



THE SQUIRE

STUDENT HANDBOOK





THE SQUIRE STUDENT HANDBOOK

Failure to read this handbook does not excuse a student from the requirements, regulations, and consequences described herein.

This handbook supersedes all previous handbooks. The Squire is written and issued by the Warner Pacific University Student Life department. It is the University's official notification of its standards of conduct, policies, and procedures for all traditional and Professional and Graduate Studies students. In areas where the Squire conflicts with the PGS Bulletin, PGS students should follow the PGS Bulletin. Warner Pacific University reserves the right to change any of these standards of conduct, policies, or procedures. The Squire is neither a contract nor a commitment of a particular result in a particular circumstance. The University reserves the discretion to consider each situation on a case-by-case basis.

This edition of The Squire was updated January 2021. The most recent version may be found at <https://www.warnerpacific.edu/student-dashboard/>

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ABOUT WARNER PACIFIC UNIVERSITY

MISSION

Warner Pacific is a Christ-centered, urban, liberal arts college dedicated to providing students from diverse backgrounds an education that prepares them to engage actively in a constantly changing world.

VISION

Mission-driven leaders who change the world.

VALUES

Warner Pacific University, as a Christ-centered higher education institution, values:

- We learn in an inclusive community
- We innovate toward experiential learning and academic relevance
- We engage our spiritual journey with Christ at the center
- We serve and care for our city and world
- We cultivate curiosity, creativity, and purpose

CORE THEMES

- Cultivating a Christ-centered learning community
- Collaborating with and for our urban environment
- Fostering a liberal arts education
- Investing in the formation and success of students from diverse backgrounds

TAGLINE AND MOTTO

Flourish

“Where faith and scholarship lead to service.”

EMBRACING PARADOX

We encourage interdisciplinary learning and invite honest questioning through a foundation of faith. As a result, faculty members have created a core curriculum rooted in the notion of paradox that challenges students to engage with life’s most difficult questions.

The Warner Pacific University experience additionally offers:

- Small classes: Our 12-to-1 student-to-faculty ratio translates into the individualized attention and intellectual interaction that meaningful scholarship requires. Close academic relationships between faculty and students often result in customized internships and independent study courses, both of which are enhanced by the resources of the greater Portland area, where a multitude of cultural and employment opportunities await.

- Options: Undergraduates can choose from 25 majors and 29 minors, and students pursuing a graduate education can enroll in our innovative 4.5 Masters of Arts in Teaching program where you can earn your undergraduate and graduate degree in less time combined. The Professional and Graduate Studies Division offers four graduate degrees, in the classroom or online.
- Ongoing education: For nearly 30 years, our distinctive Professional Graduate Studies (PGS) program has offered adult learners a convenient and pragmatic degree completion program that is built around their individual needs.

UNIVERSITY ADMINISTRATION AND STUDENT LIFE

ADMINISTRATION

Dr. Brian Johnson – President

Dr. Luke Goble – Interim Vice President for Academic Affairs/Dean of Faculty

Dr. Jonathan Sampson – Vice President for Student Life/Dean of Students

Dr. Molly Smith – Vice President for Enrollment and Marketing

Douglas Wade – Vice President for Finance

Vacant – Vice President for Institutional Advancement and External Relations

STUDENT LIFE

Campus Life

Kyra Pappas - Director of Multicultural Programs and Student Leadership

Vacant – Experiential Learning Coordinator

Vanessa Guerrero - Residence Life Coordinator

Jessica Richards – Executive Assistant to the Vice President for Student Life and Housing Coordinator

Raquel Polanco - Student Activities Coordinator

Student Success Center

Felita Y. Singleton - Associate Dean of Students

Gene Hall – Director of the Counseling Center

Kimberly Love – Retention and Student Success Manager

Jann McCaul – Disabilities Resource Coordinator

Campus Ministries

Michelle Lang - Campus Pastor

Athletics Administration

Michael Wilson – Director of Athletics

Matt Gregg – Assistant Athletic Director

Randy Dalzell – Assistant Athletic Director for Compliance

Connie Wang – Head Athletic Trainer

Abigail Wilson – Sports Information Director

ACADEMIC AFFAIRS

The goals of academic life at Warner Pacific University are to foster individual growth and development in all aspects of students' lives, to prepare students for the challenges of life within and beyond college, and to encourage the building of a learning community.

The primary focus for students is to become active participants in the learning process. This requires students to be faithful in class attendance, to come prepared, to turn work in on time, and most importantly, to ask meaningful questions of themselves, their classmates, and their faculty. Students are responsible FOR what they are learning and TO those with whom they are learning.

Course selection should be made in consultation with your academic advisor. The University catalog is the main resource to use in planning your progress toward graduation as it outlines degree requirements and University policies. It is important for a student to track progress toward graduation each semester and to make sure all appropriate paperwork is filed with the Records Office in a timely manner. Many departments and programs have handy checklists that make tracking easy.

The University Catalog is available on the University website – www.warnerpacific.edu/academics/registrar. Printed copies may be viewed at the Office of the Registrar. Students are responsible for meeting requirements in the catalog in effect the year they entered the University. The primary responsibility for meeting academic requirements for graduation lies with the student.

ACADEMIC INTEGRITY

If students and faculty are to build a learning community, it is essential that students present their own work in their classes. The following situations constitute a breach in academic integrity and are strictly prohibited:

Giving unauthorized information to another student or receiving unauthorized information from another student or source during any type of examination or test.

1. Obtaining or providing without authorization, questions or answers relating to any examination or test prior to the time of the examination or test.
2. Asking or arranging for another person to take an examination or test in one's place; asking or arranging for another person to sign an attendance sheet in one's absence.
3. Plagiarism, defined as taking ideas, words, or substantive paraphrasing of another and offering them as one's own, without acknowledging the source.

Examples include, but are not limited to, the following:

Submission of a written work (either in part or in whole) completed by another; failure to give credit in footnote for ideas, statements, facts, or conclusions that rightfully belong to another; failure to use quotation marks when quoting directly from another; close and lengthy paraphrasing of another's writing.

Violation of these standards will be reported to the Dean of the Faculty. In addition, possible actions that may be taken by a faculty member who suspects a student of academic dishonesty (after counseling with the student in order to determine the student's awareness of the problem) are listed below:

An oral reprimand; counseling with the student with the aim of making the student aware of the gravity of the offense and preventing future occurrences.

1. A requirement that the work be repeated or a substitute examination is taken.
2. Assignment of a failing grade or a reduction of the grade earned on the specific work in question.
3. A reduction of the course grade.
4. Recommendation that the student be suspended or expelled from the University.

If a satisfactory resolution is not reached after these actions have been taken, either faculty or student may refer the matter to the Academic Policies Committee for resolution, which will address the issue using the regularly established procedures for academic appeals. The Registrar's Office (Betty Astin, 503-517-1013, bastin@warnerpacific.edu) is the contact point for such appeals to the committee.

If either faculty or student is not satisfied with the action of the Academic Policies Committee, in conformity with the standard procedure, an appeal may be made to the Dean of the Faculty.

Though these policies and procedures are necessary in order to know the boundaries of our academic freedom, they are not the essence of the relationship between faculty and staff. The faculty is committed to a collaborative learning experience that places them in relationships enhancing the student's intellectual, spiritual, and emotional growth. Students benefit immensely by accepting this invitation to academic fellowship.

CIVIL BEHAVIOR AND CONSIDERATION OF OTHERS IN THE CLASSROOM

Most college courses include a considerable expectation of participation and active learning during the class period. Interruption caused by one student to the orderly flow of the class session may not only inhibit their learning process, but also disrupt and distract others engaged in the class. Therefore, the following guidelines have been established for use during class sessions:

- All cell phones should be turned completely off during class time. Students may not text message, receive, or make calls during class.
- At the discretion of the faculty, the use of laptop computers during class is permitted for the purpose of enhancing the educational objectives of the course. Use of laptops to check one's email, access the Internet, play games, work on projects not related to the course, or other uses not related to the course objectives is NOT permitted during class. Violation of this guideline may result in the loss of all computer use privileges during the class.
- Individual use of personal listening or viewing devices such as iPods is not permitted during class.

ACADEMIC APPEALS AND PETITIONS

Occasionally it may be necessary to institute a petition for a waiver of established policies and procedures, or an appeal for a redress of grievances. Written appeals of policy are processed through the Records Office. Academic appeals fall into two general categories: 1) petitions regarding application of specific policies, or 2) appeals of grades or other academic matters.

PETITIONS REGARDING APPLICATION OF ACADEMIC POLICY

Petitions relating to academic concerns must be in writing. All petitions must include the signature of the student's advisor. This signature does not necessarily mean that the advisor agrees with or supports the petition, but that the advisor is aware of the petitioner's request. Petitions are submitted to the Registrar's Office. Typical petitions include waiver of requirements, acceptance of transfer credits, etc.

APPEALS REGARDING GRADES OR OTHER ACADEMIC MATTERS

Resolution of appeals is handled at the lowest possible level. The student must discuss the situation with the professor involved. If discussion with the professor does not resolve the issue and the student decides to appeal further, the following procedure must be followed:

1. A written statement describing the situation should be submitted to the appropriate Division Chair within two weeks following the end of class.
2. The Division Chair will meet with both the student and the professor to resolve the issue. If the issue cannot be resolved at this level and the student or the professor wish to appeal further, step 3 is followed.
3. The student or the professor files an appeal with the VP for Academic Affairs/Dean of Faculty. The Dean of Faculty will request pertinent information from all parties involved and make a recommendation for resolution. If the issue remains unresolved, the student or the professor may appeal to the Academic Policies Committee (step 4).
4. A petition in writing is submitted by the student or professor to the Academic Policies Committee. The petition will describe the issue involved and the steps taken toward resolution. The Committee will request appropriate documents from the parties involved in steps 1-3. The Committee will hold a hearing on the petition. Parties to the dispute will be granted an opportunity to present their cases and may be subject to questioning. After receiving such evidence, the Committee will render a decision. The decision of the Committee is final. No further avenue of appeal is available. The decision of the Committee will be in writing and will remain on file in the office of the Dean of Faculty and in the student's academic file.

See the catalog for questions related to the academic policies, programs, and resources of the University.
(www.warnerpacific.edu/academics/registrar/)

MYWP STUDENT PORTAL

MyWP is an access point to a variety of information across campus. Students can view Financial Aid awards, class schedules, grades earned, course history, email, Microsoft exchange calendar, campus events, and create to-do lists. Students also utilize MyWP to submit Educational Plans to academic advisors and to register for classes.

WITHDRAWALS

All students withdrawing from school must visit the Retention Manager located in Enrollment in Egtvedt Hall in order to obtain the required exit forms.

TRADITIONAL PROGRAM ACADEMIC CALENDAR

For up-to-date Academic Calendars, visit <https://www.warnerpacific.edu/student-dashboard/> and click on the current year's calendar under the "Academics" section.

STUDENT LIFE

CAMPUS LIFE STANDARDS

Warner Pacific is a University sponsored by the Church of God (Anderson, Ind.). Its mission, programs, and campus life are all informed by our four core themes: Christ-centered, diverse, urban, and liberal arts.

Campus standards have grown out of the following qualities of campus life valued at Warner Pacific University:

- Love of God, self, and neighbor
- Respect for others
- Honesty and integrity
- Reconciliation
- Freedom within restraint
- Health and wellness
- Spiritual growth and maturity
- The joy and abundance of life

Students coming to this University agree to conduct themselves as responsible individuals and actively contribute to the quality of social, spiritual, and intellectual life. Violation of University policies, including the Community Agreement, subjects students to disciplinary action that could include warning, probation, or dismissal from the University.

One of the primary functions of this handbook is to provide notice to each student of the expectations for being a member of our community. These standards are a key part of community life at Warner Pacific University.

COMMUNITY AGREEMENT

Abiding by the Community Agreement is a condition of your continued enrollment at Warner Pacific University.

Warner Pacific University exists to develop persons as change agents characterized by integrity, deliberate personal, intellectual, social and spiritual transformation, the practice of mutual responsibility and a pursuit of personal excellence.

WPU's mission includes providing students from diverse backgrounds with an education in a nondiscriminatory environment that prepares them to engage actively in a constantly changing world. As students complete their coursework and develop their academic skills required to earn a degree, they are expected to exhibit academic integrity and moral responsibility. As an expression of the University's urban mission and identity, students are expected to live out Christ's command to love and respect their neighbors both on and off campus. Civility, respect, and love are to be demonstrated in personal interactions, campus and community life, and in service to others.

As a Christ-centered University, Warner Pacific's values are informed by the teaching of Jesus and the Holy Scriptures to support the emotional, social, intellectual, as well as spiritual development of each student. We strive to foster spiritual awareness and growth through a variety of means, including, but not limited to the classroom, chapel services, service involvement, informal conversations, and intentional small group meetings. The policies enumerated below, and their implementation, recognize that students are in a developmental process that at times requires redemption as well as accountability in order to achieve a healthy, respectful, and productive community.

While WPU is a distinctively Christ-centered liberal arts University, students do not have to be Christians to be admitted. However, every student is encouraged to be open to learning about the Christian faith and students are expected to uphold the school's policies. These include, but are not limited to the following:

1. Students of WPU are expected to uphold the highest standards of academic integrity. This includes not lying, cheating, plagiarizing, or stealing in academic endeavors, nor accepting the actions of those who do. Students will conduct themselves responsibly and honorably in all academic activities at Warner Pacific University. A complete copy of the academic integrity policy is available in the "Academic Affairs" section above.
2. Students of WPU also are expected to uphold the highest standards of personal integrity and to treat others with dignity and respect. To that end, WPU expects all members of the Warner Pacific community not to discriminate or harass others on the basis of age, sex, sexual orientation, gender identity, disability, race, color, national or ethnic origin, or any other status protected by applicable nondiscrimination law.
3. Completion of faith and service requirements is mandatory for all full-time traditional undergraduate students. Students may choose various options to meet these requirements.
4. Students enrolled at WPU are expected to refrain from overnight visits with dating partners. Any intimate or sexual activities outside of marriage (e.g. "hooking up") or other sexual misconduct are unacceptable behaviors for students enrolled at WPU. Sexual misconduct is detrimental to both relationships and to individual self-esteem; it also violates the caring nature of our community.
5. Students possessing, distributing, and/or under the influence of alcohol, narcotics, marijuana, or other intoxicants on University premises or at University-related activities will be subject to judicial action. Smoking, vaping, or chewing tobacco is not permissible on the WPU campus at any time.
6. Students are expected to use wisdom and discretion in the use of media/technology, including movies, video games, Facebook, and other social networking portals. Images and information posted on social networking sites are accessible to University personnel and may be considered in student conduct processes. Viewing, creating, and/or sharing pornography or other inappropriate images is prohibited.

As a student at WPU, you are expected to abide by the policies of the University including those contained in the current undergraduate Student Handbook: *The Squire*, the University Catalog, and departmental brochures. If there is a dispute between you and the University, the handbook outlines the procedure for making an appeal. It is your responsibility to be aware of the policies outlined in the Student Handbook and Catalog. **The University also reserves the right to confront behavior that is detrimental to the student, the community, the University, and/or others, regardless of location or age of the student.**

ALCOHOL AND MARIJUANA POLICY

Use and/or possession of alcohol and marijuana is prohibited for all students on campus. Responsible possession and use of alcohol is permitted off campus for students 21 years of age or older.

Hosting Gatherings Involving Alcohol or Marijuana

Persons hosting social gatherings on or off campus are responsible for the actions of their guests including underage alcohol and/or marijuana consumption, and the level of consumption of their guests. All students living at the location of the party may be held responsible regardless of who provides the substances.

WEAPONS POLICY

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Warner Pacific University community. Therefore, the possession of weapons is prohibited on the University campus. For the purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for causing death, incapacitation, or serious physical injury.

Anyone who observes someone on the Warner Pacific University campus violating this policy should immediately report the incident to the Campus Safety Office by dialing ext. 2127 or 503.250.1730. The complainant should be prepared to provide the Campus Safety Office with any relevant information that caused them to observe the violation. Campus Safety Officers have the right to secure weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety Office.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Warner Pacific University's campuses. Possessing a weapon for the purpose of sport, hunting, personal protection, or any other reason does not exempt a person from this policy.

THEFT

The taking of the property of another without his or her consent is prohibited. Violation of this policy may be subject to probable suspension or expulsion from the university.

HARASSMENT

The university is committed to fostering a positive learning, working, and living environment for its students. Harassment will not be tolerated. (See also Mutual Respect and Sexual Harassment, Stalking, and Sexual Violence.)

Harassment may take place in any form, including conduct that is oral, physical, written, or visual. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm based on an individual's race, ethnicity, color, national origin, sex, gender identity, sexual orientation, age, disability, military or veteran status, religion, or denominational difference.

Harassment may also take place in the form of a hostile environment, which is any harassment that is sufficiently severe, persistent, or pervasive so as to interfere with or limit the ability of a student to participate in or benefit from the university's programs or activities.

FIGHTING AND VIOLENCE

Physical violence toward another person is strictly prohibited. Violation of this policy may be subject to probable suspension or expulsion from the university.

THREATENING OR ENDANGERING PHYSICAL OR EMOTIONAL WELL-BEING

The university will not tolerate expressed or implied threats against others. Any conduct that threatens or endangers the health, physical, or emotional well-being of a community member, including oneself, either on or off campus, is not acceptable. This may also include any conduct violation motivated by bias, prejudice, or insensitivity toward personal characteristics. Where bias or prejudice is involved, it may result in significantly more serious sanctions, including possible suspension or expulsion.

VANDALISM

Vandalism is defined as any intentional behavior that causes destruction of University and/or private property. Examples of vandalism include, but are not limited to, destruction of signs, tearing down bulletin boards, graffiti, damage to furniture, deliberate defacement of library materials, buildings, sidewalks, walls, trees or furnishings, and

the deliberate setting of unapproved fires, even bonfires, on University property, whether leased or owned. All vandalism is strictly prohibited, and students or groups found responsible for vandalism will be subject to disciplinary and/or legal action.

Whenever possible, repair or replacement costs will be assigned to the individual(s) responsible and/or guest/visitor (Please see Guest & Visitation Policy). When this is not possible, costs will be shared by the smallest identifiable group of the residents within a building, floor, room, or suite. Examples of vandalism that may result in shared costs distributed within a community include, but are not limited to, bulletin boards ripped off walls, ceiling tile damage, paint in stairwell landings, etc.

Destruction, tampering, and theft of campus signs are considered acts of vandalism and are strictly prohibited. Campus signs include, but are not limited to restroom, parking, directory hall signs, and office signs as well as room numbering, traffic signs, and housing signs. Sanctions for destruction, tampering, and theft of signs may include educational sanctions and sign replacement costs.

Additionally, acts of vandalism that target individuals or groups, or destroy, tamper with, and/or remove signs that provide an accommodation for members of the campus community will result in charges of discriminatory behavior under the Harassment Policy and/or Equity Grievance Policy and Procedures. Examples of discriminatory vandalism include, but are not limited to, destruction, tampering with, or theft of braille signs and graffiti that uses language which is prohibited under the Harassment and Equity Grievance Policies.

DISCRETION OF THE DEAN OF STUDENTS

Warner Pacific University reserves the right to disqualify, discontinue, or exclude any student from participating in any student activities or residence life at the discretion of the Dean of Students. Any such discretion will be exercised without discriminating against any person's legally protected status.

JURISDICTION OF CAMPUS LIFE STANDARDS

University policies and Campus Life Standards apply to conduct that occurs on university premises, at university-sponsored activities, and to off-campus conduct that is deemed to adversely affect the university community and/or the pursuit of its objectives. Each traditional undergraduate 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 during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after a degree is awarded).

These policies apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Conduct Officer shall decide whether the Campus Life Standards shall be applied to conduct occurring off-campus, on a case-by-case basis, at his or her discretion.

JURISDICTION OF ADDITIONAL HANDBOOKS AND CONTRACTS

Selected student roles across campus may require students to abide by contracts or handbooks that include requirements beyond the scope of the Student Handbook's standards described here. Consequences from any violation of these additional requirements may only apply within the scope of the position or loss of privileges pertaining to said position. Any violations related to University Standards of Conduct violations will typically be referred to Student Life, and any behavioral sanctions related to student standards will come from the Student Life office, not individual departments within the University.

