2026-27 STUDENT LIFE HANDBOOK

Corban University's Undergraduate Student Handbook

Corban University's mission is to educate Christians who will make a difference in the world for Jesus Christ and is committed to forming and shaping students in the image of God. The University classifies itself as a "discipleship university." Guided by the words of Christ in Matthew 28:18-20, a discipleship university properly orders a student's educational experience through a spiritual transformational lens seeking to equip their students for a life of service to God himself. Defined broadly, discipleship is about trying to follow Jesus in every part of one's life through experiences both inside and outside of the academic classroom. A discipleship university prepares the student for a life of service. It is the desire of all involved in the educational process to work together synergistically to accomplish the mission of Corban University. And to this end the following guidelines have been established for all university students.

Revisions and updates of the Corban University Student Handbook are conducted annually.

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STUDENT HANDBOOK PURPOSE

As members of a shared community, the following sections outline the mutual responsibilities we have toward one another: students to fellow students, students to Corban as an organization, and administrators to students. Some of the responsibilities exist because of Federal or State law; others are developed to honor Scriptural commands/principles, institutional history, constituent preference, or educational research.

When a student violates standards set forth in the Handbook or established by the Institution, sanctions are put in place to stop the behavior and restore the student to the community. It is the charge of Student Life personnel, in collaboration with other campus personnel, to determine appropriate educational sanctions for students to bring about this restoration process. Educational sanctions are selected in response to a variety of factors including: a student's request for help versus a confrontation, the student's history and receptiveness to change, the seriousness of the infraction/impact on the surrounding community, and support from various campus offices including those of the Vice President for Academics, and President, as needed.

CHRISTIAN GROWTH

Chapel

Chapel serves not as a separate co-curricular experience, but as an extension of a student's educational experience, and is designed to stimulate spiritual growth, encourage campus unity, and inspire the development of curricular and co-curricular learning objectives that align with the University's biblical integration framework. Each year, a theme is chosen to help guide students in developing a biblical worldview. Authority (what is true?), Creation (how did it all begin?), Fall (what broke our world?), and Redemption (how can we be healed?) are the four pillars of the chapel experience. A student who persists through a four-year traditional cycle will experience each pillar throughout their experience. All aspects of the chapel experience work in concert to encourage and inform a student's biblical worldview. A discipleship university works to ensure that the chapel experience is another avenue that equips students and aids in the development of a student's biblical worldview.

All full-time students enrolled in traditional undergraduate programs are required to attend chapel and check in by scanning their Corban ID. Students are required to attend a minimum of 24 chapels each semester unless they have received an exemption from the Director of Student Life and Spiritual Formation. Students may only make up **three** missed chapels per semester by watching recorded chapel messages. Students who do not achieve the required number of chapels by the last day of Dead Week will be assessed for a fine based on the number of chapels they missed (up to the 24 required) and additionally may be referred to the Dean of Students for a meeting. For more information on exemptions, fines, and make-ups, please refer to the Chapel Policy.

Church Attendance

Active participation at a local church is an integral part of the Christian life. Corban

University expects students to be connected to and active in a local church congregation. Weekly participation in worship services, church ministries, and communal gatherings are great ways of learning what it means to be an active part of the growing body of Christ. Opportunities to find local churches include attending the Church Expo during Warrior Welcome (where local churches advertise); talking with campus leaders and upperclassmen about where they attend; frequenting chapel and networking with fellow students to visit different churches. Participating in a local church is a crucial way for students to engage in the wider body of Christ and maximize their learning and growth, as truths learned at Corban are reinforced in outside contexts.

Mentoring and Discipleship

Students have meaningful opportunities for mentoring and discipleship beyond the classroom. These opportunities may come through resident assistants who serve as peer mentors in the residence halls, faculty and staff members who invest in students through regular meetings, and local Christian men and women who are committed to encouraging and guiding college students in their faith and personal growth.

At times, Student Life staff may identify patterns of conduct or thinking that warrant additional support and require a student to participate in a mentoring relationship for a designated period. In these situations, mentoring is intended as a restorative and growth-oriented partnership that fosters personal, spiritual, and relational development.

Small groups provide another important avenue for mentoring and discipleship. Typically, student-led and held on campus, these groups focus on a variety of interests, studies, and spiritual growth goals. We believe students who intentionally engage in the mentoring and discipleship opportunities available at Corban University will experience deeper personal growth and a more enriching educational experience.

Alongside these opportunities, we recognize that lifelong spiritual formation is rooted in regular engagement with God through Scripture, prayer, worship, and other spiritual disciplines. The desire for Student Life is that every student graduates from Corban with a vibrant, authentic, and active faith that continues to shape their life, relationships, and vocational calling long after their time at the university.

STANDARDS OF CONDUCT

Conduct Guidelines

Corban recognizes that Scripture does not address every modern situation or social practice directly. However, we believe that biblical principles provide guidance for living in a way that honors God in every area of life. In establishing the following community standards, we acknowledge two important realities:

1. **Spiritual maturity is not produced by rules alone.** True growth in character and faith comes through the transforming work of Jesus Christ and a willing submission to His truth.

2. **No set of guidelines can address every circumstance.** Rather than attempting to regulate every situation, these standards are intended to help members of our community make wise, God-honoring decisions that reflect Christian character and integrity.

The guidelines that follow seek to communicate Corban University's expectations for life together in a Christ-centered community. They do not replace personal responsibility or individual accountability before God. Instead, they serve as a framework for thoughtful decision-making and faithful Christian living.

As you consider your choices and conduct, we encourage you to reflect on the following questions:

- Does this align with God's revealed will in Scripture?
- Does this demonstrate good stewardship of my time, talents, and resources?
- Will this contribute to my growth in Christlikeness and Christian character?
- Will this encourage others in their pursuit of Christlikeness and spiritual maturity?
- Could this create opportunities for temptation or hinder my spiritual well-being?
- Does this uphold the values, mission, and integrity of Corban University?

Faculty, staff, and student leaders are available to help clarify University expectations and provide guidance regarding matters of conduct, rights, and responsibilities. While individual convictions may not always align fully with Corban's standards, enrollment at the University represents a voluntary commitment to uphold and respect these community expectations.

When Student Life staff become aware of choices or behaviors that appear inconsistent with these standards, they will seek to engage students through conversation, counsel, and support. The goal of these interactions is to encourage thoughtful reflection, personal growth, and accountability. When community standards are knowingly or repeatedly disregarded, disciplinary action may be taken. Students are expected to respond respectfully and cooperatively throughout this process.

Student Life staff retain responsibility for interpreting and applying these guidelines and determining when conduct falls outside the expectations of the Corban community.

Breach of Peace

Scripture calls believers to pursue peace in their relationships with others: *"If possible, so far as it depends on you, live peaceably with all"* (Romans 12:18).

A **breach of peace** is any behavior that disrupts the well-being of the community or threatens the safety, health, or welfare of any person. This includes actions that interfere with the normal operations of the University, disrupt University programs or activities, or hinder faculty, staff, or student leaders in the performance of their responsibilities.

Students are expected to conduct themselves in a manner that promotes respect, safety, and peace within the Corban community.

Interrupting the Duties of a University Official

Students must refrain from acting in such a way that either interrupts or impedes the duties of a staff person when this person(s) is operating within the scope of the staff person's official duties. This policy includes Resident Assistants. Students that provide misleading information or are involved in other activities that may prohibit a Corban University official from performing their duties will be subject to disciplinary action.

Peaceful Assembly and Public Protest

At Corban University, we appreciate the value of freedom of speech and desire for students to be actively engaged in the community on campus and in the broader world. This engagement may produce conflicts of ideas, opinions, and proposals for action. Student Life encourages opportunities to learn through engaging with others who may disagree with them in constructive dialogue, debate, and appropriate acts of confrontation. Individuals at Corban University may seek to voice ideas, opinions, and proposals for action in a public way with these ideas in mind.

To ensure both the right for these engagements is upheld and that the operations of the University are not interrupted in the midst of these objections, notification of planned assemblies must be submitted to and approved by the Vice President for Community Belonging and Student Success or Dean of Students three business days in advance of the event. This notification must include the nature of the demonstration, the place, time, and manner of activities planned. Any signs or postings must be approved. Participants must be enrolled students. The Vice President for Community Belonging and Student Success or Dean of Students will determine if the accommodation is possible in light of public safety and the needs of the community. If a gathering takes place without notification, the student or organization may be asked to disperse, face discipline as outlined in the Student Handbook, or possible legal action under applicable laws. Activities that infringe upon the rights of others by interrupting chapel, classes, or college sponsored events or activities (e.g. halting a lecture, debate, or a public forum by indirectly preventing the speaker from speaking or seizing control of a public forum for one's own purposes) are subject to disciplinary action. The University reserves the right to restrict dates and time of assemblies.

Note: This policy refers to non-educational activities on Corban University property and not to the conduct of academic or co-curricular activities that are governed by their own policies and standards.

Reporting an Arrest

If accepted or enrolled students become aware of a complaint filed against them, or become the subject of an investigation, or arrest while affiliated with the University, they must report the matter to the Dean of Students (TSwisher@corban.edu) and the Director of Campus Safety (MWood@corban.edu) within 24 hours of becoming aware of the incident.

Dress and Appearance

Corban University expects students to demonstrate modesty, good judgment, and social appropriateness in their dress and appearance. Scripture calls both men and women to pursue modesty and character that reflect a Christ-centered life (1 Timothy 2:9–10; 1 Peter 3:3–4).
Clothing and personal appearance should be consistent with the values and mission of the University. Apparel displaying profane, vulgar, suggestive, discriminatory, or otherwise inappropriate words, images, or messages is not permitted.

The way we present ourselves communicates something about our character, values, and the communities we represent. Students should recognize that their appearance may influence how others perceive them and the University. Those serving in visible leadership or representative roles—including, but not limited to, resident assistants, student activity leaders, student employees, music ensembles, athletic teams, mission teams, and campus organizations—are expected to exercise particular care in representing the University well.

Coaches, supervisors, advisors, and other University officials may establish additional dress and appearance expectations appropriate to specific programs, activities, or work environments.
Above all, students are encouraged to make choices in dress and appearance that reflect Christian maturity, respect for others, and a desire to honor Christ.

Entertainment

As followers of Christ, we are called to pursue holiness and spiritual maturity in every area of life, including our entertainment choices. Because what we regularly consume shapes our thoughts, values, attitudes, and behaviors, students are expected to exercise wisdom and discernment when engaging with entertainment and media.

Corban University does not seek to provide an exhaustive list of approved or prohibited activities. Rather, we encourage students to evaluate their choices through the lens of Scripture and ask whether they contribute to personal growth, strengthen their relationship with Christ, and promote the well-being of others.

Students should avoid entertainment, environments, and activities that celebrate or encourage attitudes and behaviors contrary to biblical teaching. In making entertainment choices, students should consider their influence on others, avoid causing fellow believers to stumble, and exercise care not to place themselves in spiritually or morally compromising situations. In all things, students are called to "test everything; hold fast what is good" (1 Thessalonians 5:21) and to conduct themselves in a manner that honors Christ and upholds the values of the University.

Dance

Students are encouraged to approach dance with wisdom and discernment. Participation in dancing that is sexually suggestive, involves inappropriate physical contact, compromises personal integrity, or is inconsistent with Christian character is not acceptable. Students should also avoid environments that promote or encourage such behavior.

Gambling

Students are expected to refrain from gambling activities that foster addictive, destructive, or divisive behaviors, undermine wise stewardship, or conflict with Christian principles of responsibility and integrity.

Music

Students are responsible for selecting music that is consistent with Christian values and conducive to personal and spiritual growth. Consideration should also be given to the preferences and well-being of roommates and others, both in the content of music and in the volume at which it is played.

Printed and Digital Media
Students should apply biblical principles and discernment when engaging with books, magazines, websites, social media, and other forms of media. Materials that exploit, degrade, objectify, or distort God's design for human dignity and sexuality are inconsistent with the values of the Corban community. Likewise, displays of sexually explicit, vulgar, or otherwise offensive content in university housing or other campus spaces are prohibited.

Television, Movies, Streaming Content, Video Games, and Social Media
Students are expected to thoughtfully evaluate the content they consume, considering not only what is portrayed but also how it is portrayed. Themes such as violence, racism, abuse, immorality, or other forms of wrongdoing may be depicted in media; however, students should consider whether such behaviors are presented critically or celebrated and normalized.

Entertainment that promotes sexual misconduct, glorifies harmful behavior, justifies wrongdoing, or desensitizes viewers to sin and its consequences is inconsistent with the expectations of the Corban community. Students are expected to take responsibility for their entertainment choices and to respect the convictions and standards of others.

NC-17 (X-rated) films and equivalent forms of entertainment are prohibited. However, students should exercise biblical discernment in evaluating all media regardless of its rating.
This version maintains the University's behavioral expectations while emphasizing discipleship, discernment, stewardship, and Christian formation rather than simply listing restrictions.

Honesty
You are expected to refrain from all forms of dishonest practices including lying, cheating, and stealing (Ephesians 4:25).

Language
You are expected to refrain from gossip, swearing, inappropriate slang, and profanity. Offensive remarks regarding race, gender, sexuality, age, or ethnicity are not acceptable (Ephesians 4:29, 5:4; James 5:12; Psalm 19:14).

Illegal Drugs, Alcohol, and Tobacco
Student Life is committed to promoting individual and community health. To promote these values, we endeavor to educate our members on responsible substance use. Romans 14 challenges us to pursue what makes for peace and the building up of one another. This creates a framework in which community well-being is considered equal to individual freedoms.

Many substances have addictive and negative health effects which result from their use or abuse; educational research consistently warns that use of these substances can also pose a distraction from academic endeavors. Federally recognized illegal drugs come in many forms and have varying affects.

None of these products, or any other federally recognized illegal drugs, may be used, possessed, manufactured, distributed, or dispersed at any time by Corban students:

Stimulants [Amphetamines, Cocaine, and Meth] speed up action of the central nervous system; Depressants [Barbiturates, Tranquilizers, and Methaqualone] relax the central nervous system; Cannabis (including THC, Marijuana, and Hashish) alter perception and mood; Hallucinogens [LSD and PCP] distort reality; Opioids [Fentanyl, Heroin, Morphine, Codeine, Opium] lower pain perception.

Prescription drugs are only to be used by the prescribed user and in accordance with the provided prescription.

Every Corban graduate needs to know how to make mature decisions about substance use. Although it is easy to promote the practice of abstinence in a zero-tolerance community, it is important to provide attention to appropriate use of some products, such as alcohol and tobacco. For example, Scripture does illustrate interactions with alcohol (Psalm 104:14-15; John 2:1-11; Luke 7:33-35), but it condemns drunkenness (Proverb 23:29-35; Ephesians 5:18).

Corban leadership, therefore, has determined that students are permitted to use alcohol and nicotine-based products under the following circumstances:

- Students are of legal age (21 for both alcohol and nicotine-based products according to Oregon Law).
- Students are mindful of how and when they engage in the use of these substances.
- Students consume these products in moderation.
- Students show consideration and care for others (Romans 14).
- Students encourage use in a safe environment.
- Students use these substances off campus.

Neither nicotine-based products nor alcohol may be used or possessed on Corban University property or at any University sponsored event. Students found to be in violation of these policies (including intoxication, improper use, showing signs of addiction, or off-campus consumption) will be subject to disciplinary action and may be asked to submit to (and pay for) testing, searches, educational programming, and counseling.

A university environment is comprised of students both under and over legal age limits, and those who are of age are expected to manage their freedom wisely. Thus, students encouraging, endorsing, or ignoring underage and/or irresponsible drinking will be considered in violation of this policy. Continued violation of this policy may result in dismissal from the University. (See Discipline Processes section for more details about disciplinary actions.)

Federal and State Sanctions

As part of our compliance with federal law, Corban must inform students of federal and state sanctions for improper and illegal use of alcohol and drugs. Below you will find the information pertaining to that requirement.

Federal Sanctions

21 U.S.C. § 844(a)

- **First conviction:** Up to one year imprisonment and a fine of at least $1,000 but not more than $100,000, or both.
- **After one prior drug conviction:** At least 15 days in prison, not to exceed two years, and a fine of at least $2,500 but not more than $250,000, or both.
- **After two or more prior drug convictions:** At least 90 days in prison, not to exceed three years, and a fine of at least $5,000 but not more than $250,000, or both.

21 U.S.C. §§ 853(a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or facilitate the possession of a controlled substance when authorized by applicable federal law.

