STUDENT HANDBOOK

2026-2027

Bushnell
UNIVERSITY

BUSHNELL UNIVERSITY STUDENT HANDBOOK

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PHILOSOPHY AND HISTORY

VISION

Bushnell University aspires to be a university characterized by its commitment to equip students to discover and answer God's call in their lives.

Bushnell University achieves this vision through academic excellence and faithful stewardship in a Christ-centered community that develops purposeful graduates.

MISSION

Bushnell University is a university that fosters wisdom, faith, and service through excellent academic programs within a Christ-centered community.

CORE THEMES

Manifest excellence in Christian higher education
Exercise faithful stewardship
Foster life-transformation in a Christ-centered community
Develop purposeful graduates

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

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

Policies and standards for conduct shall apply to conduct that occurs on University premises, at University-sponsored activities, and off campus when a student's conduct could adversely affect the University community and/or the pursuit of its objectives. Each student shall be responsible for their own conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and between the terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

Bushnell University reserves the right to interpret policy and to apply the intent of the policy judiciously, depending upon circumstances and retains the right to instate additional policies and regulations or to modify existing ones

as needs may dictate. The overall intent of behavior expectations is to consistently provide a positive living-learning environment for all students. Behavior that detracts and becomes a barrier to the living-learning community is not acceptable.

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

CHURCH RELATIONSHIP AND THEOLOGICAL CONTEXT

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

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

The Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ share a common history, encompassing the indigenous American religious movement of the 19th century, often called the Restoration Movement or Stone-Campbell Movement. This church tradition stresses biblical study that is both scholarly and reverent: scholarly because it believes the mind is fully capable of understanding the Christian life, and reverent because it recognizes the necessity of being open to the Spirit's guidance. With the vision of a world won to Christ and recognizing the destructive effects of division, the Stone-Campbell movement began with and continues to have a strong focus on unity as a means of making an effective witness. For this purpose, the movement's founders and their spiritual descendants have worked to restore what is essential to the Christian faith. They have found meaning in the slogan, "in essentials unity, in opinions liberty, and in all things love." The Christian Churches/Churches of Christ and Christian Church (Disciples of Christ) have, therefore, avoided using creeds as tests of fellowship and have focused upon the simple confession that "Jesus is the Christ, the Son of the living God."

Theologically, Bushnell University shares beliefs which are common to the Christian Church (Disciples of Christ) and the Christian Churches/Churches of Christ. The following affirmations are presented to clarify the theological context in which the University carries out its mission.

- God is the Creator and sustainer of the universe who relates to all in a covenant of love. All truth has its source in God.
- God is revealed in a general way through one's reflection on the works of creation, the laws of nature, and human experience, but especially in the person of Jesus, "the image of the invisible God."
- The Holy Spirit is God, dynamically present in the world. Through the work of the Spirit, Christians are guided in obedience to Christ, gifted for service, and joined to one another in fellowship.
- All human beings, created in the image of God, have become alienated from themselves, others, and God, by sin and can be restored to wholeness through their acceptance of Christ's work of redemption.

- The church has been established by Christ to make known the Gospel through proclamation, worship, baptism, the Lord's Supper, service, and through working for reconciliation, peace and justice. The Lord commissions the church to witness to its faith both individually and corporately to all peoples.
- The Bible bears witness to God and Jesus Christ as God Incarnate. It is in the scriptures that one discovers the revealed will of God in creation, judgment, and gracious redemption. The Bible serves as the authoritative witness to the life and teaching of Jesus, who is himself the only authority for the Church. The biblical testimonies provide inspiration, wisdom, and essential teachings for Christian conduct, individually and corporately.
- The assurance of Christian faith and hope is that the gifts of God experienced in this life in part shall be ours fully and forever with Christ's return and the consummation of God's reign.