TITLE IX COMPLIANCE

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sec. 1681, *et seq.*, and the Violence Against Women Reauthorization Act of 2013 prohibits discrimination on the basis of sex in any federally funded education program or activity. In compliance with this federal policy, Warner Pacific University does not discriminate on the basis of sex in its education programs and activities and has designated the following individuals as Title IX compliance officers:

Dr. Jon Sampson, Vice President for Student Life & Dean of Students
Title IX Coordinator
Office Location: Smith Hall 219
Office phone number 503.517.1056
Email: jsampson@warnerpacific.edu

Rachel Lea, Director of Human Resources
Title IX Deputy Coordinator
Office Location: AF Gray 216
Office phone number 503.517.1092
Email: rlea@warnerpacific.edu

Dr. Lori Jass, Associate Vice President for Academic Affairs
Title IX Deputy Coordinator
Office Location: McGuire 170
Office phone number: 503.517.1320
Email: ljass@warnerpacific.edu

Felita Y. Singleton, Associate Dean of Students
Title IX Deputy Coordinator
Office Location: Smith Hall 211
Office phone number: 503.517.1097
Email: fsingleton@warnerpacific.edu

Title IX Officers:

- Kirby Gleason, Director of Academic Advising: kgleason@warnerpacific.edu, 503.517.1322
- Vanessa Guerrero, Residence Life Coordinator: vguerrero@warnerpacific.edu, 503.517.1098

All inquiries concerning the application of Title IX including inquires about the University’s sex discrimination, sexual harassment, or sexual assault policies may be referred to the appropriate Title IX officer.

Campus Resources (available for quick dial via the WP mobile app for Android and iPhone)

- Confidential Resources:
 - Director of the University Counseling Center, 503.517.1119
 - The University Counseling Center staff
 - Campus Pastor, Michelle Lang 503.517.1190
 - Knights Care health care consultations, TalkNow counseling appointments, and Scheduled Counseling available at www.knights.care.
- Title IX Officers (As listed above)

- Residence Life Staff:
 - Residence Life Coordinator, Vanessa Guerrero, 503.517.1098
 - Student Activities Coordinator, Raquel Polanco, 503.517.1098
 - Experiential Learning Coordinator, 503.517.1088
- Campus Safety: 503.250.1730

Community Resources

- 911
- Portland Women's Crisis Line
 - 24-hour crisis line 503.235.5333
- Sexual Assault Resource Center
 - 24-hour crisis line 503.640.5311
 - www.sarcoregon.org
- Multnomah County Crisis Line 503.988.4888
- Rape Victim Advocates 503.988.3222
- Pregnancy Resource Center
 - 503.256.0808
 - info@prcofportland.com
 - www.prcofportland.com

STUDENT CONDUCT

The Warner Pacific University student conduct processes exist to respond to alleged violations of the community agreement and/or campus policies by individuals or student organizations. Although not a formal court of law, each process provides students with rights that reflect the importance of due process in order to assure fundamental fairness in resolving allegations of behavioral misconduct. Students who are found responsible for violating a campus policy or standards may be required to complete a sanction. Sanctions are designed to both discourage further violations of campus policy and to instruct the student as to their role in the community. The preponderance of the evidence standard is applied throughout the conduct processes.

The applicable Campus Life Standards and policies will be those that were published at the time an alleged violation occurred even if a case is being processed after the Campus Life Standards and policies have been updated. The applicable procedures for resolution, appeal, and sanctioning will be those that are currently published at the time the process is occurring. Typically, once a student conduct process has started, the procedures published at that time will be used to the conclusion of the process even if the procedures are updated before the process is concluded.

Throughout these procedures, various University officials, such as the Dean of Students and Title IX Coordinator, are assigned responsibility for performing specific functions. Named officials are authorized to delegate responsibility to other appropriate University officials and non-university consultants, except where such delegation contravenes University policy. Additionally, named officials and their designees may consult with appropriate University officials, University counsel and subject-matter experts.

STUDENT RIGHTS

Individuals making a complaint (“Complainant”) and individuals responding to a complaint (“Respondent”) each have rights throughout the complaint resolution and adjudication process, and may expect a fair, equitable, and neutral process that will follow this policy.

Complainant and Respondent Rights

- Be treated with respect by all University officials throughout this process;
- Be informed of the available support resources or measures available;
- Be free of any form of retaliation and free to report such retaliation;
- Request a mutual no contact directive with the other party;
- Be accompanied by an advisor throughout the process, including at any interviews or hearing;
- An impartial and prompt investigation of the allegations conducted within a reasonable period of time after a formal complaint is filed;
- Receive written notice of the date, time and location of any interview scheduled with themselves and the Investigator;
- Be informed of the status of the investigation, to the extent possible;
- Meet with the Investigator and present information on their own behalf, identify witnesses or other third parties who might have relevant information and identify or provide relevant documents or other information that may be helpful to the investigation;
- Question the selection of the Investigator or Decision-maker on the basis of an actual conflict of interest or demonstrated bias;
- Be notified of the hearing outcome and any sanctions applied, if applicable;
- Initiate and participate in an appeal process.

Procedural Requirements Specific to Discriminatory Harassment and Misconduct Processes

- Right to review all evidence which is directly related to the allegations prior to the conclusion of the investigation;
- Have past unrelated behavior excluded from the investigation process, in particular past sexual behavior;

- Have a hearing Advisor of the University's choosing provided, at no charge, for purposes of asking questions of the other party or witnesses during the live hearing proceeding;

Respecting Privacy

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this policy. With respect to any report under this policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable federal and state law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All University employees who are involved in the University's response to misconduct receive specific instruction about respecting and safeguarding private information.

Retaliation

Retaliation is prohibited under this policy. Retaliation is defined as any materially adverse action against a person who reports, complains about, or who otherwise participates in good faith in any manner related to this policy. Materially adverse action includes conduct that threatens, coerces, harasses or in any other way seeks to discourage participation in or activity under this policy. Retaliation does not include good-faith actions lawfully pursued in response to a report of prohibited conduct. Any person who believes they have experienced retaliation under this policy should contact the Investigator, Conduct Officer, or Title IX Coordinator who forwards any complaint of retaliation to the appropriate office for handling.

Amnesty for Other Conduct Violations

The welfare of students, staff, and faculty is of paramount importance. Sometimes, students are hesitant to report to University officials or offer assistance to other students because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident or violation of safety protocols related to COVID-19 or other communicable diseases. However, it is in the best interest of our community for individuals to report allegations of misconduct.

In cases of physical assault, discriminatory harassment or sexual misconduct, the student coming forward with a complaint will not typically face campus conduct charges related to other violations, unless their conduct put other individuals at significant risk.

When a student experiences a physical or psychological crisis while under the influence of alcohol or other drugs, neither the student in crisis nor the student(s) calling for help will be subject to punitive disciplinary action. Educational measures to prevent future incidents may still apply.

For further information, please refer to the Non-Disciplinary and Communicable Disease policies below.

No Conflict of Interest or Bias

Any individual carrying out student conduct processes should be free from any actual conflict of interest or demonstrated bias that would impact the handling of the matter at issue. Should the Conduct Officer or Title IX Coordinator have a potential conflict of interest, they will immediately notify a Deputy Coordinator, who will take the role of Acting Conduct Officer or Acting Title IX Coordinator for purposes of carrying out the handling and finalization of the matter at issue. Should any Investigator have a conflict of interest, the Investigator is to notify the Dean of Students or Title IX Coordinator upon discovery of the conflict. Should a student believe that the Investigator, Conduct Officer, or any other participant in the Student Conduct process has a conflict of interest or is potentially biased, the student may contact the Title IX Coordinator for more information.

Presumption of Non-Responsibility and of Good Faith Reporting

The decision to proceed with an investigation is not in and of itself a determination that the Respondent has engaged in the conduct as alleged. Any Respondent is presumed not responsible for the conduct that is the subject of the investigation, unless and until a decision of responsibility has been made upon the completion of the adjudication process. Reports are also presumed to have been made in good faith, unless and until it is demonstrated to be otherwise.

Requests for Delays, and Extensions of Time

The Conduct Officer or Title IX Coordinator may extend any deadlines within this Student Conduct Policy, for good cause. The Complainant and Respondent will be notified in writing of any extension, the reasons for it, and projected new timelines.

Prohibition on False Evidence or Statements

Students are expected to provide truthful information as part of the Student Conduct Process. Should any student knowingly provide false information as part of this process, this may be considered a violation of Campus Life Standards and the Community Agreement and will be referred to the appropriate office for further handling. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated or no policy violation is found to have occurred.

Failure to Comply

Students who refuse to make themselves available for investigations in a timely fashion or students who fail to complete assigned sanctions may be charged with "Failure to Comply." Failing to participate in the Administrative Resolution or Conduct Committee Resolution process is a serious limitation to continued membership in the WPU community and could result in sanctions up to and including suspension or expulsion.

Complainants and Respondents in Discriminatory Harassment and Misconduct cases will not face charges for failure to comply if they choose not to participate in the Student Conduct Process. However, the investigation and adjudication process may move forward and will not have the benefit of any information that the students may have been able to offer.

Expectation of Advisors

All persons who are a Complainant or a Respondent are permitted to bring an Advisor of their own choosing to any meeting or interview to provide support. Complainants and Respondents are free to choose their own advisors. The advisor may be any person, including a family member or an attorney. The Advisor may accompany the student Party to any and all portions of the conduct process. The Advisor may not participate directly in, or interfere with, the proceedings, except as outlined in the Discriminatory Harassment and Misconduct Process section below. Although reasonable attempts will be made to schedule proceedings consistent with an Advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. Advisors are expected to comply with Rules of Decorum, which will be provided to Advisors, and the University has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings or failure to comply with Rules of Decorum. For any Complainant or Respondent who does not have an advisor at the Discriminatory Harassment and Misconduct Process live hearing, one shall be provided, at no charge, for purposes of performing cross-examination of the other Party or witnesses.

STUDENT CONDUCT PROCESSES

The Student Conduct process is initiated by the filing of an Incident Report (can be obtained in the Office of Student Conduct) by any member of the Warner Pacific community (students, faculty, and staff). Individuals outside of the campus community who wish to file a complaint against a student should contact Warner Pacific University Campus Safety. Campus Safety will communicate the complaint to the Dean of Student's office, at which time a determination will be made about the necessity of initiating a student conduct process. Complaints against staff and faculty are not administered by the Warner Pacific University Student Conduct Process.

Once an incident report is filed, a Conduct Officer will determine which type of investigation and disciplinary proceeding is most appropriate. The officer assigned may choose to address the incident through either: 1) Administrative Resolution, 2) Conduct Committee Resolution, or 3) the Discriminatory Harassment and Misconduct Process. Each process is described in detail below. Allegations related to prohibited discrimination, harassment and sexual harassment will only be resolved through the Discriminatory Harassment and Misconduct Process (including both Title IX and non-Title IX harassment and misconduct).

ADMINISTRATIVE RESOLUTION

The Administrative Resolution proceeding may be used when the Conduct Officer assigned to the case determines that the nature and circumstances of the alleged violation are best resolved administratively. Students charged (the Respondent) with allegations of behavioral misconduct may request a Committee hearing instead, but final authority for this decision rests with the officer.

Once an Incident Report is filed, the Conduct Officer may initiate a preliminary investigation. The preliminary investigation exists to determine if there is reasonable cause to believe that a policy violation occurred. The preliminary investigation ends with one of two options:

- If the Investigator determines that the reasonable cause standard is not met, then the investigation ends, and the incident report and the rationale will be saved in the student(s) file.
- If the Investigator determines that reasonable cause of a policy violation does exist, then the students involved will be notified of the charges in writing and the formal investigation stage will begin. The formal investigation stage will include the interviewing of witnesses, as appropriate, and the gathering of other relevant evidence.

At the conclusion of the investigation, the officer will decide if the Respondent is responsible or not responsible for the charge and will document the finding in an administrative resolution report. Students found responsible for violations of campus policy may be assigned sanctions including but not limited to verbal warnings, written warnings, or suspension or dismissal from the institution. The incident report, relevant investigation notes, any collected evidence or witness statements, and the administrative resolution will all be saved in student files as documentation.

CONDUCT COMMITTEE RESOLUTION

The Conduct Committee Resolution proceeding may be used when the Conduct Officer determines that the nature and circumstances of the alleged violation are best resolved by a committee. All Conduct Committee decisions serve as recommendations to the Conduct Officer. The decision may then be ratified or returned to the Conduct Committee with recommended revisions. Judicial outcomes are not final until the Conduct Committee's decision is ratified by the Conduct Officer.

Conduct Committee Composition

A Conduct Committee hearing is conducted with up to five members of the current campus community (students, staff members, and faculty) and must include at least one student, one faculty, and one staff person.

Conduct Committee Student Selection Process

The Associated Students of Warner Pacific University recommend several students as members of the Conduct Committee each academic year. These students are then confirmed by the Dean of Students or designee. Students serving on the Conduct Committee must agree to the Conduct Committee Code of Conduct, sign a confidentiality agreement, and must receive training before serving as a member of the Conduct Committee.

Staff and Faculty Serving on the Conduct Committee

The Dean of Students or designee will train staff and faculty representatives to serve on the Conduct Committee. These representatives must sign a confidentiality agreement and receive training before serving as members of the committee.

Before the Conduct Committee Hearing

Prior to a Conduct Committee hearing, an investigation of the alleged behavioral misconduct will be conducted by the assigned Conduct Officer and a written summary and compilation of findings will be made available to the Conduct Committee. The Department of Student Life is committed to prompt resolution of all disciplinary proceedings. However, in some cases, the Conduct Officer may permit a short delay of the proceedings in order to adequately prepare for the Conduct Committee hearing. When the summary and findings are available, the Conduct Officer will send the student(s) a notice of the time and date of the Conduct Committee hearing and a statement of the alleged violations through campus mail or campus email. Prior to the hearing, the student(s) may arrange to have witness statements submitted. The Conduct Officer in charge will determine when such statements must arrive in order to give the Conduct Committee adequate time to review the submitted statements.

Conduct Committee Hearing

The agenda for the Conduct Committee Hearing is as follows:

1. The responding party or organizational representatives and their advisors (if present) are invited into the room and introduced.
2. The Conduct Officer explains the order of events and reviews the student rights for those present.
3. The Conduct Officer reads the incident report and clarifies the charges for the responding party or organizational representatives.
4. The Conduct Officer states the available pleas and asks for a plea from each student to each charge.
5. The responding party or organizational representatives are asked to comment on the incident. Then the Conduct Officer and committee members may ask questions.
6. The responding party may submit any witness statements in writing.
7. Committee members or the Conduct Officer may make a final comment.
8. The Respondent or organizational representatives may make a final comment.
9. Once the Conduct Committee has sufficient information to make a decision, the hearing will end and the student(s) and advisors will leave the room.

A written summary of the hearing will be made by the Conduct Officer assigned to the case.

Decision

At the conclusion of the hearing, the Conduct Committee will render a decision by majority vote as to whether it is more likely than not that the student or organization has violated University policy and impose sanctions, if appropriate. The Conduct Committee decision will be forwarded to the assigned Conduct Officer to be ratified or returned to the committee with recommended revisions. Judicial outcomes are not final until the Conduct Committee's decision is ratified. Upon ratification, the Conduct Officer will provide the student(s) with a written explanation of the outcome and meet with the student(s) for further explanation, if necessary.

Interim Measures for Administrative and Conduct Committee Resolution

Under the proceedings for during Administrative Resolution or Conduct Committee Resolution, while the investigation is being conducted, and pending a final determination in the matter, the Conduct Officer or Dean of Students may take any one or more of the following actions:

- Impose immediate Interim Measures including, but not limited to: no-contact orders; removal from campus housing; suspension from campus, classes, or Warner Pacific related off-campus events.
- Enter into the residence hall, room, or apartment of the student facing the allegations of misconduct for the purpose of removing any material that constitutes a serious risk of harm to persons or property in the residence halls.
- Refer the matter to the appropriate police authorities.

The interim measure(s) will remain in effect until otherwise revoked by the Dean of Students or Conduct Officer or expires by its own terms.

DISCRIMINATORY HARASSMENT AND MISCONDUCT PROCESS (DHM)

Warner Pacific University seeks to provide students with an environment free from the negative effects of prohibited discrimination and harassment against any person because of age, sex, sexual orientation, gender identity, disability, race, color, national or ethnic origin, or any other status protected by applicable nondiscrimination law. This includes prohibiting sexual assault, and other forms of sexual violence such as dating and domestic violence and stalking. In recognition of this commitment, the University has established these procedures to implement the student conduct process as it relates to allegations of Discriminatory Harassment and Misconduct (DHM) consistent with the Campus Life Standards and Community Agreement. In cases where allegations are related to both Discriminatory Harassment and Misconduct and other forms of Prohibited Conduct under the University's policies, these procedures may be utilized to resolve all potential violations associated with the alleged misconduct.

Making a Report or Filing a Complaint

Students wanting to file a complaint of discriminatory harassment and/or misconduct should contact the Title IX Coordinator or one of the Deputy Title IX Coordinators. The Title IX Coordinator will coordinate the University's response to reports of all discriminatory misconduct. This response includes:

- Informing students of available supportive measures, including medical and emotional support options.
- Assisting all parties involved in understanding their rights and responsibilities.
- Developing remedial actions to facilitate support and safety for the students involved. Considerations include housing accommodations, no contact requirements, no trespass restrictions, and academic accommodations. In Title IX cases, remedial actions will be non-punitive of the respondent prior to a finding of responsibility.
- Providing information to students about making reports to local law enforcement. Overseeing the Discriminatory Harassment and Misconduct Process and any appeal.

Outreach and Initial Assessment

Reports of alleged violations of this policy may be made by filing an Incident Report, or may be made directly to the Dean of Students or Title IX Coordinator, or other appropriate designee including Deputy Coordinators. In the process described below, the term Title IX Coordinator will refer to that individual or other appropriate designee.

Individuals may make a report at any time by using the form provided at <http://wpulife.com/report> or by picking up a hard copy of the reporting form in the Student Life & Multicultural Center or with the Director of Human Resources. The form may be returned by dropping it off at the Title IX office, by email, or by mail. Upon receipt of a report, the Title IX Coordinator or appropriate designee will reach out to the Complainant to conduct an intake interview (*see below*).

Please Note: Any reference to days within this policy shall be counted as University business days unless otherwise specified.

Intake Interview

Upon receipt of information alleging a potential violation of the DHM policy, or where due to the exercise of reasonable care the University has learned of a potential violation of the DHM policy, the Title IX Coordinator or designee shall reach out to the Complainant to schedule an intake or informational interview and provide a copy of this policy and the following information:

- Availability of supportive measures with or without filing a Formal Complaint (*see below*);
- How to file Formal Complaint;
- Right to notify law enforcement and the right not to notify law enforcement;
- Importance of preserving evidence;

- Resources for counseling, health care, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other available services; and,
- Right to an advisor of choice.

The Title IX Coordinator or designee will discuss the Complainant's rights and options, and will also assess, and provide, appropriate Supportive Measures, which are available with, or without, the filing of a Formal Complaint. If a Formal Complaint has not already been filed, the Title IX Coordinator will explain to the Complainant the process for filing a Formal Complaint.

In the event the allegation involves potential criminal conduct including sexual assault, dating or domestic violence, or stalking, Complainants will also be provided with information about their right to file with law enforcement, their right to decline to do so, and, when applicable, information about seeking a personal protection order from the local courts.

Emergency Action/Removal Provisions

If at any time the University determines that the conduct, as alleged, poses a risk of physical harm to one or more members of the community or to the University's educational environment, the University may instruct that a student Respondent be suspended or restricted, on an interim basis, from specific programs or activities.

Any such assessment will be made on a case-by-case basis, based on an individualized safety and risk analysis as determined by the Title IX Coordinator in consultation with appropriate University officials. If the University determines that an immediate physical threat to the health or safety of students or others justifies emergency actions including removal from campus, then a Respondent may be suspended or restricted on an interim basis. The decision to do so will be provided to Respondent in writing.

Opportunity to Respond: An explanation of the reasons for the emergency action/removal will be provided to Respondent, and Respondent will have an opportunity to discuss the decision of restriction, suspension or removal.

For Student Respondents: Students should contact Dean of Students within three (3) business days of the emergency action/removal, who will explain the University's process for challenging the emergency action/removal.

For Employee Respondents: Employees may contact the Director of Human Resources if they wish to discuss the emergency removal.

Administrative Leave: The University will have the authority to place any employee Respondent, including student employees, on an administrative leave of absence pending the outcome of an investigation and hearing.

The decision to place any Respondent on an interim suspension or administrative leave will not be considered as evidence that any determination has been made regarding potential responsibility for violating this policy.

Supportive Measures

Students who have experienced, witnessed, or been accused of Discriminatory Harassment or Misconduct may be provided with individualized supportive measures, including but not limited to academic arrangements (such as class withdrawals, incomplete grades and alternative course completion, extension of deadlines), leaves of absence, modifications of work or class schedules, campus escort services, mutual no-contact directives, assistance with housing and other support services. These supportive measures are non-disciplinary, non-punitive and free of charge to students.

These will be offered on a case-by-case basis by the University as appropriate and reasonably available. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party.

Students may also seek confidential resources such as counseling and health services, ombudsperson services, legal advice, confidential support persons, and referrals to community agencies.

Students may access these supportive measures and confidential resources regardless of whether a Formal Complaint is made to the University.

Note: Any Supportive Measures put in place will be kept confidential, except to extent that doing so impairs the ability of the institution to provide the Supportive Measures.

Confidentiality and Privacy

Confidentiality and Privacy have distinct meanings under this Policy.

