

GRAD/ADP Student Handbook 2012-13

Corban University Mission:
To educate Christians who will make a difference in the world for Jesus Christ
Matthew 28:19-20

CORBAN
UNIVERSITY

DEDICATING HEART AND MIND TO GOD

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The Student Handbook is published annually by the Office of Student Life Corban University. Every effort is made to provide accurate and up-to-date information. However, the University reserves the right to modify or add to standard policies, procedures, rules, regulations, and other content of this publication, without further notice.



OUR VISION FOR THE FUTURE

At Corban, our definition of academic excellence is compatible to the one presented in the book *Faith and Learning on the Edge* by David Claerbaut: “It means teaching students to relate every academic discipline to God’s truth and his self revelation in Scripture, while detecting and critiquing non-biblical worldview assumptions. It is a distinctly Christian view of what life is all about, about the nature of humankind, about what our purposes ought to be, and about where we are headed eternally”.

Our philosophy of Christian education is based upon biblical the principles stated in 2 Corinthians 10:3-5: “We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.” We have this philosophy because we know that Christ is the foundation of all knowledge. “In Christ, are hidden all the treasures of wisdom and knowledge” (Colossians 2:3).

Our educational goal is that all studies, philosophy, and rhetoric have one object—to know Christ and honor him. This is the end of all learning. This goal is important because we want our students to achieve academic excellence and be prepared for ministry in whatever profession they choose.

Our mission to educate Christians who will make a difference in the world for Jesus Christ will be carried out by fostering a transformative learning culture where a sustainable biblical worldview takes shape; building a Christian community that promotes worship, creative expression and activities that reflect God’s character; and cultivating a life of stewardship and service toward God, humanity and creation.

We are striving for excellence in every area of our institution. It will take dedication and will require substantial resources for us to accomplish our goal of a higher level of academic excellence. Evidence of this excellence is our being repeatedly ranked in the top ten in the west by U.S. News & World. We are the only Christian institution in the Northwest whose bachelors programs are so ranked. We are glad you chose Corban and trust that your time here will spur you on to make a difference in the world for Jesus Christ.

Dedicating Heart and Mind to God,
Reno Hoff, President

CAMPUS GUIDE



CAMPUS GUIDE

5000 DEER PARK DRIVE SE • SALEM, OR 97317

Visitor Parking: (yellow)

D: 10 Minute (marked stalls); E, I: Short Term; L, R, S, N, O: Long Term (3+ days)

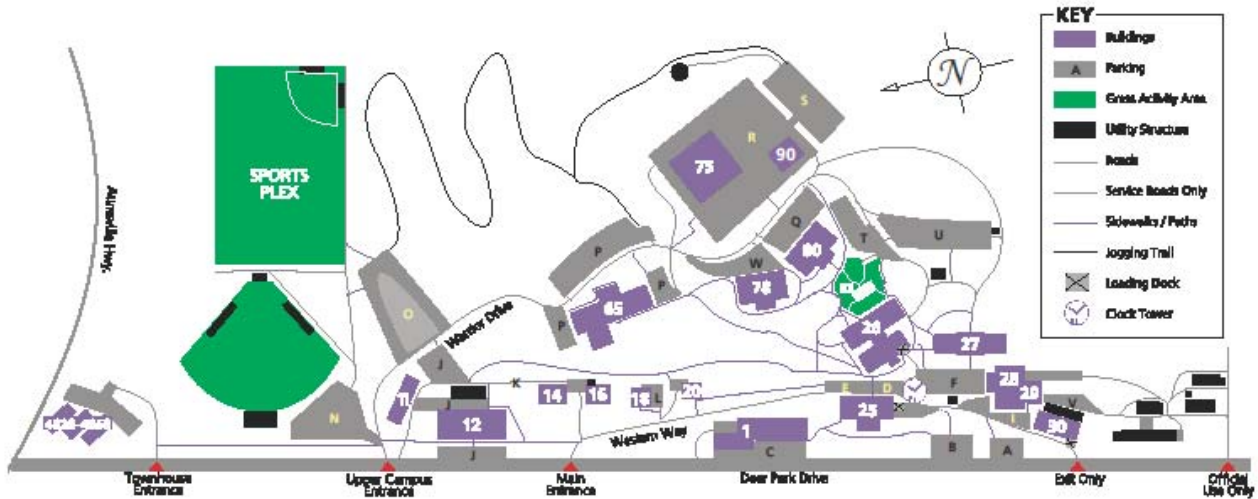
Buildings: (purple)