ACADEMIC POLICIES

NONDISCRIMINATION

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

ACCESSIBILITY SERVICES AND ACADEMIC ACCOMMODATIONS

Bushnell University does not discriminate on basis of disability in the admission process or with regard to employment or participation in Bushnell University activities. Disability is defined by the ADA as "a physical or mental impairment that substantially limits one or more of the major life activities, a record of such an impairment or being regarded as having such an impairment." The student must register with Accessibility Services by completing the Accommodations Request Form on my.Bushnell and supply appropriate documentation outlining the nature of the disability/condition and recommendations for academic accommodation. Prospective and admitted students who need information about programs, services, and accommodations should contact Accessibility Services, accessibilityservices@bushnell.edu. For further information, please see the University's Accessibility Services Handbook online: https://www.bushnell.edu/academics/academic-services/accessibility-services/

CLASS RECORDING POLICY

Introduction

Bushnell University recognizes that there are a number of reasons why students might wish to record lectures or other teaching sessions in order to support their learning. Bushnell University also recognizes that instructors and students may have concerns about recording in the classroom. This Class Recording Policy sets out the conditions under which recordings may be made, and clarifies staff and student responsibilities to ensure that Bushnell University is meeting its obligations under recording, copyright, and data protection legislation. This policy applies to all students and staff involved in teaching and learning at Bushnell University.

Definitions

For the purpose of this Policy:

• 'Lecture' refers to formal face-to-face teaching, and excludes informal teaching and learning sessions as defined below;

• 'Informal teaching and learning sessions' refers to tutorials, seminars, rehearsals, student-led presentations, and other forms of student-led small group teaching;

• 'Instructor' refers to any faculty or staff member involved in teaching and learning;

• 'Record' and 'Recording' refer specifically to audio recording of lectures or informal teaching and learning sessions and exclude video recording.

Recording Guidelines for Students & Staff

• The making of lecture recordings should be regarded as a learning aid available to students.

• All students may make an audio recording of any lecture given by any instructor, without the need to gain explicit prior consent of the instructor and others involved, providing the recording device is visible.

• Automatic permission to record does not apply to informal teaching and learning sessions such as tutorials, seminars, rehearsals, student-led presentations, and other forms of small group teaching where there is significant student contribution. Students wishing to record such informal teaching and learning sessions should gain consent from all others present prior to recording or ask the instructor or session leader to check at the start of the session that there are no objections to a recording being made.

• In all instances where recordings are made, the following conditions apply:

o Any recording made is for the own personal use of the student, for study purposes ONLY.

o The information contained in the audio recording remains at all times the intellectual property of Bushnell University, the instructor, and any others connected with the content. Ownership of the information does not pass to the student making the recording.

o Lecture information is protected under federal copyright laws and may not be shared or quoted in any way without the explicit consent of the recorded person(s). Unauthorized sharing may render those responsible liable for civil and criminal penalties for violation of copyright laws and/or breaching the privacy of staff or fellow students.

o Permission to record cannot infringe individual privacy rights. Individual students have the right to request recording to stop if they do not want their personal contribution recorded. This request applies to all students, including students in receipt of disability-related note-taking accommodations.

o Recordings must not be reproduced, shared, uploaded, or made public by any means, either within or outside of Bushnell University. This means students must not give whole or partial recordings to others, upload them to file-sharing sites, post them to social media, or share them in any other way.

o Any audio recording made must be deleted once it has served its study purpose, or when the student graduates from or leaves Bushnell University.

o The use of any electronic device (including computers, phones, or tablets) for any purpose other than that which is related to the lecture or class activity is strictly prohibited.

Recording Guidelines for Students & Staff

Permission to record lecture information may be revoked where third party or clinically or commercially sensitive material is being used, for which recording is expressly forbidden, inappropriate, or would breach a third party's right to privacy or data protection.

• Where this is the case, the instructor should advise all students of the fact at the beginning of the lecture, and grant permission to record all parts of the lecture where such material is not in use.

• Students with disabilities should be given access to any licensed, clinical, or commercially sensitive material in an alternative and appropriate format where this is feasible and deemed to be a reasonable accommodation.