“Confidentiality” generally means that information shared with a licensed confidential resource cannot be revealed to any other person or office, unless written permission is granted by the individual to share their information,

“Privacy” generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who “need to know” in order to assist in the assessment, investigation, or resolution of the report. Although there may be some circumstances where individuals must disclose Prohibited Conduct pursuant to state or federal law, these individuals will be discreet and respect the privacy of all individuals involved in the process to the extent possible.

The privacy of student education records is protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the University’s FERPA Policy. The privacy of an individual’s medical and related records may be protected by the Health Insurance Portability and Accountability Act (“HIPAA”), excepting health records protected by FERPA. Access to an employee’s personnel records may be restricted by applicable state and federal law.

While there are certain limitations on privacy, the University generally will not release the names of the Complainant or Respondent to the general public without express written consent or absent another exception consistent with the law. The release of names will be guided by applicable law, including the Family Educational Rights and Privacy Act (FERPA) and the Clery Act.

In addition, no information shall be released from a proceeding to enforce this policy except as required or permitted by law and University policy.

Formal Complaint to Initiate the DHM Resolution Processes

The term “Formal Complaint” has a very specific definition within this DHM policy, and whether one is filed does not depend on the label applied, but instead on whether certain specific elements are met. A Formal Complaint is the act that initiates one of three specific resolution processes for DHM reports.

A Formal Complaint must include:

- A. The Complainant’s digital or physical signature, or an indication that the Complainant is the person filing the Formal Complaint
- B. An allegation of prohibited conduct which would constitute a violation of this policy. This may include:
 - i. Where the incident(s) occurred
 - ii. What incident(s) occurred
 - iii. When the incident(s) occurred
- C. Identity of Respondent, if known
- D. A request that the University conduct an investigation of the allegations.

Formal Complaints may be made to the Title IX Coordinator by US Mail, email, or in person:

Jon Sampson
2219 SE 68th Avenue

Smith Hall 219
Portland, OR 97215
(503) 517-1056
jsampson@warnerpacific.edu

Complainant Status – Title IX Allegations Only: At the time of filing a Formal Complaint involving allegations of sexual harassment covered by the Title IX rulemaking, the Complainant must be participating in or attempting to participate in a University program or activity.

Where the Title IX Coordinator determines that there is not a Formal Complaint of Discriminatory Harassment or Misconduct, the University may take other appropriate steps, including other formal or informal processes, designed to eliminate the alleged conduct, prevent its reoccurrence, and address its impact on Complainant and University community. This determination will be communicated to the Complainant in writing and is subject to reevaluation if new information becomes available and the Complainant requests reconsideration in light of the new information.

Request by Complainant that the University Not File a Formal Complaint

The University supports a Complainant's decision not to pursue a Formal Complaint under this process and desire for anonymity. Prior to the issuing of a Formal Complaint signed by the Title IX Coordinator, a Complainant may request confidentiality (i.e., that their personal identifying information not be shared), that the Respondent not be informed of the complaint, or that the University not file a Formal Complaint and subsequently pursue an investigation. The University will seek to honor the Complainant's request(s) to the extent possible while also protecting the health and safety of the complainant and the University community. Formal Complaints may not be filed anonymously.

Where the Title IX Coordinator determines that the University can honor Complainant's request not to file a Formal Complaint and subsequently pursue an investigation, the University may take other appropriate steps designed to eliminate the alleged conduct, prevent its reoccurrence, and address its impact on Complainant and the University community.

Non-participating Complainant

In the event that the Complainant declines to participate in an Intake Interview, but the report contains an allegation meeting all of the jurisdictional elements of this policy, and the complaint is signed or includes an electronic submission from the Complainant, and it requests an investigation, that will constitute a Formal Complaint.

Title IX Coordinator Initiated Complaint

The Title IX Coordinator will have the discretion to sign a Formal Complaint and initiate an investigation and the circumstances will be evaluated in the context of the University's responsibility to provide a safe and nondiscriminatory environment for its employees and students. The factors that the University may consider in this regard include the seriousness of the alleged harassment, whether there have been other complaints or reports of harassment against the alleged harasser, and the nature of the allegations such as use of weapons, drugs or intoxicants, serial violations or other threats to the Complainant or the community. When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator does not become the "Complainant" for purposes of this policy.

If the Formal Complaint meets the above standards, it will result in written notification to the Respondent and the commencement of a Resolution Process, as described below.

Consolidation of Cases: In the event that the allegations under this policy also involve allegations of a violation of a separate policy, the Title IX Coordinator, in consultation with appropriate University officials, shall have the discretion

to consolidate those other allegations within one investigation and/or hearing. However, allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

Resolution Methods

If the Title IX Coordinator receives or initiates a Formal Complaint as described above, the University will issue Notice to the Complainant and the Respondent as set forth below. The University may then determine one of the three methods to resolve a potential violation of this policy: 1) mandatory or discretionary dismissal; 2) alternative resolution; 3) investigation and hearing.

1. Mandatory and Discretionary Dismissal

The University has the discretion to dismiss a Formal Complaint and in some cases an obligation to dismiss a Formal Complaint as follows. Decisions to dismiss are subject to appeal as described in Section 5 Appeals:

Mandatory Dismissal

At any time prior to the commencement of a hearing, any case proceeding under this process will be dismissed if it is determined that the conduct at issue does not meet the definitional or jurisdictional requirements of the DHM policy. If the alleged conduct would, if true, support a finding that another University policy has been violated, the University may, in its sole authority, transfer the case for further handling under the appropriate policy or code. The University may use evidence already gathered during this process for the further handling of the underlying allegations contained in the Formal Complaint. Upon dismissal, both parties shall be notified in writing of the decision and the rationale for the decision.

The decision to dismiss is subject to appeal consistent with Section 5 Appeals. Both parties will be notified in writing of any determination made following the appeal.

Discretionary Dismissal

At any time during an investigation or hearing, any case may be dismissed when: a) Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations within the Formal Complaint; b) the Respondent is no longer enrolled or employed at the University; or c) circumstances prevent the University from gathering evidence sufficient to reach a determination. If the alleged conduct would, if true, support a finding that another University policy has been violated, the University may, in its sole authority, transfer the case for further handling under the appropriate policy. The University may use evidence already gathered during this process for the further handling of the underlying allegations contained in the Formal Complaint. Upon dismissal, both parties shall be notified in writing of the decision and the rationale for the decision.

The decision to dismiss is subject to appeal consistent with Section 5 Appeals. Both parties will be notified in writing of any determination made following the appeal.

Where the Title IX Coordinator determines that dismissal is appropriate, the University may still take other appropriate steps, including other formal or informal processes, designed to eliminate the alleged conduct, prevent its reoccurrence, and address its impact on Complainant and University community.

2. Informal Resolution

The Complainant or Respondent may request, in writing, to proceed with an Informal Resolution. Participation in the Informal Resolution process is voluntary for both Complainant and Respondent, and the Title IX Coordinator must agree to the use of Informal Resolution to resolve the complaint. If an Informal Resolution option is preferred, the Title IX Coordinator will assess whether the complaint is suitable for Informal Resolution and will then take steps to determine if the other party is also willing to engage in Informal Resolution. Both parties must agree, in writing, to an Informal Resolution. (*Exception: Allegations that an employee has engaged in Prohibited Conduct toward a student*

shall not be handled through an Informal Resolution process, and instead be resolved only through an Investigation and Hearing process.)

When the Complainant requests an Informal Resolution, the Title IX Coordinator will provide the Complainant and Respondent written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the Informal Resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
- The right of either party to end the Informal Process at any time and resume the formal Investigation process;
- Any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or information that could be shared;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility;
- An explanation that each party may be accompanied by an Advisor and a support person) of their choice, who may be a parent, friend, or attorney;
- The date and time of the initial meeting with the Title IX Coordinator, with a minimum of two (2) business days' notice;
- Information regarding Supportive Measures, which are available equally to the Respondent and to the Complainant.

If either party does not voluntarily agree in writing to pursue an Informal Resolution, or if the Complainant, Respondent, or Title IX Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Title IX Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through the Investigation and Hearing Process.

Once the final terms of an Informal Resolution have been agreed upon by both parties, in writing, the matter shall be considered closed, and no further action shall be taken. This agreement is not subject to appeal.

The Informal Resolution process is generally expected to be completed within thirty (30) business days and may be extended for good cause by the Title IX Coordinator. Both parties will be notified, in writing, of any extension and the reason for the extension.

Records of any Informal Resolution will be maintained and may be shared with other offices as appropriate.

3. Formal Investigation Process and Hearing

The University expects that all individuals who participate in the investigation process to do so truthfully and that all who have a responsibility for carrying out one or more aspects of the investigation and hearing process do so fairly and without prejudice or bias.

Notice of Investigation, and Investigation Process

Within a reasonable period of time from the filing of a Formal Complaint and prior to the start of an investigation, the Respondent and Complainant shall be provided, in writing, with a Notice of Investigation. Such notice shall include:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The identity of the Complainant;
- The date and location (if known) of the conduct that is alleged to have occurred;
- A copy of this policy, which contains the process that will be followed, including an explanation that each party shall have the right to inspect and review all evidence prior to the completion of the investigation;

- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the process below, there is a determination of responsibility;
- An explanation that each party may be accompanied by an Advisor of their choice, who may be a parent, friend, attorney;
- The date and time of the initial interview with the Investigator, with a minimum of three (3) business days' notice;
- Information regarding amnesty granted during this process;
- The name and contact information for the assigned Investigator;
- Information regarding Supportive Measures.

Should additional allegations be brought forward, a revised Notice of Investigation shall be provided to both parties, in writing.

Challenging for Conflict of Interest or Bias

After a Formal Notice of Investigation is issued to Complainant and Respondent, each party may object to the Title IX Coordinator or designated Investigator on the grounds of a demonstrated bias or actual conflict of interest. Both parties will have three (3) business days from the date of the Notice of Investigation to object to the selection of the Investigator or the Title IX Coordinator. Objections to the Title IX Coordinator shall be made, in writing, to the Dean of Students. Objections to the appointment of the Investigator shall be made, in writing, to the Title IX Coordinator. If the objection is substantiated as to either the Title IX Coordinator or the Investigator, that individual shall be replaced.

A conflict of interest may include, for example, situations where an assigned official is a Party's family member, close friend, current or former faculty member, advisor or has other similar relationships with a Party. The fact that an individual is the same or different gender, race, etc., of a Party or individual involved in the process is not a conflict or bias and requests for changes in staffing on this basis will not be considered.

Timeline

The University strives to complete the investigation process, up to evidence review, within thirty (30) business days, which may be extended for good cause by the Title IX Coordinator. Both parties shall be notified, in writing, of any extension granted, the reason for the extension and the new anticipated date of conclusion of the investigation.

Interviews

The Investigator will interview all parties and relevant witnesses and gather relevant documentary evidence provided by the parties and any identified witnesses. Interviews may be conducted in person, or via video conference.

The Investigator shall prepare an Interview Summary of each interview. The Investigator will share the Interview Summary with the interviewee. The interviewee will have three (3) business days to comment on any statements made in the Interview Summary. The deadline may be extended for good cause, upon request to the Investigator. If the interviewee has comments to the Interview Summary, the interviewee may submit a written response within three (3) business days reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee's statement. If no response is received from the interviewee by the deadline, their Interview Summary will be presumed to be accurate.

Each party shall be provided with an opportunity to offer relevant witnesses and evidence. The Investigator will gather all directly related evidence. Information or evidence that is not provided to the Investigator will not be allowed during the hearing, unless it can be clearly demonstrated that such information was not reasonably known to or available to the parties at the time of the investigation. In the event that new evidence is provided at the hearing, either the Decision-maker or Title IX Coordinator may send the case back to the Investigator.

Evidence Review

At the conclusion of all interviews and fact gathering, and when the evidence has been gathered, the Investigator will provide each party, and their Advisor, the opportunity to review all of the evidence gathered that is directly related to the allegation(s). This shall include both inculpatory and exculpatory evidence.

Given the sensitive nature of the information provided, the information will be provided in a secure manner. Neither the Complainant nor the Respondent (nor their Advisors) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any student or employee who fails to abide by this policy may be subject to discipline. Any Advisor who fails to abide by this policy may be subject to discipline and/or may be excluded from further participation in the process.

Response to Evidence: Each party may respond to the evidence gathered. Each party shall have ten (10) business days in which to respond to the evidence. Each party may provide a response in writing to the Investigator of no more than ten (10) pages. Exceptions may be made for good cause. The Investigator will incorporate any response provided by the parties into the Summary of Evidence Report. Along with their response to the evidence, each party may also submit a written request for additional investigation, such as a requests for a follow-up interview(s) with existing witnesses to clarify or provide additional information, including offering questions to the Investigator to pose to witnesses or to the other party. The investigator has discretion to decide whether additional investigation is warranted. This response may include written, relevant questions that a party would like the Investigator to ask of any party or witness. If any of the questions posed will be excluded as not relevant, or not likely to lead to relevant information, the Investigator shall explain to the party who proposed the questions any decision to exclude a question as not relevant.

Additional Submissions after Evidence Review: Upon receipt of each party's response to the evidence reviewed, the Investigator will determine if any additional investigation is needed. In addition, either party may offer new witnesses or other new evidence. The Investigator will take into account the responses provided, shall pose questions to parties or witnesses as appropriate, and interview new relevant witnesses, and accept new, relevant evidence.

If new, relevant evidence is provided by either party, or gathered by the Investigator, the newly-gathered evidence (including answers to clarifying questions) will be made available for review by each party. Each party shall have reasonable time as determined by the University in which to respond to the new evidence. Each may provide a response in writing to the Investigator. The Investigator will incorporate any written response provided by the parties into the Investigation Report.

Any evidence to be considered by the Decision-maker must be provided to the Investigator. Information that was not provided to the Investigator will not be allowed during the hearing itself, unless it can be clearly demonstrated that such information was not reasonably known to, or available to, the parties at the time of the investigation. Should new evidence be presented at the hearing, the Decision-maker shall have the authority to either exclude the evidence, or to send the matter back for further, limited investigation.

Exclusion of Questions Regarding a Parties' Past Sexual Behavior, or Predisposition

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, unless such questions and evidence about the Parties' prior sexual behavior are offered for one of two reasons: (a) to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or (b) if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Medical Records: In general, a person's medical and counseling records are confidential and not accessible to the University unless the person voluntarily chooses to share those records with the University. In those instances, only the relevant information from the records will be shared with the other party.

Privileged Information: The University will not require, allow, rely upon, or otherwise use evidence or questions that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has given voluntary, written consent to waive the privilege.

Investigation Report

The Investigator shall then prepare a written report summarizing all of the relevant evidence gathered and all investigative steps taken to date. For those cases in which there are allegations of other University policies, the Investigator shall also make preliminary factual findings if requested to do so by the Title IX Coordinator. The Investigation Report shall include as an attachment all relevant and directly related evidence gathered during the investigation, as well as all interview notes, showing the original (as sent to each interviewee for review) and the revised version, after additions by each interviewee.

Once the Investigation Report is final, it will be provided through a protected in a secure format, together with all attachments, to each party and to their Advisor.

Conclusion of Investigation and Notice of Hearing

Threshold Review of the Report

The Title IX Coordinator, in consultation with the Investigator and appropriate University officials, will review the Investigation Report and make a threshold determination either to dismiss the Formal Complaint or certain allegations within the Formal Complaint, or to proceed to adjudication through a Hearing. Dismissal is appropriate only when required as described in Section C(1) above. A dismissal decision under this provision may not be based on an assessment of the credibility of a party or Witness and may be appealed within five (5) business days.

The Hearing phase of the Investigation and Hearing Process begins when the Title IX Coordinator or Designee sends the Notice of Hearing and concludes when the Hearing Officer issues a written Final Determination. Specific deadlines and dates calculated according to these procedures will be outlined in communications from the University.

Post-Investigation Resolution Options

Within five (5) business days of receiving the Final Investigation Report, the Parties will receive a Notice of Hearing with an attached proposed violation agreement from the Title IX Coordinator, and either Director Human Resources or VP of Student Life.

Alternative Resolution by Violation Agreement

Each party has the right to request an Alternative Resolution within five (5) business days of the Notice of Administrative Hearing. If both parties agree in writing to an Alternative Resolution, the Formal Complaint will be resolved by a violation agreement (as described below). If either party objects to the Alternative Resolution, then the Formal Complaint will proceed to the Live Hearing. Alternative Resolution by Violation Agreement is not available to employee Respondents.

If the Respondent agrees to acknowledge the violation(s) occurred, and neither party chooses to proceed to a Live Hearing, the Director will send a Notice of Alternative Resolution by Violation Agreement to both Parties, which includes the Final Investigation Report and the discipline/sanction information as appropriate. This Notice will also describe any right to appeal the discipline/sanction only.

If either Party chooses to proceed to a Live Hearing, or if either party does not respond to the Notice of Administrative Hearing, then an Administrative Hearing will proceed as outlined below.

Live Hearing and Final Determination

Notice of Hearing

As stated above, each party shall be provided with a Notice of Hearing, which shall include information regarding the pre-hearing conference, the date of the hearing, the identity of the Decision-maker, and any deadlines for submission of evidence, names of witnesses, or proposed questions to be reviewed by the Decision-maker. The hearing shall be scheduled no less than ten (10) business days from the date of the Notice of Hearing, absent extraordinary circumstances.

Within three (3) days of receipt of the Notice of Hearing, either party may object to the Decision-maker on the basis of a demonstrated bias or actual conflict of interest. Any objection is to be in writing and sent to Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator shall remove the Decision-maker and appoint another.

Scheduling: Hearings will be scheduled as far in advance as possible. The Decision-maker will provide three possible hearing dates to the parties and their advisors; one of those dates must be chosen. Exceptions may be granted for good cause.

Pre-Hearing Conference: There will be a pre-hearing meeting with each party at which time, should the Complainant or Respondent not have an Advisor, one shall be assigned. At the meeting, each party may submit to the Decision-maker a preliminary list of witnesses, and questions they wish to pose to the other party, or to a witness.

General Hearing Procedures: Hearings may be conducted in person or via videoconferencing. If by videoconference, prior to the hearing, the Decision-maker shall have received instruction regarding the operation of any audio-visual equipment for the hearing. The Decision-maker will also provide the participants instructions on how to participate in the video-conference hearing.

- No Complainant or Respondent or witness will be compelled to participate in the hearing. However, the Title IX Coordinator may choose to continue with the hearing in the absence of the Complainant, Respondent or any witness.
- Each party is entitled to one Advisor at the hearing. The Advisor during the live hearing can be the same as the advisor that has already been assisting the party, and may, but is not required to be an attorney.
- Each hearing shall be recorded by the Decision-maker and a transcript will be prepared from the recording. This transcript will be considered the only official record of the hearing, and the recording will be destroyed after the transcript is prepared. No other individual is permitted to record while the hearing is taking place. ..
- The Complainant, Respondent, and the Decision-maker all have the right to call witnesses. Witnesses must have information relevant to the incident. No party will be permitted to call as a witness anyone who was not interviewed by the Investigator as part of the University's investigation. Each party shall submit to the Decision-maker the names of witnesses they would like to call no less than five (5) business days in advance of the Hearing.
- Three (3) business days prior to the hearing, each party may submit to the Decision-maker a preliminary list of questions they wish to pose to the other party, or to a Witness. If the Decision-maker determines that any are not relevant, the Decision-maker will explain the reason for the exclusion of the question at the hearing. Each party, through their Advisor, will also be permitted to ask other questions at the hearing of the other party or witnesses.
- The Decision-maker has the authority to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. Any such limitation shall be communicated to the parties no later than three (3) business days before the hearing.
- If the Decision-maker determines that unresolved issues exist that would be clarified by the presentation of additional information, they may, at their discretion, suspend the Hearing in order to obtain such information. The Decision-maker may ask the Investigator to conduct further investigation, and will then reschedule the Hearing in a timely manner.

Procedures Specific to Title IX Allegations:

- The role of the Advisor is to ask questions of the other party and of witnesses, but not to advocate for, or otherwise speak on behalf of, the advisee during the hearing.
- In the event that a party does not appear for the Hearing, the Advisor for that party shall still appear and be permitted to question the other party, and witnesses.
- In the event that an Advisor does not appear for the Hearing, the University shall provide an Advisor to the party for the purpose of asking questions on behalf of the party.
- The Decision-maker may not take into consideration in either the hearing or in their final determination the statements made during the investigation of any individual who does not participate in the hearing and submit to questioning.
- The Decision-maker will not draw any inference regarding responsibility based solely on a party's non-appearance at the hearing or refusal to answer questions.

Rules of Decorum: The Decision-maker has the authority to maintain order and decorum at the hearing. These Rules of Decorum will be shared with the parties and their advisors with the Notice of Hearing and discussed during the Pre-Hearing conference. In addition to the rules that specifically apply during the Hearing listed in these procedures, parties and advisors will be expected to adhere to all other expectations outlined in the Rules of Decorum. The Decision-maker also has the authority to determine whether any questions are not relevant, abusive, intimidating, or disrespectful, and will not permit such questions. Any party or Witness who is disruptive may, in the discretion of the Decision-maker, be removed and directed to continue their participation via video conferencing. Any Advisor who is disruptive may be removed, and the Decision-maker will allow another Advisor for the remainder of the hearing.