21 U.S.C. § 881(c)(4)

- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance, as provided by federal law.

21 U.S.C. § 844a

- Civil fine of up to $10,000.

21 U.S.C. § 862

- Denial of certain federal benefits, such as student loans, grants, contracts, and professional or commercial licenses, for specified drug convictions, as authorized by federal law.

18 U.S.C. § 922(g)

- Certain individuals convicted of qualifying offenses or otherwise prohibited under federal law may be ineligible to possess, receive, ship, transport, or purchase firearms or ammunition, as provided by 18 U.S.C. § 922(g) and other applicable federal law.

Miscellaneous

- Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.
- Corban University complies with the United States Drug-Free Schools and Campuses Act, the United States Drug-Free Workplace Act, Oregon Revised Statues 352.008, and OSSHE Administrative Rule 580-19-001. Annual distribution of drug-free campus and workplace information to employees and students is required by law.

State Sanctions

Oregon Chapter 475 — Controlled Substances; Illegal Drug Cleanup; Paraphernalia; Precursors.
Oregon Chapter 471 – Alcoholic Liquors; Controlled Substances; Drugs.

Pregnancy Support Policy

Corban University is a Christian educational community that seeks to uphold the moral standards of Scripture and to act in a spirit of reconciliation as a caring and redemptive

community (Romans 12:9–21). Because the University upholds Scripture, it also affirms the sacred value of all human life, including unborn life (Psalm 139:13–16).

New life is a cause for celebration. At the same time, pregnancy can bring significant decisions, changes in personal relationships, and financial and health-related concerns. These challenges may be especially complex when a pregnancy occurs outside of marriage. Because every person is created and valued by God, and because the University believes that life begins at conception, Corban is committed to supporting and preserving human life.

Students facing unexpected pregnancy will be offered assistance in accessing appropriate medical care, counseling, and other support services. University personnel will seek to help the student make informed decisions that promote the well-being of both the student and child and support the future of the family.

In light of these commitments, the University encourages any student who is involved in a pregnancy outside of marriage to contact a member of the Student Life staff. Student Life staff will provide a caring, supportive, and confidential environment in which students can discuss their circumstances and explore available University and community resources.

Corban University is committed to supporting pregnant students who desire to continue their educational program. Consistent with the University's biblical convictions and community standards, students who demonstrate an ongoing commitment to their academic responsibilities and to the University's expectations for conduct will be supported in their efforts to remain enrolled and make progress toward degree completion.

If a pregnant student wishes to continue attending classes during the later stages of pregnancy, she will be asked to meet with a designated Student Life staff member. This staff member will serve as a point of support and advocacy, helping to coordinate practical assistance and foster a caring response from the University community.

Relationships, Sexual Behavior, and Gender Identity

The development of healthy friendships and Christ-centered dating relationships is an important part of personal growth and engagement within the Christian community. Students are encouraged to conduct themselves in ways that demonstrate respect, care, and consideration for others, both publicly and privately. Members of the Corban community should seek to encourage one another in faith and avoid behaviors that could be harmful to themselves, others, or their Christian witness.

Consistent with the University's biblical convictions, all romantic and sexual relationships are expected to reflect standards that support and honor the covenant of marriage between one man and one woman (1 Thessalonians 4:3–8; 1 Corinthians 6:9–10; Galatians 5:19–21). Students are therefore expected to refrain from sexual activity outside of marriage and from conduct that is inconsistent with these scriptural teachings.

Corban University recognizes that some members of the community may experience questions or struggles related to gender identity. Students navigating these issues are encouraged to seek support and guidance through conversations with a member of the Student Life staff. The University is committed to engaging students with care, compassion, and respect while remaining faithful to its understanding of biblical teaching regarding sex and gender.

In accordance with the University's biblical convictions, students are expected to identify and live consistently with their biological sex and to refrain from romantic or dating relationships with members of the same sex. Student Life staff are available to provide support, resources, and pastoral care to students seeking guidance in these areas.

TECHNOLOGY USE POLICY

Information Service

The Information Services (IS) Department provides students with computer and network access, support and maintenance of multimedia equipment on campus, and telephone/fax services. Please refer online to the Acceptable Use of Technology

How to Reach IS

If a student has questions regarding IS or is experiencing problems with a system (computer, media, printing, etc.), they may stop by the IS office in the Academic Center Basement, e-mail support@corban.edu, or call/text (503) 375-7586. Corban does not offer 24/7 support for the network or lab computers, but we will do our best to get things operational as soon as possible.

Computers

Students at Corban University have access to a Corban username and password that provides access to their Corban email account, Populi, library research resources, and various student-access computers on campus. These same Corban credentials also provide Microsoft licensing, allowing students to use Microsoft 365 applications such as Word, Excel, PowerPoint, Outlook, and other included services. Student access computer labs are available in the Academic Center. Personal documents should be stored in OneDrive or on a personal USB storage device and should not be saved to lab computers. It is each student's responsibility to ensure the safety and security of personal data. All students using a personal computer (desktop or laptop) to connect to Corban's network, including the wireless network, must have current malware protection enabled and keep their devices updated with the latest security patches.

Failure to maintain appropriate security protections may be considered a violation of the Acceptable Use Policy. Students' personal computers should also be updated with the latest operating system and application security patches. The IS Department offers limited technical support to students. At the IS

Department's discretion, the IS Department will assist students if they experience problems connecting to the network and/or other issues.

Corban E-Mail Address

All students are assigned a Corban username and e-mail address: username@corban.edu. This address is used for all campus communications, class-related faculty/student correspondence, and other information distribution. Students are responsible for checking their e-mail on a regular basis. Students must not share their password with anyone. To log into your e-mail, go to https://my.corban.edu and enter your full e-mail address and Corban password. Once authenticated, click on the Outlook icon to access your email.

Students may not have the university use any other address as their primary email address but may forward their Corban-assigned email to another address of their choosing. For any other questions regarding your email account, contact the IS Department.

Corban Student ID

Student ID cards are issued to students and remain valid for the duration of their enrollment at Corban University. Student ID cards are considered official university identification. There is a $25 replacement fee for any lost, stolen, or damaged ID card.

Wireless Internet

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

Digital Millennium Copyright Act (DMCA) Policy and Procedures

Corban University is committed to respecting and protecting the intellectual property rights of others. Advances in technology and electronic communication have significantly expanded access to information, media, and digital resources. While these developments provide valuable educational opportunities, they also increase the risk of copyright infringement, whether intentional or inadvertent. This policy is intended to inform students, faculty, and staff of their responsibilities under U.S. copyright law and the procedures Corban University follows in response to copyright infringement claims.

Applicable Copyright Laws

Copyright Act of 1976 (Title 17, United States Code)
The Copyright Act grants creators of original works certain exclusive rights, including the rights to reproduce, distribute, display, perform, and create derivative works from their intellectual property.

Fair Use (17 U.S.C. § 107)
The Copyright Act recognizes that certain uses of copyrighted materials may qualify as "fair use" for purposes such as criticism, commentary, news reporting, teaching, scholarship, and research. Whether a particular use is fair depends on consideration of the following factors:

1. The purpose and character of the use, including whether the use is commercial or educational in nature.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use on the potential market for or value of the copyrighted work.

Digital Millennium Copyright Act (DMCA) of 1998
The DMCA provides legal remedies for copyright owners whose rights have been infringed through digital or online means. The Act also prohibits the circumvention of technological measures used to protect copyrighted works, including encryption and copy-protection systems.

Copyright Compliance Expectations
Corban University does not actively monitor its networks for copyright violations. However, the University responds to reports of alleged infringement as required by federal law. The University also utilizes network security and web-filtering tools designed to limit access to peer-to-peer file-sharing services commonly associated with unauthorized copyright distribution.

Because copyright protection attaches automatically to original works, materials do not need to be registered or display a copyright notice (©) to be protected. Members of the University community should therefore assume that content is copyrighted unless there is a clear indication otherwise.

Permission from the copyright owner may be required before reproducing, sharing, distributing, performing, displaying, or modifying copyrighted materials.
Examples of copyrighted works include, but are not limited to:

- Books, articles, essays, and other written content
- Photographs and digital images
- Logos, graphics, and artwork
- Music and audio recordings
- Films, television programs, and other video content
- Software applications and computer programs
- Websites and digital media content

Examples of Copyright Infringement
Prohibited activities may include, but are not limited to:

- Reproducing or distributing copyrighted materials without authorization or proper attribution.
- Downloading copyrighted music, movies, television programs, software, or other content without the appropriate license or permission.
- Sharing copyrighted files through file-sharing services, shared folders, removable media, or University-owned storage resources without authorization.
- Storing unauthorized copyrighted content on university servers or network drives.
- Incorporating copyrighted audio, video, images, or other protected content into presentations, publications, websites, or projects without permission when such use is not otherwise permitted by law.
- Circumventing technological protection measures designed to prevent unauthorized copying or distribution.

Accessing Digital Content Legally
Numerous lawful options exist for accessing digital media and entertainment, including subscription-based streaming services, licensed educational resources, and authorized online marketplaces. Students and employees are expected to obtain digital content through legal and appropriately licensed sources.

Fair Use in Educational Settings
The University recognizes that faculty and students may, in certain circumstances, use copyrighted materials for educational purposes. Such use must comply with applicable copyright law and fair use principles. Individuals relying on fair use are responsible for ensuring that their use falls within legal and educational guidelines.

Procedures for Copyright Infringement Claims
In accordance with the DMCA, Corban University will promptly review and respond to notices of alleged copyright infringement. To be considered, a claim must include:

1. A physical or electronic signature of a person authorized to act on behalf of the copyright owner.
2. Identification of the copyrighted work claimed to have been infringed.
3. Information reasonably sufficient to identify and locate the allegedly infringing material or the individual responsible.
4. Contact information for the complaining party.
5. A statement that the complaining party has a good-faith belief that the use is not authorized by the copyright owner, the owner's agent, or applicable law.
6. A statement, made under penalty of perjury, that the information provided is accurate and that the complaining party is authorized to act on behalf of the copyright owner.

University Response to Copyright Violation Notices
When Corban University receives a credible notice alleging copyright infringement on its network:

1. The user's network access may be suspended while the matter is investigated.
2. The Director of Information Services (or designee) will notify the user of the alleged violation and provide information regarding the complaint.
3. The user will have five business days to respond and either:
    - Demonstrate that the allegation is inaccurate or that the use was legally authorized; or
    - Provide written assurance that any unauthorized downloading, distribution, or storage of copyrighted material has ceased.
4. If the allegation is substantiated, a written warning may be issued and maintained in the appropriate University record.
5. If the allegation is determined to be unfounded, no disciplinary record regarding the claim will be retained.
6. If the user fails to respond within the specified timeframe, network access may remain suspended until the matter is resolved.

Corban University reserves the right to take additional disciplinary action, consistent with university policies and applicable law, for repeated or serious violations of copyright regulations.

VEHICLE OPERATION AND DRIVER RESPONSIBILITIES ON CAMPUS

Operating a vehicle on campus is a privilege that comes with significant responsibilities to ensure the safety and well-being of all students, faculty, staff, and visitors. The Office of Campus Safety has jurisdiction over parking and traffic regulations, rules, and fines. Student Life may assist Campus Safety in reporting, investigating, or enforcing these rules. The following guidelines outline the expectations and duties for anyone driving a vehicle on campus property:

- Accidents and Incidents: Any vehicle accidents or incidents on campus must be reported immediately to Campus Safety. Drivers involved in accidents must remain at the scene until Campus Safety arrives unless medical attention is urgently needed.
- Alcohol and Drug Prohibition: Operating a vehicle under the influence of alcohol or drugs is illegal and strictly prohibited on campus. Violations will result in severe disciplinary action, including potential suspension or dismissal and legal consequences, including possible arrest.
- Parking Permits: All vehicles must be registered and display a valid campus parking permit. Permits are available from the Campus Safety office and must be renewed annually.
- Parking Regulations: Vehicles must be parked in designated areas only corresponding to the assigned parking tag. Unauthorized parking in restricted areas, fire lanes, or handicapped spaces without proper permits is not allowed, and the vehicle may be subject to citation and/or towing.

- Pedestrian Right-of-Way: Drivers must yield to pedestrians at all crosswalks and intersections. Extra caution should be exercised in areas with high foot traffic, such as near residence halls and academic buildings.
- Reckless Driving: Drivers must obey all driving laws and regulations while driving on campus. Car surfing is illegal both on and off campus and will result in disciplinary actions.
- Respect for Property: Drivers must respect campus property and infrastructure. Damage to gates, signs, landscaping, or other campus facilities may result in disciplinary action and financial responsibility for repairs or legal consequences, including arrest.
- Speed Limits: All drivers must adhere to the posted 15 mph speed limit. Speeding is strictly prohibited.
- Use of Mobile Devices: The use of mobile phones or other electronic devices while driving is prohibited unless used with a hands-free device. Texting while driving is strictly forbidden.
- Vehicle Maintenance: Drivers are responsible for ensuring their vehicles are in safe operating condition. Regular maintenance checks for brakes, lights, tires, and other critical systems are mandatory. Vehicle maintenance may not be conducted on campus.

By following these guidelines, drivers help maintain a safe and orderly environment for everyone on campus. Violations of these rules may result in fines, loss of parking privileges, or further disciplinary actions as deemed necessary by campus authorities.

Violations
University parking and traffic violations each carry a minimum $25 to a maximum $100 fine. Multiple offenses may lead to enhanced fines or penalties, including a loss of driving privilege.

Examples of parking/traffic violations and corresponding fine:

Parking outside the lines $25
Parking in inappropriate lot $50
Failure to display a parking permit $50
Parking in handicap space without permit $100
Parking in fire lane $100
Speeding 1-9 miles over posted speed $25
Speeding 10-19 miles over posted speed $50
Speeding 20-29 miles over posted speed $$75
Careless driving $100
Failing to stop at crosswalk $100
Failing to obey traffic control device $100

Pay tickets at https://store.corban.edu/products/campus-safety-ticket-payment

Registration and Parking Tags
There is an annual registration fee to park on campus billed to your student account. One permit is included in your fee and will be delivered to the mailroom. Please register under the student vehicle registration link on the following page: https://www.corban.edu/safety/vehicle-registration-parking-tickets-and-fees/

Each additional tag will be $10. During the year, if you change vehicles, you must obtain a new parking tag. This can be done by emailing campussafety@corban.edu for a $10 fee.

After registration, your parking tag will be sent to your campus mailbox or the mailroom. Please affix the parking tag to the outside rear window on the lower driver's side. Attempts to remove the sticker will result in it being damaged, and a new tag will be required.

Parking Map
The university map with parking lot names is located here. At the entrance of each lot there is a sign designating the lot letter and who can park in it. The lot letter(s) you are assigned to will be designated on your parking permit.

Attention: Parking in lots other than those designated on your parking sticker may result in a citation. Fines are handled on-line at www.corban.edu/safety by selecting the VEHICLE REGISTRATION, PARKING, TICKETS, AND FEES page and selecting the appropriate option. Non-payment will result in a Hold placed on the registered owner's student account.

If questions arise about the validity of a citation, students can contact Mike Woods, Director of Campus Safety, via email at MWoods@Corban.edu.

HEALTHY CITIZENSHIP

As a member of the Corban University community, students are expected to conduct themselves in accordance with university policies and all applicable local, state, and federal laws. When University standards are violated, students may be subject to disciplinary action. Corban's approach to student conduct is guided by two foundational principles:

- Encouraging students to take responsibility for their actions and choices.
- Promoting personal growth, maturity, and restoration through the disciplinary process.

In administering student conduct procedures, the University seeks to uphold its Christian values while fostering a safe, healthy, and supportive learning environment. Consistent with biblical principles of accountability, restoration, and community care (Matthew 18:15–18; Galatians 6:1–2; James 5:19–20; Hebrews 12:11), disciplinary responses are intended to be educational, redemptive, and restorative whenever possible.

While established guidelines help ensure consistency and fairness, each case is reviewed individually, taking into consideration the specific circumstances involved.

Restorative Conduct Process

When a student violates University policies or community standards, the University seeks to respond in ways that both address the behavior and encourage restoration within the community. Conduct outcomes are determined by the Dean of Students, in consultation with other appropriate University personnel.

Although disciplinary responses often become progressively more serious when misconduct continues, sanctions are not required to follow a prescribed sequence. The University's response will be based on a variety of factors, including:

- The nature and severity of the violation.
- The impact of the behavior on individuals and the broader community.
- Whether the student voluntarily sought help or required intervention.
- The student's prior conduct history.
- The student's willingness to accept responsibility and pursue change.
- Input from relevant University offices and personnel.

