THE SQUIRE

Student Handbook
2024-2025

WARNER PACIFIC UNIVERSITY

WITH PURPOSE

Equal Opportunity / Nondiscrimination

Warner Pacific University is an equal opportunity employer, which seeks faculty and staff who have a personal commitment to Jesus Christ and to the educational mission of the university as a Christ-centered liberal arts institution. WPU does not discriminate in its student admission and employment practices and provides equal opportunity for all students, applicants, and employees regardless of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, and any other status protected by laws and regulations. The University takes affirmative action to increase ethnic, cultural and gender diversity; to employ qualified individuals with disabilities, and to provide equal opportunity to all students and employees.

WARNER PACIFIC UNIVERSITY

THE SQUIRE

Student Handbook

2024-2025

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 Office of the Dean of Students and the Division of Student Success and Engagement at Warner Pacific University. 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 or modify 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 in July 2024.*

Students are responsible for staying informed of current policies and standards. The most recent version may be found at https://www.warnerpacific.edu/resources/for-students/.

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ABOUT WARNER PACIFIC UNIVERSITY

Mission

Warner Pacific University 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

- 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

History and Accreditation

Warner Pacific University is operated under the auspices of the Church of God (Anderson, Indiana) as a place of education and service for people, regardless of their denomination, who desire a quality liberal arts education in a vital Christian community. Founded in 1937 in Spokane, Washington, it was incorporated as Pacific Bible College and prepared church leaders during its early years. A desire for a more central location in the Pacific Northwest led to a move to Portland in 1940. In 1959, the name of the institution was changed to Warner Pacific College in honor of one of the early founders of the church as well as to reflect its growing liberal arts emphasis. In 2018, the name was changed to Warner Pacific University to reflect the growth and development more accurately it has experienced in the scope of the programs offered and the scale of what its graduates are achieving.

The University has been accredited by the Northwest Commission on Colleges and Universities (8060 165th Ave. NE, Suite 100, Redmond, WA 98052; Telephone: 425.558.4224; FAX: 425.376.0596) since 1961. Warner Pacific University holds program-specific approvals for its teacher education, nursing, and social work programs. The University is also approved by the State of Oregon to offer degree programs, for the training of teachers in identified subject areas, and for nursing education (www.doj.state.or.us/finfraud/).

ACADEMIC POLICIES

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 Academic 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 Catalog is available on the University website (https://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.

Registration and Enrollment

Advising

All students registered for six or more credits are assigned a professional advisor or faculty advisor, depending on class standing. The advisor's responsibility is to assist the student to set, plan and reach their own personal educational goals. For a good advising relationship to function, each person involved needs to know what is expected. The final responsibility for meeting all academic and graduation requirements rests with the individual student.

To achieve educational goals, the student must take the initial responsibility for setting advising appointments, creating an Educational Plan in MyWP before meeting with the advisor, and undertaking some long-range planning for the completion of studies. Students should track their progress toward

completing degree requirements by reviewing their Program Evaluations regularly. A minimum of six months prior to graduation, the student should file an Application for Graduation with the Registrar.

Students who have earned fewer than 45 credits toward their degrees will work with a professional advisor to register for classes. When preparing to register for their junior year classes, the students shift to a faculty advisor in their major area of study, who assist the students in more intentionally focusing on long-range planning, including reviewing the graduation application and the student's academic major and vocational plans.

Students who change majors will likely have a change of advisor to align with the new major. Students have the right to request such a change for other reasons as well.

Registration for Classes

Preregistration for new students is available at several summer preregistration events or during new student welcome weekend. Students matriculating during the fall semester are eligible to register for the fall and subsequent spring semesters. Returning students may begin registering for fall and spring semester classes on the published dates during the previous spring semester.

All new and returning students are strongly encouraged to register for their class schedule at least two weeks prior to the start of the term to ensure student readiness for the term and timely delivery of textbook materials. Some students may need additional time to clear registration holds; the deadlines are designed to accommodate these needs. All new and returning students must resolve any outstanding financial issues, clear any registration holds, and register for their term schedule no later than the first day of classes.

Adherence to the printed schedule of dates regarding additions, drops and withdrawals is expected since the dates have been established considering teaching and learning needs and expectations. The Academic Calendar is published in the current catalog, on each semester's schedule of classes, and on the WPU website.

Dropping Courses

Students wishing to drop select courses from their registration should submit a drop form to their advisor. Drop forms are available on the University website, on the Student Resources tab in MyWP, or from the advisor.

Students may withdraw from a course with no record on the transcript (called a "drop") when they withdraw properly before the deadline (see table below). Once the initial "drop deadline" passes, a student may still properly withdraw from the course, but a "W" will be entered on the student's transcript.

Course Length	Drop Deadline – No "W" on Transcript	Withdrawal Deadline – "W" on Transcript
Full Semester	First Business Day of Week 4	Last Business Day of Week 10
Eight Weeks	Before Week 3 Begins	Before Week 6 Begins
Seven Weeks	Before Week 3 Begins	Before Week 5 Begins
Six Weeks	Before Week 3 Begins	Before Week 4 Begins
Five Weeks	Before Week 2 Begins	Before Week 4 Begins

Most traditional courses are represented in the chart above. However, there are occasionally courses of different lengths. For these courses, the drop and withdrawal deadlines will be adjusted proportionally. Please consult with the Academic Catalog (https://www.warnerpacific.edu/academics/registrar/) or Records Office for details.

The student is responsible to complete the paperwork for withdrawals. A student who fails to officially withdraw from a course but has not attended class sessions or submitted assignments will be assigned an "X" grade on the transcript.

Course Cancelation

WPU is committed to providing each student with a healthy learning environment in the classroom. Class sizes are carefully monitored to ensure each student has the opportunity for active engagement and interaction. Should it become necessary to cancel a course due to low enrollment, an advisor will notify the affected students to identify acceptable alternatives.

Attendance and Classroom Behavior

Students are assumed to be attending all classes for which they are registered. Students are responsible for course assignments regardless of the reason for an absence.

Civil Behavior and Consideration of Others in The Classroom

Most 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 the 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 silenced during class time. Students may not text message, receive or make calls during class.
- The use of electronic devices during class is permitted for the purpose of enhancing the educational outcomes of the course. Use of electronic devices to check one's email, cruise the Internet, play games, work on projects not related to the course, or other uses not related to the course outcomes is NOT permitted. Persistent violation of this guideline may result in the loss of electronic device privileges during the class.
- Individual use of earbuds and personal listening/viewing devices is not permitted during class.

To assure a safe and supportive environment for all students, the following behaviors are strictly prohibited in classes:

- Verbal threats of physical harm directed towards professor and/or other students or physical violence or intimidation.
- Verbally aggressive taunts, threats or abusive language directed toward students or professors, which may include the use of profanities.
- Showing up intoxicated/under the influence of alcohol or drugs.
- Sleeping in class.
- Disruptive and uncooperative behavior and actions that results in the breakdown of order in the classroom, or obstruction of class goals.
- Defying specific instructions from the instructor pertaining to classroom conduct or behavior.
- Being openly critical and negative towards the professor and other students.

- Instigation/Provoking – the face-to-face use of personally abusive epithets that, when addressed to any person, are inherently likely to provoke.
- immediate violent reaction whether the reaction occurs.
- Using hate speech including but not limited to racist, demeaning, inflammatory, and or vulgar language in classroom conversation, communication, blogs, or assignments.
- Participating in or promoting practices that are in direct contradiction to the Bible.
- Inappropriate dress.
- Inappropriate taking of photos/videos/audio recordings.
- Excessive tardiness or leaving class early.

Students who demonstrate any of these behaviors may be asked to cease the behavior or leave the classroom; in the case of repeat offenses, the student may face censure through the student judicial process.