Compliance Statement

Failure to comply with the conditions of this Class Recording Policy (for example, by sharing a recording of a lecture with others without appropriate consent), will be considered a serious violation of Bushnell's Student Conduct Policies found in the Student Handbook and will incur disciplinary action.

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

Each student's rights regarding personal information include:

1. The right to view material in their records filed at Bushnell University, with the exception of those records for which there is a signed waiver of that right.
2. The right to limit access to personal records. Written consent of the student must be given for release of any personal or academic records to persons other than Bushnell University faculty and staff having a legitimate official reason, or under emergency circumstances.
3. The right to limit personal material (directory information) shared beyond the Bushnell University student directory. Directory information (the information that could be given out to whomever inquires) includes the following: name, phone number(s), enrollment information, dates of attendance, class level and academic major, number of credit hours (not graded), degrees and honors awarded, and participation in officially recognized activities.
4. A student who challenges any item in their records shall have opportunity for a hearing. A request for a hearing regarding academic records should be referred to the Registrar's office. A request for a hearing regarding financial records should be referred to the Business Office.
5. (Appeal) Students who believe that the adjudications of the challenges were unfair or not in keeping with the provision of the Act may request in writing assistance from the University's formal grievance committee. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington D.C., concerning the alleged failures of Bushnell University to comply with the Act. Revisions and clarifications will be published as experience with the law and Bushnell University's policy warrants.

ADDRESS/NAME CHANGE

In order for the University to keep accurate records, a student who changes their name, marital status, local address, permanent address, or phone number must notify the Office of the Registrar. For name changes, students may notify the Office of the Registrar by filling out a Change of Name form. This form is located on the Student tab under "Grades, Records, & Official Transcripts" on My.Bushnell. To update contact information, students can do so through My.Bushnell. Select the profile picture in the top right corner and then select "My profile & settings." Updating information here notifies the Office of the Registrar, who will then process your contact information changes.

ACADEMIC HONESTY

Our University's mission assumes the highest principles of virtue and ethics in the intellectual life. Dishonesty in any form, including but not limited to, plagiarism, cheating on assignments or examinations, knowingly furnishing false information, forgery, alteration or misuse of documents, records, keys, or identification cards is subject to disciplinary action. If a student cheats on a test or assignment they will receive a zero for that work and, depending on the severity of the offense, possibly a grade of "F" in the course. All incidents will be reported in

writing to the Vice President for Academic Affairs and to the Director of Residence Life, who may consider additional actions, including dismissal from the University.

In alignment with this policy, unauthorized use of Artificial Intelligence (AI) tools such as ChatGPT are prohibited in your coursework unless explicitly allowed by your instructor. Further, if use is allowed, common practices for academic work are expected. Namely, appropriate citation(s) must be included for any use of such tools (e.g., used for brainstorming, outlining, background research, editing, or the generation of text).

Students or Bushnell University staff members who have reason to suspect academic dishonesty on the part of other students should report the incident directly to the professor responsible for the specific course. Professors who detect potential cases of academic dishonesty on the part of a student or students will carefully document all evidence of the breach of academic honesty including the point at time when and the circumstances under which the academic dishonesty was detected.

When a professor has determined that academic dishonesty has occurred, s/he will:

1. Meet in person with the student(s) who have violated the academic honesty policy. The professor may wish to include their respective Dean at this initial meeting or at subsequent meetings, if necessary.
2. Determine the extent of the violation of the academic honesty policy and prescribe appropriate penalties.
3. Report the incident and the prescription of penalty/ies on the Academic Dishonesty Report form, and submit this form with all pertinent documentation to the Vice President for Academic Affairs and Dean of the Faculty.

The Vice President for Academic Affairs and Dean of the Faculty will keep documentation on file and share the documentation with the Director of Residence Life. The VPAA and Director of Residence Life may impose further penalties, in the event of repeat offenses by the same student(s).