Possible Conduct Outcomes

Agreements (Accountability Plans or Citizenship Probation)

The University may establish a written agreement with a student to provide accountability, structure, support, or a formal response to conduct concerns.

Agreements may be used when:

- A student requests accountability or support.
- Personal challenges are affecting a student's ability to meet community expectations.
- Conduct issues require specific expectations and monitoring.

These agreements are established for a defined period and are intended to encourage growth, responsibility, and successful participation in the University community. Failure to comply with an agreement may result in additional conduct action, including referral to the University Standards Committee.

Community Service and Educational Assignments

Students may be assigned community service, educational projects, research, reflective writing, or other developmental activities designed to help them understand the impact of their behavior and reinforce community standards.

Participation Restrictions

Students may be temporarily restricted from participating in extracurricular activities, leadership positions, athletics, campus employment, or other roles in which they represent the University.

The duration and scope of such restrictions will be determined based on the circumstances of the conduct matter.

Warnings and Fines

Warnings and fines may be issued when it is necessary to reinforce community expectations and address conduct concerns. Repeated violations or continued disregard for university standards may result in more significant disciplinary action.

Suspension

In serious cases, suspension from the University may be warranted. Suspension recommendations are reviewed through the University's established procedures and may be imposed when a student's behavior significantly conflicts with university standards, disrupts the educational environment, threatens community safety, or demonstrates unwillingness to comply with institutional expectations.

Students who are suspended may be prohibited from:

- Residing in University housing.
- Attending classes.
- Participating in University activities or events.
- Accessing University facilities and resources.

Suspended students may be administratively withdrawn from courses, and transcript notations or withdrawal grades may be assigned in accordance with academic policies. Students are typically required to leave campus within a specified timeframe and may be restricted from returning to campus during the suspension period.
Conditions for re-enrollment, when permitted, will be determined on a case-by-case basis.

Emergency Removal
Corban University reserves the right to implement an interim emergency removal when a student's conduct, as assessed through an appropriate risk evaluation process, presents a significant threat to the health, safety, or well-being of members of the University community or substantially disrupts the University's educational environment.
An emergency removal may limit participation in specific programs, activities, housing, or campus access and may include interim suspension from the University.
Students may appeal for an emergency removal decision through the University's appeal process; however, the removal will generally remain in effect while the appeal is being reviewed.

Parent Notification of Disciplinary Action

Consistent with applicable law and University practice, the Office of Student Life may work with students and, when appropriate, communicate with parents or guardians regarding significant concerns affecting student well-being or University standing. Such situations may include:

- Serious mental health or safety concerns.
- Violations of the University's alcohol or drug policies.
- Suspension, dismissal, or other significant disciplinary actions.
- Other circumstances where notification is permitted by law and deemed necessary for the student's welfare or community safety.

University Standards Committee

The University Standards Committee may be convened if a student repeatedly violates University policy or if multiple violations have occurred during one occurrence. This committee will consist of university officials and is charged with determining the University's response regarding the students' conduct. Decisions made by the University Standards Committee can be taken to the Appeals Committee if they meet the criteria for an appeal.

Appeals Process

University Appeals Committee
The University Appeals Committee consists of both faculty and staff members and exists to consider appeals for decisions made regarding student conduct, and/or academic dishonesty. The Co-Chairs of the University Appeals Committee are the Dean of Students and the Registrar.

Students desiring to initiate an appeal must do so within 5 business days of receiving notification of the response in question. Appeals submitted after this deadline will not be considered, and the university's decision will be considered final.

To initiate an appeal:

1. Email appeals@corban.edu stating the desire to appeal and provide documentation to support your appeal.

For an appeal to be heard, one of the following conditions must be demonstrated:

- The facts of the case were insufficient to establish that a violation of Corban's standards occurred.
- Procedural or substantive errors significantly impacted the outcome.
- The sanctions imposed were unduly arbitrary, unjustified, or disproportionate to the violation or previous disciplinary measures
- New significant and relevant evidence is available for consideration.

The Co-Chairs of the University Appeals Committee may deny consideration of any appeal that does not meet the above criteria.

2. If the University Appeals Committee requests an in-person hearing, the student will be notified via email and allow an advocate/advisor to be present. This person must be a Corban University faculty/staff member, or the student's parent or legal guardian.

3. Decisions will be made within 5 business days of receiving the appeals request from the student.

The decision of the University Appeals Committee is final. If a student has exhausted the University appeal process and still feels that the decision is unfair or inappropriate, they may still have appeal opportunities available to them through the Department of Education.

Family Educational Rights and Privacy Act (FERPA)

[OBJECTIVE: To provide legal language regarding federal student protection of information.]

I. Statement of Philosophy and Policy on Student Records

Corban University maintains various records concerning students to document their academic progress as well as to counsel effectively with them. In order that the student's rights to privacy are preserved, as well as to conform to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, and its regulations, Corban has established certain procedures to govern the handling of student records.
The Family Educational Rights and Privacy Act of 1974 provides that currently enrolled or former students have the right to access their educational records and an opportunity for a hearing to challenge the content of such records, if necessary, on the grounds that the records are inaccurate, misleading, or otherwise inappropriate.

II. Notification of Rights Under the Family Educational Rights and Privacy Act of 1974 for Post-Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students with certain rights with respect to their educational records. They are:

(1) The right to inspect and review the students' educational records within 45 days of the day the university receives a request for access.

(2) The right to request the amendment of the students' educational records that the student believes are inaccurate or misleading.

(3) The right to consent to disclosures of personally identifiable information contained in the students' educational records except to the extent that FERPA authorizes disclosure without consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605; email: ferpa@ed.gov; Web: www.ed.gov/offices/OM/fpco/

III. Release of Student Record Information

Corban University will not release student educational record information without the expressed, written consent of the student. There are, however, exceptions:

A. Directory Information

The following information is designated by the federal government as directory (public) information and may be released without the students' consent:

- Student name
- Photograph
- Campus and home address
- Class standing
- Enrollment status
- Telephone number and email address
- Date and place of birth
- Major field(s) of study
- Academic honors
- Participation in university activities and sports
- Degrees and awards/honors received
- Previous schools attended
- Dates of attendance
- Weight and height of members of athletic teams

Students may withhold directory information by notifying the Office of the Registrar in writing. Please note that such withholding requests are binding for all information to all parties other than for educational purposes and as allowed under FERPA. Students should consider all aspects of a directory hold prior to filing such a request. Students are notified, in the Student Life Handbook, and University Catalog, which categories of personally identifiable information the institution has designated as public or directory information.

Request for non-disclosure will be honored until such a time as the request is revoked in writing.

B. Disclosure to Faculty, Staff and University Personnel

Within the Corban community, only those members, individually or collectively, acting in the student's legitimate educational interest may be allowed to access student educational records. Legitimate educational interests are defined as those interests that are essential to the general purposes of higher education. This includes university employees and those contracted by the University with general or specific responsibility for promoting the educational objectives of the university.

The university also recognizes the legitimate educational interest of those involved in appropriate co-curricular activities which generally support the overall goals of the institution and contribute to the well-being of the entire student body, such as:

- Personnel and coaches involved with varsity and intramural sports
- Social organization personnel
- Student government leaders
- Student group and organizational leaders

Access by these officials is restricted where practical only to students for whom they have a professional responsibility and only to that portion of the student record necessary for carrying out assigned duties.

Student records in the Counseling Center are accessible solely to those involved in the treatment of students, and as such are not educational records, but are considered confidential by professional standards. General health data and information used by the university in making a decision regarding a student's status are subject to review by the student under this policy and may be reviewed upon request with the consent of the Vice President for Student Life. However, written medical, psychiatric and psychological case notes which form the basis of diagnosis for recommendation of treatment plans remain privileged information not accessible to the student. Such case notes are not considered part of the official university education records as long as they have not been disclosed beyond those directly involved in the treatment of the student.

General health data and information records are not available to anyone but the student; but may be personally reviewed by a physician or other appropriate professional of the student's choosing. Although parents do not have access to students' health or counseling records, in life-threatening or potentially life-threatening situations, parents will be notified at the discretion of the Vice President and Dean of Students for Student Life.

C. Limitation of Access

Educational institutions are not required to make the following records available to students in institutions of post-secondary education:

(1) Confidential letters and statements of recommendation which are placed in the educational records prior to January 1, 1975;

(2) Financial records of the parents of the students or any information contained therein;

(3) Records maintained by a physician, psychiatrist, psychologist, or other recognized professional are not open for student's inspection. Students may, however, have an appropriate professional of their choosing inspect such records;

(4) Confidential recommendations for admissions, employment, or honors are not open to student access if the student has waived his or her right to access. General waiver forms are available on file in the Office of the Registrar;

(5) Law enforcement records maintained solely for law enforcement purposes are unavailable for student access and may be used only by law enforcement officials; (6) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute (an individual who performs on a temporary basis the duties of the individual who made the record).

IV. Exceptions to Written Release Requirement

FERPA provides the following access to educational records without the student's permission:

(1) Officials or faculty of the university with legitimate educational interest;
(2) Officials of other schools or school systems in which the students seek to enroll; in this instance, no notice of release of records needs to be sent to the student; (3) Certain federal and state educational authorities, including:
  (a) The Comptroller General of the United States;
  (b) The Secretary of Education;
  (c) The Commissioner, the Director of the National Institute of Education; (d) State educational authorities.
(4) Accrediting and university-approved testing agencies;
(5) Parents of dependent students, upon provision of annual tax records proving dependency
(6) Appropriate parties in connection with an emergency when the immediate health or safety of the student is threatened;
(7) Persons presenting an officially related judicial order or lawfully issued subpoena; and
(8) Institutions from which the student has received, applied for, or sought financial aid.

V. Release of Grades

Reports of students' grades are not routinely sent to the students' parents. However, parents of a dependent student, as defined by the Internal Revenue Code, may obtain grades without the student's consent, upon proof of dependency. The posting of students' grades is prohibited unless:

(a) Each student signs a waiver of his/her right to privacy; or
(b) A confidential number (other than full social security number) or code as agreed upon between the instructor and the individual prior to the posting.

The returning of papers via an *open* distribution system, e.g. stacking them on an open table, is a violation of students' right to privacy, unless students submit a signed waiver to the instructor for such a purpose.

VI. Right to Challenge Content of Records

A student may challenge the accuracy or handling of educational records maintained by the university on the grounds that the records are inaccurate, misleading, or otherwise violate the privacy or the rights of the student. Students who wish to exercise these rights should file a student record challenge request with the custodian of records in question. Each unit which is responsible for a records system shall put into writing, including a form which can be made available to students, the appeal and hearing procedures which exist for that unit. In general, the appeal and hearing steps will occur in the following sequence until relief is granted, or final decision is rendered by the President.

(1) Appeal for administrative review by the person named as custodian of the record system;

(2) Appeal for administrative review by the dean or director to whom the custodian is responsible;
(3) Appeal for administrative review by the Vice President for the unit maintaining the record system;
(4) Request for hearing to the Office of the President. A formal hearing will be set by that office, and the decision of the hearing panel will be recommended to the President. The student shall be given an opportunity to present to the panel evidence relevant to the issues raised, and the panel shall issue a written response. The student may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney;
(5) Should the student disagree with the response from the Office of the President, the student has a right to place in the educational records, a statement commenting on the information in the record and/or setting forth any reasons for disagreeing with the decision of the Office of the President

CAMPUS INVOLVEMENT

Student Leadership

There are various student leadership positions available on campus, including, but not limited to: Graduate Assistants (GAs), Student Activities Leadership Team (SALT) and residence hall teams (RAs). For information about other student leadership positions, contact Student Life.

Student Organizations

Each student organization has a different emphasis and pertains to different interests. Some of these organizations gather for fellowship, Bible studies, and accountability while others gather to hike, fish, engage in ministry, or write poetry. The Student Life Department firmly believes there is great value in being involved in the different student organizations. Students are given the chance to join whichever organizations they choose as well as encouraged to create their own new organizations and traditions. Groups wishing to gain recognition must register with Student Life. All recognized student organizations are expected to be in harmony with the statement of faith, mission, and philosophy of the University.

Posters and Fliers

All posters, fliers, and reader board slides on campus must be reviewed by the Office of Student Life. Students desiring to post items around campus are required to receive approval.

Scheduling Activities and Reserving Rooms

All students who are planning Corban activity need to first receive approval from the Event Coordinator at studentactivities@corban.edu with a minimum of two weeks prior to the event's date.

Surveys, Questionnaires, and Petitions

All surveys and questionnaires distributed to members of the student body must be approved by the Dean of Students.

Solicitation

The University prohibits solicitation on its premises by students, individuals, or groups. The University prohibits distribution of any form of printed material that could be construed as a solicitation.

Media Statements

The President is the official spokesperson for Corban. In his/her absence the official spokesperson for 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.

STUDENT WELL-BEING

Pranks

Pranks which go beyond good-natured fun and have the potential to harm individuals, personal property, or University property are not acceptable. A few examples include but are not limited to the following:

- No megaphone usage inside or outside Residence Halls, or Townhouses during quiet hours
- No impersonation of Corban University Staff or Faculty including Student Staff (i.e. Campus Safety Officer, RA, etc.)
- No removal of car pars without the permission of the vehicle's owner
- No pranks that would damage another person's belongings or property, including the property of Corban University.

Health Insurance

All full-time traditional ungraduated students (12 credit hours) are required to be covered by health insurance and must provide annual proof to Student Life (studentlife@corban.edu).

The University assumes no responsibility for injuries that may occur while you are using its facilities or athletic equipment; nor for injuries occurring in class, during school activities, or while taking part in internship programs, service projects, mission trips, intramural sports/recreational activities, or intercollegiate programs. Students are required to sign a liability release form upon admittance to the university.

Inclement Weather

Due to hazardous conditions created by extremes in weather, the Vice President for Academics Office, or designee, shall determine whether classes will be delayed or cancelled. 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, and through the Campus Shield app. 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, contact 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 course content.

Missing Person Guidelines

Because the safety and well-being of students is paramount, Student Life and Campus Safety personnel should be immediately contacted when a student is believed to be missing. A student may be considered missing if she or he is:

- Unreachable in person, by phone (voice or text), email, or other forms of electronic communication for more than 24 hours.
- Overdue in reaching a specified destination more than 24 hours past their expected arrival.
- If additional factors lead University personnel to believe he or she is missing.

In these circumstances, an immediate investigation will be conducted, and an intentional effort will be made to locate the student in question. These efforts will begin with phone calls to all known phone numbers for that individual, personal contact or phone calls to friends, possible phone calls to parents or other relatives, and checking for their vehicle on campus.

If it is determined that the student is missing, University officials will immediately:

- Contact local law enforcement agencies and complete a missing person report.
- Contact those indicated on the student's emergency contact sheet.

After the missing student is located, Student Life personnel will conduct further assessments to determine whether the student needs additional emotional support and/or poses a risk to their self or campus safety. Crisis Intervention Policies may also be applied.

Non-Motorized Vehicles

Use common sense when operating non-motorized vehicles (such as bicycles, skateboards, roller blades, scooters, roller skates, etc.) on campus. These items are to remain outside of all non-residential University buildings. Always avoid high traffic areas. Users should demonstrate good judgment and courtesy around other people so as not to risk the safety of either the user or the pedestrians in the area. Pay attention to business hours, event times, and pedestrians.

Running/Walking

Below are some important safety guidelines for running and walking around Corban's campus:

- Carry identification and program an ICE (In Case of Emergency) number into your phone.
- Walk or run on the left side of the shoulder/sidewalk when possible.
- Bikers ride with traffic and follow all traffic rules.
- Avoid going alone.
- Obey traffic signs and signals.
- Vary the times and places you walk or run.
- When walking on campus at night, stay on lighted pathways.
- Be aware that inmates from the correctional facility are frequently working in nearby fields. Students may not be on prison property. Avoid these locations.

Counseling Services

Counseling services are located on campus and can be reached at counseling@corban.edu.

Individual counseling can help you make important decisions, gain insight into your personal strengths and weaknesses, 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 necessary, you may be referred to an off-campus counselor or agency for psychological tests or further consultation at your own expense. Information about appointments is available in the Counseling office or online at https://www.corban.edu/student-life/counseling-services/.