Visitor Policy

After the last day to add classes, only students who are registered for a class may attend said class. Students may not bring family members, guests, or animals to class without the prior consent of the instructor. Consent for children under the age of 12 to attend class will be granted only in extreme situations, and it should be understood that if the child(ren) are distracting to the professor or other students, they should be removed from the classroom. Children under the age of 12 may not be on campus unattended. Individuals who are approved for ADA accommodation (including service animals) are exempt from this policy.

Religious Accommodation

WPU will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course or program requirement. Students requesting religious accommodation should submit a written request to their instructor with as much advance notice as possible. Any absence resulting from religious accommodation does not excuse students from course requirements or information reviewed during missed classes. Students are responsible for obtaining materials and information provided during any missed class. The student must work with the instructor to determine a schedule for making up missed work.

Academic Integrity

Students and faculty are expected to adhere to the highest standards of honorable conduct in academic matters. To create a viable learning community, it is essential that faculty articulate clear policies in course syllabi and that students familiarize themselves with those policies and submit only work that is their own. Any attempt to circumvent learning or assessment activities will be considered a breach in academic integrity.

Examples of such breaches include the following:

1. Cheating *(the use or attempted use of unauthorized materials, information, or study aids)*.
2. Fabrication/falsification *(intentional falsification or invention of information, including false sign-in)*.
3. Plagiarism *(the use of another's ideas, words, data, or product, including tables and figures, without proper acknowledgment)*.

4. Identical work *(submitting work for multiple purposes without permission or submitting work that closely parallels another student's submission when collaboration is not allowed)*.
5. Assisting in dishonesty *(helping or attempting to help another commit an act of academic dishonesty, tampering with evaluation materials, distributing unauthorized questions or answers related to an examination/test)*.
6. Use of unauthorized electronic resources, including artificial intelligence, to complete assignments, quizzes, or examinations.
7. Violating a signed oath for an academic program or class.

Possible actions that may be taken by a faculty member who suspects a student of academic dishonesty (after conversation with the student to determine the student's awareness of the problem) are listed below. To protect both students and faculty involved, the appropriate Division Dean and the VPAA must be notified in writing of any action taken that may significantly impact the student's grade:

1. Oral reprimand (by faculty member).
2. Requirement to resubmit work or retake an examination/test (by faculty member).
3. Reduction of grade or failing grade on assignment/exam (by faculty member, with notification Division Dean and VPAA when this seriously impacts the overall course grade).
4. Reduction of grade for the course (by faculty member, with notification to Division Dean and VPAA).
5. Failing grade for the course (by faculty member, with notification to Division Dean and VPAA).

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.

At the discretion of the VPAA, repeat offenses may result in suspension or administrative dismissal from the university.

All the above procedures must be carried out in accordance with the Warner Pacific University Education Records Policy in compliance with the Family Education Rights and Privacy Act (Public Law 93-380).

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 redress of grievances. Academic appeals fall into two general categories: 1) petitions regarding application of specific policies, or 2) appeals of final grades or other academic matters related to a particular course. Depending on the content of the petition, the resolution may be determined by the Records Office, or the petition may be submitted to the Academic Policies Committee for review and adjudication. The student will be notified in writing regarding the results of the petition.

Petitions Regarding Application of Academic Policy

Petitions relating to academic concerns must be in writing and are processed through the Records Office. 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. Typical petitions include waiver of a particular graduation requirement, acceptance of transfer credits to meet a specific graduation requirement, or other similar types of policy

appeals. Depending on the content of the petition, the resolution may be determined by the Records Office, or the petition may be submitted to the Academic Policies Committee for review and adjudication. The student will be notified in writing regarding the results of the petition.

Appeals Regarding Final Grades or Other Academic Matters Related to Courses

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

1. A written statement describing the situation is submitted to the appropriate Division Dean.
2. The Division Dean will meet with both the student and the professor to resolve the issue. Should the issue not 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 Chief Academic Officer. The Chief Academic Officer will request pertinent information from all parties involved and make a recommendation for resolution. Should the issue remain 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 via the written request and accompanying documentation. After reviewing 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 Chief Academic Officer and in the student's academic file.

Refer to the Academic Catalog for additional information about academic policies, procedures, and programs (https://www.warnerpacific.edu/academics/registrar/).

STUDENT RECORDS POLICIES

Warner Pacific University abides by the Family Educational Rights and Privacy Act (FERPA) of 1974, Sec. 438, PUB. L90-247, as amended, which sets forth requirements for the protection of students' rights and privacy in their educational records. All student academic files, supporting documents, and other records shall be maintained by Warner Pacific University staff employed for that purpose.

Family Educational Rights and Privacy Act (FERPA)

A student's FERPA rights begin on the first day that they attend class at Warner Pacific University. These rights include:

1. The right to inspect and review education records. A student who wishes to review the education record should submit the request to the Registrar in writing. The Registrar will determine a reasonable timeline for access, plan for access, and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment of an education record that the student believes to be inaccurate, misleading, or otherwise in violation of privacy rights under FERPA. A student who wishes to request an amendment to the education record should submit a request to the Registrar in writing. If Warner Pacific University decides not to amend the record as requested, the student will be notified of the decision in writing. Please note: FERPA is concerned with accuracy. FERPA does not provide a process for questioning substantive decisions that are correctly recorded, such as a grade that is accurately entered on the student's transcript but with which the student disagrees.
3. The right to suppress the disclosure of directory information (see definition below), provided that the request is submitted while the student is enrolled. A student who wishes to exercise this right should submit to the Registrar a completed "Request to Withhold Directory Information" form, available at the Records Office.
4. The right to provide written consent before Warner Pacific University discloses confidential information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please note that Warner Pacific University discloses confidential information from education records without prior written consent to school officials with legitimate educational interests (see definition below) and under additional FERPA provisions authorizing disclosure without consent. A full description of all authorized exceptions for disclosure may be obtained from the Registrar.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures

by Warner Pacific University to comply with the requirements of FERPA. The Family Policy Compliance Office administers FERPA, and any complaints may be filed at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5901

Directory Information

The student's education record is divided into two parts: directory information and confidential information.

Directory information is publicly available and may be released without the student's consent. At Warner Pacific University, the directory information consists of the following: name; address (local and home); e-mail address (WPU and personal); phone number (local, home, and mobile); date of birth; photograph; most recent educational institution attended; participation in officially recognized activities and sports; weight and height of members of athletic teams; academic program of study; dates of attendance; enrollment status (full-time, part-time, etc.); class standing (freshman, sophomore, etc.); expected date of graduation; degrees conferred and date of conferral; academic honors and awards received (dean's list, cum laude, etc.).

All other parts of the student's education record are considered confidential, including (but not limited to) ethnicity, gender, religion, WPU ID number, social security number, class schedule, grades, GPA, transcripts, advising records, financial records, and disciplinary records.

Legitimate Educational Interest

As noted above, Warner Pacific University releases confidential student information to school officials with legitimate educational interest. A school official at Warner Pacific University is:

- A person employed by the university as an administrator, faculty, or staff member.
- A student employed by the university to assist an administrator, faculty, or staff member in fulfillment of his/her professional duties.
- A person employed by, or under contract to, the university to perform a special task, such as an attorney or an auditor.
- A person or organization acting as an official agent of the university and performing a business function or service on behalf of the university.
- A member of an official university committee (may include student members).
- A person serving on the university Board of Trustees.

A school official has a legitimate educational interest if the official needs to review the student's education record to:

- Perform appropriate tasks that are specified in his/her position description or by a contract agreement.
- Perform a task related to the student's education.
- Perform a task related to the student's discipline.
- Provide a service or benefit relating to the student such as health care, counseling, job placement, or financial aid.

Student Records Retention Policy

The university is committed to student record management in accordance with applicable laws and regulations as well as established best practices, reasonable business judgment, and common sense. Management of records must meet legal standards, optimize the use of both electronic and physical space, preserve the university's history, and ensure that redundant, outdated, and useless records are destroyed.