ACADEMIC GRIEVANCE POLICY

Academic grievances are student grievances related to any part of the institution's academic structure, in which a student feels that they have been unfairly treated and/or that their academic performance has been adversely affected by a faculty member, a member of academic staff, or an academic department. Students who feel that they have been unfairly treated and/or that their academic performance has been unduly impeded by a member or members of faculty or academic staff have the right to raise their concern and/or to lodge a grievance without fear or consequence of retribution by any member of faculty or staff.

A student with an academic concern or grievance will normally first raise the grievance with the individual faculty member(s) or staff member(s) to whom the grievance relates. If the grievance cannot be resolved in the initial step, or if the student feels unsafe to raise the grievance directly with the respective faculty/staff member(s), the student may seek the assistance of the head of the appropriate school, program advisor of the specific program, or the assistance of another trusted member of faculty or staff.

If a grievance cannot be resolved either by direct contact with the respective faculty/staff member(s), and only after engaging with related program leadership or supervisors toward resolution (e.g., program lead, director, dean), the student may lodge a formal grievance with the Vice President for Academic Affairs and Dean of Faculty no more than 60 days after the incident or interaction occurred on which the grievance is based. A formal grievance must include the following items in writing:

- Clear description of the situation and the specific nature of the grievance.

- All available documentation to support the grievance.
- Clear documentation of prior attempts to resolve the grievance.

The Vice President for Academic Affairs may choose to refer the grievance to the University Appeals Hearing Board (as described in the Student Handbook). In making a final decision the Vice President for Academic Affairs may take into consideration the following:

- The formal grievance as documented and presented by the student. (A personal interview with the student may also be required.)
  Any documentation provided by the faculty/staff member(s) to whom the grievance relates. (A personal interview with the faculty/staff member(s) may also be required.)
- Any recommendation from the University Appeals Hearing Board (if available).
- The counsel of other individuals or groups of individuals, as appropriate (e.g., Deans Council, Academic Council, President's Cabinet).

The decision of the Vice President for Academic Affairs and Dean of Faculty is final.

GRADE APPEAL PROCESS

If a student wishes to contest a final grade that they deem to be unfair:

1. The student must first contact the instructor to determine whether there was a reporting error or a miscalculation of the grade.
2. If there is no reporting error or miscalculation, the student must engage with program leadership (e.g., program lead or director, subsequently, the supervising dean) toward resolution of the grade dispute.
3. If the student still deems the final grade to be unfair, they may submit in writing to the Vice President for Academic Affairs and Dean of Faculty clear documentation of discrimination, harassment, professional incompetence, neglect, or other unfair treatment on the part of the instructor which resulted in the assignment of an unfair grade no more than 60 days after the end of the course in which the grade was granted.
4. The Vice President for Academic Affairs and Dean of Faculty may take counsel, as they deem appropriate, but the decision of the Vice President is final.

COMPLAINT RESOLUTION FOR DISTANCE STUDENTS

Bushnell University Student Complaint Process

Bushnell University (Bushnell) strives to resolve all student complaints in a fair and expedient manner. Bushnell distance education students wishing to file a formal complaint must first seek resolution through Bushnell 's institutional appeals and grievance procedures as outlined in this Handbook.

States Authorization Reciprocity Agreement (SARA) Complaints Process

Bushnell University (Bushnell) is an active member of the National Council for State Authorization Reciprocity Agreement (NC-SARA) and thus participates in SARA through the Oregon Higher Education Coordinating Commission (HECC).

As noted above, students should attempt to resolve any grievances with the Institution first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcomes of the college complaint process, then the Oregon Higher Education Coordinating Commission (HECC) can respond to a formal complaint.

Students may contact the Oregon Higher Education Coordinating Commission directly at 3225 25th St SE Salem, OR 97302 or by email (complaints@hecc.oregon.gov). Students may also access the HECC student complaints webpage or visit the National Council for State Authorization Reciprocity Agreement student complaints webpage.

Students may also contact the Northwest Commission on Colleges and Universities directly at the NWCCU complaints webpage.