Crisis Intervention Policy

A crisis can be described as a time of intense difficulty, trouble, or danger when certain actions must be taken to prevent disaster. In a crisis, one's normal coping mechanisms may break down, and outside help is required. In moments of crisis, Student Life personnel may collaborate with other campus offices to provide effective, short-term support strategies that can help the student through the immediate crisis and ensure adequate care is arranged. Although Corban strives to maintain confidentiality concerning individual students' circumstances unless specifically authorized by the student, confidentiality may be breached if the issue is health or safety related.

Corban University will provide crisis intervention services on a short-term basis only. If a student's crisis is on-going, begins to escalate, creates a safety risk, negatively impacts the educational community, interferes with a student's ability to function independently, or is beyond Corban's ability to manage, certain requirements may be mandated. These requirements may include, but are not limited to:

- Change in residence hall or classes
- Limited access to campus facilities/events
- Counseling
- Psychiatric assessment or evaluation
- Withdrawal from Corban University

If services incur additional costs, they will be at the student's expense. While the University must preserve the integrity of its policies and procedures, it may be possible to waive certain penalties (course drop policies, course attendance policies, tuition refund policies, withdrawal policies, etc.) in the case of a mandatory withdrawal. Exceptions may be made on a case-by-case basis, and Student Life staff members will work with other campus administrators to determine which exceptions may be granted.

If a student is required to withdraw from the institution, they will need to provide evidence that the crisis has been resolved or is being effectively managed before they will be allowed to return to the campus community. Readmission expectations will be articulated in the form of a written letter.

STUDENT SAFETY

Respect for Others

Everyone is created in the image of God (Genesis 1:26). You are asked, therefore, to treat one another with honor and respect, acknowledging each person's 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 requires that you do not discriminate or cause harm against any person on the basis of race, color, national or ethnic origin, sex, age or physical disability. For more detailed information please read the Discrimination, Harassment, and Title IX Policy as well as the Violent Act
Policy, both of which can be found in the section entitled "Student Safety."

Campus Safety Services

Campus Safety seeks the safety of all University students and employees. Campus Safety serves the campus community in the following ways:

Education:

- Education on campus policies, state and federal laws.
- Personal safety talks
- Group safety talks
- Presentations and classes
- Conducting emergency tabletop exercises

Enforcement:

- Enforcement of campus policies, state and federal laws.
- Contacting suspicious persons on Campus property and taking appropriate action.
- Responding to events which threaten life or property.
- Enforcement of parking and traffic regulations on campus.
- Use and monitoring of security camera systems for violations.

Preparation:

- Answering calls for service 24 hours a day, 7 days a week @ 503-510-6430.
- Patrol of the campus to identify, investigate, and report all unusual findings.
- Participate in the University Services Committee to collaborate and prepare for events.
- Conduct fire drills with residential residents.
- Ensuring buildings are secure.
- Participation in the Emergency Response Team.
- Providing services such as:
  - Jumpstarts
  - Escorts or rides to and from buildings and parking lots due to safety concern
  - Emergency gasoline
  - Changing or pumping up flat tires
  - Assisting with contacting towing services

Weapons

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

Items Prohibited for Students

- Possession of a loaded or unloaded firearm is prohibited on campus. (This includes a replica or a toy.)
- The possession and/or use of explosives, fireworks, or other elements used in the manufacture of explosive devices is prohibited.

Students found within any prohibited item(s) will be subject to disciplinary action.

Items Permitted for Students (with Permission)

- The possession and/or carrying of a less lethal, self-defense item such as chemical agent ("mace" or "OC"), electronic discharge weapon (Tasers, stun guns), etc. is strictly prohibited without the written approval of the Director of Campus Safety.
- Possession of BB guns, pellet guns, airsoft guns, paintball guns, Simunition guns, crossbows, bows, blowguns, potato guns, or other devices designed to fire a projectile, or otherwise launch, a projectile or chemical is prohibited on campus without prior approval from the Director of Campus Safety.
- Folding knives with a blade no longer than 4 inches are permitted on campus but must be within the parameters of all applicable local, state, and federal laws. All other edged weapons are prohibited on campus.

Violent-Act Policy

The safety and security of employees and students is of the utmost importance to the University. Threats, threatening behavior, acts of violence against any person, or destruction of property by anyone on Corban 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 and safely as possible. If a threatening individual is removed, restrictions regarding campus use may be imposed. Corban's responses to incidents of violence may include, but are not limited to, removal from campus, 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 or Campus Safety of any threats they have witnessed, received or been told that another person has witnessed, received or are planning to carry out. Employees or students who obtain a restraining order that lists the University as a protected area must provide the Director of Campus Safety 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.

Anti-Hazing Policy

PURPOSE

The purpose of this Anti-Hazing Policy is to prohibit hazing in all forms, ensure compliance with the Stop Campus Hazing Act (SCHA) Amendments to the Clery Act, and promote a safe, respectful, and Christ-centered campus environment. Hazing undermines the integrity of student life, endangers individuals, and is inconsistent with Corban University's mission to educate Christians who will make a difference in the world for Jesus Christ. Hazing contradicts the University's commitment to fostering a community rooted in love, respect, and biblical principles, which prioritize the dignity and well-being of every individual.

SCOPE AND APPLICABILITY

This policy applies to all members of the Corban University Community, including students, faculty, staff, administrators, trustees, recognized or established student organizations, and third parties (e.g., visitors, alumni, guests, and vendors) on or off campus, including online activities. Employees alleged to have engaged in hazing against students will be referred to the Office of Human Resources for appropriate action under applicable policies.

This policy extends to all aspects of Corban University's educational programs and activities, including admissions, employment, academics, athletics, and student services. It is written to comply with all applicable federal and state laws. If any provision is inconsistent with those laws or if laws change, federal and state law supersede this policy. If any provision is found invalid, illegal, unconstitutional, or unenforceable, the remaining provisions remain valid.

RESPONSIBLE AUTHORITY

The Office of Campus Safety and the Student Life Department are responsible for overseeing this policy. Obligations assigned to specific titles may be delegated as appropriate by Corban University, including external professionals.

WHAT IS PROHIBITED BY THIS POLICY

Hazing: Hazing is defined as any intentional, knowing, or reckless act, whether on or off campus, by an individual or group, directed against a student in connection with initiation into, affiliation with, or maintenance of membership in any student organization, that endangers the physical or mental health or safety of any person, regardless of their willingness to participate. This includes, but is not limited to:

- Physical acts such as whipping, beating, striking, or placing harmful substances on the body.
- Causing or inducing sleep deprivation, exposure to elements, confinement, or extreme physical activities.
- Coercing or inducing consumption of food, liquid, alcohol, drugs, or other substances.
- Any activity causing reasonable fear of bodily harm through threats or conduct.
- Any act involving a criminal violation of local, state, or federal law.

Retaliation: Retaliation is defined as any adverse action taken against an individual for reporting hazing, participating in an investigation, or opposing conduct believed to violate this policy. This includes intimidation, threats, coercion, or discrimination.

DEFINITION OF TERMS

1. Appeal Officer: An administrative staff member with no prior role in the complaint, appointed to review appeals and determine outcomes.
2. Charge: An alleged violation of this policy. A charge does not assume responsibility, which is determined after conduct hearings.
3. Complainant: An individual or group alleged to have been subjected to conduct violating this policy.
4. Days: Weekdays when Corban University is in normal operation.
5. Interim Measures: Temporary directives to ensure safety and prevent escalation during an investigation (e.g., suspensions or activity restrictions).
6. Party/Parties: Refers to the complainant, respondent, or both.
7. Report: Information provided about possible misconduct or policy violations.
8. Respondent: An individual or group reported to have committed conduct violating this policy.
9. Outcome: A formal sanction imposed on a respondent for a policy violation.
10. Student Organization: Any group (e.g., club, athletic team, musical ensemble, or student government) with two or more enrolled Corban students, whether established by the University or recognized through registration.
    - Established: A group created by Corban University (e.g., athletic teams, ensembles).
    - Recognized: A group registered with Corban University (e.g., clubs).
    - Unrecognized: A group not registered or whose recognition has been revoked.
11. Conduct Meeting: A meeting facilitated by a Resolution Administrator or Panel to evaluate responsibility for policy violations.

DISCLOSURES/REPORTING

Any person may report hazing to Corban University through:

- Telephone: 503-510-6430
- Email: safety@corban.edu
- Any other means ensuring the Office of Campus Safety receives the disclosure.

The reporting person does not need to be the harmed individual or a complainant. All reports will be reviewed to determine if the conduct violates this or other policies. Reports can be made independently of off-campus processes (e.g., law enforcement). Corban University may initiate a process even if law enforcement declines to act.

Confidential Disclosure Options:

- Counseling Services: 503-375-7010, counseling@corban.edu (Confidential except in cases of imminent harm).
- Confidential Advocate: Mandy McGath, 503.375.7112, MMcGath@corban.edu (Confidential except in cases of imminent harm).

Anonymous Reporting: Anonymous reports are accepted, but the University's ability to investigate may be limited due to lack of additional information.

PRIVACY

Corban University will protect the identity of individuals involved in disclosures, reports, or resolution processes, consistent with FERPA (20 U.S.C. 1232g, 34 CFR Part 99), except as required by law or to conduct investigations, hearings, or judicial proceedings under 34 CFR Part 106.

FALSE REPORTS

Intentionally false reports or submission of falsified materials violate Corban University policies and may violate state criminal or civil defamation laws. Such cases will be referred to the Office of Student Life for students or the Office of Human Resources for employees.

INTERIM MEASURES AND ACTIVITY RESTRICTIONS

Dean of Students, or designee, determines that a respondent's actions pose a clear and substantial risk to persons or property; they may issue an interim suspension or activity restriction from the time a complaint is filed until resolution. Interim suspensions are effective immediately and prioritized for expedited resolution. Activity restrictions may limit access to buildings or participation in activities and may continue post-resolution.

Complainants may seek No-Contact Directive through the Office of Campus Safety (503-510-6430). Corban University will enforce all protective orders upon notification and receipt of documentation.

STUDENT ORGANIZATIONS WITH A PARALLEL PROCESS

Student organizations with internal accountability processes must collaborate with Corban University when addressing behavior requiring a university response. Organizations may not investigate sensitive complaints (e.g. discrimination, illegal drug use) without support from their headquarters and University

staff. Minor issues (e.g., membership obligations) may be handled internally. Organizations must not impede University investigations.

INCIDENTS THAT MAY VIOLATE ADDITIONAL POLICIES

If conduct violates multiple policies (e.g., hazing and Title IX violations), the Office of Student Life, in consultation with relevant offices (e.g., Title IX Office, Campus Safety), will determine primary responsibility and coordinate investigations. Matters may be consolidated at the University's discretion.

PROCEDURES

Investigation

Respondents will be notified in writing via Corban University email about the investigation, including allegations, complainant (if applicable), dates of alleged violations, and investigative process details. For organizations, notifications go to listed officers or all members if no officers are identified.
Investigations are prompt and impartial. The University typically continues investigations even if law enforcement is involved, coordinating timelines as needed. Students requesting to report to police will receive assistance from the Office of Campus Safety.

Parties may review initial investigative evidence and submit additional questions or information. The investigator will conduct follow-up interviews and finalize documents. The Deans of Students, or designee, and the investigator will analyze evidence to determine if sufficient grounds exist to initiate a resolution process. An Investigation Outcome letter will be issued, including charges and hearing date (if applicable) or other resolution options.

Resolution Processes

Accepting responsibility resolution. Respondents may accept responsibility in writing to the Office of Student Life, which will determine outcomes without a meeting. Outcomes may consider prior conduct history.

Agreement-based resolution. This process resolves complaints without formal action, requiring mutual agreement from all parties. It is not available for complaints involving harm. The Vice President for Student Life determines eligibility. If unsuccessful, the investigative resolution process may begin. Remedies may include educational programming or training.
Hearing resolution. If responsibility is not accepted or a case is referred, a Resolution Administrator or Panel will determine responsibility. Parties may review materials, refuse to answer questions, or abstain from attending, but decisions will be made based on available information. Hearings may be suspended for additional evidence or referred back for further investigation. Parties may listen to statements, coordinated via in-person or technological means. A written statement of findings and rationale will be provided post-hearing.

Resolution Timeline

Investigations aim to conclude within 60 days of notification, with resolutions within 90 days and written determinations within 10 days post-hearing. Extensions may be granted for reasonable circumstances,

with parties notified in writing. A one-time, five-day extension may be requested and is generally granted if reasonable.

Sanctions

Sanctions are learning-based to promote education and growth, including:

- Agreements: Structured accountability or citizenship probation to promote spiritual growth. Community Service: Service projects or shadowing impacted departments.
- Student participation probation: Prohibition from participation in groups or organizations.
- Suspension: Temporary removal with conditions for reinstatement.
- Warnings or fines: Given to remind students of their commitment to community standards.

Appeals

Both parties may appeal within five days of the outcome letter to the University Appeals Committee, based on:

- Procedural or substantive errors significantly impacted the outcome.
- The facts of the case were insufficient to establish that a violation of Corban's standards occurred.
- The sanctions imposed were unduly arbitrary, unjustified, or disproportionate to the violation or previous disciplinary measures.
- New significant and relevant evidence is available for consideration.

Appeals are not for re-hearing or dissatisfaction. The Dean of Students and Registrar, or their designees, review appeals, with decisions being final. Outcomes remain in effect during appeals unless delayed by the Dean of Students. Reinstatement efforts will be made if an appeal restores status, though some opportunities may be irreparable.

Failure to Comply with Outcomes

Non-compliance results in additional conduct proceedings and potential holds on student or organizational records, impacting funding, housing, or event participation.

FEDERAL AND STATE HAZING DEFINITIONS

Federal Definition (per Stop Campus Hazing Act): Under the Stop Campus Hazing Act, *hazing* is defined as any intentional, knowing, or reckless act—whether committed alone or with others—against another person, regardless of their willingness to participate, that occurs during initiation into, affiliation with, or membership in a student organization. The act must create or pose a risk of physical or psychological harm beyond what is considered reasonable in the context of normal participation. Examples include physical abuse (such as whipping, beating, electronic shocking, or applying harmful substances to the body), sleep deprivation, exposure to extreme elements, confinement, forced consumption of food, alcohol, drugs, or other substances, coerced sexual acts, threats causing fear of harm, or compelling someone to commit a crime or violate laws at any level.

Oregon State Definition (ORS 163.197): Hazing is when a student organization or its members intentionally subject a member, potential member, or pledge to harmful acts as a condition of joining or

gaining status in the group. Consent is not a defense. Hazing includes physical abuse (like beating, branding, or shocking), forced consumption of substances, sleep deprivation, confinement, exposure to the elements, or being required to commit a crime. “Member” includes volunteers, coaches, and faculty advisers. A “student organization” includes any group on a school campus—such as a team, fraternity, or club—engaged in student activities.

FEDERAL/STATE REPORTING REQUIREMENTS

Campus Hazing Transparency Reports (CHTR)

Starting July 1, 2025, Corban University will publish hazing incident reports on its website (www.corban.edu/hazing-reports) for findings of responsibility against registered or established groups, updated at least twice yearly. Reports include:

- Reporting period.
- Organization name, incident dates, and violation description.
  No personally identifiable information will be included.

Clery Act and Annual Security Report

Starting with the 2026 Annual Security Report, hazing incidents in Clery geography will be reported for 2025. The Office of Campus Safety will refer information to the Director for statistical disclosures or campus notifications, ensuring complainant anonymity.

TRAINING AND PREVENTION

Corban University provides annual anti-hazing training for all students, faculty, and staff, facilitated by the Office of Student Life. Learning outcomes include:

- Understanding hazing definitions and risks.
- Recognizing and reporting hazing.
- Promoting healthy community-building alternatives.
  Contact studentlife@corban.edu to schedule training. Ongoing campaigns include posters, TV screens, and social media initiatives to reinforce a safe, Christ-centered culture.

CAMPUS RESOURCES

- Campus Safety: 503-510-6430, safety@corban.edu
- Counseling Services: 503-375-7010, counseling@corban.edu
- Office of Student Life: 503-375-7027, studentlife@corban.edu
- Athletics Department: 503-375-7030, athletics@corban.edu
- Local Law Enforcement: 503-588-6123

MAINTENANCE OF FILES AND RECORDS

Conduct records for hazing violations are maintained by the Office of Student Life. The Clery Act records, including SCHA requirements, are retained per federal guidelines. This policy is reviewed annually by the Office of Student Life to ensure compliance with federal and state laws and University standards.