- 1 Aagard Residence Hall
- 11 Athletics Activities Office
- 12 Farrar Residence Hall
- 14 Alumni House (Advancement, Alumni, Marketing & Communications)
- 16 President's Home
- 18 Adult Degree Program Building
- 20 Music Building

- 25 Schimmel Hall (administrative offices, Admissions & Registrar, Emittie Center, dining hall)
- 26 Academic Center (Library, Museum, Bookstore, classrooms, faculty offices, computer lab)
- 27 Pavilion (Student Center, Common Grounds, journalism lab, classrooms)
- 28 Psalm Performing Arts Center
- 29 Psalm Music Annex

- 30 Campus Care Office
- 65 Prewitt-Van Gilder Residence Halls
- 75 C.E. Jeffers Sports Center
- 78 Balyo Residence Hall
- 80 Davidson Residence Hall
- 82 Amphitheater
- 90 Richard L. Caulkins Hall
- 4620-4650 Student Townhouses

Questions? Call 1-800-845-3005 or visit corban.edu. For information about facilities, contact Corban Campus Care at 503-375-7031.



DIRECTORY

Administrators, Deans, and Directors



Matt Lucas, Provost/Executive Vice President
503-375-7010
mlucas@corban.edu



Leroy Goertzen, Tacoma Campus Administrator
253-759-6104, x106
lgoertzen@corban.edu



Aaron Imig, Director of Graduate Education
503-589-8105
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P. Griffith (Griff) Lindell, Dean of School of Business
503-375-7191
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ABOUT THIS HANDBOOK

This handbook contains practical information about Corban services and policies as well as your rights and responsibilities.

We want your experiences at Corban to be as meaningful and productive as possible. Our goal as a Christian University is to produce an environment that builds a mature Christian walk in the lives of our members.

Whether you attend classes on one of Corban's campuses or take classes online, we welcome you to the Corban community. Unless indicated otherwise, all the information in this handbook applies to online students as well as to those attending classes on campus.

Nancy Hedberg
V.P. for Student Life

STUDENT SERVICES

Visit the Resources and Services page of the Corban University web site for information regarding academic support, registrar, bookstore, financial aid, business office, library, and other campus offices and services.

STANDARDS OF CONDUCT

Character and Conduct

A major purpose of the University is to promote personal growth and spiritual maturity. We assume since you have chosen to attend a Christian university, you desire to live a godly life.

It is our hope that the motivating force of all your actions is the love of God, rather than the desire to please people or the fear of punishment (Colossians 3:23). Thus motivated, you will express the highest standards of conduct in all your relationships. Your love for truth will lead you to avoid all forms of lying, deceitfulness and cheating. You will respect law and authority in general as well as the government and its officials. You will obey them when consistent with Scripture and perform the duties of a good citizen. You should manifest allegiance to the Body of Christ by faithful attendance at the services of a local church and by participation in its ministries. Your respect for the property of others will restrain you from stealing and from careless or reckless use of others' possessions. A sense of dignity of human life will prevent you not only from willfully or carelessly causing harm to another, but also from destroying the reputation of another through malicious gossip. You will observe the Scriptural injunctions of love, obedience, and fidelity at all times. You will show proper respect for your body, which is the temple of the Holy Spirit, by abstaining from immorality and practices harmful to the body. This respect will extend to your attitude toward the treatment of other persons.

In questions of doubtful activities, certain broad scriptural principles are useful for guiding conduct. First of all, as a Christian you will consider that the rights of others are more important than your own; you will realize that inner righteousness surpasses any external law or constraint and that your scale of values emphasizes the positive good rather than a mere abstinence from evil; and you will govern your actions and do what leads to peace, what edifies others, and what glorifies God (Romans 14:19).

In light of scriptural principles, Corban expects its faculty, staff and student body to refrain from practices in contemporary culture which are offensive to the weak Christian conscience. The University also expects that in matters of entertainment its faculty, staff and students will exercise discretion and restraint in all choices.

Computers – Acceptable Use Policy

The following guidelines summarize your responsibilities for the appropriate use of college network, computers, and other communication systems. These guidelines aid in protecting the confidentiality of stored data and files, protecting computers and networks, protecting the proprietary rights of third parties and the University in the use of commercial software, and providing the highest educational use of campus computer resources.