The Records Office is responsible for ensuring appropriate use, retention, and destruction of the primary student record file by establishing and following record management practices consistent with this policy. Other campus departments (admissions, advising, student finance, academic divisions, etc.) also create and maintain student records in the disposition of their duties. These departments and offices are expected to follow the standards for student record management as outlined in this policy.

All confidential records are stored in manner that prohibits access by unauthorized individuals. For physical records, this means storage in locked offices or cabinets in appropriate locations. Access to physical spaces is controlled by the Campus Safety. For electronic records, this means storage in the electronic database with access through means of a confidential login. Access to electronic records is controlled by Information Technology.

Warner Pacific University contracts with an external partner for the secure shredding of confidential paper documents at the time of disposal.

Student transcripts, Academic Dismissal records, class rosters, final grade rosters, and graduation lists are maintained permanently by the institution. Other portions of the student record (registration forms, major changes, advising files, applications for graduation, etc.) are maintained for 5 years after the student's last date of enrollment and then destroyed.

CAMPUS LIFE STANDARDS

Warner Pacific University offers a Christ-centered, academically rigorous, leadership focused, learning community in which faculty, staff, and students come together to share, explore, and solidify everyone's ideas, values, and beliefs. The University strives to develop students who are characterized by a strong personal faith, integrity, transformation, a sense of mutual responsibility, and a pursuit of personal excellence. The WPU community emphasizes seamless, holistic learning that occurs in classrooms, in residence halls, on the gym floor, in the dining hall, at worship, and at social gatherings. The WPU student population is comprised of students ranging in age from 17 to well past retirement and originating from across the United States and many foreign countries.

The Church of God (Anderson, Indiana) sponsor Warner Pacific University. Its mission, programs, and campus life are all informed by three basic traditions: Christ-centered, urban, and liberal arts.

Campus standards have grown out of the following qualities of campus life valued at WPU:

- 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 WPU agree to conduct themselves as responsible citizens 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 students of the expectations for being a member of our community. These standards are a key part of community life at WPU. Abiding by the Community Agreement is a condition of your continued enrollment at WPU.

Community Agreement

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, WPU'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 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 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. *See Academic Policies.*
2. Students 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 University community not to discriminate or harass others based on 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 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.

Students are expected to abide by the policies of the University including those contained in this handbook, the University Catalog, and departmental brochures. If there is a dispute between students and the University, this handbook outlines the procedure for making an appeal. Students are responsible for being aware of the policies outlined here and in the Catalog.

The University 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 are 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 WPU community. 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 WPU campus violating this policy should immediately report the incident to the Campus Safety (ext. 2127 or 503.250.1730). The complainant should be prepared to provide the Campus Safety 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 Campus Safety.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on WPU property. 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.

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 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 Wellbeing

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 (*see Guest and 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.

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 their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the 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 their 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 Success and Engagement, and any behavioral sanctions related to student standards will come from the Student Success and Engagement office, not individual departments within the University.

TITLE IX

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 based on sex in any federally funded education program or activity. Warner Pacific University does not discriminate based on sex in its education programs and activities that it operates, as required by Title IX and its regulations, including in admission and employment.

Warner Pacific University is committed to provide an environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment. Sexual harassment, including acts of sexual assault, is a form of sex discrimination and is prohibited by the University.

Federal regulations require the University to designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities. For WPU, those individuals are:

Title IX Coordinator:
John Coules – Director of Human Resources & Title IX Coordinator
Office phone number: 503.517.1205
Email: jcoules@warnerpacific.edu

Title IX Officers:
Nancy Drummond – Associate Registrar and Director of Student Academic Planning
Office phone number: 503.517.1339
Email: ndrummond@warnerpacific.edu

Ed Gall – Associate Professor for Physical Science and Mathematics
Office phone number: 507.517.1315
Email: egall@warnerpacific.edu

All inquiries concerning the application of Title IX including inquiries about the University's sex discrimination, sexual harassment, or sexual assault policies may be referred to the Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

The University's Title IX Coordinator must be informed of all reports or formal complaints of violations of this policy. **To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, go to https://www.warnerpacific.edu/title-ix/student-report/.**

Comprehensive information regarding the Title IX policy at WPU can be reviewed online at https://www.warnerpacific.edu/title-ix/.

On-Campus Support

- Confidential Support:
  - Counseling Center (Smith Hall, 503.517.1119, counseling@warnerpacific.edu)
  - Pastoral/Spiritual Support (University Chaplain, 503.517.1190)
- Dean of Students
- Title IX Coordinator and Officers
- Residence Life and Student Engagement Staff
- Campus Safety (503.250.1730)

Off-Campus and Community Support

- Emergencies (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 (988)
- 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 are intended to respond to alleged violations of the Community Agreement and/or University 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 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. These rights are the following:

- 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 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 based on 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.
- 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, faculty and staff is of paramount importance. Sometimes, students are hesitant to report to University officials or help 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 communicable diseases. It is in the best interest of the WPU 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 designee, 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 Time Extension

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 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 scheduling 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 by any member of the WPU community (students, faculty, and staff). Individuals outside of the campus community who wish to file a complaint against a student should contact WPU's 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 WPU 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.

Faculty and Staff 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.

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 Office of the Dean of Students and the Division of Student Success and Engagement is committed to prompt resolution of all disciplinary proceedings.

In some cases, the Conduct Officer may permit a short delay of the proceedings 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 to give the Conduct Committee adequate time to review the submitted statements.

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.

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 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 police or appropriate 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

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.

Filing a Report or Complaint

Students wanting to file a complaint of discriminatory harassment and/or misconduct should contact the Title IX Coordinator, one of the Title IX Officers, or the Dean of Students. 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 another appropriate designee. In the process described below, the term Title IX Coordinator will refer to that individual or another appropriate designee.

Individuals may make a report at any time by using the form provided at https://www.warnerpacific.edu/title-ix/student-report/ or by contacting the Dean of Students or Title IX Coordinator. Upon receipt of a report, the Dean, the Title IX Coordinator, or appropriate designee will reach out to the Complainant to conduct an intake interview.

Please note that any reference to days within this policy shall be counted as University business days unless otherwise specified.

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.
- 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.
- 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 and 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 the 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.

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" to assist in the assessment, investigation, or resolution of the report. Although here 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 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.

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

Formal Complaint for Resolution Process

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:

1. The Complainant's digital or physical signature, or an indication that the Complainant is the person filing the Formal Complaint
2. An allegation of prohibited conduct which would constitute a violation of this policy. This may include:
3. Where the incident(s) occurred
4. What incident(s) occurred
5. When the incident(s) occurred
6. Identity of Respondent, if known
7. A request that the University investigate of the allegations.

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

John Coules
2219 SE 68th Avenue
Portland, OR 97215
Office phone number: 503.517.1205
Email: jcoules@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 considering the new information.

Request Not to 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

If the Complainant declines to participate in an Intake Interview, but the report contains an allegation meeting all 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: If 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.

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 this handbook.

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. 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. 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.

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 a University 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 the 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 the 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.

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

Within a reasonable period 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 the occurred.
- The identity of the Complainant.
- The date and location (if known) of the conduct that is alleged to have the 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 the 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 the 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. If 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 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 request 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 consider 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 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

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 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 Director of Human Resources/Title IX Coordinator or the VP of Enrollment Management and Student Success and Engagement.

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.

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 based on 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 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.
- If 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.
- If an Advisor does not appear for the Hearing, the University shall provide and 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,
- 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 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

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 based on 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:

    a. 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
    b. Unwelcome conduct[1] 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 of 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:

[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.

i. Viewing, possessing, producing, or distributing child pornography.
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: 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 based on sex in an education setting that satisfies one or more of the following:

i. 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;
ii. 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
iii. "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:

1. 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.
2. 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.
3. 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.
4. 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.

b. **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.

c. **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.

d. **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.

e. **Stalking Based on Sex:** Engaging in a course of conduct based on 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 cyber- stalking, when it occurs in the school's education program or activity.