Discrimination and Harassment Prevention and Title IX

***The University has been enjoined from "implementing, enacting, enforcing, or taking any action to enforce the Final Rule promulgated by the Department of Education titled "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance" and published in the Federal Register at 89 Fed. Reg. 33,474, set to become effective on August 1, 2024, against Kansas, Alaska, Utah, Wyoming, K.R.'s school, the schools attended by the members of Young America's Foundation or Female Athletes United, as well as the schools attended by the children of the members of Moms for Liberty" (State of Kansas, et al., Plaintiffs v. United States Department of Education, 2024). The University will continue to utilize the following regulations established in 2020 until the resolution of the court case.*

SECTION ONE: DISCRIMINATION AND DISCRIMINATORY HARASSMENT (INCLUDING SEX AND GENDER-BASED DISCRIMINATION)

Policy Statement
Corban University employees and students have the right to work and study in an environment that is free from discrimination or harassment based on race, color, national or ethnic origin, age, or physical disability. As followers of Christ, we are commanded to have a sincere, fervent, and honoring love for one another (I Peter 1:22; I Peter 2:17), an expectation that does not leave room for words or behaviors that will demean, diminish, or demoralize a brother or sister. Similarly, as members of the Body of Christ, looking out for one another's best interests is a Scriptural command (James 2:1; John 2:7-11; Philippians 2:1-4; Matthew 22:34-40).

The policies and procedures that follow represent the University's compliance with mandates coming from the federal government (including Title IX of the Educational Amendments of 1972, a federal civil rights law that prohibits discrimination based on sex or gender in educational programs and activities); the Department of Education's Title IX Regulations, published May 19, 2020, the state of Oregon (via ORS 350.253, ORS 350.255, and ORS 350.257), and our own community standards, which are articulated within the Employee Handbook and throughout the Student Handbook.

These procedures apply to all complaints of discrimination and discriminatory harassment including sexual harassment, sexual assault, dating violence, domestic violence and stalking on the basis of sex as defined by this Policy.

The University will have the discretion to refer complaints of misconduct not covered by this Policy for handling under any other applicable University policy or code.

The effective date of these procedures is August 14, 2020. These procedures will apply in all cases where a Formal Complaint of Prohibited Conduct under these procedures is made on or after August 14, 2020.

If you are unclear about any of the provisions below and would like to get more information, you may speak on a non-confidential basis with the Title IX Coordinator (Tanni Swisher, tswisher@corban.edu). If you would like to have more information, but prefer to speak with someone confidentially, you may speak with a confidential resource, as listed in the resources section.

RESOLUTION OPTIONS
If you believe that you have been subjected to discriminatory or harassing behaviors, there are a variety of available resolutions strategies.

Options for seeking resolution on your own
In some cases, it may be appropriate to confront the problem yourself. However, it should never be assumed that you must. You may be familiar with the Matthew 18 passage where Jesus tells his disciples to begin corrective actions through relational avenues. This is a good direction for us when we are working through non-safety-related disagreements or hurts. However, when an interaction (or interactions) crosses over into potential harassment or violence within the academic program or workplace, it is recommended for individuals to seek formal assistance.

That said, if it feels safe to do so, you may choose to inform the offending person that their behavior is unwelcome, offensive, or inappropriate and that it must stop. You can confront this person on your own, in the company of a trusted friend, or with a written letter that outlines these concerns and your preferences. It is helpful to document (including dates and details) any attempts that you make in case the behavior continues, and you need formal support from university officials. If the offender does not agree that a violation has taken place, do not attempt to convince them. Simply work to get them to understand that you are asking them to cease the offending behavior.

Options for seeking resolution with institutional assistance
If seeking resolution on your own is not appropriate or effective, various University personnel can help you to seek resolution. The information sets forth the University's procedures that guide them in responding to students and employees who share information regarding experiences of discrimination, discriminatory harassment and sexual violence.

Appropriate Official
For the 2026-2027 academic year, the campus official with the chief responsibility to respond to instances of sex or gender-related discrimination, discriminatory harassment and violence is:

- Reports of sex or gender-based Prohibited Conduct:
    - Tanni Swisher, Dean of Student; University Title IX Coordinator tswisher@corban.edu 503.375.7138
- Unlawful and unsafe Prohibited Conduct:
    - Mike Wood; Director of Campus Safety mwood@corban.edu / 503.375.6430

JURISDICTION OF CORBAN UNIVERSITY
This policy applies to educational programs and activities at the University. The conduct must occur on either the campus or property owned or controlled by the University, at a Corban University-sponsored event, or at a building owned or controlled by a recognized University student organization. At the time of filing a complaint, a student or employee must be participating in an educational program or activity of the University for these policies to apply.

In the event the Respondent is unknown or not a student or employee of the University, appropriate supportive measures will be discussed with the complainant. These resources will include both campus and local resources, and including contacting local law enforcement should the complainant desire to do so.

PROHIBITED CONDUCT
Corban University students and employees should expect to be able to study and work in an environment where they are treated with dignity and respect.

Discrimination and Harassment
Actions that constitute discrimination and harassment can be verbal, non-verbal, physical, electronic, and/or visual. It should be stressed that while some behaviors may be offensive, unprofessional, and/or against university policy, they may not necessarily be considered discrimination or harassment. However, these behaviors are likely addressed within other policies in this guide, and Corban University encourages individuals to seek support and resources.

Sex and Gender-Based Misconduct
As a Christ-centered institution with a baptistic heritage, Corban's Board-approved statements on marriage, sexual orientation, and gender identity inform how complaints of harassment or discrimination are handled when it comes to issues of sexual and/or gender identity. That said, sex or gender-related discrimination is not limited to opposite-gender interactions and when same-gender complaints are received, they will be investigated/responded to with the same attention, care, and impartiality as complaints across-gender groups.

Corban's standards related to the expected sexual behaviors of its membership are based in the belief that all people are made in God's image (Genesis 1:26-27); that we have an obligation to treat one another with honor at all times and in all circumstances (Philippians 2:3; I Peter 5:5); and that our attitudes, actions, and bodies are designed for worship (Romans 12;1-2). Engaging in sexually harassing behaviors speaks to what has become an all-too familiar scenario of perceiving other individuals as objects of self-gratification. This clearly conflicts with the commands that we, as Christ-followers, have been given.

SEEKING HELP
If you have experienced any form of Prohibited Conduct, you are encouraged to seek help immediately. A variety of options are available to you (see below). If the behavior you experienced occurred within the past 72 hours and could be described as dating or domestic violence, stalking, or sexual assault, you are urged to contact local law enforcement and/or Campus Safety immediately.

On Campus, Non-Confidential Resources
- Mechelle Garrett, Vice President for Community Belonging and Student Success, mgarrett@corban.edu, 503.375.8189
- Tanni Swisher, Dean of Students; Title IX Coordinator, tswisher@corban.edu; 503.375.7038
- Bethany Bigelow, Senior Human Resources Generalist, bbigelow@corban.edu, 503.375.7198
- Mike Wood, Director of Campus Safety, mwood@corban.edu, 503.510.6430
- Bill Pilgeram, Athletic Director, bpilgeram@corban.edu
- Raylynn Scott, Area Coordinator, rscott@corban.ediu
- Luke Walker, Area Coordinator, lwalker@corban.edu

Local and/or On-Campus Confidential Resources
- Corban's Counseling Center counseling@corban.edu (Director: Lori Schelske)
- Mandy McGath – Confidential Advocate, mmgath@corban.edu, 503.375.7112
- Center for Hope and Safety 503.399.7722 (24-hour hotline)

- Marion County Sheriff nonemergency 503.588.5094
- Marion County Victim Assistance 503.588.5265
- Salem Hospital emergency room 503.561.5200
- Salem Police non-emergency number 503.588.6123
- Santiam Hospital emergency room 503.769.2175

REPORTING OBLIGATIONS AND OPTIONS
All campus leaders (students and employees) possess certain reporting obligations depending upon their roles. It is the Appropriate Officials' responsibility to determine the appropriate response strategy based on federal, state, and institutional guidelines.

Duty to Report Allegations of Prohibited Conduct
Any University employee, student leader or volunteer (other than the Student Health and Counseling Center staff working within the scope of their employment) who observes Prohibited Conduct, who knows, or with the exercise of reasonable care should have known, about Prohibited Conduct occurring at the University or in any of its programs, or is informed of alleged Prohibited Conduct must promptly notify the Appropriate Official of the allegation.

Campus Security Authorities (CSA)
In addition to their general responsibilities listed within the Clery Act, Campus Security Authorities have specific obligations when it comes to complaints of Prohibited Conduct and other possible crimes. At the point that a CSA becomes aware of potential Prohibited Conduct or other Clery crimes, in addition to reporting this to Campus Safety (as per Clery), they must also report it to the Appropriate Official, who will work in conjunction with other relevant University administrators.

The University encourages individuals who believe they are experiencing Prohibited Conduct to report on Prohibited Conduct. Prior to reporting, individuals may first seek support and information from a confidential staff or community member in considering whether to file a formal or alternative report (see below for definitions and procedures for formal and alternative report). In some circumstances, however, when the information indicates a threat to the health and safety of the individual or community, University administrators may need to move forward with an investigation against the wishes, and even without the participation of, the Complainant.

Those who are aware or reasonably believe that another person is experiencing Prohibited Conduct may also file a complaint through this process or seek support from confidential resources.

Confidential Resources.
- Students who are thinking about or wanting to report Prohibited Conduct are encouraged to meet with personnel from either the University's Confidential Advocate, the Counseling Center, or a medical care facility nearby. These individuals are trained to review options and provide support. Information shared with these professionals is governed by their unique licensure and ethical requirements.
- Employees may seek out confidential resources through the Employee Assistance Program, or the HR Director. Generally, 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.

Considerations for Reporting Incidents of Prohibited Conduct.
The University encourages individuals to report incidents involving Prohibited Conduct and other potential violations of this policy. The University does not limit the timeframe for reporting an incident regardless of when the incident occurred. However, individuals are encouraged to report as soon as practical as memories may fade, and evidence may be lost over time.

Reports of potential violations of this policy will be kept private to the extent possible for the University to respond to the report, but reports made to the above officials are not confidential.

Upon being notified of a report, the appropriate official will reach out to the individual to schedule an Intake Interview and will also provide the individual with information regarding resources, rights, supportive measures, and reporting options, with or without filing a Formal Complaint.

Once the individual has shared their experience with the University official, the next steps will be determined based on the stated needs, preferences, and the official's assessment of campus safety needs. In many cases, the next steps can be mutually designed and range from support strategies designed just for the reporting individual (e.g. Campus Safety escorts, class or work schedule adjustments, mentoring, etc.), to a full-scale investigation designed to determine if there is sufficient evidence to demonstrate that a policy violation occurred.

Amnesty Principles
If an individual (e.g., bystander, complainant, witness, etc.) expresses reluctance to participate in a Prohibited Conduct investigation because of illicit behaviors engaged in simultaneous to, or as part of the incident/relationship under investigation, it is the general practice for these violations to be met with non-punitive (discipline-free) measures. Non-punitive measures may include, but are not limited to, regular conversations with Student Life and/or Campus Safety personnel and could also include a requirement to sign a covenant regarding future behavior commitments.

However, if the illicit behaviors violate local, state, or federal law, or are assessed to represent an on-going risk to campus safety, University officials *may* be obligated to report the behavior to the appropriate agency or campus partners.

In all cases, if individuals in an investigation have questions or concerns about disclosing self-incriminating information, they are invited and empowered to interrupt investigatory efforts by asking to talk theoretically or hypothetically about amnesty policies. Requests will be responded to on a case-by-case basis within a framework of care, compassion, and constructive assistance. The officials involved in these processes are comfortable with and committed to the complex and nuanced work of separating peripheral conduct violations with those violations that originated, exacerbated, or are central to the complaint.

Anonymity
If the individual requests anonymity (i.e. for the Respondent not to be informed of the complaint), he or she should be aware that the University's ability to act on their behalf may become limited. In other words, although multiple support resources will be made available to the disclosing individual, no actions may be taken against the accused individual that could be considered punitive or would interfere with his or her right to access the University's education programs and activities. University personnel

will honor requests for anonymity except in cases where a Risk Assessment's results require institutional action.

Confidentiality and Privacy
Confidentiality and Privacy have distinct meanings under this Policy.

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

- "Privacy" generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who "need to know" in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the University's FERPA and Student Information policies that may be located in the University Catalog. The privacy of an individual's medical and related records may be protected by the Health Insurance Portability and Accountability Act ("HIPAA"), except for health records protected by FERPA. Access to Campus Safety and employee 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 individuals involved to the general public without express written consent or absent another exception consistent with the law. The release of names will be guided by applicable law, including the Family Educational Rights and Privacy Act (FERPA) and the Clery Act.

In addition, no information will be released from a proceeding to enforce this Policy except as required or permitted by law and University Policy.
Throughout these procedures, various University officials 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, non-university consultants and subject matter experts.

No Conflict of Interest or Bias
Any individual carrying out this Policy will be free from any actual conflict of interest or demonstrated bias that would impact the handling of this matter. Should any member of Title IX associated with an investigation of a complaint demonstrate a conflict of interest, appropriate steps will be rendered to mitigate the conflict of interest.

RIGHTS AND RESPONSIBILITIES
Individuals making a complaint to the University ("Complainant") and individuals responding to a complaint ("Respondent") each have rights throughout the complaint resolution and adjudication process, and may expect a fair, neutral process that will follow this policy.

Complainant and Respondent Rights

- Be treated with respect by all University officials throughout this process;
- Be informed of the available support resources or measures available;
- Be free of any form of retaliation and free to report such retaliation for disciplinary action;
- Obtain a mutual no contact directive with the other party upon request;
- Be accompanied by one Advisor throughout the process, including at any interviews or hearing;
- An adequate, reliable, impartial and prompt investigation of the allegations conducted within a reasonable period of time after a Formal Complaint is filed;
- Receive written notice of the date, time and location of any interview scheduled with the investigator;
- Be informed of the status of the investigation, to the extent possible;
- Review all evidence which is directly related to the allegations prior to the conclusion of the investigation;
- 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;
- Have past unrelated behavior excluded from the investigation process;
- Question the selection of the investigator or Hearing Officer on the basis of an actual conflict of interest or demonstrated bias;
- Personally select, or 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 hearing proceeding, if applicable;
- Be notified of the hearing outcome and any sanctions applied, if applicable;
- Initiate and participate in an appeal process;
- Waive any of the rights contained herein.

Communication will frequently occur through campus email, and meeting invites will include both in-person and remote options. Various campus services will be made accessible to address each participant's well-being. These may include, but are not limited to mentoring, counseling, medical services, safety planning, academic accommodations, connection with local law enforcement, etc. A campus official will be designated to regularly inquire as to the participant's needs.

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 state and federal 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 Prohibited Conduct receive specific instructions about respecting and safeguarding private information.

Presumption of Non-Responsibility

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.

Requests for Delays, and Extensions of Time

The University may extend any deadlines within this Policy, for good cause. The Complainant and Respondent will be notified in writing of any extension, the reasons for it, and projected new timelines.

MAKING A REPORT TO THE INSTITUTION

Reporting to the University does not necessarily guarantee a Complainant any particular response option. Rather, it provides University personnel with an opportunity to clarify relevant rights and opportunities and understand the preferences of the Complainant. In most cases, an individual who reports Prohibited Conduct has a high degree of control over the University's actions. If an individual requests anonymity or asks that a concern not be investigated, the Appropriate Official will evaluate this request in the context of their ability to preserve a safe and nondiscriminatory environment for the rest of its students and employees.

Outreach and Intake Interview

Upon receipt of information alleging a potential violation of this Policy, the Appropriate Official will reach out to the Complainant to schedule an intake or informational interview and provide a copy of this policy and the following information:

- The Complainant's rights and the University's responsibilities.
- Availability of Supportive Measures with or without filing a Formal Complaint;
- Availability of Alternative Resolution options without filing a Formal Complaint;
- If requesting an investigation and hearing, how to file a Formal Complaint and what to expect in an investigation and hearing;
- Right to notify law enforcement and the right to decline;
- When applicable, information about seeking a personal protection order from the local courts and/or the importance of preserving evidence;
- Resources for counseling, health care, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, mentor/support person, and other available services; and,
- The right to an Advisor of choice should the complaint result in a Live Hearing decision.