Notice of Final Determination

Following the hearing, the Decision-maker will then prepare a report. To the extent credibility determination needs to be made, the determinations will not be based on a person's status as Complainant, Respondent, or Witness.

The Decision-maker's report will include:

- The allegations;
- Description of all procedural steps;
- Findings of fact;
- Conclusions based on application of facts to the policy; and
- Rationale for each finding.

If Not Responsible: The Decision-maker's report shall be provided to the Title IX Coordinator. If there is no finding of responsibility, the Title IX Coordinator will communicate the findings, along with a copy of the Decision-maker's report, to the parties, together with procedures for appeal. This document is considered the Notice of Final Determination.

If Responsible: If there is a finding of responsibility, the Title IX Coordinator shall contact the appropriate sanctioning officer who will determine the sanction and notify the Title IX Coordinator of the sanctioning determination. The Title IX Coordinator will then provide each party with the Decision-maker's report, the determination of the appropriate sanction, will inform the Complainant of any appropriate remedies, and will inform both parties of the procedure for appeals. This document is considered the Notice of Final Determination.

Record Retention: The Decision-maker's report is are considered student education records in the name of the Respondent and Complainant, if applicable. These records will be maintained for a minimum of 7 years in accordance with Federal and State obligations.

Sanctions and Remedies

Upon conclusion of the Hearing phase, when there is a finding of responsibility, the Complainant will be offered such remedies designed to restore or preserve equal access to the institution's education program or activity. Some examples are tutoring and counseling. The Title IX Coordinator is responsible for ensuring the implementation of these remedies.

Any one or more of the sanctions listed in the Sanctions section below may be imposed on a Respondent who is found responsible for a violation of the University's policies. Sanctions will be determined on a case-by-case basis, intended to preserve equal access for the Complainant and in the best interest of the University's educational environment.

GLOSSARY OF IMPORTANT TERMS AND DEFINITIONS

Prohibited Conduct

The University acknowledges the importance of vibrant and robust expression of ideas, including those that may be controversial or unpopular. Nothing in this policy is intended to conflict with those ideals.

- 1. Discriminatory Harassment:** Unwelcome conduct directed at individual(s) on the basis of protected characteristic(s) as defined in this policy, state and federal law, that is sufficiently severe or pervasive that it interferes with work, academics, or participation in any university program or activity, because it creates a hostile working or university environment for the individual who is the subject of such conduct, and the conduct would have such an effect on a reasonable person who is similarly situated.

- 2. Non-Title IX Sexual Harassment:** Conduct on the basis of sex committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is one of the following:
 - i. When a University employee conditions the provision of an educational benefit or service on an individual's participation in unwelcome sexual conduct (quid pro quo); and/or
 - ii. Unwelcome conduct¹ of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person.

- 3. Non-Title IX Sexual Misconduct:** Non-consensual sexual activity or contact, including:
 - a. Non-consensual penetration:** Penetration by a person upon another person without explicit consent. Penetration includes any vaginal or anal penetration by a penis, object, tongue, or finger and mouth-to-genital contact no matter how slight the penetration or contact.

 - b. Non-consensual sexual contact:** Including, but not limited to, kissing, touching intimate body parts, and fondling without first obtaining explicit consent to the specific activity. It includes intentionally touching part of another person's body without explicit consent when under the circumstances, a reasonable person would know that the other person regards it to be an intimate body part, including but not limited to the other person's genitals, breasts, groin, or buttocks; intentionally causing a person to touch an intimate part of another person; or, intentionally causing a person to touch their own intimate part. Touching includes contact made with bodily fluids.

 - c. Sexual exploitation:** Taking sexual advantage of another, whether non-consensual or abusive for one's benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
 - i. Viewing, possessing, producing, or distributing child pornography;

¹ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident the occurred and any similar, previous patterns that may be evidenced.

- ii. Non-consensual recording, sharing, or streaming of images, photography, video, or audio recording of sexual activity or nudity conducted in a private space, or distribution of such without the knowledge and consent of all parties involved;
- iii. Purposefully exposing another individual to a sexually transmitted infection, or sexually transmitted disease, without their knowledge.

4. Title IX Sexual Harassment: In order to constitute Title IX Sexual Harassment, the conduct must have occurred in an education program or activity of the University and must have occurred against a person in the United States.

Sexual harassment under Section 106.30 of the new Title IX Rule (found in the Code of Federal Regulations at 34 C.F.R. Part 106) means conduct on the basis of sex in an education setting that satisfies one or more of the following:

- 1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- 3. "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

a. Sexual Assault, Includes any of the Following:

- i. **Sexual Offenses, Forcible:** Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent:
 - a) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - b) Oral or anal sexual intercourse with another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - c) The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - d) The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible, Includes Any of the Following:

- i. **Incest:** Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by law.
 - ii. **Statutory Rape:** Non-forcible sexual intercourse, with a person who is under the statutory age of consent.
- b. Dating Violence:** Violence committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be

determined based on a consideration of the following facts: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- c. **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- d. **Stalking Based on Sex:** Engaging in a course of conduct on the basis of sex directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others, or suffer substantial emotional distress. This policy covers instances of stalking based on sex, including stalking that occurs online or through messaging platforms, commonly known as cyberstalking, when it occurs in the school's education program or activity.

RELEVANT DEFINITIONS

1. **Advisor:** All persons who are a Complainant or a Respondent are permitted to bring an Advisor of their own choosing to any meeting or interview to provide support. The Advisor may be any person, including a family member or an attorney. The Advisor may accompany the student party to any and all portions of the student conduct process. The Advisor may not participate directly in, represent, or interfere with the investigation. Although reasonable attempts will be made to schedule proceedings consistent with an Advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The Title IX Coordinator has the discretion to remove the Advisor from investigation and hearing proceedings if the Advisor interferes with the proceedings.
2. **Appeals Officer:** A trained and impartial person or persons designated by the University to carry out the Student Conduct Appeals Process.
3. **Complainant:** An individual who is the victim of, or alleged to be the victim of, conduct that may constitute Prohibited Conduct as defined in this policy.
4. **Conduct Officer:** A trained and impartial person or persons designated by the University to oversee and carry out the Student Conduct Process.
5. **Conduct Committee:** A trained and impartial group convened to carry out the Student Conduct process when the Conduct Officer determines the nature and circumstances of the alleged violation are best resolved by a committee. The committee consists of up to five current faculty, staff, and students and includes at least one representative from each group.
6. **Explicit Consent:** A free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated or physically helpless, or incapacitated by drugs or alcohol. Consent is a clear and unambiguous agreement, expressed outwardly through mutually understandable words or actions, to engage in a particular activity. The person initiating a specific sexual activity is responsible for obtaining consent for that activity. Consent is not to be inferred from silence, or a lack of resistance. Consent is not to be inferred from an existing or previous dating or sexual relationship. Consent to engage in one sexual activity at one time is not consent to engage in a different sexual activity or to engage in the same sexual activity on a later the occasion. Consent can be withdrawn by any party at any point. Once consent is withdrawn, the sexual activity must cease immediately. For purposes of this Policy, in evaluating whether consent was freely sought and given,

the issue is whether the Respondent knew, or reasonably should have known, that the activity in question was not consensual or that the Complainant was unable to consent due to incapacitation.

7. **Days:** Any reference to days within this Policy shall be counted as University business days unless otherwise specified.
8. **Decision-maker:** A trained and impartial person or persons designated by the University to conduct the Live Hearing, make a decision regarding the alleged violations based upon a preponderance of the evidence, and impose sanctions, if applicable.
9. **Incapacitation:** A state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. An individual asleep or unconscious is considered to be incapacitated and unable to consent to sexual activity. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition. Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation.
 - The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's: (A) decision-making ability; (B) awareness of consequences; (C) ability to make informed judgments; or (D) capacity to appreciate the nature and the quality of the act.
 - It shall not be a valid excuse that the Respondent believed that the Complainant consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.
 - Whether the Respondent reasonably should have known that the Reporting Party was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis, particularly where the Respondent's failure to appreciate the Complainant's incapacitation resulted from the Respondent's failure to take reasonable steps to determine the Complainant's incapacitation or where the Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity.
 - It is the responsibility of the individual initiating the sexual activity to be aware of the intoxication level of the other party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all parties. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity.
10. **Investigator:** A trained and impartial person designated by the University to investigate allegations of student conduct code violations (e.g. gather relevant information and conduct interviews).
11. **Live Hearing:** A live hearing, held in person or virtually, that provides each party with the opportunity in real time to respond to the Investigation Report, ask questions of the other party, witnesses and the Decision-maker.
12. **Party:** A Complainant or Respondent in a case.
13. **Preponderance of Evidence:** Means "more likely than not." It is the standard of evidence used during the investigation to determine whether the alleged conduct the occurred and/or this policy was violated.

- 14. Protected Activity:** Exercising any right or privilege under this policy. Examples of protected activities include reporting (internally or externally) a complaint of Prohibited Conduct in good faith, assisting others in making such a report, participating in a grievance process, acting in good faith to oppose conduct that constitutes a violation of this Policy, honestly participating as an Investigator, witness, decision maker, or otherwise assisting in, an investigation or proceeding related to an alleged violation of this Policy.
- 15. Relevance:** Evidence that tends to prove or disprove a fact at issue or an element of the policy at issue in the investigation. Questions asked during the Hearing phase must be determined to be relevant before answered by a party or Witness, that is the question must relate to proving or disproving a facts related to the allegation(s).
- 16. Respondent:** An individual who is reported to have engaged in Prohibited Conduct.
- 17. Standard of Evidence:** The decision regarding a Respondent's responsibility will be determined by a preponderance of the evidence, meaning "more likely than not."
- 18. Third-Party Reporter:** A person other than the Complainant who reports an incident or allegation of Prohibited Conduct.

SANCTIONS

There are no set formulas or automatic sanctions for most violations. Students who violate University policy submit themselves to the full range of disciplinary sanctions up to and including suspension or expulsion from the University. In reviewing each violation, the following variables will be considered: attitude, truthfulness, prior discipline, impact of the violation on the community when the misconduct occurred, and whether or not the student came forward to assume responsibility. Sanctions may include, but are not limited to, one or more of the following:

- **Formal apology.** A written and/or verbal apology to the offended party/parties.
- **Student Life Probation.** A written reprimand for violation of specified regulations or policies. Probation is established for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any specific conditions of the probation or any institutional regulation(s) or policy during the probationary period. Students on Student Life Probation may be suspended from participation in University functions and activities and may be required to meet regularly with a staff or faculty mentor.
- **Loss of privileges.** Denial of specified privileges for a designated period of time (such as co-curricular programs, campus housing, or athletic practice and/or contests).
- **Fines.** Previously established and published fines may be imposed.
- **Restitution.** Compensation for loss, damages, or injury. This may take the form of completing appropriate service and/or monetary or material replacement.
- **Discretionary sanctions.** This could include work assignments, service to the University, or other related discretionary assignments.
- **Required educational programs.** Programs designed to give students the opportunity to learn more about a particular topic and give them the tools to make better choices in the future, e.g. anger management, alcohol education, or drug education courses. These programs could also include a participation fee.

- **Regular or random drug testing.** Students may be asked to participate in regular drug testing for accountability to school policy and personal well-being.
- **Residence hall suspension.** Separation of the student from campus housing for a specified period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- **Residence hall expulsion.** Permanent separation of the student from campus housing.
- **University suspension.** Separation of the student from the campus for a specified period of time, after which the student may be eligible to return. While suspended, students may not be on campus or participate in any University related event. Length of suspensions may vary from one or more days to one or more semesters. The timing of the suspension will not occur at the convenience of the student. The Academic Policies and Procedures state, "Faculty are not permitted to provide make-up opportunities or alter established class schedules for suspended students. Where this creates a hardship for students, they are to be referred to the dean of students." Conditions for the student's return to campus may be specified.
- **University expulsion.** Permanent separation of the student from the University, without possibility of readmission.

Sanctions are effective immediately but can be temporarily suspended at the sole discretion of the Dean of Students if a student notifies the Dean of Students in writing of the student's intent to appeal.

The Office of Student Rights and Responsibilities (within Campus Life) will verify that all sanctions are completed within the given timeline. Students that fail to complete their sanctions will be charged with failure to comply and will reenter the student conduct process. Additional sanctions may be imposed by either the Title IX Coordinator, Conduct Officer or the Conduct Committee.

APPEALS OF STUDENT CONDUCT CASES

Resolutions arrived at by a Conduct Officer, Decision-maker or the Conduct Committee may be appealed (under the conditions described below) to the Dean of Students. All appeals of student conduct resolutions must be made in writing within one week from the date a resolution letter is sent to the student. Appeals must be delivered to the Dean of Students or designee. All appeals must be based on one or more of the following reasons:

- To determine whether the original hearing followed established procedures. A procedural error occurred that significantly impacted the outcome of the investigation or hearing, including bias or conflict of interest on the part of the Conduct Officer or Conduct Committee member(s). A description of the error and its impact on the outcome of the case must be included in the written appeal; or
- To determine whether the facts in the case were sufficient to establish that a violation of the Community Agreement or campus policy occurred.
- To determine whether the sanction(s) imposed were appropriate to the violation of the Community Agreement, or campus policy, which the student was found to have committed.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence was not known, and could not have been known to the person appealing at the time of the original hearing.

The Dean of Students will determine the merits of the appeal and has the right to either deny the student the opportunity to appeal or determine an alternate resolution. Appeal decisions made by the Dean of Students are final.

APPEALS OF DISCRIMINATORY MISCONDUCT CASES

Appeals may be filed by either party. Appeals shall be sent to the Title IX Coordinator who will designate the Appeals Officer. When an appeal is filed, the other party shall be notified, in writing, within one (1) business day, and shall then have five (5) business days to respond to the appeal. Any party's decision not to submit a reply to an appeal is not evidence that the non-appealing party agreed with the appeal.

The appeals process is documentary only, and no hearing is held.

The Appeals Officer shall not have any actual conflict of interest or bias. Within three (3) days of receipt of the Notice of Appeal, either party may object to the Appeals Officer on the basis of an actual bias or conflict of interest. Any objection is to be in writing, and sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator shall remove the appeals officer and appoint another.

Appeals may be filed on the following grounds:

- **Procedural Error/Conflict of Interest or Bias:** A procedural error occurred that significantly impacted the outcome of the investigation or hearing, including allegations of bias or conflict of interest on the part of the Title IX Coordinator, Investigator or Decision-maker. A description of the error and its impact on the outcome of the case must be included in the written appeal; or
- **New Evidence:** New evidence or information has arisen that was not available or known to the party during the investigation or hearing, and that could significantly impact the findings. Information that was known to the Appellant during the investigation or hearing but which they chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal.
- **Sanction:** To determine whether the sanction imposed was commensurate with the violation.
- **Sufficiency of Evidence:** Whether the finding was supported by a preponderance of the evidence. This is not a de novo review, but rather whether a reasonable factfinder could have come to the same determination based on a review of the overall evidence.

The written appeals decision shall be sent simultaneously to both parties.

NON-DISCIPLINARY POLICY

Students struggling with difficult issues in their personal lives are encouraged to seek out a Student Life staff member for help at any time. Except in situations where the University is required by law to take appropriate disciplinary action, students who come to a student life professional staff member for help related to lifestyle behaviors (e.g., alcohol, drug use, tobacco dependency, etc.), prior to staff becoming aware of a violation of University policy, will be offered support and help outside of the regular student conduct process. If continued offenses occur beyond or outside of these conversations, or if additional risk factors necessitate more formal intervention by the University, it may become necessary to address related or hidden violations through the conduct process.

MEDICAL LEAVE POLICY

At times, significant medical conditions or psychological distress prevents students from successful and productive participation in the University. Examples could include cases where such distress disrupts the learning of self or others, and/or prevents the student from engaging in the necessary educational activities of the University. In such cases, either the student or the University may initiate a leave of absence.

Student Initiated Leave of Absence

Students may initiate a leave or withdrawal from the University for medical or psychological reasons by contacting the Retention Manager. The student may be required to present a supporting recommendation from a qualified health care provider such as a physician or psychologist. The Retention Manager may consult with others, such as Student Life and Counseling Center staff, to help evaluate information and documentation presented from the student and the student's health care provider. The decision to grant such a leave is within the discretion of the University.

University Initiated Medical Leave of Absence

The University may require students experiencing significant medical or psychological distress, or demonstrating behavior that the University believes indicates such distress or otherwise significantly disrupts any functions of the University, to take a leave of absence, particularly when the University has legitimate safety concerns of harm to self or others. In such cases, the objective of the University is to determine whether it is more likely than not that the student poses a significant threat to self or others. Significance will generally be determined by:

- The duration of the risk
- The nature and severity of the potential harm
- The likelihood that the potential harm will occur
- The imminence of potential harm

A Student Life Officer and Counseling Center staff or designee will evaluate the student, review incident reports and other relevant information before reaching a decision based on the above criteria. Students found to pose a significant threat of harm to self or others, as determined in the University's sole discretion, may be required to take a leave of absence.

At the University's discretion, referral for assessment by a campus or independent licensed mental health professional may be required as part of the evaluation of threat. The assessment must be completed in the manner and time frame outlined by the University. A student who fails to complete the assessment in accordance with the established expectations may be referred to Student Conduct for "Failure to Comply."

Students may appeal a finding of "significant threat to self or others." All appeals will follow the appeals process outlined in the Student Conduct Process.

In some cases, the Dean of Students may determine that an emergency exists that requires the need for immediate leave of the student from the University, and there may be insufficient time to comply with the procedures set forth above. In such cases, the procedures will be followed as soon as possible after the initiation of student's leave from the University.

Refunds, Withdrawal, Contractual Modifications

At the discretion of the Dean of Students (or designee), and subject to the refund policies of the institution, arrangements may be made for partial or complete refund of tuition and/or fees. Incomplete grades or other academic accommodations may be made as well, subject to the academic policies of the University. Modifications to housing contracts may also be possible. The normal University procedures for leave or withdrawal will be followed, including any documentation requirements. Conditions for a return to the University may be provided at the time the leave is initiated.

Readmission Following a University Initiated Medical Leave

A student who is seeking reinstatement to the University after a University initiated medical leave must receive clearance by providing the Dean of Students written evidence from a licensed medical or mental health professional that the student is no longer a direct threat to others or a legitimate safety concern, and is otherwise qualified to participate in the University's educational programs. Further, the student must prepare a satisfactory written plan describing how the student will reintegrate and transition back into the University community. This includes addressing the resolution of the circumstances that lead to the leave, class participation, residence life, and other relevant issues.

When there is disciplinary action involved as a result of the student's violation of any provisions of *The Squire* and/or any other relevant codes of conduct and University rules, the disciplinary process is separate from this Medical Leave Policy, and it is possible that even if a student is eligible for readmission under this policy, the student may still be disqualified from reenrollment based on the outcome of the disciplinary process.

Any other conditions outlined in accordance with this policy and/or any conduct sanctions must also be completed.

COMMUNITY DISPUTE RESOLUTION PROCESS

The dispute resolution process exists to provide students a process to resolve interpersonal disputes between other students, staff, faculty and other members of the community. **This process is not intended to apply to complaints or problems related to alleged prohibited discrimination and/or harassment, nor does it apply to academic disputes.**

Purpose

As it states in the Community Agreement, "As an expression of the University's urban mission and identity, students are expected to live out Christ's command to love their neighbors both on and off campus. Civility and love are to be demonstrated in personal interactions, campus and community life, and in service to others." Therefore, this grievance process provides an opportunity for students to work out their differences in a safe and structured manner.

Procedure

When a student has a dispute with another member of the community, he/she may contact the Office of Student Life who will assist the student in determining the appropriate steps for resolution. Students are encouraged to resolve disputes directly in a one-on-one discussion.

If that is not possible, or the student does not feel comfortable resolving the dispute directly, the Office of Student life may provide an opportunity for the student to resolve the dispute with the assistance of a facilitator, who may be a member of the community, a resident assistant, or another appropriate staff member. In such cases, the facilitator will generally meet with each party involved prior to the facilitated meeting and will provide a written summary of the facilitated meeting to the participants.

If resolution cannot be reached by direct communication or a facilitated meeting, the Dean of Students or designee will decide on a resolution.

If either party is not satisfied with the resolution, they may appeal to the Office of Human Resources. All appeals of community dispute resolutions must be made in writing within one week from the date a resolution letter is sent to the community members. Appeals must be delivered to the Office of Human Resources or designee. All appeals must be based on one or more of the following reasons:

- To determine whether the original process followed established procedures. A procedural error occurred that significantly impacted the outcome of the investigation or hearing, including bias or conflict of interest on the part of the facilitator. A description of the error and its impact on the outcome of the case must be included in the written appeal; or
- To determine whether the facts in the case were sufficient to establish that a violation of the Community Agreement or campus policy occurred.
- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence was not known, and could not have been known to the person appealing at the time of the original hearing.