Other 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 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 scheduling 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 does not mean that there is 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, decide 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 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.

    a. 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.

b. 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.
c. 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 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.
d. 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 fact 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 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 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 (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, 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, 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 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 the Dean of Students and/or the Division of Student Success and Engagement 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 based on 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 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.

Leave of Absence

Students may initiate a leave or withdrawal from the University for medical or psychological reasons. The student may be required to present a supporting recommendation from a qualified health care provider such as a physician or psychologist. The University official assisting the student may consult with other appropriate University staff (e.g., Counseling Center staff) to help evaluate information and documentation presented from the student and the student's healthcare provider. The decision to grant such a leave is within the discretion of the University.

The University may also initiate a leave or withdrawal. 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.

An appropriate University official (e.g., 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 and requires the need for the student's immediate leave 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 and 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 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 in this handbook 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, faculty, staff, 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.**

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.

When a student has a dispute with another member of the community, they may contact the Office of the Dean of Students 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 Dean of Students or designee may provide an opportunity for the student to resolve the dispute with the assistance of a facilitator, who may be the Dean of Students, a member of the community, 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 initiate an appeal. 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 or designated office 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 or designated office are final.

STUDENT LIFE & ENGAGEMENT

Associated Students of Warner Pacific University

The ASWPU governance is composed of six leadership teams: Campus Ministries, Campus Activities Board, Residence Life, Service Learning, the Student Diversity Council, and the Student Government. The purposes of these groups are, collectively, to provide opportunities for Warner Pacific University 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 faculty, staff, and administration. All students who take more than six (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. A complete list of all student organizations can be found on the ASWPU webpage (https://www.warnerpacific.edu/student-success-engagement/get-involved/).

Student Government Association

The Student Government Association (SGA) 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.

Members of SGA seek to understand the student body experience. Membership in the association is comprised of eight (8) officers who are elected or appointed for one-year terms. They operate under the guidance of the Student Government By-laws.

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 SGA 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 SGA and its constituents.

- Fostering the personal development of its members as servant leaders.
- Cultivating a spirit of fellowship and service within Warner Pacific University in support of the current Student Handbook.

Campus Activities Board

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

CAB coordinates and administrates student programming on campus. Membership in CAB is comprised of five (5) 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 individuals' 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.

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 and 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.

- 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.
- Personal devices such as 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 always used with barbell pressing exercises.

- Safety bars must be always used 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 (SDC) exists to fulfill WPU's mission by actively promoting equity and inclusion on campus and in the broader Portland community. They do this through inclusive events and programs that encourage awareness, education, advocacy, activism, and collaboration.

The SDC 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. The SDC 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.

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

- Be submitted out in writing by contacting the University Chaplain.
- 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 number 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.

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 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 Warner Pacific University experience including classes, athletics, residence life and more. A number of co-curricular activities are 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.

Service at WPU is work done to meet the tangible needs of our neighbors in the city of Portland and beyond. 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 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 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 and service hours).

Please note that it is highly encouraged that students log any completed service hours above and beyond their required amount. Internships may qualify toward service hour requirements if they adhere to the requirements of what qualifies as "service" at WPU.

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.

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.

STUDENT SUCCESS & SUPPORT

Center for Academic Success and Achievement (CASA)

The Center for Academic Success and Achievement (CASA) provides academic support for all students through academic mentoring, skill coaching, and tutoring. The Center offers students the tools needed to succeed in the classroom and grow in the intellectual, spiritual, social, vocational, and technological challenges.

The staff at CASA helps students 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 Warner Pacific University students. Critical thinking classes and individual coaching are available.

Additional information can be found on CASA's webpage (https://www.warnerpacific.edu/academics/support-services/academic-success-center/). Students can also see all services available by downloading the Nimbus Learning mobile application (https://nimbuslearning.com/get-the-app/) and choosing the option to "sign in with your institution's email".

Accessibility and Accommodations

Warner Pacific University operates its academic programs in accordance with the Section 504 of the Rehabilitation Act and Americans with Disabilities Act (ADA). WPU makes reasonable accommodations for all individuals' documented disabilities, unless doing so would pose undue hardship for the institution. All new construction and purchased equipment meet current ADA requirements. Students who have documented disabilities and/or accessibility needs that may require accommodation to fully participate in classes should contact the Accessibility Office (503-517-1692, accessibility@warnerpacific.edu).

To draft an accommodation plan, the Accessibility Office 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 Accessibility Office prior to arriving on campus. Animals approved as Emotional Support are allowed only in the Individual Residence Hall rooms o 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 the Accessibility Office. 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 an Accessibility Office staff or their designee. These rules contemplate informal but thorough investigations, affording all interested people 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 Accessibility Office 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 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 Enrollment and Student Success and Engagement.
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 Accessibility Office staff along with the Counseling Center staff and Campus Chaplain are 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:

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

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 students are otherwise qualified to attend college courses or programs, they have the right to appropriate academic accommodations that will not alter the fundamental course requirements. Instructors are not required to lower course expectations as accommodation for a student with a disability. Colleges may not use students' disability status as a reason to deny admission if you have met the essential admissions requirements, i.e., college placement scores.

Students' disclosure of their disability for accommodation is voluntary. To receive accommodation, students must self-report and register with the Accessibility Office. Accommodations may not be granted for undocumented disabilities. Disabilities are confidential and will not be provided to instructors or other staff without students' approval. Accommodation plans will only describe the nature of the accommodation 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 attended. 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 accommodation. The University is not required to change the substantive course content on tests or the outcome expectations on those tests.

Students have the right to the timely receipt of reasonable accommodations after establishing the need for accommodations. The University is not required to identify students' 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 the Accessibility Office. If current medical documentation is not adequate for receipt of academic accommodations, students will be advised of the need for new or additional documentation.

It is the students' right to request academic accommodation at any time in higher education based on their disability. Some academic adjustments may need extra time to provide or schedule. Please allow enough time for the Accessibility Office staff to review the request before expecting adequate services.

Students have the right to determine which semesters and which classes they receive accommodation. Please advise the Accessibility Office at the beginning of each semester of the courses they need accommodated. Retroactive accommodation (prior to the date of the request) may not be approved.

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

Career Services

Career Services is dedicated to supporting students as they identify their interests, talents, and skills and explore potential career paths.

- Professional development is an integral part of the Career Service experience. As students can fully understand their values and interests, they are better prepared to translate them into meaningful career and life plans. Individualized career mentoring, vocational assessments, and library resources can be scheduled by appointment.
- Workshops – Career Services offers workshops covering a wide variety of topics such as resume building, cover letters, and interviewing techniques to assist them in finding fulfilling work in today's competitive job market.

- Employment Opportunities – Updates of the latest jobs, internships, volunteer opportunities, and local career fairs are posted on WPU's Handshake (https://warnerpacific.joinhandshake.com)
- Resume and cover letter support – Appointments can be scheduled through via email (careerservices@warnerpacific.edu).
- Online Resources and Career Exploration Tools – Online resources can easily be accessed from anywhere and the Career Services support team are on hand to assist students with navigating the interpretation.

For more information or to schedule an appointment, visit the Career Services webpage (https://www.warnerpacific.edu/student-success-engagement/career-services/) or via email (careerservices@warnerpacific.edu).

Counseling Center

The Counseling Center provides a supportive and confidential environment to address student concerns and needs. The Counseling Center's services are designed to help students develop deeper self-awareness, strengthen coping skills, foster healthy relationships, and improve academic performance and community engagement. Many free and confidential services are available to the Warner Pacific University community at the Counseling Center including individual and group therapy, mediation, crisis management, evaluation, referral, and community outreach.