A Complainant may choose to receive supportive measures without filing a Formal Complaint. This choice, however, will be subject to the successful completion of any Risk Assessment work by the Appropriate Official. If a Complainant chooses to pursue an investigation and hearing, a Formal Complaint will be required.

For those Complainants who wish to proceed with a resolution process, the official will also assess the facts as presented to determine whether the information provided aligns with the jurisdiction scope of this Policy or will be referred as a result of a Mandatory or Discretionary Dismissal.

Risk Assessment

Where a Complainant declines to participate, requests that no action be taken or to retain anonymity, the Appropriate Official will attempt to honor the Complainant's request, but this request will be evaluated based on 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, but are not limited to, the nature and seriousness of the alleged Prohibited Conduct; whether there have been other complaints or reports of Prohibited Conduct against the alleged harasser; the nature of the allegations such as use of weapons, drugs or intoxicants; serial violations or other threats to the Complainant or the community; all which are evaluated through use of a formal Risk Assessment and could result in a Formal Complaint being signed by the Appropriate Authority.

Supportive Measures
When the University is made aware of possible Prohibited Conduct, they are required to provide support to both the Complainant and Respondent (if notified). Supportive measures must be designed to restore or preserve equal access to the University's educational program or activity (unless a Risk Assessment dictates otherwise), be classified as non-disciplinary or non-punitive, be provided without fee or charge where reasonably available, and protect the safety of all of the parties or the educational environment and deter Prohibited Conduct. Such measures may include but are not limited to:

- Counseling
- Extension of deadlines
- Modifications of work or class schedules
- Campus safety planning
- Campus escort services
- No contact orders
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of campus

Supportive Measures are equally available to both the Complainant and the Respondent, as well as affected third parties when appropriate and reasonably available.

Emergency Removal Provisions
If at any time the University determines (through a Risk Assessment) that the conduct, as alleged, poses a risk of physical harm to one or more members of the University community or to the University's educational environment, the University may:

- Decide that a student Respondent be suspended, 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. If the University determines that an immediate threat to the health or safety of students or others justifies removal from campus, then a Respondent may be suspended on an interim basis. The decision to do so will be provided to the Respondent in writing with an immediate opportunity to challenge the decision (however, removal will not be delayed until the outcome of an appeal). The decision to place any Respondent on an interim suspension will not be considered as evidence that any determination has been made regarding potential responsibility for violating this Policy.
- Place any employee Respondent (including student employees) on an administrative leave of absence, with or without pay, pending the outcome of an investigation and hearing so long as doing so does not violate other regulatory requirements (e.g. Section 504 or ADA rights). 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.

Opportunity to Challenge Decision to Suspend or Remove: A Respondent will have an opportunity to immediately challenge the decision of suspension or removal, but a challenge will not delay the suspension or removal. In other words, once informed of the suspension or removal, the Respondent must immediately comply and submit their challenge remotely. To challenge suspension or removal, the Respondent should contact the Appropriate Official within five (5) business days of the interim suspension, who will explain the University's process for challenging the emergency removal.

FILING A FORMAL COMPLAINT
Anyone who wishes to discuss their options prior to filing a Formal Complaint is encouraged to do so by contacting the relevant Appropriate Authority.

In the case of a Sexual Harassment claim, a Formal Complaint must be filed and signed by either Complainant or the University. Other complaint types (i.e. harassment based on factors other than sex or gender) can result in an investigation and resolution process as per the Appropriate Official's discretion.

Unless otherwise specified, filing a Formal Complaint will result in written notification to the Respondent and the commencement of a Resolution Plan.

At the time of filing a Formal Complaint involving Sexual Harassment, the Complainant must be participating in or attempting to participate in a university program or activity (i.e. enrolled or employed, and attempting to access a program or activity).

A Formal Complaint may be made by:

- requesting a form by email from the relevant Appropriate Authority
- downloading a form from the Campus Safety webpages

Completed documents can be submitted by US Mail, Email, or in person. Mailed documents can be sent to 5000 Deer Park Drive SE Salem OR 97317, with attention to the relevant Appropriate Authority.

The Formal Complaint includes
The Complainant's digital or physical signature, or an indication that the Complainant is the person filing the Formal Complaint

- An allegation of prohibited conduct as defined under this Policy. This may include:
    - Where the incident(s) occurred
    - What incident(s) occurred
    - When the incident(s) occurred
- Identity of Respondent, if known
- A request for an investigation

If a complaint is submitted in a form that does not meet this standard, the appropriate official will contact the Complainant to confirm a Complainant's intent to file a Formal Complaint. Further, if the Formal Complaint does not have sufficient information to determine whether the conduct alleged will fall under this policy, the appropriate official may contact the Complainant to schedule a preliminary interview.

Reports of potential violations of this policy will be kept private to the extent possible for the University to respond to the report, but reports made to appropriate officials are not confidential.

Formal Resolution Options
For those individuals in pursuit of formal intervention by the University, generally either one or two investigators will be appointed and will conduct interviews with the Complainant, Respondent, and any relevant witnesses.

- If the Formal Complaint meets the definition of Title IX Sexual Harassment (a federal standard) there are two formal resolution options: a Live Hearing, or an Alternative Resolution model. Both require a notice of investigation to be issued to both parties and are described in detail below.
- If the Formal Complaint of sexual harassment does not meet the definition of sexual harassment as per federal standards but meets standards outlined by the state of Oregon or Corban University, a similar investigation process will still proceed as described in these procedures below, but the case will be determined by a Hearing Review Panel instead of a Live Hearing, and will be conducted by either the Vice President for Student Life and Dean of Students or the Director of Human Resources depending on whether the situation involves an employee of the University.

ALTERNATIVE RESOLUTION

Either party may request, in writing, to proceed with an Alternative Resolution. Participation in the Alternative Resolution process is voluntary for both Complainant and Respondent, and both parties and the Appropriate Official must agree to the use of Alternative Resolution to resolve the complaint. The Appropriate Official may determine that Alternative Resolution is not appropriate, for example, where other formal action may be reasonably necessary to prevent continuing or future Prohibited Conduct, where there is a threat to the safety of the complainant or campus community, or where multiple reports have occurred against the same Respondent.

When the parties request an Alternative Resolution, the Appropriate Official will provide the Complainant and Respondent written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the Alternative Resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility;
- An explanation that each party may be accompanied by an Advisor (or support person) of their choice, who may be a parent, friend, or attorney, but this person's role will be specific and limited to that which is agreed upon by both Parties and the Appropriate Official;
- The date and time of the initial meeting with the appropriate official,
- 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 Alternative Resolution, or if the Complainant, Respondent, or Appropriate Official, at any time, determines that Alternative Resolution is no longer appropriate, the Appropriate Official 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 Alternative Resolution have been agreed upon by both parties in writing, the matter will be considered closed, and no further action will be taken.

The Alternative Resolution process is generally expected to be completed within thirty (30) and may be extended for good cause by the appropriate official. Both parties will be notified in writing of any extension and the reason for the extension.

Records of any Alternative Resolution will be maintained and can be shared with other offices as appropriate.

NOTICE OF INVESTIGATION

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

- The specific allegation and the specific conduct that is alleged to have occurred;
- The identity of the Complainant;
- The date and location (if known) of the conduct that is alleged to have occurred;
- A description of the process that will be followed, including an explanation that each party will have the right to inspect and review all evidence prior to the completion of the investigation;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the process below, there is a determination of responsibility;
- An explanation that each party may be accompanied by an Advisor of their choice, who may be a parent, friend, or attorney;
- The date and time of the initial interview with the investigator(s);
- Information regarding any applicable amnesty granted during this process;
- The name and contact information for the assigned case manager and investigators;
- Information regarding supportive measures.

Consolidation of Cases

In the event that the allegations under this policy also involve additional allegations of the same policy, or allegations of a violation of a separate policy, the Appropriate Official will have the discretion to consolidate those other allegations within one investigation and/or hearing. Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

DISMISSAL AND REFERRAL

At any time prior to the commencement of a hearing, any harassment allegations proceeding under this policy will be dismissed, either in whole or in part, if it is determined that the conduct at issue does not meet the definitional or jurisdictional requirements of this policy. The conduct did not occur in an educational program or activity controlled by the University. Did not occur within the United States. The complainant, at the time of filing, is not participating in or attempting to participate in an educational program or activity of the University.

Discretionary Dismissal

At any time during an investigation, live hearing or review panel, any case may be dismissed when the:

- Complainant notifies the University in writing that the Complainant would like to withdraw the Formal Complaint or any allegations within the Formal Complaint;

- Respondent is no longer enrolled or employed at the University; or
- Circumstances prevent the University from gathering evidence sufficient to reach a determination.

Referral
If the alleged conduct would, if true, support a finding that another University policy or code has been violated, the University may, in its sole authority, continue or transfer the case for further handling as appropriate. The University may use evidence already gathered during the formal process for further handling of the complaint. Upon dismissal, both parties will 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.

PARTICIPANT RESPONSIBILITIES
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.

False Evidence and Good Faith Testimony
Each party and every witness is expected to provide truthful information to the Investigator, Hearing Officer, and the Appeals Officer. Examples of protected activities, however, 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.

Conflict of Interest or Bias
After a Formal Notice of Investigation is issued to Complainant and Respondent, each party may object to the appropriate official or designated investigator on the grounds of a demonstrated bias or actual conflict of interest. Both parties will have five (5) business days from the date of the Notice of Investigation to object, and information regarding how to object will be included in the Notice of Investigation.

INVESTIGATIVE PROCESS
Appointment of the Investigator and/or Case Team
Investigations will be conducted by an individual or team appointed by the Appropriate Official.

Timeline
The University strives to complete the investigation and hearing process in a timely fashion and will strive to do so within 60-90 days, which may be extended for good cause by the appropriate official. Both parties will 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(s) 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, and individual parties may be interviewed once or on multiple occasions. Interviews may be recorded.

Each party will be provided with an opportunity to offer relevant witnesses and 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.

Evidence Review and Investigation Report
At the conclusion of all interviews and fact gathering, and before the Investigation Report is finalized, the Investigator will provide each party and their Advisor (should the party choose to have one), the opportunity to review all of the evidence gathered that is directly related to the allegation(s). This will include both inculpatory and exculpatory evidence - meaning both evidence that tends to prove or disprove the allegations.

Given the sensitive nature of the information provided, the information will be provided in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal or with other safeguards such as an opportunity to review the information in person). Neither the Complainant nor the Respondent (nor their Advisors) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate 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.

Each party may respond to the evidence gathered. Each party will have up to ten (10) business days in which to respond to the evidence. Each may provide a response in writing to the investigator of generally no more than ten (10) pages. Exceptions to the page limit can be requested for good cause. The Investigator will incorporate any response provided by the parties into the Investigation Report.

Request for Additional Interviews
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. This response may include written 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 will explain to the party who proposed the questions any decision to exclude a question.

Upon receipt of each party's response to the evidence reviewed, the Investigator will determine if any additional investigation is needed.

Request for New Witnesses or Evidence
In addition, either party may offer new witnesses or other new evidence. If approved, the Investigator will take into account the responses provided, will 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 is gathered by the Investigator, the newly gathered evidence (including answers to clarifying questions) will be made available for review by each party. Each party will have up to ten (10) business days 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 Hearing Officer 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 or available to the parties at the time of the investigation. Should new evidence be presented at the hearing, the Hearing Officer will have the authority to either exclude the evidence or to send the matter back for further, limited investigation.

Exclusion of Questions Re: Complainant's Past Sexual Behavior/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 Complainant's prior sexual behavior are offered for one of two reasons: to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or 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.

INVESTIGATION REPORT
Once the investigation and evidence review are complete, the investigator(s) will prepare a written report summarizing all of the relevant evidence gathered and all investigative steps taken to date. Each party, as well as their Advisor, will be provided with a copy of the Investigation Report.

Conclusion of Investigation, Threshold Review
Prior to issuing the Investigation Report to the parties, the Appropriate Official will, in consultation with the Investigator, review the Investigation Report and again make a determination regarding Mandatory or Discretionary Dismissal for all or certain allegations within the Formal Complaint. If dismissal is not appropriate, the appropriate official will issue a Notice of Hearing.

Dismissal is appropriate only when required as previously described. A dismissal may be appealed within 2 (two) business days.

HEARING PROCESS
If the Investigation Report does not result in dismissal, each party will be provided with a Notice of Hearing, which will include information regarding the date of the hearing, type of hearing (Live or Panel Review), the identity of the Hearing Officer (or Hearing Review Panel Members), and any deadlines for submission of evidence, names of witnesses, or questions to be reviewed by the Hearing Officer to ensure relevance. The Hearing will be scheduled no less than ten (10) business days from the date of the Notice of Hearing.

Within five (5) business days of receipt of the Notice of Hearing, either party may object to the Hearing Officer or Hearing Review Panel on the basis of a demonstrated bias or actual conflict of interest. Any objection is to be in writing and sent to the appropriate official. If the official determines that there is an actual bias or conflict of interest, the official will remove the Hearing Officer or Panel Member and appoint another.

Violation Resolution Options

When a case proceeds to the Hearing phase, the parties will receive a Notice of Hearing with an attached Violation Agreement from the Appropriate Official within five (5) business days of receiving the Final Investigative Report. The parties will be required to select one of the following options within five (5) business days of the Notice of Hearing:

- Resolution by Violation Agreement: Agree to acknowledge the violation(s) occurred, accept the Appropriate Administrator's proposed sanction or discipline, and waive the option of a Hearing through a Violation Agreement.
- Resolution by Violation Agreement with Appeal: Agree to acknowledge the violation(s) occurred, appeal the sanction or discipline (in writing), and waive the option of a Hearing through a Violation Agreement (either Party can appeal the sanction).
- Hearing: Proceed to a Hearing where a Decision-maker or Panel will make a finding regarding the alleged violation and, if applicable, impose a sanction or discipline.

If the Respondent agrees to acknowledge the violation(s) occurred by choosing option 1 or 2, and neither party chooses option 3, the Appropriate Official will send a Notice of Resolution by Violation Agreement to both Parties, which includes the Final Investigative Report and the Action Plan. This Notice of Resolution will also describe any limited right to appeal.

If Complainant does not respond to the Notice, the appropriate official will choose option 2 on the Complainant's behalf, therefore retaining a limited right of appeal to challenge the discipline or sanction.

LIVE HEARING PROCEDURES (FOR TITLE IX COMPLAINTS ONLY)
As described previously, the Appropriate Official is responsible for determining the correct decision-making format for each complaint. In the case of Sexual Harassment, the Title IX Coordinator will determine if federal or state law require a Live Hearing or if the decision can be rendered by a Hearing Review Panel.

Hearing Advisor for Title IX, Live Hearings Only
Each party is entitled to one Advisor at the hearing which will be referred to as the Hearing Advisor. The role of the Hearing 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. No party will be permitted to ask questions of the other party, or of a witness. A Hearing Advisor of the University's choosing will be provided for any party who does not have a Hearing Advisor.

There will be a mandatory pre-hearing meeting between the Hearing Officer and each party and their Hearing Advisor. If either the Complainant or Respondent does not have a Hearing Advisor, one will be assigned.

Live Hearing for Title IX Cases Only
Hearings will be scheduled as far in advance as possible. The Hearing Officer 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.

Hearings may be conducted in person or via videoconferencing as per the Hearing Officer's discretion. If by videoconference, the Hearing Officer will provide the participants with 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 University may choose to continue with the hearing in the absence of the Complainant, Respondent or any witness. If any party chooses not to participate, the Hearing Officer will not take into consideration (in either the hearing or in their final determination) any of that individual's statements collected during the investigation. The Hearing Officer will not make any inference regarding responsibility based solely on a party's non-appearance at the hearing or refusal to answer questions.

Each hearing will be recorded by the Hearing Officer, and this recording will be considered the only official recording of the hearing. No other individual is permitted to record while the hearing is taking place. The recording is the property of the University but will be available to the parties and their Hearing Advisor by contacting the Appropriate Official who will determine if they receive a recording or transcript.

The Complainant, Respondent, and the Hearing Officer 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 will submit to the Hearing Officer the names of witnesses they would like to call no less than five (5) business days in advance.

Three (3) business days prior to the hearing, each party should submit to the Hearing Officer a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any of the questions are not relevant, the Hearing Officer will explain the reason for the exclusion of the question at the hearing. Each party, through their Advisor, will also be permitted to present additional questions to the Hearing Officer who will make an immediate decision regarding the question's relevancy. If approved, the Advisor will be allowed to ask the question.