The Office of Human Resources will determine the merits of the appeal and has the right to either deny the student the opportunity to appeal or determine an alternate resolution. Appeal decisions made by the Office of Human Resources are final.

COMMUNICABLE INFECTIOUS DISEASE PROTOCOL

The purpose of this protocol is to provide a description of the process by which Warner Pacific University will support prevention of and response to outbreaks of communicable infectious disease on campus. The University follows all state and federal laws and guidance regarding communicable infectious diseases and the goal of the plan is to create a streamlined process which effectively disseminates information, treats, potentially infected individuals, limits further exposure, and disease transmission.

The following shall be considered communicable infectious disease for the purpose of this protocol. This communicable infectious disease protocol will be activated if any student, staff, faculty member or visitor is infected with, or potentially exposed to a communicable disease.

Administrative Guidelines:

I. Definitions:

A. A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet exposure. Examples of communicable diseases include, but are not limited to:

1. Pandemic Influenza
2. COVID-19, Coronavirus
3. Meningococcal meningitis (TB)
4. Measles
5. Mumps
6. Hepatitis A
7. Bioterrorism Event – using a communicable agent
8. Other less serious infectious diseases, such as chicken pox, influenza, and community acquired MRSA skin infections will be handled on a case-by-case basis.

See full list of reportable communicable diseases in Appendix I as stated by the Oregon Health Authority:

<https://www.oregon.gov/oha/PH/DiseasesConditions/CommunicableDisease/ReportingCommunicableDisease/Pages/reportable.aspx>

II. Individual and University Response

A. Individual

Students who suspect that they may have a significant and transmittable illness should alert the Residence Life Coordinator (if living on campus), Campus Safety, and/or the Dean of Students. Those that need to be seen by a medical professional should either see a family physician of their choice, or seek out another health care provider (urgent care or emergency room). If a student is diagnosed with a suspected or confirmed case of a serious communicable illness, the Dean of Students should immediately be alerted. The student should remain isolated until they go to their appointment and in many cases are advised to wear a mask when leaving their residence. The student should not re-engage in contact with other community members unless cleared by a medical professional or after following the guidelines offered by the local health department, state health agency, and/or the Center for Disease Control. Failure to comply with stated policies will result in referral to Code of Conduct for endangering the health and safety of the campus community.

Students who have a medically documented significant and transmittable disease are eligible to receive a Medical Accommodation or Medical Withdrawal. Students must submit an information to the Disability

Resource Coordinator who must approve the Medical Accommodation. As a result of this accommodation, the student will receive the opportunity to complete coursework in a delivery mode best suited to the students' illness.

If the student needs to take a leave of absence for the semester due to the illness, he or she must also submit the medical documentation for the Disability Resource Coordinator to approve his or her Medical Withdrawal for the current semester. If a student has been approved for the Medical Accommodation, faculty will be notified, but they will not be informed of the student's personal medical information. The Retention and Student Success Manager will inform the faculty member of the accommodations (including attendance, assignments, testing, etc.) that he or she must provide to the student. If the student is approved for a Medical Withdrawal, faculty will be informed that the student will receive a W in the course for the semester and will not return to class that semester. The Retention and Student Success Manager will also provide the student with academic resources that will assist the student to return to WPU in the future.

Faculty members, staff members, and on-campus partners who believe they may have a significant and transmittable illness should alert their immediate supervisor, Human Resources, and/or Campus Safety. In the case of faculty, the notified party will then alert the Records Office for course adjustments and student communication.

As outlined in the WPU employee handbook, any absence from work of more than three days requires a doctor's note to return to work. In order to receive a professionally qualified diagnosis and appropriate treatment, faculty and staff members should contact their personal physician. If the faculty or staff member is diagnosed with a suspected or confirmed case of a serious communicable illness, Human Resources should immediately be alerted. The employee or on-campus partner should not re-engage in contact with other community members unless cleared by a medical professional or after following the guidelines offered by the local health department, state health agency, and/or the Center for Disease Control. Sick days should be taken for time used to pursue a diagnosis and treatment – as well as medically recommended isolation.

B. University

1. Care & Quarantine of Ill and Exposed Individuals

a. **Ill student:** If the student lives in University housing, the University will determine if the student can safely remain in their current housing arrangement or must be sent home. If the student can remain in University housing, then the student can request the assistance of Dining Services and Residence Life in obtaining food and beverages. Ill students who do not live on campus should seek the assistance of family members or friends as appropriate.

If the student is unable to return home, the student, along with Campus Safety, Residence Life, Campus Housing, and the Disability Resource Center, will determine if a campus apartment is available for quarantine. If so, the student will be temporarily moved to that unit and commit to staying in that unit and limiting his or her presence on campus until cleared by a medical professional.

b. **Ill faculty or staff member:** The faculty or staff member should remain at home and not return to work – and should receive care from family members or friends as appropriate.

c. **Exposed individuals:** Any individuals exposed to a student, faculty, or staff member suspected or confirmed to have a serious communicable disease should follow medical recommendations for quarantine (if any). This may result in the need for a student to go home.

2. Sanitation

Upon notification of a confirmed serious communicable illness, the Dean of Students (for student and residential spaces) or Human Resources (for faculty/staff spaces) will inform the Vice President for Finance/CFO who will, in turn, inform Campus Safety. Campus Safety will follow established guidelines regarding sanitation efforts. If necessary, external companies will be utilized to meet sanitation needs that our staff is not equipped or trained to address. Biohazard items will properly be disposed of. The University will make available and encourage frequent use of hand sanitizer solutions when appropriate.

The person reporting the possible or confirmed case of a serious communicable illness should share the dates the student, employee or visitor was on campus, the buildings, rooms and residential spaces they entered (campus safety will conduct a thorough cleaning and disinfecting), and the people they contacted or were within physical proximity to, so that we may contact those who were potentially exposed (contact tracing).

3. Communication & Consultation

a. **Executive Cabinet:** This group will be notified in the event of a potential outbreak.

b. **Student and his/her family:** The Dean of Students Office will keep in ongoing contact with the student and his/her family regarding the student's health status, diagnostic confirmation, treatment and quarantine recommendations, and other needs/issues following medical, ethical and legal guidelines related to medical information disclosure (releases will be sought as necessary).

c. **Faculty or staff member and his/her family:** Human Resources will keep in ongoing contact with the employee and his/her family regarding the employee's health status, diagnostic confirmation, treatment and quarantine recommendations, and other needs/issues following medical, ethical and legal guidelines related to medical information disclosure (releases will be sought as necessary). With faculty absences, the Records Office will communicate with students regarding impacted classes.

d. **Potentially exposed Warner Pacific University community members:** Those individuals exposed to the individual with a serious communicable illness and at reasonable risk for contracting the illness themselves will be notified according to medical, ethical and legal guidelines related to medical information disclosure. The definition of a significant exposure varies by the type of illness. Those at risk for such exposure will be advised of the nature of the illness, potential symptoms, any steps for self-care, and other direction as needed.

e. **Other University constituents:** The broader University student, faculty, and staff community, the Trustees, parents, and others may be notified if a communicable illness outbreak has broader implications for University community members or the University's well-being. Reasonable efforts will be made to honor the confidentiality of impacted community members.

f. **Expert medical resources and government agencies:** The following governmental agencies can serve as reporting and consultative resources for the WPU community:

Oregon Health Authority

500 Summer Street, NE, E-20

Salem, OR 97301-1097

Phone: 503-947-2340

Website: <https://www.oregon.gov/oha/pages/index.asp>

Centers for Disease Control

Website: <http://www.cdc.gov/>

4. Operational Considerations

- a. **Delivery of educational curriculum:** Every effort will be made by Warner Pacific University to ensure delivery of our educational curriculum while also attending to reasonable steps to prevent the spread of serious communicable illnesses. Should it be necessary to cancel classes for any period of time, our educational programs may be delivered to our students by altering and extending the duration of the traditional term schedule to complete essential instruction in the traditional format and/or through the use of distance instructional methods.
- b. **Major University-sponsored on-site events with or without the public:** The University will make every effort to maintain contractual and other commitments to implement scheduled major events. In the event of a communicable illness outbreak and it is determined that it is reasonable to proceed with the event, then individuals with the illness (or exposed to it) will be asked to not attend the event and event organizers may use the opportunity to further educate attendees on prevention of the illness. Should the event require postponement or cancellation, reasonable efforts will be pursued to adequately notify those potentially impacted through communication tools available to the University.
- c. **Programs or Events Involving Travel Away from Campus:** Athletic, service, and other University-related travel will be evaluated to determine if the risk is worth continuing with planned travel based upon health conditions and resources at Warner Pacific University, the travel route, and point of destination. Certain means of travel may reduce risk of either exposure or transmission and should be evaluated for safety. The University will follow the same procedures outlined for events in #1 above with or without the public to determine program/event continuation, alteration, or postponement.
- d. **Key Personnel:** The Executive Cabinet (EC) will make a determination as to what personnel may be deemed "key" in the event of a prolonged communicable illness crisis. If possible, staff members will be equipped with preventative equipment in order to avoid acquisition of the illness themselves (i.e. masks, gloves, immunizations, hand cleaner, etc.). Possible key personnel include, but are not limited to, the following:
 1. Campus Safety
 2. Maintenance
 3. Residence Life
 4. Food Service
 5. Business Office (Billing)
 6. Custodial Staff
 7. Human Resources
 8. Registrar
 9. Athletics Management
 10. Centre 205 Management

CAMPUS POLICIES AND RESOURCES

STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

Warner Pacific University adheres to a policy of protecting student rights to restrict release of personal information within their University records. The privacy and confidentiality of all University records shall be preserved to the extent required by law. Official student academic records, supporting documents, and other records shall be maintained only by members of the Warner Pacific University staff employed for that purpose. Transcripts of educational records are maintained by the Registrar in the Records Office. Access to his/her records is guaranteed to every student to the extent required by law. The Registrar or a designee will advise a student of procedures for handling a request for correcting errors in the record.

Disclosure of a student's records to faculty or administrative officers shall be for internal educational purposes, routine administrative and statistical purposes, or legitimate inquiries made by faculty in order to guide the student in a specific academic area.

Information from a student's records will not be released to anyone outside the institution except to the extent permitted by law, with the prior written consent of the student, or presentation of a court order or subpoena. This includes grades and class assignments. Confidential Release forms requiring the student's signature are available in the Records Office.

Midterm grade reports and final grade reports are available on myWP (<http://my.warnerpacific.edu/>). Students who have questions about their grade records or any of the registration procedures should address them to the course instructor. To maintain confidentiality of student records, only authorized persons presenting identification may review a student's file. Information pertaining to grades or student records, except for directory information, will not be released over the telephone.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Warner Pacific University abides by the Family Educational Rights and Privacy Act of 1974, Sec. 438, PUB. L90-247, as amended, which sets forth requirements for the protection of students' rights to privacy in their educational records and gives them the right to inspect such records to seek correction of errors. This statement serves as notice to all students of their rights under the law.

Directory Information

The University considers the following items to be student directory information and verifiable to anyone on request:

- name
- photograph
- date of birth
- campus e-mail address
- educational institutions previously attended
- current city of residence
- status as full or part-time student
- dates of attendance
- major field of study
- degrees and awards received

- participation in recognized activities and sports

Records that generally are NOT released include anything personally identifiable such as:

- address
- telephone number
- Social Security Number
- grades
- schedule
- GPA

Students who do not wish to have directory information released by the University must file that request in the Records Office. Such requests will be maintained for the duration of the student's enrollment at Warner Pacific University.

*Photos or video taken at our events or campus activities may be used in publications such as brochures, newsletters, and magazines, or video presentations. Such photos or videos may also be used electronically in online publications, our websites, e-mails, social networking sites such as Facebook, Twitter, or Instagram or in other electronic forms of media (#warnerpacific). If you are pictured and would like us to discontinue using the photo, please contact the WPU Marketing Department.

STUDENT SUCCESS CENTER

ACADEMIC SUPPORT

The Warner Pacific University Academic Success Center is dedicated to providing students from diverse backgrounds with the academic support (through academic mentoring, skill coaching, and tutoring) they need to succeed in the classroom and grow in the spiritual, moral, social, vocational, and technological challenges of the 21st century.

The Academic Success Center accomplishes this by providing assistance with study skills, study table oversight academic mentoring, **and tutoring services and support for a variety of academic challenges**. There is no additional fee for these services to WPU students. In addition to teaching classes on critical thinking and study skills and individual coaching is available. The Academic Success Coordinator oversees study tables and provides tutoring. Tutoring is primarily done in the library study room with hours posted outside the door, and around campus. Call or email Janice Nehren at jnehren@warnerpacific.edu or 503.517.1692 for more information.

www.warnerpacific.edu/academic-success-center/

DISABILITY ACCOMMODATIONS

Support for Students with Diagnosed Disabilities is provided by Warner Pacific University and is consistent with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Appropriate **academic assistance and classroom accommodations** are available to Warner Pacific University students who have been diagnosed with a qualifying disability. Students seeking reasonable accommodations should contact Jann McCaul, the Disabilities Resource Coordinator, jmccaul@warnerpacific.edu or 503.517.1577 to explore academic or classroom challenges and to discuss a possible plan. In order to draft a plan the Disabilities Resource Center (DRC) of Student Life may require current medical evaluation records from within *the last three years*.

Emotional Support Animals All Emotional Support or Service animals for residential campus housing must be approved through the Disabilities Resource Center prior to arrival on campus. Animals approved as Emotional Support are allowed only in the Individual Residence Hall room or apartment for which they are approved but are not approved for other campus areas. Emotional Support Animals on campus without prior approval may be subject to a fine, cleaning and damage charges, and potential removal from campus until approval is finalized. Service dogs trained to perform tasks for their disabled handler are allowed on campus in accordance with Title II of the ADA Amended 2008.

Appeals Process: Unresolved issues concerning eligibility or accommodations may be appealed as follows:

1. Submit a written statement that clearly and briefly describes the alleged violation of the regulations to Jann McCaul, Disabilities Resource Coordinator. A complaint should be filed within 60 calendar days after the complainant becomes aware of the alleged violation. (Extenuating circumstances will be considered on a case-by-case basis.)
2. An investigation will be conducted by the DRC Coordinator or his/her designee. These rules contemplate informal but thorough investigations, affording all interested persons, an opportunity to submit evidence relevant to a complaint.
3. A determination as to the validity of the complaint and a description of the resolution, if any, will be issued in writing by the DRC Coordinator to the complainant and parties to the complaint, no later than 45 calendar days after the filing of the complaint.
4. Appeals to the resolution decision will be made to the Associate Dean of Students for Academic Policy Committee or other appropriate committee review.
5. If the issue is not resolved, a final campus appeal can be made to the Vice President of Student Life.
6. If the issue remains unresolved, or at any point in the review process, the student may appeal to the Office of Civil Rights, www.ed.gov/ocr/docs/howto.html.

Confidentiality: The Disabilities Resource staff along with the Counseling Center staff and Campus Pastor are firmly committed, as well as legally and ethically obligated, to maintain the confidentiality of those who seek their services. Confidentiality can only be broken in emergency situations or as required by law. The circumstances that may require disclosure of confidential information include:

1. Immediate danger to yourself (threat to life or bodily harm).
2. Immediate danger to another (violations of community standards are not considered an emergency).
3. Reports of suspected child (under 18) or elder abuse.
4. The Counseling Center Director oversees all graduate work with student clients.

Your Rights as a WPU Student with a Disability

The rights for students with a disability in college are different from students attending elementary through high school. If you are *otherwise qualified* to attend college courses or programs, you have the right to appropriate academic accommodations that will not alter the fundamental course requirements. Instructors are not required to lower course expectations as an accommodation for the student with a disability. Colleges may not use your disability status as a reason to deny admission if you have met the essential admissions requirements, i.e. college placement scores.

Disclosure of your disability for accommodations is voluntary. To receive accommodations, you must self-report and register with DRC. Accommodations may not be granted for undocumented disabilities. The nature of your disability is confidential and will not be provided to instructors or other staff without your approval. Accommodation plans will only describe the nature of the accommodations requested.

Depending upon the student's disability, some appropriate academic accommodations may include auxiliary services, equal access to course materials, some forms of adaptive software or hardware located on campus, testing accommodations and/or note takers in classes that you attend. The university is not required to provide some personal services such as personal attendants, prescriptive devices, personal transportation to college courses, personal computers or personal software as an accommodation. The university is not required to change the substantive course content on tests or the outcome expectations on those tests.

You have the right to the timely receipt of reasonable accommodations after establishing your need for accommodations. The university is not required to identify your disability, academic needs, medical testing or diagnosis. Students will provide current reliable documentation (diagnosis) from qualified/ trained medical providers of the current disability. In most cases, the documentation should not be older than three years from presentation to Warner Pacific DRC. If your current medical documentation is not adequate for receipt of academic accommodations, you will be advised of the need for new or additional documentation.

It is your right to request academic accommodations at any time in higher education based on your disability. However, some academic adjustments may need extra time to provide or schedule. Please allow sufficient time for DRC to review your request prior to expecting adequate services to be provided.

You have the right to determine which semesters and which classes you receive accommodations. Please advise DRC at the beginning of each semester of the courses you want accommodated. Retroactive accommodations (prior to the date of the request) may not be approved.

For additional information about postsecondary student rights regarding disability accommodations, visit: Students with Disabilities Postsecondary Education Rights and Responsibilities at <http://www2.ed.gov/about/offices/list/ocr/transition.html>

CAREER RESOURCES

Career counseling is an integral part of a student's education. As students are able to more fully understand their values, skills, and interests, they will be better prepared to translate them into meaningful career and life plans. Individualized career counseling, vocational assessments, a career library, and a variety of workshops covering such topics as resume writing and interviewing techniques, are available to all Warner Pacific students to assist them in finding fulfilling work in today's competitive job market.

ASSOCIATED STUDENTS OF WPU

The ASWPU governance is composed of six leadership teams: Campus Ministries, Campus Activities Board, Res Life, Service Learning, the Student Diversity Council, and Student Government. The purposes of these groups is, collectively, to provide opportunities for WPU students to engage in events and programs that improve the culture and community of the student body, as well as advocate for student interests with each other and the WPU staff, faculty and administration. All students who take more than 6 credits and pay the student body fee are considered members of the ASWPU and are granted the privileges outlined in the ASWPU By-Laws. For a complete list of all student committees, see the ASWPU web page: www.warnerpacific.edu/campus-life/student-government/ or find us on Facebook at www.facebook.com/ASWPU.

STUDENT GOVERNMENT

Student Government exists to serve as the liaison between the administration and the student body, intentionally creating space where students and administrators can collaboratively develop and sustain a positive and inclusive campus environment.

Role and Responsibilities

Members of Student Government seek to understand the student body experience. Membership in Student Government (SG) is comprised of eight officers who are elected or appointed for one-year terms. They operate under the guidance of the Student Government By-laws.

Student Senate

The Student Senate exists to create a space where students can come to discuss and develop ways to create a more inclusive campus where all students feel supported, valued for their unique gifts, and a sense of belonging. Student Senators are the representatives from each ASWPU leadership team, multicultural organizations, and student clubs. Membership on student senate is determined by the Student Government Vice President. Student Senate is Co-Chaired by the Student Body Vice President and the Student Diversity Council Representative. Through student senate, the co-chairs work in:

- Fostering adequate representation of the student body by providing an accessible venue for a diverse range of students to become active in the processes governing ASWPU;
- Creating increased opportunity for communication and collaboration across student groups and appropriate administration;
- Providing a central place for communication between the SG and its constituents;
- Fostering the personal development of its members as servant leaders; and
- Cultivating a spirit of fellowship and service within Warner Pacific University in support of the current Student Handbook.

COMMUTER STUDENT SERVICES

Commuters are students that live off campus and commute from their homes to attend classes at Warner Pacific University. Nearly half of the students that attend Warner Pacific University are commuters. Warner Pacific University offers many resources that are beneficial to commuter students. Being intentional to engage commuter students, all campus wide programming is planned to be convenient for commuter students, with the majority of campus wide programs taking place between 11:00 am and 6:30 pm.

The Commuter Representative on student government is responsible for providing programs and resources that are designed to connect commuter students to campus life, and advocating for commuter student interests in the allocation of ASWPU resources. Additional helpful information for commuters:

- Tabor Grind is a great location for on-campus studying and making connections with other students.
- The Otto F. Linn Library has a student lounge in the lobby that is open during regular library hours. The Cafeteria provides a variety of discounted meal plans for commuter students as well as cash and card purchases.
- The Student Union is available for students to study, relax, connect with other students, or get some exercise while on campus.
- The Student Life Center, near Tabor Grind, provides couches, TVs, computers, and study and meeting space for commuters while on campus.
- The 24 hour computer lab is available for all students. You are able to enter the lab with your WPU ID card.
- Schlatter Chapel lounge provides a quiet place to study through the day.
- Commuter Lunches occur twice a month. You may purchase lunch vouchers at the Student Government table in the dining hall.