Network users are required to abide by the rules and policies as summarized below, as well as the complete Acceptable Usage Policy located on the support website (<http://support.corban.edu>). Computer technology brings with it the potential for abuse, whether intentional or otherwise. It is important to be a careful steward of your time, use these tools in moderation, and not allow them to dominate your life. In addition, you must exercise discernment regarding the content that you access, download, or view such as: questionable chat rooms, pornography, Warez, or any other kind of inappropriate material.

General Acceptable Use Policies

- Every user on the network is personally responsible for his or her computer and its activities at all times.
- We reserve the right to inspect any and all files stored in private areas of our network.
- Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using our network or computing resources.
- Use of any University resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.
- Any software or files downloaded onto the college network becomes the property of the University.
- No person may use university facilities to knowingly download or distribute

pirated software or data.

- No person may use university facilities to propagate any virus, worm, Trojan horse, or trap-door program code.
- No person may upload any software licensed to the University or data owned or licensed by the University without explicit authorization from Information Systems.

For a complete overview of computer/internet usage policy please visit

<http://support.corban.edu>.

Email

All students are assigned a Corban email address. While you may continue to have your own personal email account, it is very important that you get in the habit of checking your Corban email. For many faculty and staff, this is the primary means of communication with students. Valuable and important information will often be sent to you via email, and you should make checking and reading your Corban email part of your daily routine.

Crisis Intervention Policy

The purpose of this policy is to provide procedures for assisting students involved in personal crisis. A crisis can be defined as a period of psychological disequilibrium or a physical disorder resulting from a hazardous event or situation. A crisis situation creates problems that cannot be remedied using familiar coping strategies. Sometimes it can be handled by a general referral to Corban's Health or Counseling Services. At other times, the crisis requires more immediate intervention, to prevent serious psychological or physical consequences. Corban University desires to help students whose problems or circumstances are interfering with their ability to function as students or who present a danger to themselves or others. While we are not prepared to provide long term help to these students, it is our desire to help them through immediate crises and to insure that adequate care is arranged.

This policy is intended to include, but not be limited to the following: abuse issues, physical health problems, eating disorders, rape, assault, sexually transmitted diseases, suicidal tendencies or attempts, and students who have tested positively for the AIDS virus, or who have AIDS.

The Office of Student Life should be contacted for advice and consultation about students in crisis. It is the general practice of Corban University to maintain strict confidentiality concerning individual students in crisis, unless specifically authorized by the student. However, confidentiality may be breached in instances where the student presents a clear and present danger to self or to others.

Services Provided

Corban University will provide crisis intervention services on short term basis to insure the psychological or physical well being of the student in crisis. However, if long term treatment or therapy is needed for resolution of the problem or circumstances, the student will most often be referred to appropriate help in the community for psychological examinations, psychological tests, or further consultation. The evaluation will be at the student's expense and we recommend it include counseling recommendations, diagnosis with services needed, etc. If the evaluation indicated the student is able to function (i.e., take medication as prescribed, regularly participate in class, and physically take care of themselves) in the University environment, he or she will be allowed to continue as a student. If the evaluation indicates a permanent or temporary disability, the Director of Student Support will work to provide reasonable accommodations. In instances where counseling is required, regular progress reports and confirmation of counseling appointments must be provided until such time as the counselor releases the student from therapy.

In some extreme instances (i.e., student is determined to be a danger to self or others, is suicidal and needs constant observation, or is physically unable to function), it may be necessary to ask the student in crisis to leave the institution. There may be some instances, however, in which students may be required to leave the University against their will. In these instances, both the rights of the students, and the responsibilities of the University will be taken into consideration. Every effort will be made to insure that students who leave are going to a setting where recovery can take place. Students leaving under these circumstances, who seek readmission will be required to present evidence that their crisis has been resolved and they are able to function appropriately in the campus community.

Policy/Procedure Exceptions: While the University must preserve the integrity of its policies and procedures, it may be necessary to waive them to help a student in crisis. Examples include, but are not limited to course drop policies, course attendance policies, tuition

refund policies, withdrawal and readmission policies, and others. Exceptions will be made on a case by case basis and the student life staff members will work with the appropriate administrator.

Discipline Process

As a member of the Corban community, you are expected to conduct yourself in accordance with the regulations of the University and the laws of the city, state, and federal government. If you violate university regulations, you face the possibility of disciplinary action. Two principles underlie the disciplinary efforts at Corban. First, disciplinary action is aimed at producing growth and maturity in your life. Second, every effort is made to encourage you to assume responsibility for your own behavior. In addition, as disciplinary actions are considered, we are mindful of our responsibilities to uphold the Christian standards of the University and to create an environment that is safe and wholesome, and that encourages spiritual growth for the whole student body. We want our disciplinary action to be biblical in nature, design and purpose (Matthew 18:15–18, James 5:19–20, Galatians 6:1–2, Hebrews 12:11).