The Hearing Officer will have 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 will be communicated to the parties no later than three (3) business days before the hearing.

The Hearing Officer will have the authority to maintain order and decorum at the hearing. The Hearing Officer also has the authority to determine whether any questions are irrelevant, abusive, intimidating, or disrespectful, and will not permit such questions. Any party or witness who is disruptive may, at the discretion of the Hearing Officer, be removed and directed to continue their participation via video conferencing. Any Hearing Advisor who is disruptive may be removed, and the Hearing Officer will appoint another Advisor for the remainder of the hearing.

Final Determination for Title IX, Live Hearings Only
Following the appropriate hearing, the Hearing Officer or appropriate official will then prepare a written report which is the Final Determination. To the extent that credibility determinations need to be made, they will not be based on a person's status as Complainant, Respondent, or witness.

The Final Determination will include:

- The allegations;
- Description of all procedural steps;
- Findings of fact;
- Conclusion of application of facts to the Policy; and
- Rationale for each allegation.

The Final Determination will be provided to the appropriate official. If there is no finding of responsibility, the Hearing Officer will communicate the findings to the parties, together with procedures for appeal.

If there is a finding of responsibility, the Hearing Officer will contact the appropriate sanctioning or disciplinary officer who will determine the sanction and notify the Hearing Officer of the sanction or discipline determination. The Hearing Officer will then provide each party with the Final Determination, including the determination of the appropriate sanction or discipline. The Complainant will be informed of any appropriate remedies, and both parties will be advised regarding their opportunity to appeal.

HEARING REVIEW (FOR NON-TITLE IX SEXUAL HARASSMENT COMPLAINTS)
Each party may respond to the Final Investigation Report but may only do so in writing. Each party will have five (5) business days in which to provide a written response to the Hearing Review Panel of generally no more than ten (10) pages. Exceptions to the page limit can be requested for good cause.

This response may include a personal statement to the Hearing Review Panel, impact or mitigation information, and relevant questions that a party would like the Hearing Review Panel to ask of any party or witness.

Upon receipt of each party's response to the Final Investigation Report, the Hearing Review Panel will determine if it has any requests for clarification from the Investigator, a party, or witness. The Hearing Review Panel will not accept new information unless the party provides good cause such as that the information was not previously available.

Final Determination for Non-Title IX Sexual Harassment Complaints
Following the review, the Hearing Review Panel will then prepare a written report which is the Final Determination. To the extent that credibility determinations need to be made, they will not be based on a person's status as Complainant, Respondent, or witness.

The Final Determination will include:

- The allegations;
- Description of procedural steps;
- Findings of fact;
- Conclusion of application of facts to the Policy; and
- Rationale for each allegation.

The Final Determination will be provided to the appropriate official. If there is no finding of responsibility, the Hearing Officer will communicate the findings to the parties, together with procedures for appeal.

If there is a finding of responsibility, the Hearing Panel will contact the appropriate sanctioning or disciplinary officer who will determine the sanction and notify the Hearing Panel of the sanction or discipline determination. The Hearing Panel will then provide each party with the Final Determination, including the determination of the appropriate sanction or discipline, will inform the Complainant of any appropriate remedies, and will inform both parties of the procedure for appeals.

Sanctions and Remedies for Non-Title IX Sexual Harassment Complaints
Upon conclusion of the adjudicating process, the Complainant will be offered such remedies designed to restore or preserve equal access to the institution's education program or activity. The Appropriate Official is responsible for ensuring implementation of remedies. A wide range of strategies can be employed including but not limited to restructured work/class schedules and living arrangements being adjusted.

Where there is a finding of responsibility, sanctions or discipline may include limitations on access to certain campus facilities or events; adjustments to living arrangements; restructured work/class schedules; changes in supervision; demotion or transfer; educational activities; assigned mentoring, counseling, testing, or evaluations. Under certain circumstances, an individual found responsible for having engaged in prohibited conduct may be recommended for suspension, expulsion, or termination. This is more likely where the underlying incident includes aggravating factors such as demonstrated patterns of behavior, use of weapons, or violence.

OPPORTUNITIES TO APPEAL
Appeals may be filed by either party within five (5) business days of receipt of the Final Determination. Appeals will be sent to the appropriate official, who will then send the appeal to the Appeals Officer. When an appeal is filed, the other party will be notified, in writing, within one (1) business day, and will then have five (5) business days to respond to the appeal. Any party's decision to decline the opportunity to submit a reply to an appeal is not evidence that the non-appealing party agreed with the appeal. Each party will be allowed to meet with the appeals officer.

The Appeals Officer will not have any actual conflict of interest or bias. Within five (5) business days of the assigned Appeals Officer, either party may object to the assigned individual on the basis of an actual bias or conflict of interest. Any objection is to be in writing and sent to the appropriate official designated in the Notice of Final Determination. Should the official determine that there is an actual bias or conflict of interest, the official will appoint a different Appeals Officer.

Appeals May be Filed Only on the Following Grounds**:**

- Procedural Error: A procedural error occurred that significantly impacted the outcome of the investigation or hearing.
    - A description of the error and its potential impact on the outcome of the case must be included in the written appeal.
- New evidence: If 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 outcome of this case must be included in the written appeal.

- Actual Conflict of Interest or Demonstrated Bias: The Title IX Coordinator, Investigator, or Decision-maker had an actual conflict of interest or demonstrated bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.
    - A summary of the conflict or bias and its potential impact on the outcome of this case must be included in the written appeal.
- Disproportionate to the Violation or previous disciplinary measures. The sanction is not appropriate to the violation and/or inconsistent with prior practices.
    - The rationale for the disproportionality of the sanction and its potential impact on the outcome of this case must be included in the written appeal.

If an individual has exhausted University appeal processes and still feels that a decision is unfair or inappropriate, they may still have appeal opportunities available to them through the Department of Education or other agencies. For more information, see the "Student Complaint Resolution" portion of the University catalog.

SECTION TWO: DEFINITIONS AND DESCRIPTIONS

For the purposes of responding to complaints of Prohibited Conduct at Corban University, the following definitions will be used:

Policy-Specific Definitions

Advisor	All persons who are a Complainant or a Respondent are permitted to bring an Advisor of their own choosing to any meeting or interview to provide support. The advisor may be any person, including a family member or an attorney. The Advisor may accompany the student Party to any and all portions of the grievance process. Although reasonable attempts will be made to schedule proceedings consistent with an Advisor's availability, the process will not be delayed to schedule the proceedings at the convenience of the Advisor. The University has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings. For any Complainant or Respondent who does not have an advisor but desires one, the University can provide recommendations.
Advisor for Hearing (Hearing Advisor)	Each party is entitled to one Hearing Advisor at the hearing. The Hearing Advisor may be the same person who serves as the Advisor during the investigation process. The role of the Hearing 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. Neither the Complainant nor the Respondent will be permitted to directly ask questions of the other Party, or of a witness. The Hearing Officer has the discretion to remove the Advisor from the proceedings if the Advisor interferes with the proceedings.

	An advisor of the University's choosing will be provided for any party who does not have an advisor for the purpose of asking questions of the other party and witnesses at the hearing.
Burden of proof	The standard that a party seeking to prove a fact must satisfy to have that fact established. The burden of proof in these procedures is on the institution to produce or discover information to establish facts.
Complainant	An individual (enrolled student or University employee) who files a complaint to report a violation of this policy. It also includes any person who is reported to have experienced a violation of this policy in cases where some other person has made a report on that person's behalf.
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. Consent must be voluntarily given and cannot be obtained through coercion or force, and the person initiating a specific sexual activity is responsible for obtaining consent for that activity. Consent is not to be inferred from silence, or a lack of resistance. Consent is not to be inferred from an existing or previous dating or sexual relationship. Consent to engage in one sexual activity at one time is not consent to engage in a different sexual activity or to engage in the same sexual activity on a later 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.
Business days	Any reference to business days within this Policy will be counted as the University business days unless otherwise specified.
Formal Complaint	The term "Formal Complaint" has a very specific definition within this Policy. Whether one is filed does not depend on the label applied, but instead on whether certain specific elements listed above are met. A Formal Complaint is the act that initiates an investigation. Individuals who would like more information about filing a Formal Complaint are invited to contact the Title IX Coordinator for additional information. In the event that the Title IX Coordinator signs the Formal Complaint, this act does not make the Title IX Coordinator the "Complainant" for purposes of this Policy.

Hearing: Live or Hearing Panel Review	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 Hearing Officer. After the Live Hearing, the Hearing Officer will make the final determination. Hearing Panel Review: A panel comprised of trained individuals that reviews the Investigation Report, may request additional information from the parties, witnesses or Investigator, and make the final determination.
Hearing Officer	A trained and impartial person or persons designated by the University to conduct the Live Hearing or Panel Review, make a decision regarding the alleged violations based upon a preponderance of the evidence, and impose sanctions, if applicable. Also called a Decision-maker. **In cases that involve Title IX Sexual Harassment including VAWA defined Sexual Violence as detailed below, the Hearing Officer/Decision-maker will not be the same person as the Investigator.**
Incapacitation	A state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. An individual asleep or unconscious is considered to be incapacitated and unable to consent to sexual activity. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition. Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's: (A) decision-making ability; (B) awareness of consequences; (C) ability to make informed judgments; or (D) capacity to appreciate the nature and the quality of the act. It will not be a valid excuse that the Respondent believed that the Complainant consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b)

	the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition. Whether the Respondent reasonably should have known that the Reporting Party was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis, particularly where the Respondent's failure to appreciate the Complainant's incapacitation resulted from the Respondent's failure to take reasonable steps to determine the Complainant's incapacitation or where the Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity. It is the responsibility of the individual initiating 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
Investigator	A trained and impartial person designated by the University to investigate allegations of Discriminatory Misconduct (e.g. gather relevant information and conduct interviews).
Mandatory reporter	As educational officials, all Corban employees are responsible to report to public agencies (e.g. local or federal law enforcement or the Department of Human Resources) whenever they suspect any case of child abuse or neglect, regardless of whether that individual is part of the Corban community. This is true if the victim is under the age of 18 or is a member of a vulnerable population.
Party	A Complainant or Respondent in a case.
Preponderance of evidence	The greater weight of evidence. The evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side. The standard of evidence utilized in both student and employee complaints to determine whether the alleged conduct occurred and/or this policy was violated.
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.
Respondent	Individual against whom a complaint is filed.

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, harms, improperly influences, or in any other way seeks to discourage participation in or activity under this policy. This can be through direct or indirect contact, contact by third-parties, or on social media. 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 Title IX Coordinator.
Supportive Measures	Non-disciplinary, non-punitive, free of charge individualized services offered to a Complainant and/or the Respondent 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. Supportive measures are also available whether or not a Formal Complaint has been filed. Supportive measures may include, but are not limited to: academic support, class and work schedule changes, mutual ban on contact (no-contact directive), increased security, or other measures as determined on a case-by-case basis. *Note: Any Supportive Measures put in place will be kept confidential, except to the extent that doing so impairs the ability of the institution to provide the Supportive Measures.*
Third-party Reporter	A person other than the Complainant who reports an incident or allegation of Prohibited Conduct.

Prohibited Conduct: Discrimination and Discriminatory Harassment Definitions

Prohibited Discrimination	Prohibited Discrimination occurs when an employment or academic decision results in negative and/or different treatment of an individual based upon their membership in a protected class.
Discriminatory Harassment	Discriminatory Harassment occurs when an individual is targeted with verbal, written, visual or physical conduct based on that person's protected class status that unreasonably interferes with the individual's work or academic performance, or creates an intimidating, hostile or offensive working or learning environment. This includes where submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University program or activities, or used as the basis for decisions affecting the individua (often referred to as quid pro quo harassment).

Corban University is committed to responding to complaints of sexual harassment in a culturally and gender-responsive manner that is trauma-informed and promotes principles of anti-oppression. As per state of Oregon regulations, these principles have been defined in conjunction with Corban's Student Government Association (SGA).

Definitions Developed in Conjunction with SGA

Anti-oppression	**Anti-oppression** means having an experience that is equal, open-minded, non-prejudicial, fair, and free of bias.
Culturally responsible	**Culturally responsive** means recognizing and responding in equitable ways when appropriate, based on cultural knowledge, linguistic background, prior experiences, and communication styles of diverse students to provide an inclusive environment.
Gender responsive	**Gender-responsive** means understanding by taking into account the differences in characteristics and life experiences that women and men bring to a situation with the goal of creating an environment (physical, social, emotional) that is responsive to the issues and needs of all parties or genders involved.
Trauma informed	**Trauma-informed** includes incorporating the research on the impact of trauma (acute, chronic or complex) on an individual, and intentionally seek to provide safety, choice, collaboration, trustworthiness, empowerment and without (re)traumatizing or triggering the individual.

As members of the Corban community, treating one another with honor and as image bearers of has specific implications as it pertains to our legal and institutional response to complaints of sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking (collectively referred to within this policy as Prohibited Behaviors). Each of these terms have definitions that have been prescribed by various federal (Violence Against Women Act or VAWA, the Clery Act, and/or Title IX) or state of Oregon regulatory sources (ORS 350.253, ORS 350.255, and ORS 350.257). If definitions are not prescribed by either of these two entities, an institutional definition has been identified.

The University recognizes community members' right to the free expression of ideas including those that may be controversial or unpopular. Nothing in this definition is intended to conflict with an individual's First Amendment rights.

Prohibited Conduct: Sexual Harassment Definitions

Dating violence (Source: VAWA)	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 will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
Domestic violence (Source: VAWA)	Violence, on the basis of sex, 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, or by a person who is cohabitating with, or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the

	domestic or family violence laws of Oregon, 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 Oregon.
Sexual assault (Source: Clery)	*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: i. 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. ii. Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensual), 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. iii. 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. iv. The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. *Sex Offenses, Non-forcible:* v. Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by Oregon Law.

	vi. Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 16 years of age.
Sexual exploitation	Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and the behavior does not otherwise constitute one of the other sexual misconduct offenses.
Title IX Sexual Harassment (Source: Federal)	**Sexual misconduct that is subject to the Title IX Rulemaking at 34 CFR section 106.** This includes the below conduct when 1) that conduct that occurred in the United States, and 2) occurred either on campus, in a building controlled by an officially recognized University organization, and/or in a university program or activity: Conduct on the basis of sex committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is one of the following: 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] determined by a reasonable person to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to an educational program or activity of the University. c. "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).

[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 occurred and any similar, previous patterns that may be evidenced.

Sexual harassment (Source: Oregon)	"Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person."
Stalking (Source: VAWA)	Engaging in a course of conduct on the basis of sex directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others, or suffer substantial emotional distress. The 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.

PREVENTION AND EDUCATION STRATEGIES

We live in a culture that has engendered the false belief that others' actions are "none of our business," and so we are reluctant to call our brothers and sisters into account when we observe their behaviors to be out of line. Scripture, however, clearly calls us to something higher: As members of the body of Christ, we are to confront brothers and sisters regarding their sin (Matthew 18:16); correct others with gentleness and humility (II Timothy 2:24-26); and be active agents of restoration (Galatians 6:1-2). Scriptures that talk about not judging one another (Matthew 7:5); keeping the peace (Romans 12:18); and/or overlooking offenses (Proverbs 19:11) should not be confused as permissions for allowing sin to continue. Rather, these Scriptures remind us of *how* to act as we engage in the difficult work of living in confrontation, correction, and restoration.

An active bystander is someone who intervenes to interrupt behavior in situations that could lead to sexual misconduct, assault, or violence. Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual misconduct and are supportive of victims. There are essentially five stages to effective and safe bystander intervention:

1. Be aware of your surroundings and notice potential problems;
2. Understand that the problem demands action;
3. Feel the responsibility to act, just as you hope others would if you were the person in the problem situation;
4. Choose what form of safe assistance to provide; and
5. Respond.

Remember, intervention does not have to be confrontational. Simply honking your car horn, turning on the lights, or turning off the music at a party can call attention to a situation. Every member of the University community plays a role in intervention. If you do not speak up and challenge inappropriate behavior, you are, in a sense, helping to perpetuate the problem. Other tips include, but are not limited to:

- Remain calm and speak up, say something like… “You need to just ease up” or; “he/she already said no to you once, so why don’t you just stop”.
- Remain calm and ask the perpetrator “Is there a problem here?” or “What are you doing to this person?” or “You should really stop and think about what you’re doing here”.
- Ask others in the area to help intervene as a group.
- Assist the person by walking them to their car or to a safe area until assistance arrives if authorities have been contacted.
- Call Campus Safety or 911 if not on campus.
- Do not be afraid to tell a friend when they are acting inappropriately.
- Be willing to challenge inappropriate conversation or jokes directed at sexual misconduct, assault, or violence.