Out-of-State Complaints Process
Distance students residing outside of Oregon may, after exhausting internal Bushnell and external avenues as noted above, file a formal complaint with their home State's authorizing agency using the links available on Bushnell's Student Consumer Information Webpage.

RELEASE OF STUDENT TRANSCRIPTS

Students may request copies of official transcripts by ordering through Parchment. The link to order either an official or unofficial transcript can be found on the Bushnell University website under Academic Services and then Registrar.

POSTING OF DEGREES

Degrees are officially posted by the Registrar's Office only after students have successfully completed all degree requirements and have been approved by Faculty Assembly and by the Board of Trustees for the conferral of their degrees. Degrees will be conferred on the last day of the semester for which the student has applied to graduate.

For a degree to be posted prior to the normal conferral date, the student must submit an academic petition to the Registrar's office, clearly documenting the legitimate and urgent professional need to have the degree posted early. This petition must be accompanied by payment of an administrative fee of $100 (or, if the petition is submitted less than two weeks prior to the normal conferral date, a fee of $200). Please contact the Registrar's Office for more details about submitting such a petition.

UNDERGRADUATE STUDENTS TAKING GRADUATE COURSES

Subject to availability, undergraduate students may register for graduate courses, provided they meet the following criteria:

1. Undergraduate students must have attained junior standing and completed at least 20 credits at the upper division level towards their bachelor's degree before enrolling for any graduate courses.
2. Students must demonstrate the ability to satisfy graduate research and writing requirements.
3. Undergraduate students must carry a minimum cumulative (including transfer) GPA of 3.2 before registering for a graduate level course.

Students can earn a maximum of 10 graduate credits at Bushnell University prior to formal admission into a graduate program. Successful completion of any individual graduate course(s) by an undergraduate student does not guarantee admission into a Bushnell University graduate program. Students may only become candidates for a graduate program once they have satisfied all the normal admission requirements for the program to which they are applying.

Procedures:

1. Registration for a graduate course must be approved by the student's advisor, by the course instructor, and by the dean of the school.
2. Any undergraduate student carrying an "Incomplete" from a previous semester or session may not register for a graduate course until the "Incomplete" is removed.
3. Undergraduate students who register for graduate courses during the academic year as a part of their 12-18 credit loads must be registered for at least 12 credits of undergraduate work.
4. Students who have not completed a bachelor's degree may not be registered for more than one graduate course at any given time.
5. Undergraduate students who wish to take graduate courses outside the normal 12-18 credits (including courses during the summer) will be charged at the normal graduate tuition rate.
6. Any deviation of the above policies/procedures must be presented by petition and approved by the Vice President for Academic Affairs.

GRADUATE STUDENTS TAKING UNDERGRADUATE COURSES

Students who have been formally admitted into a graduate program may register for individual undergraduate courses on a "non-degree seeking" basis, without formal application through the undergraduate admissions process.

Graduate students who wish to complete a further undergraduate program alongside their graduate program (e.g., TESOL certificate, Teacher Ed. Certification, a second bachelor's degree) must make formal application, through undergraduate admissions, to the program that they wish to pursue.

Full time graduate students who wish to register for 12 or more undergraduate credits in any semester must obtain formal approval from the Vice President for Academic Affairs. Students will be billed for the undergraduate course at the regular undergraduate rate for each course they take.

LIBRARY POLICIES, RESOURCES, AND SERVICES

Library policies and services are available on the library page in My.Bushnell, including:

- Loan Periods, Fees, and Fines: Details on borrowing durations, overdue charges, and related policies.
- Koha Library Catalog and Account System: Link to access your account to see renew items, place holds, and suggest purchases for the library collection. (bushnell.bywatersolutions.com)
- Course Reserves: Some textbooks and required readings for classes are placed on reserve by faculty and are available for 4-hour checkout periods. Student can find reserve items through their Koha Library Account.
- Bushnell University Discovery Service: A search interface for online databases, and other research resources.
- eBook Central: A resource offering thousands of eBooks across a wide range of subjects.
- Interlibrary Loan: Policies and request forms for borrowing materials from other libraries.
- Study Room Reservations: Use policies and instructions for booking the Blue and Gold study rooms.
- Library Conduct Policies: Guidelines for behavior, computer use, and food and drink within the library.

