaliation.

Students wishing to file an informal or formal complaint should:

1. Notify the Vice President for Enrollment & Student Development, the Assistant Dean of Students & Director of Residence Life, or the Vice President for Academic Affairs. The Vice President for Enrollment & Student Development, the Assistant Dean of Students & Director of Residence Life, or the Vice President for Academic Affairs (or his/her designee) will assist University personnel and

students to informally resolve disagreements regarding the situation (disability accommodations, sexual harassment, etc.).

2. If the matter cannot be resolved informally, or if the student is not satisfied with the resolution, the student may file a *Complaint of Discrimination*. The complaint must be in writing and should include the complaint, and the means by which the student may be contacted. The student's complaint will be responded to in writing by the Vice President for Enrollment & Student Development or his/her designee.
3. If the student disagrees with or is not satisfied with the Vice President for Enrollment & Student Development or his/her designee's intervention, the student may appeal to the University Appeals Board. Such an appeal must be made within 30 days of the Vice President for Enrollment & Student Development written communication regarding the formal grievance. The board will respond to the student in writing within ten work days of hearing the student's grievance.

Appeals will be considered when they present one of the following:

1. Procedures outlined in the student handbook were not followed.
2. New evidence that was unavailable at the time of the hearing needs to be heard which would have influenced the outcome of the case.
3. Sanctions were too severe.

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

## 2010 CAMPUS FIRE SAFETY ANNUAL REPORT

### OVERVIEW

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

### GENERAL STATEMENT OF NCU STUDENT HOUSING FIRE SAFETY

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

Residence Life staff receive fire safety training at the beginning of each year and assist with all fire alarms within the Residence Hall/Apartments. Every residence hall has emergency evacuation maps installed in the rooms and other common areas. Fire drills are conducted each semester in coordination with the Residence Life staff and campus security.

### SPECIFIC FIRE PREVENTION RELATED POLICIES

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

Specific fire related policies are as follows:

### ELECTRICAL APPLIANCES

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

1. Residents may not have hot plates, portable electric heaters, air conditioners, toaster ovens, ultra-violet or sun lamps, toasters or electrical elements used for heating liquids. Toasters and toaster ovens are permitted in residence hall kitchens. (Exceptions are made for apartment residents.)
2. Coffee pots, hot pots and microwave ovens are permitted.
3. All cords and connections must be in good working condition. Students may only expand electrical outlets with power strips and surge protectors. Items such as extension cords and six-way wall plugs are not allowed and will be confiscated.
4. Stringing wire between buildings is prohibited, as is the installation of radio or television antennas on any building.

5. Repeated overloading of electrical circuits will require removal of equipment causing the overload. Ceiling fans cannot be installed and will be removed by facilities personnel and the cost of this service will be charged to the resident(s) involved.
6. Satellite dishes or other alterations are prohibited.
7. For fire prevention and safety reasons, halogen lamps are not permitted in any residential living area.

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

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

### **FIRE SAFETY**

Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Setting off fire alarms or using firefighting when there is no fire is not permitted and may result in disciplinary action, up to and including dismissal from the University.

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

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

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

Cooking and barbequing are prohibited on decks. Due to fire regulations, fire doors are not to be propped open or blocked. Exits, hallways or stairwells may not be blocked.

*Christmas trees are permitted with a certification of fire retardant, but must be disposed of before leaving for Christmas break or January 1<sup>st</sup>.*

### **SMOKE DETECTORS**

Smoke detectors are present in individual rooms and in common areas of residence halls. Smoke detectors are potential life saving devices. To insure that the smoke detectors are used appropriately and serve their designed function, students may not dismantle or otherwise alter them. Students found responsible for misusing smoke detectors (tampering with, pulling from the ceiling, taking batteries out of, etc.) will be

charged for repair and/or replacement, and disciplinary. Residence Life staff should be notified immediately when a smoke detector, needs a new battery.

## **WEAPONS**

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the NCU community. Therefore, the possession or use of weapons IS PROHIBITED on all University property, including parking lots. For the purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, serious physical injury, or explosions. This includes but is not limited to firearms, ammunition, explosive devices (both incendiary and chemical), knives, straight razors, paint/pellet guns, martial arts weapons, swords, or toys that replicate or could be mistaken for real guns. All items will be confiscated and/or destroyed.

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

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

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

Action steps:

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

- h. You may return to a building when you are told it is safe by a university official.

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

### ***FIRES***

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

**EMERGENCY CLASSIFICATION:** Variable

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

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

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

#### **INITIAL RESPONSE:**

1. For the person discovering the fire:
  - a. Extinguish only if you can do so safely and quickly
    - A. In case of emergency, dial 9-1-1
    - B. Call Campus Security – (541) 517-5197
  - b. If the fire cannot be extinguished:
    - A. Confine the fire by closing the doors
    - B. Pull the nearest fire alarm
    - C. Dial 9-1-1
    - D. Alert others
    - E. Meet the fire department when they arrive
2. For occupants of the building:
  - a. Close the doors to your immediate area
  - b. Evacuate the building via the nearest exit. Assist others as necessary
  - c. Do not use elevators
  - d. Avoid smoke filled areas
3. For persons evacuating from the immediate fire area:
  - a. Feel door from top to bottom. If it is hot, do not proceed; go back.
  - b. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it
  - c. If no smoke is present, exit the building via the nearest stairwell or exit
  - d. If you encounter heavy smoke in a stairwell, go back and try another stairwell

4. For University personnel
  - a. Security and acting Director of Security notified
  - b. Secure the scene
  - c. President and Cabinet notified
  - d. VPSDE notified
  - e. Director of Physical Plant notified
  - f. Provide for medical care if needed
  - g. Plans for relocation of building occupants

### STATISTICAL REPORT

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

NORTHWEST CHRISTIAN UNIVERSITY									
BUILDING	ACADEMIC BUILDINGS			RESIDENTIAL BUILDINGS			OTHER BUILDINGS		
YEAR	2008	2009	2010	2008	2009	2010	2008	2009	2010
<b>TOTAL ALARMS/YEAR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
FIRES	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
TOTAL FIRES	0	0	0	0	0	0	0	0	0
FALSE ALARMS	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
TOTAL FALSE ALARMS	0	0	0	1	1	0	0	1	0

2008 RESIDENTIAL FALSE ALARM WAS CAUSED BY HALL DÉCOR CAUGHT ON & PULLED DOWN FIRE ALARM

2009 RESIDENTIAL FALSE ALARM WAS CAUSED BY COOKING

2009 OTHER BUILDINGS FALSE ALARM WAS CAUSED BY CONSTRUCTION WORK IN & BEHIND BUILDING