Risk Reduction
Here are some tips to consider when you go out:
- Communicate with your partner.
- Know that drinking and drug use will impair your judgment. If you drink, do so legally, responsibly, and with great discernment.
- Know where you are going and speak up if you are uncomfortable.
- Use the buddy system and look out for each other. Do not go anywhere with someone you do not know very well.

Primary prevention and awareness programs for students and employees
All employees, Student Life student leaders, and new students go through annual sexual harassment and violence prevention training. Local resources can be found online:
- https://www.corban.edu/student-life/counseling-services/
- https://www.corban.edu/safety/

Emergency Medical Assistance
All emergency situations on campus should be reported first to the appropriate Area Coordinator. If your Area Coordinator is not available call:

Ambulance / Fire 911

Campus Safety/Dispatch..... 503-510-6430

Emergency Vehicles
All traffic must yield the right of way to Campus Safety and other emergency responders when they are operating with their lights on.

CORBAN RESIDENCE LIFE

Residence Life Philosophy

Corban University views the residential experience as an essential component of a student's educational, social, and spiritual development. The Residence Life program is committed to fostering a supportive living environment where students can engage in meaningful community, build lasting relationships, and grow alongside one another. Through campus living, students are encouraged to develop self-awareness, express themselves authentically, and explore their personal beliefs within a Christ-centered community. Corban's residence halls provide opportunities for connection, belonging, and holistic growth that complement the university's mission of educating the whole person.

Campus Dining

Each resident is required to participate in a residential meal plan. Students select their meal plan when applying for housing. Returning students will make their meal plan selections for the full academic year (fall and spring semesters) when signing up for housing for the following year.

Meal plans are based on the number of times a student can access the dining hall. For example, "Weekly 19" indicates that students can dine during all 19 scheduled meal times each week. "Weekly 15" indicates that students can choose 15 out of 19 scheduled meal times each week. Block plans allow a student to access a specific number of meals at any time during the semester.

Meal plans also include Warrior Dollars, which may be used at Corban's Common Grounds coffee shop in the Pavilion, or in the Dining Hall.

- On-campus residents with 60 credits or less must select one of the weekly plans.
- Residential students who have earned more than 60 credits must select a weekly plan or the Block 200 plan.
- Townhouse residents may select any weekly or block plan.
- Commuter students have the option to purchase any block plan.

Corban's dining provider strives to meet special dietary needs. If a student has a medical condition requiring specific accommodation, the student should submit a Meal Plan Exemption form to Student Life along with medical documentation.

Check-In

Residence hall opening dates for new and returning students are listed in the Academic calendar; students are expected to regulate their time of arrival accordingly. In the case of extenuating circumstances, and with the approval of Student Life, a student may be allowed to check in prior to the official opening. A fee of $25 per day may be charged if early move-in permission is granted. Students will be asked to coordinate schedules with their Area Coordinator to find an agreeable move-in time.

Residence Hall Contract: A student's residence hall contract becomes effective when the University receives and accepts a completed and signed contract at the time of check-in. A check-in contract is required to stay in residence halls.

Check-Out

Residence hall closing dates are listed in the academic calendar. When moving out of on-campus housing, a student must officially be checked out by either an RA, AC, or other authorized Student Life staff member. All keys must be returned to this staff member at check-out. Failure to follow check-out procedures may result in a fine.

Housing Deposit and Assignments

When a student has decided to live on campus, a $100 housing deposit is required. This fee will be credited to your student account. If a student cancels a housing reservation before May 1, the housing fee will be refunded. After May 1, the housing fee is non-refundable.

The University values a mix of new and returning students in the residence halls. As such, there are limited spaces for each in all the residence halls. Housing placement priorities are primarily based on the Housing Survey submission date and seniority. The University reserves the right to reassign individuals to different rooms and halls if such rearrangements are deemed necessary.

Off-Campus Housing

Traditional undergraduate students who wish to live off campus must meet at least one of the following conditions:

- Registered for less than 12 units.
- Will turn 21 years of age AND will achieve junior status (60 or more credits) prior to the first day of the semester. Age requirements must be met prior to the first day of the semester.
- Married or over the age of 22.
- Living with parents at their primary residence. This address must be within a driving distance of 40 miles from Corban University.

Off-campus students must live with roommates of the same gender unless married or living with family members.

Residential students must submit an off-campus housing form to Student Life to be eligible to live off campus. Students who do not submit an off-campus housing form will be charged for housing and meals for either the semester in question or the academic year. Once the form is submitted and at least one of these conditions is confirmed, the student will be considered a commuter.

Corban has limited housing for married students.

Residential Living

Residence hall living is an important part of the University experience that will help prepare students for Christian life and service. Corban attempts to provide an atmosphere for study, general living, and spiritual growth. The degree to which this will be accomplished is primarily dependent upon the contribution each person is willing to make toward developing the harmony of the campus community. Corban is committed to responsible freedom; rights and privileges of adulthood are accompanied by the responsibility of properly utilizing them. Students are responsible for their actions and will be held accountable to live within the guidelines and policies.

Residential Options

Residence Halls

Aagard. Aagard Hall offers a co-educational living environment, with men and women residing on separate gender-specific floors. The hall features a suite-style layout, providing students with the option of two-person or four-person living arrangements. Each suite includes shared bathroom facilities within the suite area.

Balyo. Balyo is a co-educational residence facility with gender-specific floors. Rooms are available as standard doubles, larger triple-occupancy, or quads. There are two common bathrooms on each floor.
Davidson. Davidson is a co-educational residence facility with gender-specific floors. Rooms are available as standard doubles or larger triple-occupancy. There are two common bathrooms on each floor.

Prewitt Van Gilder. Prewitt Van Gilder is a co-educational residence facility. While the lobby space is shared, the male and female halls are located in separate wings of the building. Rooms are available as double, triple, or two-room quads.

Townhouses. Students enrolled in any traditional undergraduate degree program must meet the off-campus housing criteria to qualify for Townhouse residency. Faculty/staff may be eligible with Administration approval. Eligibility does not guarantee housing will be provided; housing is limited and allocated based on availability. Additional information can be found in the Townhouse lease document (please see Student Life for additional information).

Residence Hall Care

As a resident, you are responsible for maintaining and caring for your assigned living space. Students are expected to treat their residence hall room and shared community spaces with the same respect and consideration they would give their own home. Keeping residence halls clean, safe, and welcoming is a shared responsibility that contributes to a positive living environment for all members of the Corban

community. Through thoughtful stewardship of these spaces, residents help foster a community characterized by respect, accountability, and care for others.

Please consider the following when placing belongings in a room:

Beds: Waterbeds are prohibited.

Bicycles, etc.: Bicycles may be stored in designated areas and in your room, if this arrangement is agreed upon by roommate(s) and does not pose a fire hazard. Bikes may not be parked inside or outside the building in a way that blocks or restricts the use of hallways, fire exits or building entrances. Use of bikes, skateboards, rollerblades, scooters, and in-line skates is prohibited in the halls.

Electric Appliances: Personal convenience such as a clock, fan, microwave, computer, hair dryer, razor, stereo, desk lamp, small refrigerator, coffee pots with automatic shut-off, iron, curling iron, etc. are welcomed in the room. Appliances must be unplugged after each use as a safety precaution. Stacking electrical appliances does not provide adequate ventilation, which is essential for safe operation and must be avoided. Surge protection is also advisable, as the University is not responsible for items damaged as a result of power surges.

The following items are **prohibited** due to potential danger: hot pots, hot plates, electric blankets, toaster ovens, electric potpourri burners, liquid incense, space heaters, air conditioning units, candles, and halogen lamps. Fused power strip cords measuring 14-gauge are the only acceptable extension cords.

Lights: Temporary lighting is permissible within the residence halls. Light fixtures and/or permanent lighting already present within the residence halls are not to be defaced or tampered with. These lights should not be placed under carpets, strung through doorways, or across hallways. Only LED lights will be allowed. (Always check with an RA before hanging lights or other decorations.)

Personal Property: Students retain full responsibility for personal property. **Corban is not held responsible for loss or property due to fire, theft, water damage, or any other cause.** Students are encouraged to purchase renter's insurance for coverage of their personal belongings. In the case of suspected theft, contact campus safety (campussafety@corban.edu).

Pets: No personal pets are permitted in or throughout the premises. Fish are allowed in tanks that do not exceed a two-gallon capacity. Violation of this policy may result in disciplinary action. Service dogs and Emotional Support Animals (ESA) must be prescribed by a licensed medical professional. All ESA's must be approved by the Director of Student Life **PRIOR** to bringing the ESA to campus. Contact studentlife@corban.edu to complete the required ESA form. All pets that do not have permission to be on campus will be removed.

Privacy: Each student's privacy should be honored; therefore, whenever possible, everyone must receive permission before entering a student's room. Due to time-sensitivity in making repairs, Campus Care may enter a student's room without advance notice or permission. If there is reason to believe that the standards of the University conduct are being violated, the Area Coordinator, Director of Campus Safety, Director of Student Life, Dean of Students, members of the University administration, and/or residence

hall staff have authorization to enter and search a room. In addition to searching a student's room, campus personnel may determine if a car search is also necessary.

Public Displays of Affection: PDA should be kept to a minimum. As believers, we don't want to give any room for temptation. We also want to make sure that everyone feels comfortable in our community, therefore please hold to the following guidelines:

- Members of the opposite sex should be vertical at all times
- Keep kissing to 1 second, no making out
- Violating rules regarding PDA could result in a meeting with your Area Coordinator

Open Residence Hall hours (Friday – Sunday 2:00pm-10:00pm)
To help facilitate a productive learning environment, members of the opposite gender (of the floor's designated gender) are restricted from entering both hallways and rooms except for the designated times below. During open hall hours, students are permitted to spend time in all residence facilities, regardless of the building's/floor's designated gender. The University requires that all doors of rooms containing guests of the opposite gender remain fully open. If students are hosting on or off-campus guests of the opposite gender, then it is the host's responsibility to make sure that guests leave when visitation ends.

Quiet Hours: Quiet hours go from 10:00 PM-10:00 AM. Violating quiet hours will result in a fine after one warning per two-week period.

Repeated Lockouts: Calling the Area Coordinator On-Call, or Campus Safety to resolve a lockout, whether you are locked out of an exterior door, or your room, will result in a fine after the second instance in a two-week period. Make sure you keep your Student ID and room key on you to avoid this.

Residence Hall Maintenance: Residence hall room maintenance is conducted on a regular basis. Report any maintenance needs to a Resident Assistant or an Area Coordinator, who will submit a request for repair to Campus Care's service request system.

Wall Hangings: Students may hang items using non-damaging adhesives such as 3M Command Strips and other similar products. Screws, nails, tacks, transparent tape, duct tape, contact paper, applied wallpaper, stickers, other adhesives, or markings that deface the doors and walls are not allowed.

Residence Hall Health and Safety

Doors and Locks: Jeopardizing the security of any resident is a serious offense. Do not tamper with any door to prevent it from shutting or locking. This includes propping open a door for exit and re-entry. Violations of this policy will result in a fine and potential disciplinary action.

Closed Areas: Because of health, safety, and maintenance concerns, certain areas of the residence halls are off-limits to students. Rooftops, outside ledges, and fire escapes (other than in case of fire) are not open areas. For the sake of pedestrian safety and the appearance of the grounds surrounding the residence halls, nothing is to be thrown to or out of residence hall windows/roofs. Throwing objects inside buildings is also prohibited.

Candles and Flammable Materials: According to fire code, no open flames (Bunsen burners, candles, incense, candle warmers, reed diffusers, etc.) are allowed in the residence halls. Candles may be displayed but not burned. In addition, flammable materials (gasoline, solvents, spray paint) are not permitted in the residence halls. All students should bring a working flashlight to use as needed.

Fire Alarms: If there is a fire, the fire alarm should be sounded and the building evacuated; there are at least two fire alarm pull stations on each floor. Falsely pulled alarms involve the local fire department and are disruptive, expensive, and dangerous. Anyone initiating them will be subject to a fire department issued fine.

Fires and Building Evacuation: Residence Life staff are required to evacuate a building when the fire alarm is activated or when an emergency evacuation is ordered. All persons inside a residence hall during a fire alarm or emergency evacuation are required to leave the building immediately. Individual residence hall procedures for fire alarms or other emergencies are presented during residence hall meetings at the beginning of the school year. Failure to respond to a fire alarm or to Residence Life staff requests for evacuation may result in university disciplinary action. Fire safety regulations require that hallways remain clear at all times: violators may be fined.

Fire Safety Equipment: Fire extinguishers located in the residence halls may be used only if there is a fire. An unauthorized discharge of a fire extinguisher will result in a fine. Exit signs—located strategically throughout the buildings—are designed to clearly indicate exit routes, particularly in emergency situations. These signs are considered fire equipment and are not to be tampered with. There are smoke detectors in all residence hall rooms. Anyone found tampering with room smoke detection equipment will face disciplinary action. Any smoke detector needing maintenance should be reported immediately to your residence hall staff.

Keys: The security of individual student rooms is the responsibility of residents. If you lose keys, notify an RA or AC immediately. Students assume financial responsibility for key replacement.

Sales and Solicitation: For the protection and privacy of students, and to prevent the interruption of studies, solicitation on university property is prohibited without permission of the Office of Student Life. Please report solicitors and salespeople to Campus Safety immediately.

Residence Hall Leadership

The residential staff are available for support in the case of academic, personal, or spiritual problems arising. The staff works together to develop and maintain an atmosphere conducive to the goals of residential living.

Area Coordinators: A professional staff member known as an Area Coordinator (AC) manages each residential area. This person is responsible for providing biblical guidance and counsel to students, overseeing residential student leaders, developing community programming, and thoughtfully supervising his or her assigned residential area.

Resident Assistants: The Resident Assistants (RAs) are paraprofessional student staff who are overseen by the AC. They are responsible for the spiritual leadership, safety/well-being, and conduct of the students in their assigned residence hall sections.

Graduate Assistants: The Graduate Assistants are paraprofessional student staff who are overseen by the AC. They serve within the residence hall as a peer leader, and team member, and they facilitate engagement and educational opportunities for all students.

Residence Hall Refund

Should a student find it necessary to withdraw from Corban and/or move out of the residence hall after officially registering, the student may be entitled to a housing refund.

Students will be held responsible for going through the appropriate check-out process by making an appointment with the Area Coordinator. Housing refunds are issued in accordance with the University's refund policy. Additional information regarding refund policies is available through the Financial Services Office.

University-Provided Living Amenities

Computers: There is a centralized computer lab in the Academic Center. The computers and resources in the lab are available to all students at no cost. Each room in campus residence halls is equipped with Wi-Fi that provides access to the Internet. Computer and software technical support is available through Corban Information Systems. Appropriate use of the internet is expected. For more information on the University's Acceptable Use Policy, visit http://support.corban.edu.

Kitchen: Each residence hall has at least one community kitchen, which is to be used by residents only. Please abide by the community's cleaning standards posted in each kitchen.

Laundry: Washers and dryers are provided in each residence hall and are to be used by residents only.

Room Furnishings: Corban University supplies each room with essential items including a desk with chair, dresser, bed with mattress, and window screens (if applicable). University-owned furnishings may not be moved from room to room and must remain in the original residence hall room. Modification of furniture is not allowed. Cinderblocks are not to be used as a bed riser. Students may purchase bed risers and use them at their own risk. Corban is not responsible for any damage or injury that occurs as a result of the use of bed risers and students may be charged for room damages.

Personal furniture may be used but must be removed before student Check-out.
Failure to remove personal furniture will result in a fine and may result in loss of furniture.

Storage: Some storage spaces are available on campus, though space is limited. Storage during the summer months is also available for a fee. Area Coordinators grant access to storage space in the residence hall. At the end of Spring semester, a student's Area Coordinator will provide information about and access to summer storage.

Lobby Furniture: Student leaders are the only students with permission to move or rearrange lobby furniture, and after moving furniture it must get returned to its original location. Failure to comply with this policy will result in a fine.

Propping Exterior Doors: DO NOT prop a door and leave it unattended. You may prop an exterior door if you remain in line of sight to the door, otherwise no exterior door should ever be propped. Failure to comply with this policy will result in a fine per instance.