STUDENT ATHLETE ENROLLMENT REQUIREMENTS

To maintain eligibility for participation in athletics at Bushnell, student-athletes must remain in good standing and be enrolled full-time in and actively pursuing a degree within Bushnell's Traditional Undergraduate Program. Students enrolled exclusively in the University's Online Academic Program are not eligible to participate in intercollegiate athletics.

Student-athletes who transfer from the Traditional Undergraduate Program to the Online Program during their enrollment may become ineligible for athletic participation beginning with the academic term in which the change takes effect. Exceptions, if any, must be approved by the Vice President for Student Development or the Vice President for Enrollment. In addition to institutional requirements, student-athletes are responsible for meeting and maintaining all NAIA eligibility requirements. Failure to satisfy NAIA standards will result in ineligibility for participation and possible removal from a Bushnell athletic roster.

WITHDRAWAL PROCEDURES

Students who wish to withdraw from Bushnell University for any reason before graduation must complete the Withdrawal Form to complete the withdrawal process. A $100 withdrawal fee will be assessed to the student's account if the Withdrawal Form is not completed.

The following rules govern grades given upon withdrawal from courses:

1. Withdrawal from courses when less than two-thirds of class has elapsed will result in the grade "W" and hours are not considered in calculating grade point average.
2. Withdrawal at any time while doing passing work will result in a grade "W" and the hours not considered in calculation of the grade point average.
3. Withdrawal after two-thirds of class has elapsed and while doing failing work will result in the grade "WF;" hours will be considered in calculating grade point average.
4. Unofficial withdrawal at any time (i.e., failure to clear through the Registrar and Student Services Offices) will result in a grade "WF" and the grade is considered in calculating grade point average.
5. A complete withdrawal with the grade of "W" may be granted at any time for medical reasons or extreme circumstance on the recommendation of the vice president for student development.

Withdrawal and financial aid:

The following equation determines the portion of financial aid a student must return if they withdraw from school before the completion of the term:

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

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

Withdrawal and Bushnell University charges:

If a student withdraws from the University, charges will be assessed in proportion to the number of days completed out of the total number of days in the term. After 60% of the term has elapsed, tuition charges are no longer prorated and are assessed at 100%. Charges include tuition, campus housing, and food service. Prorating equation:

Number of term days elapsed as of withdrawal date divided by total days in the term = proportion of Bushnell University charges assessed

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

Prorated Bushnell University charges – aid remaining after required funds are returned = account balance

Withdrawal and medical/mental health emergencies:

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

Medical Interim Suspension

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

Voluntary Medical Withdrawal

Students are encouraged to request a voluntary medical withdrawal when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of university life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.
Students interested in pursuing a voluntary medical withdrawal initiate the process through their academic advisor or the Office of Student Life. An assessment must be provided by an outside licensed mental health or medical professional who is not related to the student. The assessment must be on official letterhead and include an evaluation of the student's current functioning, along with written recommendations regarding the appropriateness of a medical withdrawal. After the voluntary withdrawal is approved, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

Involuntary Medical Withdrawal

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

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

In most cases, these situations can be handled through voluntary medical withdrawals; however, if the student is unwilling to pursue a voluntary withdrawal, the University may invoke its right to involuntarily withdraw a student. The University will recommend assessment and/or treatment conditions needed to return to Bushnell University. The student must follow the clearance procedures listed below.
If a student believes that a decision for an involuntary medical withdrawal made by the University is unreasonable or that the procedures used were unfair, the student may appeal. The appeal must be made in writing to the University President. Appeals should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary medical withdrawal, the student has three business days to submit his/her appeal. The President (or designee) will respond in writing to the student's appeal within three days. The response will clarify whether the President concludes that all relevant facts were considered and led to fair and reasonable conclusions.