Counseling is available to all currently enrolled WPU students. Counseling is proven to benefit individuals on various levels. 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 and the world beyond college. Some of the areas of personal growth that are typically encountered by college students and addressed in counseling include: communication strategies, strengthening relationships, navigating anxiety and/or depression, time management, stress reduction, identity development, adjustment to college, self-esteem and/or self-worth, and/or healthy living. Should life stressors become overwhelming to any student, counselors at the Counseling Center are prepared to support students in crisis situations too. While attending to the need to protect confidentiality, counselors will work with an individual's support network and/or various community resources to provide the care necessary to weather personal crisis and/or emergency situations.

Confidentiality

The Counseling Center staff is committed, and 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 person or the property of another person (violations of community standards are not considered an emergency).
3. Reports of suspected child (under 18), elderly, and/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, specialists, and/or inpatient programs.
- Referral services to community assistance and/or financial assistance.
- Crisis intervention, management, and follow-up services.
- Drug and alcohol support and 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, small groups, and/or clubs on diverse 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 (the intake session) has occurred, students will arrange future, ongoing appointments with their individual counselor.

For life-threatening emergencies, please call the Multnomah County Crisis Line at 988, call 911, or go to the nearest emergency room.

The Counseling Center is in Smith Hall. For more information about the Counseling Center, go to https://www.warnerpacific.edu/student-success-engagement/health-wellness/counseling-services/.

Dining Services

Food service at the Warner Pacific 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 the Dining Hall in 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

Resident dining plans are designed for students living on campus. With all-you-care-to-eat access to the Egtvedt Dining Hall, students can choose from four distinct dining stations offering different items, along with a salad bar, a dessert bar, and beverages of all kinds. Resident meal plans also include flex dollars, which can be used to purchase coffee drinks, snacks, sandwiches, and much more at Tabor Grind, the campus coffee shop. Flex dollars can also be used in the Dining Hall to purchase a la carte items, or full meals.

Meal plans are loaded directly on the students' ID for use at any of the dining locations. Students can also add to their meal plan at any time. Students should contact Residence Life (residencelife@warnerpacific.edu) to purchase a meal plan, add flex dollars, or make a change to their meal plan.

Current meal plans and pricing are available at www.warnerpacific.sodexomyway.com/ and on the WPU website (https://www.warnerpacific.edu/admissions-aid/tuition-fees/).

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.

Students can purchase a reusable plastic container for meals to go. When students return their rinsed-out container, they will receive a token. Students should turn that token in next time for a clean, reusable container. Students can purchase to-go containers at the register in the Dining Hall. Flex dollars may be used to purchase a to-go container.

Students living off-campus may benefit from the "Commuter Block Plans" or "Warner Cash". These are a smart and easy way to make purchases at any dining location on campus. Students can purchase a meal plan through Residence Life (residencelife@warnerpacific.edu) or online (https://warnerpacific.sodexomyway.com/my-meal-plan).

Exemptions

All meal Plan exemption requests must be submitted 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 be used to buy meals for guests or other students.

Book, Supplies, and Gear

Warner Pacific University does not have a traditional bookstore. Instead, the University has partnered with Slingshot to provide students with a cost-effective and dependable way to receive course materials. All students are automatically enrolled in the Slingshot Digital/Rental program without additional cost.

Students receive their books on campus during the weekend before classes start each semester and are not required to purchase their course materials on their own. Information is provided on the Slingshot website for students to access books provided digitally. Students are required to return all rental books to the on-campus mailroom no later than the day after finals. Students access their textbook information on the Slingshot website (https://warnerpacific.slingshotedu.com/).

The Virtual Bookstore gives students options to purchase lower-cost textbooks using financial aid/student accounts. Students can 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 Admissions Office (2nd floor of Egtvedt Hall). WPU Knights Athletic gear offer a selection of customizable logo merchandise online (https://sideline.bsnsports.com/schools/oregon/portland/warner-pacific-university).

Information Technology

WPU Email

All students are assigned a WPU username and email address of username@warnerpacific.edu. The WPU email address is used for all University communications, class related faculty/student correspondence, and other information distribution.

Students are responsible for checking their email regularly and must not share their password with anyone. To log into the WPU email, go to https://outlook.office.com/mail/. Students should not use the WPU email as their personal primary email but may forward emails from their WPU account to another email. Passwords change every 90 days. For detailed password management instructions, go to https://www.warnerpacific.edu/resetting-your-wpu-password/.

Upon graduation, students will retain access to this email account for a limited time after which the account will be disabled. Students are responsible for migrating their data from this account prior to its deactivation. For any other questions regarding your email account, contact the IT Help Desk.

Computer Lab

A computer lab is available to students 24 hours a day, 7 days a week. The lab is in the Gym and accessible with a Student ID card registered with Campus Safety. This room also has a ceiling mounted projector and tables and chairs that may be used for group work and presentation preparation. 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 communication mediums (mail service or phone systems) for 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 access is available throughout most of the campus. Email and internet use should be in keeping with good practices and the general mission of WPU. WPU cannot guarantee that communications or files procured from the internet are private or secure. All internet activity is traceable. The University may monitor and record usage to enforce its policies and may use information gained in this manner for disciplinary and/or criminal proceedings in accordance with WPU's disciplinary standards and procedures.

Go to https://www.warnerpacific.edu/resources/information-technology/ for additional information and support.

Library

The Otto F. Linn Library is the center of research for Warner Pacific University. The library offers key learning and research resources, providing information literacy instructions and best practices for information harvesting, searching, sharing and copyright oversight.

The library holds physical collections of over 60,000 items including periodicals, DVDs, and CDs. The library has licensed many research and course-related databases including EBSCOhost and eBooks. A long index of free, Open Educational Resource (OER) textbooks and related digital materials are also available. As a member of the Orbis Cascade Alliance, a consortium of 39 libraries in Oregon, Washington and Idaho, the Library has access to over 30,000,000 additional items listed in the Alliance's Summit Catalog. Stakeholders can check out items from any participating libraries in person or order them online. Items requested online are delivered via courier to the home library of the requester within a couple of days.

Circulation Policy

By checking out Library materials students accept all responsibility for those materials until they are returned to the library.

- You are responsible for knowing due dates.
- You are responsible for fines and fees.
- You are responsible for keeping items in the same condition as when they were checked out.

If students choose to lend an item to someone else while the item is checked out to them, they risk being held responsible for any damage or loss of the item.

Copyright Policy

In a commitment to academic integrity and to abiding by legal requirements, Warner Pacific University will adhere to the provisions of the United States copyright law. All members of the community will respect the proprietary rights of owners of copyrights and refrain from actions that infringe upon those rights. Individuals who willfully disregard copyright law place themselves at risk of civil and criminal legal action.

Additional information can be found on the library's website (https://library.warnerpacific.edu/).

Mailroom and Copy Center

The Warner Pacific University mailroom provides postal and courier services for all students and staff. Students (commuters and residents) can sign up to have a campus mailbox. Other services include printing, copying, lamination, and binding. The Mailroom/Copy Center is located at the east end of Egtvedt Hall.

For more information, contact the mailroom at 503.517.1210 or copycenter@warnerpacific.edu.

Financial Aid and Student Accounts

Student Financial Services help students manage 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 available on the student's MyWP account portal. The student is responsible for sharing 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.

Payment Arrangements

1. Full payment or a payment arrangement is the last 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:
    a. **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.
    b. **WPU Monthly 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 is available through the Office of Student Accounts. There is a 5% non-refundable enrollment fee added to the balance of the plan 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.
    c. **WPU 2 per semester Payment Plan:** When a student has used all accepted scholarship and loan resources, an application for a pre-authorized automatic debit/credit card payment two times each semester is available through the Office of Student Accounts. Returned payments may result in a $25 service charge. Multiple returned payments may result in retroactive monthly service charges and plan termination.