CAMPUS ACTIVITIES BOARD (CAB)

Warner Pacific's Campus Activities Board is a student leadership vehicle designed to build campus-wide unity through quality activities and services for the student body. It is the goal to help students get acquainted, involved and invested in the community.

Roles and Responsibilities

CAB coordinates and administrates student programming on campus. Membership in CAB is comprised of five officers who are elected or appointed for one-year terms. CAB understands that social, physical, and educational activities play an important role in a students' overall experience and that they are key to developing a strong sense of community on campus. Student Activities help shape attitudes, affect one's readiness to learn, and impact the quality of the college experience. CAB is responsible for programming in intramurals, outdoor recreation, special events, and the Student Union. These activities are student-led, enabling students to be involved in the planning and leadership of campus-wide programming. For more information, check out our web page at www.warnerpacific.edu/campus-life/college-activities-board/.

RECREATION AND FITNESS CENTER

The Recreation and Fitness Center is located on the ground floor of the C. C. Perry Gymnasium. The facilities, equipment, and activities are open to the student body.

Amenities include:

- Lounge furniture
- Commuter Lounge
- Pool and ping pong tables
- Flat Screen TV with cable and DVD player
- Wireless internet for laptop computers
- Vending machines
- Fitness center & weight room

FITNESS CENTER & WEIGHT ROOM POLICIES

Only current students and employees of Warner Pacific University are authorized to use the fitness center and the equipment therein. There is no on-duty supervision of facility and its use is at your own risk.

Fitness Center & Weight Room Policies

- All fitness center users must sign in/out each time they use the facility
- No swearing or derogatory language
- Must wear appropriate workout attire including a shirt and closed toed shoes
- iPods, MP3 players, personal radios, etc., must be used with headphones during workouts. No music can be played over speakers
- Place book bags, extra clothing, and other personal belongings in the facility locker rooms or outside the fitness center
- Do not move equipment from its designated area
- No dropping of weights (except in situations where your safety is of concern)
- Bars must be unloaded and weights put back in the proper spot after use

- All equipment must be returned to appropriate racks when finished
- Spotters (or safety bars) must be used at all times with barbell pressing exercises
- Safety bars must be used at all times when squatting. Bars must be set at highest possible setting without interfering with squat pattern. Spotters must also be used for “Heavy” sets
- Wipe down machines and benches after use with wipes provided
- Report all injuries and equipment irregularities to the Director of Athletics or Athletic Trainers

STUDENT DIVERSITY COUNCIL

The Student Diversity Council exists to fulfill the WPU mission by actively promoting equity and inclusion on campus and in the broader Portland community. We do this through inclusive events and programs that encourage awareness, education, advocacy, activism, and collaboration.

Roles and Responsibilities

The Student Diversity Council staffs the Student Multicultural Center, oversees all Student Multicultural Organizations, promotes justice on and off campus through events and programs, partners with other departments and organizations to help educate the WPU community regarding equity, inclusion, and justice, and promotes civic engagement. There are four paid positions available on the Student Diversity Council, one elected, and three appointed. The students filling these positions display a commitment to equity, inclusion, and justice, a high level of competence in their positions, and a strong desire to lead responsibly on the WPU campus. Finally, the Student Diversity Council operates in conjunction with the Social Change Model for student leadership development, empowering students to grow personally and socially, and to operate out of the understanding that each person plays a vital role in our community and in our world.

CAMPUS MINISTRIES

Campus Ministries cultivates the love of God by providing quality pastoral care, developing transformational leaders, and creating community by serving the campus and the city. Often, college is a place for students to explore their spirituality and reflect on their religious traditions. This can be an intense time of spiritual awakening which can lead to a deeper understanding of one’s faith in Christ. The Campus Ministries team is committed to aiding in each student’s spiritual maturing regardless of one’s faith tradition.

UNIVERSITY FAITH COMMITMENT

All students enrolled in 12 or more credit hours are required to participate in the University Faith Commitment program, which includes two areas of engagement: communal worship and community service. Students in the Professional and Graduate studies program, Post-Baccalaureate Teacher Education Students, students in their student teaching semester, and master’s level candidates are exempt from these requirements. Students enrolled in WPU’s nursing program fulfill the requirements through program participation and are not required to submit hours. The requirements of the program are as follows:

Residential Students

- Required to attend 15 chapels each semester; roughly half of the chapels offered.
- Required to complete 10 service hours. More details about what counts as service are described in the Service Learning section.

Commuter Students

- Required to have a combination of chapels and service hours that equal 25.

- Must have a minimum of 5 chapels and 5 service hours.

CHAPEL

Community chapel services provide an opportunity for the Warner Pacific University community to come together to celebrate, learn, and grow. This program is central for our community. Community chapel meets in McGuire Auditorium every Tuesday and Thursday from 10-10:50 a.m.

Petition Process

Any student has the opportunity to petition out of the chapel requirement. Petitions are not accepted for the service requirement as the hours are flexible. Petitions must:

- Be filled out in writing by completing forms located on the website at www.warnerpacific.edu/chapel-petition-form
- Be submitted before the chapel service occurs. Students cannot petition chapels that have already occurred. For instance, if only 3 chapels remain in the semester, 3 is the maximum amount of chapels a student can petition to have waived.
- Show inability to attend chapel for reasons of employment, internship, teaching practicum, etc.
- Show applicable hours of involvement in other activities that enhance one's spiritual journey or one's involvement in the Warner Pacific University community.

EVERY STUDENT WHO DOES NOT COMPLETE THEIR CHAPEL AND SERVICE COMMITMENTS WILL BE FINED \$10 PER INCOMPLETE HOUR WITH A MAXIMUM FINE OF \$200 EACH SEMESTER.

Church Life

Participation and attendance in a local church body is encouraged and modeled by leaders. Campus Ministries staff can help students locate a church that provides a challenging and positive spiritual environment.

Campus Ministries Bible Studies and Small Groups

Campus Ministries Bible Studies and Small Groups are an opportunity to connect with other students, develop meaningful relationships, and grow spiritually and interpersonally. Bible studies are provided for those students who wish to explore and study the Bible within a committed community.

SERVICE LEARNING

Service learning is an integral aspect of the University. Serving others is woven into the entire fabric of the WP experience including classes, athletics, residence life and more. You'll find a number of co-curricular activities specifically devoted to helping you use your unique talents and gifts to make the world better for others, preparing you for a lifetime of meaningful servant-leadership.

What is Service?

Service at Warner Pacific University is work done to meet the tangible needs of our neighbors in the city of Portland and beyond. Our students are encouraged to engage in the University's Christ-centered identity through utilizing their skills, passions, and education to work toward social justice through consistent direct service in the community.

All service is done through curricular and co-curricular collaborative service opportunities and facilitated reflection specifically focused on these eight categories:

- Compassion
- Ecological Justice
- Economic Equity
- Gender Equity
- Interfaith Relationship
- Racial/Ethnic Equity
- Support for the Elderly & Disabled
- Youth & Child Support

SERVICE COMMITMENT

Each student is required to personally log all of the completed service hours using the online form. A separate form will need to be completed for each service project. Service projects must be completed during the semester in which they are submitted. Projects done over the summer or winter breaks will not count for credits in the Fall or Spring semesters.

Service hours must meet the qualifications of Service Learning at Warner Pacific in order to be accepted towards your overall service commitment which are:

- Meeting a tangible need for our neighbors in or around the city of Portland
- Partnering with a non-profit organization
- Directly addresses one of the eight service categories
- Residential Students: Complete 10 hours of service
- Commuter Students: Minimum 5 hours of service (can do more to complete combination of 25 faith & service hours)

Please note: It is highly encouraged that you log any completed service hours above and beyond your required amount. In addition, internships may qualify toward your service hour requirement if they adhere to the requirements of what qualifies as "service" at WP.

Service Hour Due Dates:

All service hour submissions are due the Friday before the last full week of classes each semester. Students will have one additional week following the deadline to submit service hours with an additional late fee of \$30. Once finals week has begun, no more service hour submissions will be accepted.

Fines

Because we believe these experiences are essential to the growth and development of each student, participation in this program is a required component of what it means to be a student at Warner Pacific University. Therefore, students who do not complete and log the required number of service hours prior to the set deadline will be fined \$10 per missed hour, with a maximum fine amount of \$200, at the end of each semester.

If you have any questions about service hours, please contact the Service Learning Coordinator.

CAMPUS SAFETY

Campus Safety 24 hour duty phone: 503.250.1730

The Office of Campus Safety is located in the facilities building directly behind A.F. Gray Hall. Campus Safety's primary concern is the protection of the people and property of Warner Pacific University, and it seeks to work with all members of the Warner Pacific University community to ensure a safe living and learning environment. Community members are encouraged to be aware of their surroundings at all times and to report suspicious persons or activities to Campus Safety. If walking on campus or in the surrounding neighborhood during the night, it is best to travel in groups of two or more. If traveling in a group is not possible, the Campus Safety officer on duty is available to escort community members within the confines of the Warner Pacific University campus. In order to prevent thefts, please do not leave valuables (backpacks, electronic devices, etc.) visible in vehicles or unattended in common areas (residence hall lounges, Student Life Center, Student Union, Tabor Grind, etc.).

Any and all incidents of stolen property or thefts, threats, accidents, etc., should be promptly reported to Campus Safety. As necessary, an officer will assist the student in filing a report with a local law enforcement agency. In case of injury (except life-and-death situations), Campus Safety should be the first agency notified. Campus Safety will notify Student Life and the proper emergency agency for assistance. In case of an emergency (assault, crime in progress, etc.) dial **911**. Contact Campus Safety as soon as possible once police are notified.

The Warner Pacific University campus is private property, and permission to enter or pass through it is revocable at any time. Anyone who fails to cooperate with University authorities, including Campus Safety personnel, will not be permitted on campus.

To contact a Campus Safety Officer 24 hours a day, 7 days a week, call 503.250.1730 (cell phone) or 503.517.2127 (ext. 2127 from any campus phone).

IN CASE OF FIRE ON CAMPUS

- Open Curtains
- Close Windows and Doors
- Activate Fire Alarm System
- Leave Building by Nearest Door
- Summon Help - 911
- Notify Campus Safety Immediately
- Dial 503.250.1730

PARKING AND VEHICLE REGISTRATION

Vehicles driven on campus must be registered with Campus Safety and display a current Warner Pacific University parking permit. New parking permits can be purchased in the Office of Student Life for \$65 per semester. The accounts of students who purchase a permit in the fall semester will be automatically charged for the spring semester.

Student Parking

The parking lots beside C.C. Perry Gymnasium, below Egtvedt Hall and McGuire Auditorium, Schlatter Chapel, and the lower library parking lot, as well as the West side of 68th Street (as per city ordinance) are available. Parking is NOT allowed in the A.F. Gray parking lots or in any other spaces on campus marked reserved for faculty/staff or visitors Monday through Friday from 8:00 a.m. until 5:00 p.m.

Resident Parking

The Division Street, Tabor Terrace, and Saxon Apartment complexes each have parking lots for their residents only. Parking at the Division Street, Tabor Terrace, and Saxon Apartment complexes is by permit and for residents only, as space is limited. Any visitors that wish to park in these parking lots must obtain an approved visitor parking permit from the Office of Student Life. In addition to the Warner Pacific University Parking Permit, a sticker obtained from the Office of Student Life (no extra charge) must be displayed on the issued parking permit. These stickers identify resident vehicles and allow Campus Safety to identify unauthorized vehicle parking. All other apartment and house residents must park on the street, in their respective driveways or in other parking lots approved for student use.

Warner Pacific employees, students and their visitors are not permitted to park on the street in front of the neighboring properties at 2325, 2315 and 2245 SE 66th Avenue at any time. Campus Safety officers will place warning cards on the windshield of employee and student vehicles parked in front of these properties. A parking ticket will then be generated by Campus Safety and sent to the owner of the vehicle in campus mail. The fine will be placed on the employee or student account immediately.

Ticketing

Vehicles parked in unauthorized areas, parked improperly, or without a current parking permit will be ticketed. Five or more tickets can result in loss of campus parking privileges. Vehicles parked in **“No Parking”** zones, **Handicapped Spaces**, or **Fire Lanes** may be impounded at the owner’s expense.

WARNER PACIFIC UNIVERSITY IS NOT RESPONSIBLE FOR VANDALISM TO STUDENT AUTOS OR THEFT OF STUDENT VEHICLES.

SPECIFIC PARKING RULES:

1. Every student operating a vehicle must have minimum liability insurance as per state DMV requirements. The car license number and a description of the vehicle must be provided as requested on the Vehicle Registration form before a parking permit will be issued. A University parking permit is properly displayed when hanging from the rear-view mirror. If a permit is lost or stolen, the vehicle must be re-registered and a new parking permit obtained.
2. Speed is not to exceed 15 mph on campus.
3. Parking lots are not to be used for vehicle repair.
4. Un-drivable vehicles must be removed from the campus.
5. Designated fire lanes may not be occupied or blocked.
6. According to posted city ordinances, students may not park on the east side of 66th and 68th Avenues where posted. Portland traffic control officers will issue parking tickets to violators.
7. Use only one parking space per car.
8. Warner Pacific University tickets are to be paid in the Office of Student Financial Services.

STUDENT COUNSELING CENTER

A variety of services are available to the Warner Pacific Community at the Counseling Center. Located in the Caldwell House between the science building and the Tabor Terrace Apartments, the Center is dedicated to supporting students as they identify their interests, talents, and skills and as they explore potential career paths. The Counseling Center is also committed to helping students remove obstacles along the way. Whether these obstacles are financial, physical, social, or personal, a visit to the Counseling Center is a good place to start when looking for solutions.

COUNSELING

Life counseling is available to and can benefit all Warner Pacific Students. Counseling services focus on engaging individuals in the assessment of their own strengths and in using these strengths to address obstacles that arise as they progress towards graduation. Communication strategies, strengthening relationships, time management, stress reduction, identity development, and healthy living are just some of the areas of personal growth that are typically encountered by college students. Should life stressors become overwhelming to any student, counselors at the Counseling Center are prepared to support students in crisis situations. While attending to the need to protect confidentiality, counselors will actively work with an individual's support network and community resources in order to provide the care necessary to weather personal emergencies.

Confidentiality

The Counseling Center staff is firmly committed as well as legally and ethically obligated to maintain the confidentiality of those who seek counseling services. Confidentiality can only be broken in emergency situations or as required by law. The circumstances that may require disclosure of confidential information include:

1. Immediate danger to yourself (threat to life or bodily harm).
2. Immediate danger to another (violations of community standards are not considered an emergency).
3. Reports of suspected child (under 18), elder or animal abuse.
4. The Counseling Center director oversees all graduate work with student clients, and communication between the director and counselor takes place as necessary.

Other Services

- Referral services to Portland area mental health providers
- Crisis intervention, management, and follow-up services
- Drug and Alcohol Prevention program information
- Consultation: Concerns about a friend who may need help may be discussed with a counselor. A brief consultation may be just what is needed to decide how best to help a friend
- Counselors are available to present or lead small discussions for residence halls or small groups on a variety of topics

Appointments

Students inquiring about counseling services can email counseling@warnerpacific.edu to receive intake forms and schedule an appointment. Students are asked to complete the intake form prior to scheduling an appointment. The form is designed to match students with the appropriate counselor. Once an initial consultation has occurred, students will arrange future appointments with their Counselor.

For life-threatening emergencies after hours, please call 911 or go to the nearest emergency room. You may also call *Multnomah County Crisis Line at 503.988.4888.*

DINING SERVICES

MEAL PLANS

Food service at the University is provided by Sodexo, Inc., a leading provider of integrated food and facilities management. Each day a variety of entrees, which may include: deli sandwiches, pizza, soups, salad bar, fresh fruits, desserts, and beverages are offered in Lower Egtvedt Hall. In the fall semester, dining service begins on the first day of orientation and ends with the evening meal on the last day of finals. Service resumes the day before undergraduate

classes begin in the spring, and the final meal is served on the last Friday before graduation. Food Service is not available during Thanksgiving, Christmas, spring, or summer breaks.

Meal plans are required for most students. The Platinum Meal Plan is required for all residential students living in Smith and Warman Halls. The Gold Meal Plan is required for all residential students living in the apartments and houses. The Bronze Meal Plan is required for all Freshmen commuter students and the Commuter Meal Plan is required for all Sophomore and Junior commuter students. Any student required to purchase a meal plan may choose to upgrade to a higher meal plan. The specifics of each meal plan are outlined below.

- Platinum Meal Plan – Includes 14 meals/week and \$300 flex dollars per semester (Required for all students living in Residence Halls).
- The Gold Meal Plan - Includes 10 meals/week \$115 flex dollars per semester (Required for all students living in campus apartments).
- The Silver Meal Plan- Includes 50 meals/semester and \$50 flex dollars per semester.
- The Bronze Meal Plan
 - Tier 1: Includes 16 meals/semester and \$150 flex dollars per semester (Required for first year commuters).
 - Tier 2: Includes \$170 flex dollars / semester (Required for Sophomore and Junior Commuters).
 - Tier 3: Senior commuters have the option of purchasing a \$55 flex plan.

Current meal plan pricing is available at <https://www.warnerpacific.sodexomyway.com/>

All flex dollars not used in the fall semester automatically transfer to the spring semester provided that a spring semester plan is purchased. Meals and flex dollars do not transfer at the end of the spring semester.

To-go containers can be purchased during meal times. Flex dollars may be used to purchase a to-go container.

Flex dollars are available to all students. Flex dollars can be used to purchase meals and a-la-carte items from the dining hall and any item from the Tabor Grind Coffee Shop.

- For \$25 dollars purchased, student shall receive \$30 in flex dollars
- For \$50 dollars purchased, student shall receive \$60 in flex dollars
- For \$100 dollars purchased, student shall receive \$120 in flex dollars

Exemptions

All meal Plan exemption requests must be submit prior to the tenth day of classes each semester. Requests made after tenth day will not be approved.

Commuters who are SNAP (Supplemental Nutrition Assistance Plan) participants, older than 25, or serve as a primary caregiver for children under 18 who live in the same home have the option of petitioning to reduce the required plan. Other exemptions from the meal plan requirement are based on Sodexo's ability to meet the dietary needs of each student. All efforts will be made to accommodate dietary restrictions and should be discussed with the General Manager so we can understand the nature of needs. Students wanting to petition the meal plan requirement must complete a meal plan accommodation form. These forms can be obtained from the Office of Student Affairs. The accommodation request is reviewed by the Housing Coordinator in coordination with the Sodexo General Manager. If a waiver of the meal plan requirement is granted, a prorated refund will be given based on the number of calendar days attended until the date the petition is approved. No refund is granted after 60 percent of the term has passed.

Dining Hall Rules

1. All meals must be consumed in the dining room during posted meal periods, unless approved by the General Manager.
2. All cups, dishes, silverware and other utensils must remain in the dining hall. Fines apply for dining hall equipment found in living areas.
3. Shirts and shoes are required for service.
4. Student ID cards are required for service and may only be used by the person the card has been issued to. If an ID card has been lost or stolen please refer to the ID Card section of the handbook.
5. Unused flex from the fall semester will transfer to the spring semester provided a meal plan is purchased in Spring.
6. Meal Plans are developed and offered for the exclusive use of an individual student, and as such, may not be shared with another student. Flex dollars may used to buy meals for guests or other students.

Choose to Reuse

Reducing trash on campus and in the landfill, you can purchase a reusable plastic container for meals to go. The cost is \$5.45. When you return your rinsed out container, you will receive a token. Turn that token in next time for a clean, reusable container. The purchase of a to-go container is required from the register in the Dining Hall.

DINING HALL HOURS

Monday- Friday

Breakfast	7:30 am to 9 am
Lunch	11:30 am to 2 pm
Dinner	5 pm to 7:15 pm

Weekends and Holidays

Brunch	11:30 am to 1 pm
Dinner	5 pm to 6 pm

Hours of Operation automatically switch to Weekend Service hours in the event of school closures, inclement weather. Hours are based on an average Meal Plan participation of 160 persons.

TABOR GRIND HOURS

Monday - Thursday	8 am to 8:30 pm
Friday	8 am to 6 pm

Hours of operation are subject to change based on current business conditions and school holidays.

BOOKSTORE

Warner Pacific has an online bookstore which will provide students on our Traditional campus with cost-effective options for course materials and a wide variety of WPU apparel and logo items.

The Virtual Bookstore gives students options to purchase lower-cost textbooks using financial aid/student accounts. Students are able to view their course materials on our Virtual Bookstore, with the option to purchase books at that site or at a vendor of their choice. The Virtual Bookstore also has options for rental, digital downloads, and a guaranteed buyback program.

A small selection of WPU logo wear and other items are available for purchase on campus in the Office of Admission, and a larger selection of customizable logo merchandise online.

INFORMATION TECHNOLOGY

WPU EMAIL

Each student (residential and commuter) is assigned an email account that is used as the primary communication system for the University. It is important for students to check their Warner Pacific University account regularly for important information regarding class assignments, announcements, events, personal notices, and communications. Students should also empty their inboxes regularly to ensure receipt of all such communications. Students may receive their log in and password from Information Technology located in McKinnon House on SE 66th Ave.