Discipline issues will be dealt with at the lowest level possible and the discipline process will include the following steps:

Confrontation: When it has come to the attention of the University that a student is making choices inconsistent with University guidelines, University personnel will confront the student and give the student an opportunity to respond.

Investigation: The student involved, as well as faculty members, staff members, and other students who might have relevant knowledge will be sought out for further information.

Course of Action: A University representative will meet with the student to inform him or her of the allegations and to notify the student of the University's intended course of action. If disciplinary action is taken, the decision will be presented to the student in writing.

Appeals Process - Academic (See the University Catalog)

Appeals Process - Non-academic

If you wish to appeal a non-academic University decision or sanction, you must initiate the appeals process within two working days. Appeals must be submitted in writing to the Vice President for Student Life. Appeals will only be heard for the following purposes:

1. To determine whether the original decision was made fairly in light of the charges and evidence presented.
2. To determine whether the facts of the case were sufficient to establish that a violation of Corban's standards occurred.
3. To determine whether the sanctions imposed were unduly arbitrary or unjustified.
4. To consider significant and relevant new evidence.

The Vice President for Student Life may deny consideration of an appeal that does not meet the above criteria.

Assault appeals and appeals regarding dismissal will be heard by a specially-convened Board of Appeals made up of three faculty members, two staff members and two students. The appeal shall be limited to review of the written record of the initial hearing and supporting documents. Neither you nor members of the dismissal committee shall have opportunity to address the Board. The decision of the Board of Appeals will be given to you in writing and will stand.

The appeals process for academic concerns is outlined in the University catalog.

Discrimination, Harassment, and Assault Policy

It is the policy of Corban that employees and students have the right to work and study in an environment free of discrimination or harassment on the basis of race, color, national or ethnic origin, sex, age, or physical disability (1 Peter 2:17, James 2:1). As followers of Christ, we are commanded to respect everyone (1 Peter 2:17); avoid favoritism (James 2:1); and act with humility (Philippians 2:3). While discrimination or harassment may take many forms and determination of what constitutes a violation will vary according to the particular circumstances, there is no place at Corban for conduct that diminishes or abuses others. A violation of this policy by a member of the University community may lead to disciplinary action, including but not limited to written or verbal reprimand; additional required training or counseling; suspension; expulsion; or termination.

Ombudsperson: The University has designated Ombudspersons who may assist in the informal resolution of harassment and discrimination concerns. The Ombudspersons are conversant with the Discrimination, Harassment, and Assault Policy and these complaint procedures. The Ombudsperson can offer guidance on the various options and resources available to address the situation.

An Ombudsperson is not authorized to conduct investigations of complaints they receive. Talking to an Ombudsperson does not constitute notice to the University, since the purpose is to provide a confidential forum where different options may be considered. However, Ombudspersons can provide you with information about how a complaint may be made to the University. For more information regarding how to contact an ombudsperson contact the Office of Student Life, 503-375-7010, studentlife@corban.edu.

Sexual Harassment: In 1980 the Equal Employment Opportunity Commission issued guidelines defining sexual harassment and recognizing it as a violation of Title VI of the Civil Rights Act of 1964. According to the guidelines, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, intimidation, or exploitation if:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education; or
- b. Is a basis for employment or educational decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
- d. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.

Sexual Assault: Sexual assault is any unwanted sexual contact. It is an extreme form of sexual harassment and will be considered a serious offense by the University. Any use of threat, coercion, or force to obtain sexual contact is illegal.

It is wrong and illegal for anyone to have any sexual contact with you without your consent—regardless of how well someone knows you, how much you've had to drink, or whether some of the sex was consensual. The law defines consent as positive cooperation in act or attitude as a result of exercising your free will. Consent may not be inferred from silence or passivity. A current or previous relationship does not constitute consent. Consent may not be legally given if under the age of 18, under the influence of alcohol or drugs, or if physically or mentally incapacitated.

Emergency Reporting Procedure

If you were recently the victim of a sexual assault, you should seek medical help immediately. If desired, hospital personnel will assist you in contacting the appropriate law enforcement agencies. University personnel will gladly accompany you to provide support. It is best if you go to the hospital without showering and in possession of the unlaundered clothes you were wearing when the assault took place. You should be aware that hospital personnel are required by law to file an official report with or without the consent of persons under age 18.