Clearance Procedures

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

1. The student must be assessed by an appropriate outside professional, whose opinions will be advisory to the University. The professional, who is selected by the student, must be a licensed psychologist or psychiatrist not related to the student if evaluating mental health concerns, and must be a licensed physician not related to the student if the evaluation is regarding other medical concerns. The student will be responsible for any cost incurred by the evaluation. The student shall sign a release permitting two-way communication between the provider and the University, and allowing all relevant information to be provided to the University representatives who are involved in the decision-making and review process.
2. The outside mental health or medical professional must provide an assessment on official letterhead of current functioning of the student and provide written recommendations regarding: a) given the precipitating events, the student's readiness to return to the academic and co-curricular demands of university life; b) the student's readiness to live in the on-campus residential community; c) ongoing treatment or testing needs; d) any conditions or restrictions that the University should impose; and e) the

student's readiness to return to competitive sports, if the student is a collegiate athlete. Note: The University Athletic Trainer, in consultation with the Athletic Director, will ultimately make the decision regarding athletic involvement but will consider this outside evaluation in making such a determination.

3. After the evaluation results and treatment documentation have been provided, the student must meet with the Director of Enrollment Services or Vice President for Student Development. The evaluation and the student's own perception regarding readiness to return, needs, and plans for treatment will be discussed.
4. The University will consider the outside evaluator's recommendation and the results of the student's meeting with the Director of Enrollment Services or Vice President for Student Development when making its re-entry decision. Students will receive written notification of the University's decision.

There may be occasions in which the University requires, and may pay for, an additional evaluation. The University reserves the right to require the student to comply with a treatment plan recommended by the outside and/or Bushnell University mental health professional as a condition of returning to, or remaining in, the campus community. Failure to comply with requirements may result in the University issuing an involuntary medical withdrawal. If a student was living on-campus prior to the emergency, approval for return to the University usually includes approval to return to housing. However, a student's on-campus housing status may be restricted if the student's behavior poses a health or safety threat to him/herself or others. If a student was required to complete specific treatment (e.g., eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

Academic Credit, Tuition and Housing

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

Financial Hardship

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

STUDENT LIFE

CLUBS AND ORGANIZATIONS

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

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

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

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

Upon recognition by Senate, all clubs must receive final approval by the Vice President for Student Development before receiving official status within ASBU. Previously established clubs may re-apply under their previous classification with the current Executive Cabinet for recognition. If a club desires to change their classification, they must go before Senate to receive approval. Returning clubs must meet all requirements for recognition. Upon recognition, a club and all of its members, including the chair/leader/president and advisor, are subject to the requirements outlined in the following sections. Please see the ASBU bylaws for additional information regarding Funding, Requirements, and Club Sports online at: https://www.bushnell.edu/life-at-bushnell/campus-culture/.

DINING

Bushnell University's Dining Program is contracted out to a private vendor and the guidelines in this section are linked to the cost of doing business. When these guidelines are followed, the Dining Program has more resources to give to quality service. When these guidelines are not followed, more time, energy, and money go to compensating for the losses incurred from the effects of the violations. The following polices are in effect for the use of the Dining Hall and the administration of the meal plans:

- All students must scan their ID card at every meal and only once per mealtime.

- Meals are intended to be eaten in the Campus Dining Facility. Those who prefer to take their meal to go may do so by purchasing a to-go meal container from the Beacon Beanery.
- ID cards are not to be used by anyone other than the owner. No sharing of unused meals from any participant's card is allowed.
- Students on a meal plan of 5 meals per week or more may use 7 guest meal passes per semester for an outside guest visiting campus. Guest meal passes are available in the Office of Student Life and must be requested by the meal plan owner in advance. The meal plan owner must be present at the time the guest meal is utilized.
- All utensils and dishes must remain in the Campus Dining Facility. Students who remove dining items from the cafeteria will be subject to a fine to cover replacement costs and will be held responsible for a conduct violation (theft).