COMPUTER LAB

Warner Pacific University currently has 9 computers and a printer in the basement of A.F. Gray. It also has a ceiling mounted projector and tables and chairs that may be used for group work and presentation preparation. This lab is available to students 24 hours a day, 7 days a week. To use the lab when the building is closed requires a Student ID card registered with Campus Safety. Computers in the Lab are intended to be used by Warner Pacific University students as needed for class related work. Students found to be abusing computer lab privileges may have privileges revoked. A teaching lab is also available for teaching and limited student use in the basement of A.F. Gray.

COMPUTER USE

The University provides each student access to a computer through the computer labs. With this privilege comes the responsibility to use it with discretion, wisdom, and in compliance with Warner Pacific University policies. It is unacceptable to use computers or other mediums of communication (mail service or phone systems) for the purpose of harassment; use, possession, or distribution of pornography; plagiarism or otherwise in violation of Warner Pacific University policy. Students found to be using computer, mail, or phone services for such purposes are subject to judicial action, up to and including expulsion. Peer to Peer copying of copyrighted files is illegal. Students found copying copyrighted files may be subject to judicial action. Examples of copyrighted materials would be items downloaded but not paid for, such as current popular music, movies, etc.

NETWORK

Wireless Internet is available throughout the campus with 100 megabit bandwidth. If you would like access to the wireless network, please contact the IT Helpdesk or Student Life. Additionally, Internet plug ins are available in Smith Hall, Warman Hall, Saxon Apartments, Division Street Apartments, and Tabor Terrace Apartments.

LIBRARY SERVICES

The Library staff takes pride in providing academic service and support for the University community. With over 61,000 books, 24,000 full-text journal titles, 2,000 e-books, 600 music CDs, and 8,000 videos we strongly support the academic curriculum. In addition, the Library is also a member of the Orbis Cascade Alliance with borrowing privileges through the Summit Catalog at 37 academic libraries in Oregon, Washington, and Idaho. Summit self-initiated borrowing is available with over 28,000,000 items, as well as interlibrary loan from across the country. Access to the Library's catalog, databases, and other resources can be found on the Library's webpage at warnerpacific.edu/library/.

CIRCULATION AND RENEWALS

Students assume responsibility for materials checked out to their Library account. This includes knowing due dates, accepting responsibility for fines, and keeping materials in the same condition in which they were checked out. To check your Library account or renew items, you can visit My Library Account online via the Library's webpage, call the Service Desk (503.517.1102), or stop by the Library in person.

LOAN PERIODS

- **Books** - *Check out time:* 3 weeks; *Renewals:* 2 renewals of 3 weeks each
- **Videos and CDs** - *Check out time:* 1 week; *Renewals:* 1 renewal of 1 week
- **Periodicals** - *Check out time:* 1 week; *Renewals:* 2 renewals of 1 week each
- **Course Reserves** - *Check out time:* 2 hour, 24 hour, 2 day, and 5 day
- **Summit** - *Check out time:* 6 weeks (for books), 6 days (for media), no renewals
- **Interlibrary Loan (ILL)** - *Check out time:* Variable

OVERDUE NOTICES

The Library utilizes the Warner Pacific University email system for all communications and overdue notices. Notices will only be sent to Warner Pacific University email addresses. Overdue notices are sent as a courtesy; you are still expected to know what items you have checked out and when they are due. You can access My Library Account through the Library's webpage (warnerpacific.edu/library/).

Fines

Overdue items are subject to the following fines:

- **Books** - First 14 days: \$0.25 per day; days 15-60: \$1.00 per day; replacement charge: \$75.00
- **Videos and CDs** - First 14 days overdue: \$0.50 per day; days 15-60: \$1.00 per day; replacement charge: \$75.00
- **Periodicals** - First 14 days overdue: \$0.50 per day; days 15-60: \$1.00 per day; replacement charge: \$75.00
- **Course Reserves** - \$0.25 per hour; replacement charge: \$75.00
- **Summit** - First 10 days: \$0.50 per day; days 11-25: \$1.00 per day; replacement charge: \$90.00
- **Interlibrary Loan (ILL)** - First 10 days: \$0.50 per day; days 11-25: \$1.00 per day; replacement charge: variable

Items that are checked out for more than 60 days (or 47 hours for Course Reserves or 25 days for Summit or ILL items) and not returned or renewed will be marked as lost and will be subject to the processing and replacement fees listed above. If lost items are returned in good condition, the replacement fee may be waived. If you feel the Library has made an error in charging your account, you may obtain an appeal form at the Service Desk or online. **Fines are**

transferred to Student Financial Services at the end of every semester. Fines that have been transferred to SFS are not negotiable.

Blocked Accounts

Students who have over \$30.00 or more in fines will be barred from checking items out until fines are paid. Students may not register for a new semester with outstanding fines and may not graduate until all items are returned and all fines have been paid.

Privacy

All aspects of a patron's Library record are considered confidential and may not be discussed with anyone other than the patron, except to the extent required by law.

The policies listed above are a condensed version of the Library's Undergraduate Policies. To view the Undergraduate Policies in their entirety, visit the Library's webpage at warnerpacific.edu/library. The Library may make changes to Library policies at any time.

MAILROOM & COPY CENTER

Mailroom: 503.517.1210, copycenter@warnerpacific.edu

All traditional undergraduate students (commuters and residents) are required to have a campus mailbox. It is common for staff and faculty to correspond by campus mail so it is encouraged to check mailboxes frequently. Please make sure both name and box number is included on the address when mail/packages are being received. Other services include printing, copying, fax, lamination, and binding. The mailroom/copy center is located at the east end of Egtvedt Hall.

STUDENT FINANCIAL SERVICES

FINANCIAL AID AND STUDENT ACCOUNTS

The Office of Student Financial Services is a resource to help students manage the financial responsibility related to their education. Office hours are 8:00 am to 5:00 pm, Monday through Friday. The cashier desk closes at 3:30 pm each day.

Warner Pacific University does not discriminate in its student admission and employment practices and provides equal opportunity for all student applicants and employees regardless of race, color, sex, gender, sexual orientation, gender identity, national origin, religion, disability, age, veteran status, and any other applicable legally protected status. Students should apply for aid for the future academic year as soon after October 1 as possible. For more specific information regarding Financial Aid, please refer to the Academic Catalog located in the Records Office or on the WPU website, or contact the Office of Student Financial Services.

All charges, payments, and financial aid transactions are recorded in an individual student account. Each month a statement will be issued by the Office of Student Financial Services and placed in the assigned student campus mailbox. **It is the responsibility of the student to share this information with parents or sponsors assisting with tuition payment.** The Office of Student Financial Services staff are available by appointment for private consultation to discuss any financial concerns you may have.

The following are definitions and processes that will help you manage your Warner Pacific University account.

PAYMENT ARRANGEMENTS

1. Full payment or a payment arrangement is the final step in the Registration process and must be accomplished by August 1 for fall term and December 15 for spring term.
2. Financial arrangements may be made in the following ways:
 - **Payment in Full:** The student may use cash (US currency only), check, or debit/credit card, along with already confirmed financial aid to pay his/her balance due.
 - **WPU Payment Plan:** When a student has used all accepted scholarship and loan resources, an application for a pre-authorized automatic monthly debit/credit card payment or direct withdrawal from a checking or savings account is available through the Office of Student Financial Services. There is a 5% non-refundable enrollment fee charged at the time the plan is put into place. Returned payments may result in a \$25 service charge. Multiple returned payments may result in retroactive monthly service charges and plan termination.
 - **Work Study Payment Plan:** Student account payments can be made by monthly payroll deduction from work study wages for balances under \$1,000 for the year. See the Office of Student Financial Services for enrollment forms.

UNPAID STATUS

Full payment or an approved payment arrangement is the final step in the Registration process and must be accomplished before moving into housing or attending classes. A student is placed on unpaid status if satisfactory payment arrangements are not made by the first day of the semester. Failure to contact the Office of Student Financial Services may result in a voided registration. Unpaid balances, including those created or increased after initial clearance, may be subject to a 1.5% monthly service charge (18% annually).

OUTSTANDING STUDENT ACCOUNT BALANCES

Failure to meet arranged payment plan terms may result in plan termination. Delinquent monthly accounts, and any deferred payment arrangements, incur service charges. Continuous nonpayment may result in an administrative withdrawal from enrollment and may prohibit the student from registering in subsequent semesters and obtaining official and unofficial transcripts until such obligations are satisfied. Prior to the end of enrollment, graduating students must owe less than \$1,000 on an approved automatic payment plan in order to participate in graduation ceremonies. Diplomas and transcripts are not released to any student until their student account balance is zero. In addition to withholding transcripts, records, or diplomas until all University expenses are satisfied, Warner Pacific reserves the right to preclude students with past due balances from representing the University in public activities or events.

Students experiencing legitimate extenuating circumstances relating to their financial situation are encouraged to meet with Student Financial Services personnel for counseling.

Charge/Credit Details

1. Course changes are permitted within the add/drop period. Students are responsible for account balances created by requested changes and are advised to contact the Office of Student Financial Services for counseling. Full withdrawal from the University may incur withdrawal charges. See catalog.
2. Special fees are charged for selected courses (e.g. Malheur Field Studies, art, applied music, lab, and some religion courses, and all independent study or tutorials). These fees are in addition to tuition charges. Fees will generally be posted and charged at registration.

3. Students whose accounts reflect a credit balance after all charges, aid, and loans are posted may request a check in the Office of Student Financial Services after the second week of school, on presenting proof of class attendance.

Refund Policy

If a student withdraws or is dismissed, a pro-rated amount of tuition and fees, **except applied music fees**, will be refunded based on calendar days attended. After 60 percent of the term has passed, no refund will be granted. **Any refund may be reduced by the tuition deposit, room reservation deposit, and meals consumed. Additional charges may arise from the terms and conditions of a residential lease.**

POLICIES AND SERVICES

1. If a student wishes to challenge a class or take a tutorial, a routing slip from the Records Office must be obtained and the process on the routing slip followed. There is a fee for each process.
2. Returned check policy: Checks and/or electronic payment plan payments returned from the bank are assessed a \$25 service charge. Students will lose payment by check privileges after two returned checks.
3. To withdraw funds from student accounts with a credit balance, a check request must be filed with the Office of Student Financial Services. Requests must be made before Wednesday 12:00 p.m., and checks will be available in the Office of Student Financial Services after 3:00 p.m. Friday.
4. Student employment and refund checks must be picked up and signed for by the recipient, the recipient will need to show picture ID. Refund checks may be mailed to the permanent address on file in the Records Office.
5. Student employment checks are available in the Office of Student Financial Services on the last working day of each month. If student employment earnings are directly deposited to a bank account, a pay stub is mailed to the on-campus student mailbox.

Special Financial Counseling: This service is available for both new and returning students. Please contact the Office of Student Financial Services to set up an appointment.

STUDENT EMPLOYMENT

Students may work on campus part-time while attending school, and they may work full-time during the summer and other vacation periods. Most positions are on campus and the Office of Student Financial Services makes the awards for Federal Work Study positions. Students are paid at least minimum wage but may earn more for specialized work. After eligibility is determined in the Office of Student Financial Services, interested students should consult a listing of available positions kept in the Office of Student Employment as well as on the Warner Pacific University website, then apply and interview for the position. Positions are offered to the most qualified applicants. Federal Work Study eligibility does not guarantee a position. All students employed on campus must complete paperwork in the Office of Student Employment prior to beginning work.

RESIDENCE LIFE

A Warner Pacific University education is not limited to the classroom experience. Living on campus provides opportunities for learning and engagement that are unique to the University environment. Our Residence Life program is designed to maximize these learning opportunities through numerous academic, social, and spiritual experiences on campus and in the local Portland community. The following pages provide information you need to know to make the most of your residential experience. This section also contains the policies and regulations governing housing on the Warner Pacific University campus.

The Department of Residence Life maintains a 10-person professional and paraprofessional staff that provides 24-hour on call assistance, housing services, and various forms of programming for residential students. Resident Assistants, commonly referred to as RAs, are experienced Warner Pacific University students living in the residential facilities. RAs are trained to provide assistance with housing related issues (maintenance requests, noise disturbances, lock-outs, etc.) and trained to facilitate the creation of a healthy living and learning environment.

RESIDENCE LIFE POLICIES

RESIDENTIAL COMMUNITY

The residential community at Warner Pacific University often provides the most memorable and life changing experiences for our students. Therefore it is essential that we hold our students to the highest standards of care and respect for one another. The following policies and expectations are necessary guidelines for the efficient management of our residential community. These guidelines are not intended to restrict individual freedom, but rather to provide the structure that enables individuals to pursue community.

ALCOHOL, MARIJUANA, TOBACCO, AND ILLEGAL NARCOTICS RESTRICTIONS

Purchase, possession, storage, or use of alcohol, tobacco, marijuana, and illegal narcotics is prohibited on campus and in campus housing. Alcoholic beverage containers, posters, clothing, and other items advertising alcoholic beverages may not be openly displayed in living areas even for decorative purposes. Smoking and/or vaping is not permitted anywhere within the campus boundaries.

CONDUCT

Residential students and their guests must respect and comply with the community agreement expectations, the rules and expectations outlined in the housing contract, and all University and Residence Life policies and procedures. Students are also held accountable to local, community, state, and federal authorities.

DUTY COVERAGE

The Residence Life Staff is on call to respond to lock-outs and other issues outside of normal working hours. If you need assistance you can call the on-duty cell phone at 503.729.4150. Students that repeatedly request assistance for lock-outs may be fined.

EMERGENCIES

In the event of an emergency, contact Campus Safety and a Residence Life staff person. Students may call Campus Safety 24 hours a day, seven days a week at 503.250.1730. A residence life staff member is also available 24/7. If the emergency is a matter that requires immediate attention from police or is a fire or medical emergency, **ALWAYS CALL 911 FIRST!** Be sure to identify yourself by giving your name, the building location, and the nature of the emergency. Stay on the line until the operator dismisses you. Location information can be found near most landline phones around campus.

ENTRANCE RESTRICTIONS

It is the University's policy to respect each Resident's right to privacy in his/her residence. The University agrees to give reasonable notice, typically 24-48 hours, prior to entering a residence for routine maintenance and inspection. Residents will not unreasonably withhold consent to the University or its designee(s) to enter a residence in order to inspect the leased premises or make reasonable or needed repairs or improvements.

University personnel and/or their authorized designee(s) may enter a resident's leased premises without notice for an emergency, maintenance work, fire and life safety inspections, fire drills, ensuring compliance with health and safety standards, inspection in connection with a reasonable cause to believe there have been violations of University policy or state or federal law on the leased premises, or to check the status of the leased premises.

If a resident has not completely vacated his or her leased premises within 3 days following the end of the contract term of the lease, Residence Life personnel and/or their authorized designee(s) may enter the leased premises without notice and may remove any or all personal items that have not been removed by the exiting resident.

By submitting a work order to a University staff member to make repairs to a residence, a resident gives permission for the Maintenance Department and University staff to enter the leased premises to accomplish the requested repairs even if the Resident is not present.

FIRE SAFETY

Smith and Warman Halls: Both Smith and Warman residence halls have a central fire alarm system. If you encounter a fire, activate the nearest fire alarm pull station, close windows and doors, and evacuate the building according to the posted evacuation routes. Call 911 as soon as you are a safe distance away from the building. Stay away from the building until you are instructed to return by Residence Life Staff

Campus Apartments and Houses: Each apartment and house is equipped with battery operated smoke alarms. In the event of a fire close all windows and balcony/patio doors and exit the unit. Call 911 as soon as you are a safe distance away from the building.

Portland City ordinances require notification to the Portland Fire Department whenever there is an "unfriendly" fire, even if it has been extinguished. Failure to do so warrants criminal prosecution. Therefore, all unfriendly fires, regardless of the size, require initiating the alarm and immediate notification of Campus Safety and Residence Life staff.

Tampering with a smoke detector is a major violation that may result in fines and/or disciplinary action. Immediately report any malfunctioning smoke detector to the Office of Student Life or to the on-duty RA. Do not attempt to repair a malfunctioning smoke detector yourself.

Anyone found to have caused a fire maliciously or recklessly (no matter how small), or who tampers with firefighting/life protection equipment, initiates a false alarm, or fails to comply promptly with requests from University employees or the Fire Department, puts the lives of other people at risk. Such behavior cannot be tolerated, and violators jeopardize their status as a student and member of the Warner Pacific University community, and risk concurrent criminal prosecution.

GUEST POLICY

As an on-campus resident, you are responsible for your guests who visit on campus. While on the Warner Pacific University campus, all guests must abide by the community agreement, Residence Life and other campus policies, and state and federal laws. Residential students may host overnight guests provided the student receives permission from his or her Resident Assistant, the guest is of the same gender and the guest and student are not romantically involved.

No guest may stay overnight in a student's room or apartment for more than three consecutive nights or more than five nights a semester unless prior approval for an exception has been granted by roommates and the Residence Life Coordinator. This ensures that an environment conducive to study, privacy, and personal needs of all students is maintained.

Students should inform their Resident Assistant of their plans to have overnight guests 24 hours in advance. On-campus students who fail to give advance notification to their RA of a visiting guest or who allow a nonresident (student or non-student) to remain in their room/apartment/house longer than three nights will be subject to a fine and further administrative action at the discretion of Student Life staff. Campus Safety, a Residence Life staff member, and other University administrators have the authority to remove guests from the campus at any time.

HEALTH

The Residence Life Staff is concerned with each student's health and reserves the right to confront students regarding serious health problems. The University reserves the right to deny housing to students whose health needs have not been or cannot be satisfactorily met and if such action is determined to be in the best interest of the University and the occupants of the living areas.

LOUNGES

There are two lounges in Smith Hall and one in Warman Hall. They are open 24 hours a day. Lounge space is primarily reserved for studying but may be reserved for social events with the Director of Campus Life. Students are responsible for the proper care and maintenance of lounges and all common areas. If the condition of any common area is altered or damaged, the person(s) responsible may be charged and/or receive disciplinary action. In the event that the responsible individual is not discovered or doesn't come forward, the charge may be assessed to a group of students.

NOISE

Maintaining an environment conducive to academic success is very important so students are required to limit noise that can be heard outside their room. All residential areas have quiet hours from 10 p.m. to 8 a.m. Students bothered by excessive noise are encouraged to approach the individual or group responsible before involving Residence Life personnel. After an initial effort to resolve the situation, the student may contact Residence Life through the Resident Assistant on duty at (503)-729-4150

Students are free to have audio equipment in their rooms. The amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. The installation of outside aerials for televisions is not permitted. Failure to keep the noise level of sound equipment reasonable will result in removal of the equipment from the student's room.

QUIET HOURS AND VISITING HOURS

The entire residential community is subject to quiet hours. Students responsible for any noise disrupting the sleep or study of others during quiet hours may be subject to judicial action. Quiet hours start at 10:00 pm and end at 8:00 am.

In addition, Smith and Warman Halls are subject to visiting hours. Visiting hours exist to maintain the privacy for women in Smith Hall and for men in Warman Hall.

During the following times men and women can freely access either residence hall:

- Sunday-Thursday: 11 a.m. – 12 a.m.
- Friday and Saturday: 11 a.m. – 2 a.m.

Students hosting guests of the opposite gender or dating partners in their room during visiting hours are expected to keep the door open. With the exception of married couples, students are not permitted to allow members of the opposite sex or dating partners to spend the night in their room, apartment, or house for any reason. The Office of Residence Life reserves the right to terminate visitation privileges due to disruptive behavior, disrespect for others, or any other circumstance deemed an abuse of privileges.

RESIDENTIAL TRANSFER

Students wanting to transfer rooms or apartments for any reason must contact the Director of Campus Life before making any moves. Students who change rooms without approval from the Office of Residence Life or without completing all room-change procedures may be fined and/or subject to further disciplinary action.

RESIDENCE HALL COUNCIL

The students in Smith and Warman Halls will have the opportunity to form a Hall Council each academic year. The Hall Council's primary responsibility is to represent the residence hall students to the Office of Residence Life, to plan social activities for students in the residence halls, and to manage a designated portion of the hall council budget.

HOUSING POLICIES

Housing services are administered out of the Office of Residence Life. The Residence Life staff, including RAs, is responsible for ensuring that students understand and abide by all housing policies.

STUDENT RESIDENCY REQUIREMENT

All full-time students (12 credits or more) are required to live on-campus unless they meet the following requirements and choose to commute:

- Commuting from parent or legal guardian's home.
- At least 21 years of age by September 1.
- Have 90 or more units by September 1.
- Have established residency within a commutable distance for 12 months or longer.
- Married.
- Serve as the primary caregiver for a dependent child under 18 years old.

Students choosing to commute must complete a Commuter Living Option form and supporting documents, e.g. proof of residence requirement (lease), proof of marriage, etc. to the Housing Coordinator in Student Life prior to the semester start date.