Non-Emergency Reporting Procedure

If you experience any type of harassment or discrimination you may speak to an Ombudsperson or take the steps below. The University will not tolerate retaliation of any kind against you based upon your allegations regarding harassment or discrimination.

If you may do so safely, address the problem yourself. Inform the offending person that his or her behavior is unwelcome, offensive, or inappropriate. You may do this one-on-one or in the company of a trusted friend or colleague. Tell the offender to stop the behavior and do so without apologizing. State how the behavior is affecting you but do not engage in a lengthy conversation about it (you do not have to convince the offender and the offender does not have to agree with you). Or, if approaching the offender feels unsafe or awkward, write a letter. Either way, clearly communicate what the offending behavior is, tell the offender that it has to stop, and outline what you would like to happen now (see attachment A at the end of this handbook). If the problem is resolved satisfactorily, no further action may be necessary.

Seeking Help. If you are unable to resolve the problem as above, you should inform University personnel of your complaint. This should be done as soon as possible after the incident.

- If you are a student, you may meet directly with the Dean of Students or you may tell your program chair, academic advisor, or dean and have him or her pass the information along.

- If you are an employee, you may report to your supervisor. If for any reason you do not wish to report to your immediate supervisor, you may report to any other employee working in a supervisory capacity, including the supervisor of your immediate superior.
- You should be informed that any University employee advised of discrimination, harassment, or assault is required to immediately report this information to specific University personnel, including the President (or an individual designated by the President) and the Director of Security. If you are uncertain whether to report to an employee or supervisor, you may wish to consult with an Ombudsperson (see above).

Follow-up. As part of the University's initial investigation, you will be asked to meet with one or two University representatives and provide a written account of the incident and the desired solution. You will be asked to provide copies of letters, texts, etc. from the accused and strongly encouraged to document further communication from him or her. The accused will be informed of the complaint and will be asked to provide a written account as well. An investigation team will be brought together to investigate your complaint and determine if sanctions should be imposed. If you are an employee, the investigation team will be appointed by the President. If you are a student the investigation team will be appointed by the Vice President for Student Life. You will not have to meet with this team directly but will be represented by your written account and initial interviews with the University representative.

You and the accused are entitled to the same opportunities to have others present during an institutional investigation. Both you and the accused will be informed of the final determination of any institutional discipline resulting from an alleged offense.

Resolution. If you are a student and the matter is not resolved to your satisfaction, you may appeal according to the Student Life Appeals Process in the Student Handbook. If you are an employee you may appeal according to the Appeals Process in the Employee Handbook.

Please keep in mind that allegations of discrimination, harassment, sexual harassment, and sexual assault are potentially very serious to the person or persons charged, and while such allegations should be made whenever warranted, they should be made accurately and truthfully. As members of the body of Christ, we are commanded to live lives that are above reproach. This is especially true for those in leadership. Living above reproach is defined as having relationships that are marked by maturity, respect, propriety, discernment, and appropriate boundaries. Students and employees of Corban University are expected to pursue and display this kind of maturity in all of their relationships and take an active role in helping others to do the same.

Resources for students based on the Salem campus:

- Both men and women may contact the 24 hour hotline at the Mid-Valley Women's Crisis Center: 503.399.7722. Information is also available on their website: www.mvwcs.com.
- You may also contact the Salem Police. Their non-emergency number is 503.588.5032.

Drug Free Campus

Corban is in compliance with federal drug-free campus and workplace legislation and forbids the use, possession, manufacture, distribution, or dispersion of tobacco (including chewing tobacco), alcoholic beverages or illegal drugs on the University campus.

Media Statements

The Vice President for Marketing is the official spokesperson for Corban. In his absence the President speaks for the University. No other employees, students, or members of the Board of Trustees may represent the University or make statements to the media that represent, or could be construed to represent, the views of the University. All media inquiries for interviews, editorials, or information are to be routed through the spokesperson.

Reporting an Arrest

If an accepted or enrolled student is arrested for any reason while affiliated with the University, he or she must report this to the Dean of Students or Chief of Security within 24 hours of the arrest. University personnel will work cooperatively with the student and law enforcement investigators to determine whether or not the student will be able to remain as a member of the student body and if so, under what conditions.