Unpaid Status

Full payment or an approved payment arrangement is the last 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 Accounts may result in 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 incur service charges. Continuous nonpayment may result in an administrative withdrawal from enrollment and may prohibit the student from registering in subsequent semesters. Diplomas are not released to any student until their student account balance is zero. In addition to withholding records or diplomas until all University expenses are satisfied, Warner Pacific reserves the right to prevent 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, lab science, and some religion courses, and all directed study, independent study, or tutorials). These fees are in addition to tuition charges. Fees will 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 Accounts 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 some housing-related 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. See the section: Return to Title IV Policy.**

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 as 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 Accounts. Requests must be made before Wednesday 12:00 p.m., and checks will be mailed or directly deposited after 3:00 p.m. Friday. Refund checks will be mailed to the permanent address on file in the Records Office.
4. 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 Financial Aid 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 Financial Aid, interested students should consult a listing of open positions kept in the Office of Student Financial Services 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 on campus must complete paperwork at the Office of Student Employment before starting work.

RESIDENCE LIFE & HOUSING

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. The 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 Residence Life staff 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 WPU students living in the residential facilities. RAs are trained to help with housing related issues (maintenance requests, noise disturbances, lockouts, 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 lockouts and other issues outside of normal working hours. If students need assistance, they can call the on-duty cell phone at 503.729.4150. Students that repeatedly request assistance for lockouts may be fined.

Emergencies

In the event of an emergency, students must contact Campus Safety and a Residence Life staff member. 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 local authorities such as the police, or if it is a fire or medical emergency, **ALWAYS CALL 911 FIRST.** Students must identify themselves by giving their name, the building location, and the nature of the emergency. They must stay on the line until the operator dismisses them.

Entrance Restrictions

It is the University's policy to respect each resident's right to privacy in their 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 to inspect the leased premises or make reasonable or needed repairs or improvements.

University personnel and/or 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 their leased premises within three (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.

When submitting a work order to a University staff member to make repairs to a residence, residents give 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: Smith and Warman residence halls have a central fire alarm system. If students encounter a fire, they must activate the nearest fire alarm pull station, close windows and doors, and evacuate the building according to the posted evacuation routes. Students must call 911 as soon as they

are at a safe distance away from the building. Students must stay away from the building until they are instructed to return by Residence Life staff or another authority.

Campus Apartments and Houses: Apartments and houses are equipped with battery operated smoke alarms. In the event of a fire, students must close all windows and balcony/patio doors and exit the unit. They must call 911 as soon as they are at 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. 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 violation that may result in fines and/or disciplinary action. Any malfunctioning smoke detector must be reported immediately to the on-duty staff and/or Residence Life staff. Students must not attempt to repair a malfunctioning smoke detector.

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 is not 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, students are responsible for their guests who visit on campus. All guests must abide by the Community Agreement, Residence Life and other campus policies, and state and federal laws while on the WPU campus. Residential students may host overnight guests provided the student receives permission from their 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 (3) consecutive nights or more than five (5) nights a semester unless prior approval for an exception has been granted by roommates and the Residence Life Office. 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 at least 24 hours in advance. On-campus students who fail to give advance notification to the Residence Life staff of a visiting guest or who allow a nonresident (student or non-student) to remain in their room/apartment/house longer than three (3) nights will be subject to a fine and further administrative action at the discretion of Residence Life Office. 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 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. The lounge spaces are primarily reserved for studying but may be reserved for social events with the Residence Life Office. 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. If the responsible individual is not discovered or does not 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 pm to 8 am. 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.

Smith and Warman Halls are subject to visiting hours. The following are the visiting hours and free access to the halls is permitted.

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

Students hosting guests of the opposite gender or dating partners in their room during visiting hours are expected to keep their door open. Except for 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 Residence Life Office 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 Residence Life Office before making any moves. Students who change rooms without approval from the Residence Life Office or without completing all room-change procedures may be fined and/or subject to further disciplinary action.

Residence Hall Council

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

Housing Policies

Residence Life staff, including Resident Assistants, 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:

- Students are commuting from parent or legal guardian's home.
- Students are at least 21 years of age by September 1.
- Students have completed 90 credits or more by September 1.
- Students have established residency within a commutable distance for 12 months or longer.
- Students are married.
- Students 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 provide supporting documentation (e.g., proof of residence requirement or lease, proof of marriage, etc.) to the Residence Life Office prior to the semester start date.

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

Housing Assignments

All new and returning students must submit a Housing Placement Form or a Commuter Living Option Form prior to the semester start date. Residence Life housing assignments are made as follows:

- **Returning Students:** Returning students who participate in the housing lottery have 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 completed. To secure the space, a housing contract must be completed on time. If a contract is not completed by the deadline, students will forfeit their opportunity to their desired living space until after the lottery is completed.

- **New Students:** New students are assigned a living space throughout the summer preceding the academic year. Most first- and second-year students who live on campus are required to live in the Smith or Warman Halls and purchase the Platinum Meal Plan. Third- and fourth-year students who choose to reside in the Smith or Warman are also required to purchase a Platinum Meal Plan. Students qualify for placement once Residence Life has received a Housing Placement Form and notification that the $250 housing deposit has been made. Residence Life and Admissions collaborate in placing students who are compatible based on the information provided in the Housing Placement Form. Requested accommodations and roommate

preferences are honored whenever possible. The Residence Life Office reserves a limited number of living spaces for incoming married students and students with children.

Married and Family Housing

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 Residence Life staff may also assist married students and students with families find local rental resources if desired.

Housing for married students and students with family is reserved for full-time students who are married or are single parents. Individuals allowed to live in living spaces include the student, their spouse, and/or their children. Extended family members are not permitted to reside in University housing facilities. Guests are allowed for a limited duration. See Guest Policy above.

Married students are eligible for one- or two-bedroom apartments. Households with children will take priority when placing students in two-bedroom housing. Married and family housing is limited and assigned based on availability.

Eligibility for married and family housing requires that students provide required supporting documentation and housing is approved by Residence Life prior to housing placement. Supporting documentation may include marriage certificates, birth certificates of any children, or other documentation providing adequate proof of these relationships.

Keys for Married and Family Housing

Keys for the assigned living space will be provided to both the student and to their spouse. If additional keys are needed for children in the household, an application may be submitted and upon approval, keys will be provided. Please note that a $15 fee will be charged 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.

Check-In/Check-Out

Students may not move into 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 Residence Life Office prior to finals week. Failure to abide by check-in or check-out dates may result in additional housing costs. Contact Residence Life or refer to the housing contract for specific information about check-in and check-out dates.

- **Check-In Procedure:** Students must complete all required 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 students receive their key(s), Residence Life will also provide a copy of the Room Condition Inventory (RCI) for the room/apartment. The RCI is an inventory of the unit assigned completed by Residence Life prior to moving 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:** Students are responsible for checking out of their room/apartment including room changes and at the end of the housing contract's lease term. Check-out forms are available in the Residence Life Office 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 Residence Life Office has received their keys and check-out form. Late fees may apply if a resident does not complete all steps by the deadline.

Damages

After the room or apartment is vacated, Residence Life staff will conduct a damage and fines assessment. All housing related charges will be posted on 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

Students are responsible for removing everything from their unit when checking 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 and charge a dumping fee when a student moves out.

Housing Deposit

Resident students are required to submit a refundable $250 housing deposit on their account before the occupancy date to reserve the living space they are leasing. During the occupancy of the leased unit, the deposit shall remain on the account, without accruing interest, as surety for any damage or cleaning charges. Residents agree to always maintain the deposit amount during the term of the 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 unit have been inspected by Residence Life 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, students responsible may be fined or subject to further disciplinary action.

Bicycle Storage

Students may have a bike on campus. Bikes cannot be stored or kept in a residence hallway, lounge, hall, stairwell, or building entryway. Bike racks are available in the residence hall laundry rooms, outside of the residence halls, the library, Schlatter Chapel, and the gym. Bicycles should be locked when stored or parked on campus. The University is not responsible for the safekeeping of bicycles. Campus Safety personnel may 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 their residence key(s) to anyone for any purpose. All housing keys are checked out at the Residence Life Office and returned at check-out. If a key is lost or stolen, students must report it immediately to Residence 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, students responsible may be charged for replacing the lock as well. Residents who fail to return keys at check-out may be charged for the replacement of both the lock and the key.