Students who live on campus are required to live in the residence halls unless they are over 20 years old or have earned at least Junior-level status (60 units) by September 1 of the given academic year.

HOUSING ASSIGNMENTS

Residence Life housing assignments are made as follows:

Returning Students: Returning students who participate in the housing lottery have first priority and opportunity to secure housing for the following academic year. Students who do not meet the deadline for the housing lottery will have the opportunity to sign up for housing after the lottery is complete. In order to secure the space, a housing contract must be completed on time. If a contract is not completed by the deadline, the student(s) will forfeit their

opportunity to their desired space until after the lottery is complete. Contact jlrichards@warnerpacific.edu for more details about registering for housing.

New Students: New students are placed throughout the summer preceding the academic year. Most first and second year students who live on campus are required to live in the Residence Halls and participate in the Platinum Board Plan. Third and fourth year students who choose to reside in the Residence Halls are also required to purchase a Platinum Board Plan. Students qualify for placement once the Office of Residence Life has received a Housing Placement Form and notification that the \$250 housing deposit has been made. The Office of Residence Life and Admissions work together to place students who are compatible based on the information in the completed Housing Placement Form. Requested accommodations and roommate preferences are honored whenever possible. The Office of Residence Life reserves a limited number of spaces for incoming married students and students with children.

All new and returning students must fill out either a Housing Placement Form or a Commuter Living Option form prior to the semester start date.

MARRIED & FAMILY HOUSING

Beginning July 1, 2019, WPU will no longer offer married and family housing within traditional student housing. Any student currently approved for married or family housing will be granted an extended approval for up to four additional semesters, but no new requests will be approved. For those students, the policy below still applies.

Students who are married or are the primary caretaker for dependent children under 18 years old are eligible to request an exemption for the student residency requirement per the standard housing policies. The Housing office may also help married students and students with families locate area rental resources if desired.

Student married and family housing is reserved for full time students who are married or are single parents. Those permitted to live in married and family housing include the student, their spouse and their children. Extended family members are not permitted to reside in University housing facilities. Guests are allowed for a limited duration. *See Guest Policy on pg. 48.*

Married students are eligible for one or two bedroom apartments however, households with children will take precedence when placing in two-bedroom housing. Apartment availability is limited; married and family housing is issued based on available space.

Eligibility for married and family housing requires that proof of the previously noted qualifications be provided and approved by the housing coordinator prior to housing placement. Proof may include marriage certificates, birth certificates of any children or other documentation giving adequate proof of these relationships.

Keys for Married and Family Housing

A key will be supplied to both the student and to their spouse. If additional keys are needed for children in the household, an application may be completed and upon approval, additional keys will be provided. Please note, a \$15 fee will be charged to the student's account for each key unaccounted for upon check out. Additional fees to change locks for lost keys may apply. *See Building Access and Security for key policies. 52.*

CHECK-IN/CHECK-OUT

Students may not move in to University housing before the posted date and must vacate their rooms or apartments on the date in the housing contract. Any exception must be cleared with the Office of Student Life prior to finals week. Failure to abide by check in or check out dates may result in additional housing costs. Contact the Office of Student Life or refer to the housing contract for specific information about check in and check out dates.

Check-In Procedure: Students must complete all paperwork in the student housing file before receiving a room or apartment key. This includes reading and signing the housing contract, and signing for the key(s) to the residential facility. When you receive your key, Residence Life will also provide a copy of the Room Condition Inventory (RCI) for your room/apartment. The RCI is an inventory of your unit completed by Residence Life prior to your move in. It is essential that students verify the reporting of all damage on this form within 24 hours of moving in. Students will be charged at check out for damage not reported on this form that exceeds normal wear and tear.

Check-Out Procedure: Each student is responsible to check out of his or her room/apartment for all room changes and at the end of the housing contract's lease term. Check-out forms will be available outside the office of student life and emailed to all students before their check-out deadline. Check-Out includes four steps.

- 1. Removing all items and cleaning the unit**
- 2. Reporting any damage or maintenance concerns**
- 3. Confirming damage and other issues with remaining roommates**
- 4. Turning in keys and Check-Out form.**

Students are not considered checked out of housing until the Res Life office has received their keys and check out form. Late fees apply if a resident does not complete all steps by the deadline.

Damages

After the room or apartment is vacated, a Residence Life representative will complete a damage and fines assessment for each room or apartment. All housing related charges will be posted to student accounts, and the bill will be mailed to the forwarding address. Students with fines exceeding \$50 will receive an email from Residence Life including the specifics of the charges.

Abandoned Items

All students are responsible for removing everything from their unit when they check out. Any personal property, including but not limited to, goods, bicycles, or motor vehicles, left after termination of the occupancy for any reason, will be considered abandoned and students waive any right to any recovery from the University, either of the abandoned property or compensation for such abandoned property. Residence Life will remove any items left over and charge a dumping fee when a student moves out.

HOUSING DEPOSIT

Each resident is required to place a refundable \$250 Housing Deposit on his or her account before the occupancy date in order to reserve the premises he or she wishes to lease. During the occupancy of the leased premises, the deposit shall remain on the account, without accruing interest, as surety for any damage or cleaning charges. The resident agrees to maintain the deposit amount at all times during the term of this lease and for any subsequent lease period for as long as the resident remains a student at Warner Pacific University. The deposit will be refunded after the leased premises have been inspected by a Residence Life staff member and damages and fines have been assessed.

BALCONIES AND PORCHES

Students are responsible for the appearance and upkeep of their balconies and porches. If a Residence Life staff member or University official determines that a balcony or porch is in an unacceptable condition students will be notified and given an opportunity to fix the problem. If the problem is not fixed within the given time period the student(s) responsible may be fined or subject to further disciplinary action.

BICYCLE STORAGE

You may have a bike on campus, but it cannot be stored or kept in a residence hallway, lounge, hall, stairwell or entryway. There are bike racks inside the residence hall laundry rooms, outside of the residence halls, in front of the library, Schlatter Chapel, and the gym. Bicycles should be locked when stored or parked on campus. The University accepts no responsibility for the safekeeping of bicycles. Campus Safety personnel will remove bicycles left in stairwells or any other common area within a residence hall.

BUILDING ACCESS AND SECURITY

It is critically important that the University maintains the security of the residential facilities. Therefore, it is required that students keep their apartment or room locked. Students are responsible for their University issued keys(s) until they check out. No resident may loan his or her residence key(s) to anyone for any purpose. All housing keys are checked out at the Office of Student Life and returned at check out. If a key is lost or stolen please report it immediately to the Office of Student Life and receive a new key. Replacement keys and ID cards are \$15. In some circumstances it may be necessary to replace the lock when a key is lost. In such cases the student responsible may be charged for replacing the lock as well. Residents who fail to return keys at checkout will be charged for the replacement of both the lock and the key.

ID CARDS

Every Warner Pacific University student is issued a Student ID Card, which serves as an identification card, a meal card, library card, and admission to campus events. It is also your key to gain access to certain buildings on campus.

Because it is also an access card, there are some guidelines you must follow in order to maintain a safe and secure campus.

- Do not bend or punch holes in Student ID Card.
- Keep Student ID Card away from cell phones.
- Do not loan your card to anyone – student or otherwise. If found doing so, you may face the loss of certain areas' access privileges.
- If your card is lost or stolen, contact the Office of Student Life, 503.517.1007.
- **Replacement Cards:** If a replacement card is needed *for any reason* (lost, stolen, damaged, name change, etc.), the cost to replace is \$15.

DISABILITY ACCOMMODATIONS

Students wanting reasonable accommodations due to a disability must submit a request with acceptable documentation to the Office of Student Life prior to requesting housing. Students are asked to include any supporting documentation regarding their need for accommodations. The Office of Student Life and the Warner Pacific University disability services representative will make an assignment based on the availability of space, the individual's needs, and the University's ability to reasonably accommodate the student.

ELECTRICAL USE

Due to the limitations of electrical circuits and for a variety of safety reasons, electrical appliance usage must be limited. **Acceptable electric appliances with proper care and usage within student rooms are:**

- Small refrigerators (up to 4.1 cu. ft.)
- Microwave
- Coffee Pot
- Hot-air popcorn popper
- Hairdryer

- Curling irons/curlers/flat iron
- Clothes iron
- Televisions
- Radios and stereos
- Computers
- Fans
- Blu-ray/DVD Players

All heat producing electrical appliances must be plugged directly into the wall outlet and need to be U/L approved. Residence hall rooms are not equipped to support the use of cooking appliances with the exception of microwaves. However, a community kitchen is available in the Warman Hall 24-hour lounge. The use of extension cords is prohibited although students may use power strips that contain surge protectors. If you are unsure about a particular electrical item please inquire with the Office of Student Life. Students may request the use of other appliances through the Office of Student Life. Accommodations will be made when possible, although an extra fee may apply.

FIRE AND LIFE SAFETY

Once each semester the Office of Residence Life, in cooperation with the Maintenance Department, conducts Fire and Life Safety Inspections. These inspections are to find fire hazards, maintenance issues, and other facility related problems. University personnel are not looking for infractions of the community agreement or other campus and Residence Life policies. However, personnel are required to report any infraction he or she sees as a result of the inspections.

Flammables

At no time may any flammables be stored in or around living areas including fireworks, open candles, and incense. *Open flame or combustibles, including but not limited to open candles, incense, oil burning lamps, and potpourri pots* may not be burned in any residential unit. Fuel driven engines (e.g., motorcycles, mopeds, etc.) may not be stored in student housing. Safety concerns prohibit real Christmas trees and boughs as well as the large decorative Christmas lights in residence halls. Small, decorative, artificial Christmas trees are permitted in apartments and houses. Fire safety reasons also prohibit posters, tapestries, etc., to be hung or placed on ceilings. Barbeques are not permitted in campus housing.

FURNITURE

University owned furniture must not be moved in or out of rooms or apartments. This includes exchanging furniture with another residence. There may be a fine for such removal even if the item is returned at a later date. In addition, students with lobby/lounge area furnishings in their possession may also be subject to a fine and possible further disciplinary action. This furniture is to remain in the lobby/lounge area for everyone to use and enjoy.

Although most apartments and houses come unfurnished, a limited amount of furniture is available for rent. Beds, including a mattress, are available for \$125 per academic year. Dressers and desks are available for \$50 each per academic year. The set of three may be rented for \$200. No refunds are available regardless of early departure. Furnishings provided are to be used in a manner for which they are designed. Removal, damage, or destruction of furniture may result in a fine and a replacement charge. At check in and check out, it is the renter's responsibility to contact a Residence Life staff member and return the furniture to storage.

HALLWAYS

Hallways and stairwells must remain free of debris, personal items, and decorations. Students found in violation of this policy will be notified of the infraction and be given an opportunity to remove the items. If the problem is not resolved within the given time frame, students may be fined or subject to further disciplinary action.

LAUNDRY

Personal laundry may be done in the washers and dryers installed in the laundry rooms. Inoperable machines should be reported to the Housing Coordinator (ext. 1145) immediately. The University is not responsible for lost or stolen items in the laundry rooms.

MAINTENANCE

Malfunctions/Tampering/Alterations: Students must report all equipment malfunctions, failure of essential services, or repair needs to the Housing Coordinator. Please report emergency malfunction situations to the on duty Residence Life staff member immediately, 503.729.4150. Students or student's guests must not tamper with the heating system, refrigerator (or other appliances), locks/doorknobs, entrance or hall doors, lights, smoke detectors, or make any alterations of any kind to the leased premises.

Pests: Students must report the existence of pests in or around the leased premises (i.e. insects or rodents) to the Office of Student Life immediately.

PARKING

Parking on the University campus is limited. All students wanting to park a car on the campus must purchase a parking permit that allows access to two common parking areas, the McGuire/C.C. Perry Gymnasium lot and the Otto F. Linn Library lot. Residents of the Tabor Terrace, Division St., and Saxon apartments each have their own parking lot. However, apartment residents must obtain and display a unique sticker on their parking permit. Apartment residents may visit the Office of Student Life to receive their sticker during Welcome Week or once they arrive on campus. Visitors to campus are welcome to park in any of the assigned visitor spaces, or can get a visitors pass from the Office of Student Life. The University is not responsible for damage, loss, or theft of students' or visitors' cars. **Warner Pacific employees, students and their visitors are not permitted to park on the street in front of the neighboring properties at 2325, 2315 and 2245 SE 66th Avenue at any time.**

PETS

Students are not allowed to keep pets of any kind on campus. This also includes feeding and temporarily housing animals in or around living areas. In the event a pet is discovered in a house, apartment or the residence halls, each resident will incur a fine. Residents will also be held accountable for any damages found upon check out, including but not limited to, extra cleaning charges or the replacing of carpet. Residents who require an animal to treat a disability should consult with the Disabilities Resource Center.

- If an animal is discovered in unit, even temporarily, the student receives a \$50 fine and must remove the animal.
- If the animal is an emotional support or service animal the resident will have two weeks to bring documentation to the Disabilities Resource Center or remove the animal until they can provide documentation. Please see the disability services section for information about emotional support or service animals.
- If they have not removed the animal or brought sufficient documentation in two weeks, the fine is increased to \$300. No refunds or deductions will be given.

- An additional \$200per-month fine is charged until documentation is received or the animal is removed. The monthly fine is calculated from the day the animal was discovered.
- Continued violations of the pet policy may be referred to student conduct to adjudicate as non-compliance with university policy.

RELOCATION AND TERMINATION

The University reserves the right to relocate student(s) to another housing assignment or terminate a student's housing contract and remove him or her from campus housing under the following conditions:

- If a resident fails to make any rent or other payment under the housing contract within 10 days after written notice to the resident that it is due, the University may terminate the housing contract with 3 days' notice to the resident.
- For the benefit of an individual resident and/or the community, behavior that disrupts individuals or the community will be grounds to relocate a resident to another assignment or to cause the resident to vacate the leased premises and terminate the housing contract (i.e. disorderly conduct, harassment, unreasonable noise, violation of Residence Life policies or expectations) with 3 days' notice. If a resident threatens to inflict, or actually inflicts, personal injury or substantial damage to the leased premises, commits an act that is a significant disruption to the community, or commits any act that is outrageous in the extreme on the leased premises or on campus, as "outrageous in the extreme" is defined by ORS 90.396(f), then on behalf of the University the Director of Student Rights and Responsibilities has the right, in his/her discretion, to immediately terminate the offending resident's housing contract with notice and require the resident to vacate.
- Failure to comply with instructions to vacate after termination or relocation by University may result in the removal and storage of the noncompliant resident's possessions at the resident's expense.
- The housing office will frequently consolidate room assignments at semester. If a room or apartment is occupied at 50 percent or less, the student may be asked to move into a new assignment at semester.

ROOM/APARTMENT MAINTENANCE

Student Repair and Upkeep of the Leased Premises: Students in campus housing are required to keep and maintain their apartment or room in good and sanitary condition, to properly dispose of all rubbish, garbage, and other organic or flammable waste regularly; not to intentionally or negligently destroy, deface, damage, repair, or remove any structure or fixtures located on the leased premises and surrounding property belonging to the University, nor permit any invitee, licensee, or any other person under the resident's control to do so. Students are responsible to repair clogged waste pipes, bathtubs, toilets, or washbasins and for replacing light bulbs.

Students are also responsible for the condition of his or her living area at the termination or expiration of the housing contract. The Residence Life Staff reserves the right to enter University property, including individual rooms or apartments leased from the University, to ensure that each unit is being maintained properly and that no damage has occurred beyond normal wear and tear. Extra cleaning and additional checkout fees may be assessed for failure to comply with maintenance and sanitation expectations.

Damage/Destruction: Students are responsible for all damages to his or her apartment or room, equipment, and appliances that is caused by the student's willful misconduct or negligence, or by the student's guests or invitees. Damage or loss within a room, house, or apartment is the joint responsibility of the occupants. Any cost incurred to repair and/or clean public or shared areas will be equally split and assessed to the entire living group of students if

the person(s) responsible is/are not identified. Each resident is responsible for reporting any damages or maintenance needs to their Residence Life staff member immediately so repairs can be made in a timely manner. All fines and costs for repair of damages will be assessed according to the Damage Repair/Replacement Cost Sheet, a copy of which is attached to the RCI and is available upon request.

Malfunctions/Tampering/Alterations: Students must report all equipment malfunctions, failure of essential services, or repair needs to their Residence Life staff member. Please report emergency malfunction situations to the on duty Residence Life staff member immediately, 503.729.4150. Students or student guests shall not tamper with the heating system, refrigerator (or other appliances), locks, entrance or hall doors, lights, smoke detectors, or make any alterations of any kind to their leased premises.

Decorations: Fewer than 10 small nail holes per wall are permitted for hanging pictures and other items on your walls. Masking, scotch, double-sided tape, adhesive hooks, and screws are strictly prohibited as these often leave damage when removed. Any pictures or decorations that are sexually or racially inappropriate, or drug and alcohol related, are prohibited in all the University housing units

STORAGE

There is limited storage space available for the residence halls and the apartments. Those wishing to use any storage space must contact the Student Life Coordinator. All stored belongings are to be in boxes or suitcases, if stored in the residence halls, with name and contact information attached. The SAC must approve any items that cannot be boxed or put in suitcases. Apartment storage spaces may be rented during the academic year and summer months. Storage of personal belongings in University facilities is at the individual's risk. Articles will be discarded or donated if not removed at the completion of the storage agreement term. Carpets, furniture or any other item may not be stored outside of locked storage spaces. Any items left in the open areas will be considered abandoned and will be discarded or donated by the University.

WEAPONS

The possession of dangerous weapons is prohibited including slingshots, firearms (including BB guns), knives, and explosives (firecrackers, fireworks, dangerous chemicals, or propulsion devices). A dangerous weapon includes: a) any item or instrument defined as a weapon by local, state, or federal law, b) an item designed to cause injury or incapacitate another person, c) any item used to harass, threaten, intimidate, assault, or batter another person, or d) any item the University deems as dangerous.

RESOURCES

CAMPUS DIRECTORY

IF YOU HAVE QUESTIONS CONCERNING...

You may dial the extension number if you are calling from a campus phone. If you are calling from a regular phone you may dial **503.517** and the four-digit extension number. This system is connected to voicemail. If there is no answer, please leave a brief message so they are able to return your call. Many of these offices are pre-loaded for easy dialing via the WP mobile app available for Android and iPhone.

Academic Counseling	1036 Dean of Faculty
Academic Probation	1036 Dean of Faculty
Academic Problems Assistance	1010 Academic Success Center
Academic Programs at WPU	1036 Dean of Faculty
Adding/dropping classes	1013 Records Office
Advanced Standing	1013 Records Office
Advertising	
Student Originated	1369 Marketing & Public Relations
Off-campus Based	1369 Marketing & Public Relations
Alumni	1026 Director of Alumni
Application/Admission	1020 Admissions
Athletics	1370 Sports Information Director
Auto Registration	1219 Campus Safety
Bookstore	1100 Bookstore
Campus Safety (503.250.1730)	1219 Campus Safety
Career	1119 Academic Success Center
Class Schedule	1013 Records Office
Diplomas	1013 Records Office
Disabilities Resources	1577 Disabilities Resource Center
Early Learning Education	1080 Teacher Education
Faith & Service Commitments	1271 Service Learning
	1088 Experiential Learning Coordinator

	1007 Student Life
Fees & Financial Arrangements	1207 Student Financial Services
Grading System Information	1013 Records Office
Graduation Information	1013 Records Office
Accident/Health Insurance	1207 Student Financial Services
Incompletes	1013 Records Office
International Students	
Admissions	1020 Office of Enrollment
Immigration Questions	1020 Office of Enrollment
Intramurals	1088 Leadership Development
Library	1102 Library
Mailroom	1210 Mailroom/Copy Center
Maintenance Requests	1007 Office of Student Life
Maintenance for Housing	1007 Office of Student Life
Ministerial Field Service	1045 Chair, Religion Dept.
Off-Campus Jobs	1010 Academic Success Center
Welcome Week	1002 Leadership Development
Perkins Loan	1207 Student Financial Services
Personal Counseling	1119 Director of University Counseling Center
	1121 Counseling Interns
Registration	1012 Registrar
Residence Life	1098 Director of Campus Life (Residence Life, Student Rights and Responsibilities)
	1007 Student Work Study Line
Selective Service Registration	1017 Student Financial Services
Student Conduct	1098 Director of Campus Life
Solicitation/Surveys on campus	1145 Housing Coordinator
Student Activities	1239 CAB Office

Student Life	1145
Student Conduct Policies	1098 Director of Campus Life
Student Government Office	1193 Student Government
Student Employment	1018 Student Financial Services
Student Handbook (The Squire)	1056 Dean of Students
Study Skills Assistance	1010 Academic Success Center
Teacher Education	1080 Teacher Education
Transcripts	1013 Records
Transcript Evaluation	
Freshman Student	1013 Records
Returning/transfer Student	1013 Records
Tutoring	1010 Academic Success Center
Veterans Affairs	1012 Registrar
Work Study	1091 Work Study Office

CAMPUS MAP

MT. TABOR PARK