Respect for Others

Because Scripture warns against showing favoritism (James 2:1) and asks that Christians “show proper respect to everyone” (1 Peter 2:17a), you are asked to treat one another with honor and to acknowledge that each individual is created in the image of God and has inherent worth. It is our desire to develop an environment in which differences are respected and valued. Each person has dignity, and to diminish the dignity of one is to diminish the dignity of all. Differences are celebrated within the context of our biblical beliefs. Corban specifically asks that you not discriminate against any person on the basis of race, color, national or ethnic origin, sex, age or physical disability.

Solicitation

The University prohibits solicitation on its premises by students, individuals or groups except when authorized by the Vice President for Student Life. The University prohibits distribution of any form of printed or online material that could be construed as a solicitation.

Surveys, Questionnaires, and Petitions

All surveys and questionnaires distributed to members of the student body, including petitions circulated for signatures, must be cleared by the Office of Student Life.

Violent-Act Policy

The safety and security of employees and students is of the utmost importance to the University. Threats, threatening behavior, or acts of violence against any person, or destruction of property by anyone on university property will not be tolerated (Matthew 22:37–39, Proverbs 3:31)

Any person who makes threats, exhibits threatening behavior, or engages in violent action on university property may be removed from the premises as quickly as safety permits. If removed, restrictions regarding campus use may be imposed, pending the outcome of an investigation. Corban’s response to incidents of violence may include, but is not limited to, disciplinary action; suspension or termination of employment, enrollment, or business relationship; reassignment of job duties; or criminal prosecution of those involved. Appropriate discipline cannot be determined in advance and any acts will be evaluated on the existing circumstances for decisive and appropriate action.

All employees and students are expected to take appropriate action or make decisions that may prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All university personnel (employees and/or students) are responsible for notifying a supervisor, instructor, or campus security agent of any threats they have witnessed, received or been told that another person has witnessed or received.

Employees or students who obtain a restraining order that lists the University as a protected area must provide the Chief of Security with a copy of the petition used to seek the order and a copy of any temporary or permanent protective order that is granted. Corban has confidentiality procedures that recognize and respect the privacy of the reporting employee or student.

STUDENT SAFETY AND WELLNESS

Counseling and Guidance Services

Salem Campus:

Schimmel Hall, Floor 2, Counseling Office

503-375-7010

Counseling services are available to assist you in problem-solving and personal growth. Individual counseling can help you make important decisions, gain insight into your personal qualities, and learn to cope more effectively with the demands and difficulties of university life. Short-term on-campus counseling services are provided at no cost to you. If appropriate you may be referred to an off-campus counselor or agency for psychological tests or further consultation at your own expense. Information for setting appointments is available in the Office of Student Life.

Tacoma Campus:

503-759-6104, x106

The Tacoma Campus Administrator is available to help and encourage students with academic, spiritual, and personal areas of concern. Students are each assigned a faculty advisor to provide academic and personal guidance. Professional Christian counseling is available locally.

Disabilities Policy

In compliance with and implementation of the Americans with Disabilities Act of 1990 (ADA) it is the policy of the University to work with students and offer reasonable accommodation for physical, psychological, or learning-based disabilities. Corban offers a variety of supportive services that facilitate access to educational opportunities for students with disabilities. Documentation of an existing disability is required. Interested students should contact the Director of Academic Support who is responsible for coordinating disability services and who can assist you in making arrangements for necessary academic support. Students are encouraged to contact the director as early as possible to request services. Disability discrimination appeals will be handled according to the Appeals Process in this handbook.

Emergency Medical Assistance

Salem Campus: All emergency situations on the Salem campus should be reported to the Director of Health Services.

Tacoma Campus: All emergency situations on the Tacoma campus should be reported to the Tacoma Campus Administrator.

If it is after regular office hours, call 9-911.

Additional Salem Campus after hours contact information:

Director of Health Services 503-581-9588

Chief of Security 503-589-8152, Ext. 7777 or 7778

503-510-6430

503-510-3012

Dean of Students 541-619-3932

Director of Counseling Services 503-851-8585

Vice President for Student Life 503-581-7497

Family Educational Rights and Privacy Act (FERPA)

Corban complies with the amended federal Family Educational Rights and Privacy Act of 1974 (FERPA) in the maintenance of records. Educational records of the student maintained by the University may be made available only to members of the Corban staff who have a legitimate professional need for the material. FERPA as amended is designed to protect the privacy of student records. Students have the right to review all of their educational records and to challenge the content of a record they believe to be inaccurate or misleading.