Disability Accommodations

Students wanting reasonable accommodations due to a disability must submit an accommodation request and supporting documentation to Residence Life prior to requesting housing. Students are required to include any supporting documentation regarding their need for accommodations. Residence Life and the Accessibility Office will make a housing 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 except for microwaves. 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 students are unsure about a particular electrical item, they should inquire with Residence Life. Students may request the use of other appliances through Residence Life. Accommodations will be made, when possible, although an extra fee may apply.

Fire and Life Safety

Once each semester Residence Life, in collaboration 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 University and Residence Life policies. Personnel is required to report any infraction they encounter because of the inspections.

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 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/grills 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 later. 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 (3) 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 located in the laundry rooms. Inoperable machines should be reported to Residence Life immediately. The University is not responsible for lost or stolen items in the laundry rooms.

Parking

Parking at University-owned apartments is by permit only. Apartment permits are required for all vehicles parked in apartment parking areas. Parking at the apartments is limited thus apartment permits also allow residents to park in University Open Parking Lot's. Residents may call Campus Safety (503.250.1730) for a safety escort at any time to-and-from their apartment and their vehicle. To park elsewhere on campus, students living in the apartments must purchase a student parking permit.

Permits are required for guests/visitors. Permits are to be placed on the driver side dashboard. Visitor permits may be obtained from Campus Safety. Visitor permits allow parking in spaces marked "Visitor", any student space, and employee space after 5 pm.

The University is not responsible for damage, loss, or theft of students' or visitors' cars. WPU 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. Feeding and temporarily housing animals in or around living areas is not permitted. If a pet is discovered in a house, apartment or the residence hall, residents 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.
Students who require emotional or service animals must consult with the Accessibility Office. Students with approved to have emotional support or service animals are responsible to keeping them in the assigned living space. See the Accessibility and Accommodations section for more information.

- If an animal is discovered in the unit, even temporarily, the student receives a $50 fine and must remove the animal.
- Residents with emotional support or service animals will have two weeks to bring supporting documentation to the Accessibility Office or remove the animal until they can provide the required documentation.
- If they have not removed the animal or brought sufficient documentation in two weeks, the fine will be increased to $300. No refunds or deductions will be provided.
- An additional $200 per 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 them 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 three (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 unit and terminate the housing contract (i.e., disorderly conduct, harassment, unreasonable noise, violation of Residence Life policies or expectations) with three (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 Dean of Students or designee has the right, in their 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 the University may result in the removal and storage of the noncompliant resident's possessions at the resident's expense.
- Residence Life may consolidate room assignments at any point during the academic year. If a room or apartment is occupied at 50% or less, students may be asked to move into another unit.

Room/Apartment Maintenance

Student Repair and Upkeep of the Leased Unit: Students 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 unit and surrounding University-owned property, 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 responsible for the condition of their living area at the termination or expiration of the housing contract. Residence Life reserves the right to enter University-owned property, including individual rooms or apartments leased from the University, to ensure that unit are being maintained properly and that no damage has occurred beyond normal wear and tear. Additional cleaning and check-out fees may apply 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 Residence Life. Emergency malfunction situations must be reported to the on-duty Residence Life staff member immediately (503.729.4150). Students and their 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 Residence Life immediately.

Decorations: Fewer than 10 small nail holes per wall are permitted for hanging pictures, art, and/or other items. 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 University housing units.

Storage

There is limited storage space available for the residence halls and the apartments. Students wishing to use any storage space must contact the Residence Life Office. Stored belongings must be in boxes or suitcases, if stored in the residence halls, with name and contact information attached. Items that cannot be boxed or put in suitcases must be approved. 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. Items may 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. 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.

HEALTH & SAFETY

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.

Additional information about Communicable Disease Rules and Reporting can be found on the Oregon Health Authority website (https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/Pages/index.aspx).

II. Individual and University Response

A.Individual

Students who suspect that they may have a significant and transmittable illness should alert Residence Life (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 the Office of the Dean of Students 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 consult with the Accessibility Office, which must approve Medical Accommodations. As a result of the approved 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, they must also submit any appropriate medical documentation to Accessibility for approval. Faculty will be notified if a student has been approved for the Medical Accommodation. Faculty will not be informed of the student's personal medical information. The Accessibility Office will inform the faculty member of the accommodations (including attendance, assignments, testing, etc.) that they 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. Accessibility staff will also provide the student with academic resources that will assist them 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 (3) days requires a doctor's note to return to work. To receive a professionally qualified diagnosis and appropriate treatment, faculty and staff members should contact their healthcare provider. 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, and the Accessibility Office, 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), or designee, 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 their family:** The Dean of Students Office will keep in ongoing contact with the student and their 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 their family:** Human Resources will keep in ongoing contact with the employee and their 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 wellbeing. 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 (OHA)
500 Summer Street, NE, E-20 Salem, OR 97301-1097
Phone: 503-947-2340
Website: https://www.oregon.gov/oha/Pages/index.aspx

U. S. Centers for Disease Control and Prevention (CDC)
Website: https://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 determine 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 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

Campus Safety and Emergency Management

Campus Safety and Emergency Management is in building 19 on the corner of Division Street and 70th Avenue. Campus Safety's highest priority is to provide for the protection and safety of students, staff, and visitors to Warner Pacific University. In addition to the measures undertaken by Campus Safety normal and emergency operations and programs, the University utilize an emergency notification system in the event of an emergency or disaster that affects the campus, to notify students, faculty, and staff via text message and email.

WPU community members are encouraged to always be aware of their surroundings 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 can escort community members within the WPU campus. To help prevent crimes of opportunity, including larceny/theft, 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, Dining Hall, etc.).

All incidents of crime, including stolen property, theft, threat, etc., or even accidents or general safety concerns 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 the proper emergency agency for assistance and inform the appropriate office. In case of an emergency (assault,

crime in progress, etc.) activate **911** and then 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).

Identification Card

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.

Students must follow the following guidelines 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 the ID card to anyone – student or otherwise. If found doing so, students responsible may face the loss of certain areas' access privileges.
- If the ID card is lost or stolen, students must contact Campus Safety (503.250.1730).
- Replacement cards: If a replacement card is needed for any reason (lost, stolen, damaged, name change, etc.), the cost to replace it is $15.

In Case of Fire on Campus

1. Evacuate.
2. Close Windows and Doors.
3. Activate Fire Alarm System.
4. Leave Building by Nearest Door.
5. Summon Help – activate 911.
6. 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 online for $85 per semester. The accounts of students who purchase a permit in the fall semester will be automatically charged for the spring semester.

Student Parking

Student Parking is available in Parking Lots A, B, C, and F, excluding visitor spaces, along with Public Parking, including the West side of 68th Street (as per city ordinance). Student Parking is NOT allowed on weekdays in Parking Lots D and E as they are reserved for employees and their visitors Monday through Friday from 8 am until 5 pm. Student Parking is also NOT allowed in reserved housing parking lots for WPU apartments.

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 Campus Safety. In addition to the Warner Pacific University Parking Permit, a lot-specific endorsement sticker 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 public streets, in their respective driveways, or in other parking lots approved for student use (see above).

As per neighborly agreement, Warner Pacific employees, students, and their visitors are not permitted to park on the public 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 windshields of employee and student vehicles parked in front of these properties, and fines will be placed on the employee or student account.