Copies of Corban's information policy are available in the Office of Student Life and in the Registrar's office. Students are advised that the federal government considers the following information as "directory information:" the student's name, photograph, campus and

home address, class standing, enrollment status, telephone number and e-mail address, date and place of birth, major field(s) of study, participation in university activities and sports, degrees and awards/honors received, previous schools attended, dates of attendance, denominational or religious preference, and weight and height of members of athletic teams. Although directory information may be released to third parties, such as in news releases, the University will make every effort to protect the privacy of students and reserves the right to withhold directory information from third parties as it deems appropriate. Students may request that directory information not be released to third parties. To make such a request, send a signed, dated statement to the Vice President for Student Life.

Non-directory information, such as grade records, is released to third parties only at the written request of the student. Custodial parent(s) of a dependent student have access to the student's records.

First Aid Kit Locations

Salem Campus:

First aid kits are available at various locations on the University campus. These kits are for emergency use only. For routine medical needs, supplies are available in the Student Health Office, in the gym and in the Pavilion. First aid kit locations are listed below:

Academic Center	first floor (basement) outside the bookstore
	second floor (main Library entrance) across from the elevator
	third floor center exit near elevator
	fourth floor in science labs and near center exit by fire extinguisher
	fifth floor across from the elevator
Adult Degree Program	near rear entry, top of basement stairs
Auto Shop	west wall by window
Boiler room	outside bathroom wall
Campus Care	first floor, main office
Carpentry	back side of door
C.E. Jeffers Sports Center	hallway to men's locker room, across from training room
Music House	hallway between main entry and kitchen
Pavilion	lobby entry near women's restroom
Psalm Center	lobby
Schimmel Hall	second floor just outside ladies restroom across from Rm. 212, food service area on kitchen wall near office

Tacoma Campus:

First aid kits, emergency supplies, water, and other provisions are assembled, labeled, and kept in the storage area in front of the faculty carport. Additional first aid kits are located in the kitchens of the Mansion and the Educational Building.

Health Care

Salem Campus: Schimmel Hall, Floor 2, Health Office

503-375-7010

During the academic year (September through April) health services are provided at the Student Health Office on the Salem campus for all Corban students. The nurse is available at no charge for consultation, treatment of minor ailments and injuries, dispensing of over-the-counter medications, and as a first response to emergencies. If you need to see a physician, the nurse will help you select a doctor and make an appointment if necessary, or provide directions to the urgent care clinic.

Safety Services

Corban is a private university, and despite our desire to welcome members of the community to our campus, we must put the safety of the University's students and employees above all else. It is important for students to recognize that the presence of uninvited individuals on campus presents a potential safety risk. Therefore, we ask all students, faculty and staff to report any strange or suspicious activities to security personnel, Campus Care, the Campus Administrator, or the Office of Student Life, or if necessary, to the local city police department. Please do not invite strangers or people you do not know well to campus. All visitors must be accompanied while on campus or must obtain a guest pass.

The campus provides student security services 24 hours a day, seven days a week on the Salem campus. The primary function of the safety officer is to lock and unlock buildings, walk through public buildings, and patrol the campus to identify, investigate, and report all unusual findings in an effort to maintain a safe environment in which to live. Campus Security personnel can also provide the following services: jumpstart a dead car battery; attempt to recover keys from a locked car; provide escorts or rides to and from buildings and parking lots at night; and provide emergency gasoline. Security agents carry cell phones that can be reached by any campus phone by dialing ext. 7777 or ext. 7778 or from off campus at 503-510-6430 or 503-510-3012. These numbers are monitored 24 hours a day, seven days a week in case of an emergency.

Snow and Hazardous Conditions Policy

Salem Campus and Tacoma Campus:

Due to hazardous conditions created by extremes in weather, the Provost, or his representative, shall determine whether classes will be canceled. Should the University decide not to hold classes and/or to close all functions of the University, appropriate announcements will be made over the Corban website, TV, and radio stations in the local area by 7 a.m. Students outside the listening area should adopt "weather pals" who will call them. Decisions will be made on a one-day basis only. If no announcement is made, the University will be open for classes and other business. Commuting students are advised to check the roads in their areas. If the weather prevents attendance, be sure to see your program chair, director, or professors as soon as possible about make-up work. When classes are missed due to delays and closures, expect adjustments in assignments or make-up classes to ensure covering the content. Tune into local TV and radio stations and the Corban website for weather/condition updates relating to school closure.

Use this procedure for any emergencies that would cause school closure.

Vehicle Parking and Traffic Regulations

Salem Campus:

Any legally licensed student is permitted to operate a motor vehicle on campus; however, improper use of vehicles may result in the loss of the privilege.

- All students must register their vehicles when beginning their program of study. Failure to do so will result in a \$25 fine, payable at the Campus Care Office. Your parking permit must be visible at all times in the driver's side of the rear window. If the rear window is tinted, you may place it in the bottom driver's side corner of the windshield. Parking permits are free. Due to the limited availability of parking spaces, only one vehicle per student is permitted on campus at a time.
- If you will be using more than one car, you are required to register all cars. In order to register a motor vehicle, you must have your license plate number, make, color, and model of your vehicle.
- All motor bikes and motorcycles must also be registered during at the beginning of the school year.

Regulations:

- Speed limit on campus is 15 miles per hour. Please be especially cautious as pedestrian traffic is frequent and weather conditions may create further safety concerns. The painted areas near the residence halls and gym designate pedestrian crossing points.
- Speeding, reckless driving, squealing tires, unnecessary horn blowing, or excessive noise are prohibited at any time by any member of the Corban family. Fines may be assessed.
- Commuters are not to park in designated residence hall parking.
- Double parking is never allowed.
- There are 21 parking spaces designated for handicapped persons. Two are located in front of Schimmel Hall, four are located at the gymnasium, four in the Prewitt/Van Gilder parking lot, four at Davidson, four at the Psalm Center and three at the sports field parking lot. Police agencies monitor handicap parking on our campus and will issue citations to owners of vehicles improperly parked. Fines are significant.
- Loading dock areas, grassy areas, fire zones and other restricted areas are off limits for parking at all times. Areas designated "visitor" or "reserved" are to be used only by visitors or holders of permits during specified hours.
- Traffic should flow in the direction of the painted arrows on the narrow roadways designated for one-way traffic. Going the opposite direction is dangerous to pedestrians and to other vehicles.
- No vehicle should park in fire lanes or restricted areas.
- Traffic lanes are never to be blocked. They must be kept clear for safety reasons, by order of the Salem Fire Department.
- Tickets: Parking and traffic violations carry a minimum \$25 fine. Repeat offenders may lose their parking privilege.

- Fines will be collected in the Campus Care Office. If a question arises concerning a violation you must submit a written challenge with payment for the fine to Campus Care within seven days. After that time the violation will stand as written. Unpaid fines will result in vehicle impound after seven days.

Tacoma Campus:

On-campus parking during class hours is not permitted, but parking is available on the school side of North 43rd Street and around the traffic circle outside the North 43rd Street school gate. Additional parking is available in the gravel lot just north of the school (turn right out of the North Stevens gate and go 30 yards to the parking area on the right). Please note: In the interest of good neighbor relations, students should *reserve the parking spaces on the side of North 43rd Street opposite the campus for our neighbors*. Parking for persons with disabilities is available on the drive between the Weyerhaeuser Mansion and Educational building.

Weapons

All local, state, and federal laws pertaining to weapons, explosives, and fireworks apply to student, staff, faculty, and visitors to Corban University. In addition, the following policies and regulations are in place at Corban:

1. Possession of a firearm, whether loaded, unloaded, replica, toys or real is prohibited on campus. Requests for the use of replica items during informational or dramatic presentations must be approved, in writing, in advance by the Director of Campus Safety.
2. Possession of BB guns, pellet guns, Air-soft guns, paintball guns, Simunition guns, crossbows, bows, blowguns, potato guns, or other devices designed to fire, or otherwise launch, a projectile or chemical is prohibited on campus.
3. Folding knives with a blade no longer than 4 inches are permitted on campus within the parameters of all applicable local, state, and federal laws. All other edged weapons are prohibited on campus.
4. The possession and or use of explosives, fireworks, dry ice, or other elements used in the manufacture of explosive devices is prohibited.
5. The possession and or carrying of less lethal , self-defense items such as chemical agents (“mace” or “OC”), electronic discharge weapons (Tasers, stun guns), etc...is strictly prohibited without the written approval of the Director of Campus Safety.

Failure to abide by these policies may result in immediate criminal, civil, charges and/or sanctions or dismissal from the University.

Questions regarding these policies call 503-589-8152.

ATTACHMENT A

Addressing the Problem Yourself

“The Letter”

The letter is written by the complainant to the accused. It should consist of three parts:

- I. A factual account of what happened.
- II. A description of how the writer feels about what happened.
- III. What the writer wants to happen.

The letter is confidential and sent by certified mail.

Rowe, M.P. (1981, May-June). Dealing with sexual harassment. *Harvard Business Review*.

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