Ticketing

Vehicles parked in unauthorized areas, parked improperly, or without a current parking permit will be ticketed. Three or more tickets can result in the use of a vehicle immobilizing device (a.k.a. "boot") for the purpose of coordinating parking policy compliance. Five or more tickets can result in the 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 10 mph on campus.
3. Parking lots are not to be used for vehicle repair.
4. Un-drivable vehicles must be removed from the campus and removal plan coordinated with the Office of Campus Safety.
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 via the Office of Student Financial Services.

Additional information can be found on the WPU website and in the Annual Security and Fire Safety Report, go to https://www.warnerpacific.edu/resources/campus-safety-emergency-management/.

RESOURCES

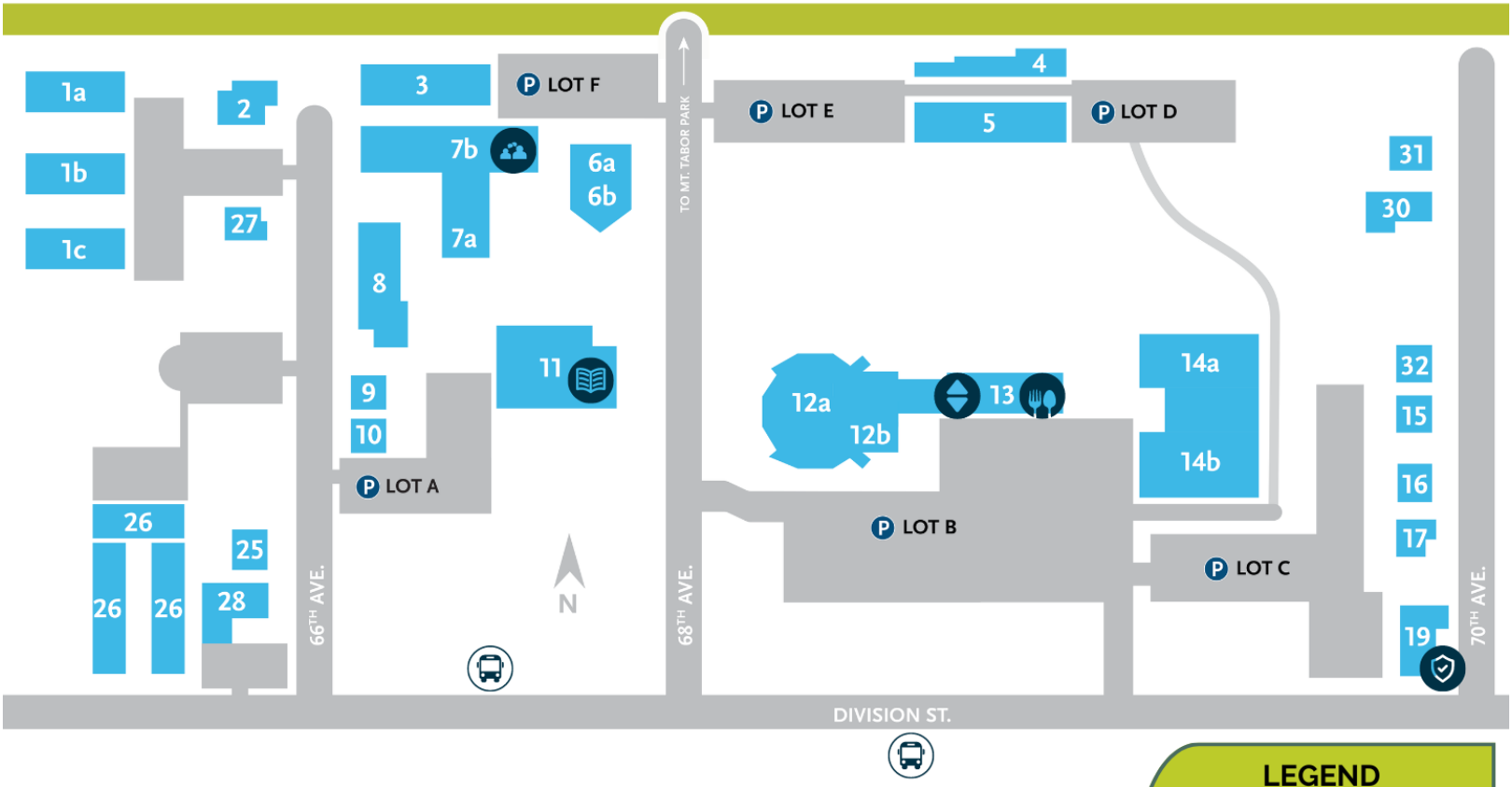
Campus Contacts

OFFICE / DIVISION	PHONE NUMBER	EMAIL
Academic Affairs / Dean of Faculty	503-517-1036	academics@warnerpacific.edu
Accessibility	503-517-1692	accessibility@warnerpacific.edu
Accounts Payable	503-517-1205	
Admissions (Traditional) / General Information	503-517-1020 1-800-804-1510	admissions@warnerpacific.edu
Advising – Professional & Graduate Studies		PGSAdvising@warnerpacific.edu
Advancement	503-517-1114	
Alumni	503-517-1026	alumni@warnerpacific.edu
Athletics	503-517-1370	athletics@warnerpacific.edu
Campus Ministries	503-517-1190	
Campus Safety	503-517-2127	campussafety@warnerpacific.edu
Career Services	503-517-1097	careerservices@warnerpacific.edu
Center for Academic Success and Achievement (CASA)	503-517-1692	wpututor@warnerpacific.edu
Counseling Center	503-517-1119	counseling@warnerpacific.edu
Dining Hall	503-517-1090	
Facilities Services	503-517-1093	
Financial Aid	503-517-1091	financialaid@warnerpacific.edu

OFFICE / DIVISION	PHONE NUMBER	EMAIL
Financial Aid (PGS)		PGSFinAid@warnerpacific.edu
Human Resources	503-517-1205	hr@warnerpacific.edu
Information Technology (IT)	503-517-1399	helpdesk@warnerpacific.edu
Library	503-517-1102	wpulibrary@warnerpacific.edu
Mailroom	503-517-1210	copycenter@warnerpacific.edu
Marketing/Public Relations	503-517-1369	marketing@warnerpacific.edu
Nursing	503-517-1041	nursing@warnerpacific.edu
President's Office	503-517-1212	president@warnerpacific.edu
Professional & Graduate Studies	503-517-1020	PGSadmissions@warnerpacific.edu
Records/Registrar	503-517-1013	registrar@warnerpacific.edu
Residence Life	503-517-1098	residencelife@warnerpacific.edu
Student Financial Services	503-517-1091	financialaid@warnerpacific.edu
Student Life Center	503-517-1088	
Veteran's Officer	503-517-1013	bastin@warnerpacific.edu

For additional and current campus contacts, visit the WPU website (https://www.warnerpacific.edu/contact/).

Campus Map



1	Tabor Terrace Apartments	12a	McGuire Auditorium
1a	Pearl Lewis	12b	Student Life Center/Nursing *(Lower level)*
1b	Mary Husted	13	Egtvedt Hall *(Admissions/Registrar)*
1c	Warner Monroe	14a	C.C. Perry Gymnasium
2	Caldwell House	14b	Recreation/Fitness Center *(Ground level)*
3	Gotham Hall *(Science)*	15	Adams House
4	Maintenance/Facilities	16	Clackamas House
5	A. F. Gray *(Administration)*	17	Willamette House
6a	Schlatter Prayer Chapel	19	Campus Safety
6b	Kardatzke Hall	25	Center for Teaching and Learning
7a	Smith Hall *(Residence)*	26	Division St. Apartments
7b	Smith Hall *(Student Affairs)*	27	Tabor House
8	Warman Hall	28	Saxon Apartments
9	Rainier House	30	Duplex
10	McKinnon House	31	Jefferson House
11	Otto F. Linn Library	32	Deschutes Duplex

LEGEND

- Bus Stop
- Campus Safety
- Counseling
- Elevator
- Food
- Library

WARNER PACIFIC UNIVERSITY

WITH PURPOSE

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