DRONE POLICY

The use of drones on campus is prohibited with the exception of those operated by licensed and insured professionals who have received prior approval from the Assistant Vice President for Finance & Administration. Please contact that office directly to request permission.

Any drone users must adhere to the following guidelines for use of drones:

1. All Federal Aviation Administration regulations must be adhered to as published here: www.faa.gov/uas
2. Drones can only be flown in areas of campus as informed by the Assistant Vice President for Finance & Administration.
3. Drones are not permitted to be flown near campus residences.
4. Students must have an employee present during times when drones are being flown.
5. The club/organization, student, or campus department must notify Campus Security prior to the use of drones on campus and communicate the approved location of their usage.

Failure to abide by this policy may result in revocation of authorizations and referral to student disciplinary procedures. Questions about this policy may be directed to the Office of Student Life.

EMAIL

Students will receive official notifications and formal communication from the University via their Bushnell University email account. Students are responsible for checking their Bushnell University email account regularly.

FRAUD & MISREPRESENTATION

Students are expected to provide accurate and truthful information in all interactions with the University. Providing false, misleading, altered, or fraudulent information, documentation, or statements to gain access to University services, benefits, housing, meal plans, parking privileges, financial assistance, accommodations, or any other institutional resources is prohibited. Any student found to have engaged in fraud, forgery, misrepresentation, or the misuse of University processes may be subject to disciplinary action, restitution, revocation of privileges, and other sanctions as outlined in the Student Handbook. The University reserves the right to investigate suspected instances of fraud and to take appropriate action based on the findings of such investigations.

IDENTIFICATION

Bushnell University community members are encouraged to carry their University identification at all times. Bushnell University security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Bushnell University. Manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification is prohibited and may result in disciplinary action. Criminal incidents are referred to the local police who have jurisdiction on Bushnell University's campus.

University identification cards (Bushnell ID Cards) are non-transferable and may only be used by the individual to whom they are issued. Sharing, lending, borrowing, or using another person's identification card, or allowing another individual to use one's identification card, is prohibited and may result in disciplinary action.

LOST AND FOUND

Lost and found items are kept in the Office of Student Life (1st Floor Womack Hall), in the Campus Security Office, and at the Circulation Desk in the Kellenberger Library.

PARKING

The University is a residential campus and as such, the campus community (faculty, staff, and students) are asked to support and help enforce the parking policy to ensure that all vehicles are being operated safely and parked in appropriately marked parking lots/spaces. The University is not responsible for theft from or damage to vehicles parked on campus.
All students parking a motor vehicle (automobile, motorcycle, motor bike, etc.) on University property must register the vehicle with the Business Office and display a valid vehicle parking permit. Within two business days of the acquisition of a motor vehicle, the permit shall be displayed appropriately. All vehicles brought on campus must have current vehicle registration and license plate tags.

Campus parking is limited and not a guarantee for permit holders. By acknowledging the Parking Policy, students agree to abide by the rules and regulations of the policy and understand that failure to uphold the policy requirements will constitute permit revocation, without a refund, after five (5) citations.

- Campus Security issues citations throughout the academic year and unregistered vehicles will be ticketed.
- Parking permits are issued for the sole use of the individual whose name appears on the parking permit application and are not transferrable. Any attempt to resell, transfer, or otherwise reassign a parking permit to another individual or vehicle without notice to the Business Office is prohibited.
- If you need to drive another vehicle to campus, please remember to get a temporary pass for that vehicle. They are available from the Office of Student Life and are of no cost to you.
- At no time are vehicles to be driven on the University lawns or walkways. Violators will be fined and charged for damages.
- All vehicles are to be kept in legal operating condition. Faulty mufflers and noise-producing motor conditions should be repaired at once. Vehicle repair operations are not permitted on University property. Any person causing oil, grease, or anti-freeze spills will be fined and charged for cleanup.
- The University reserves the right to have a non-operable or abandoned vehicle removed from University property.
- No overnight camper or trailer parking in parking lots or on streets is permitted, unless cleared through Campus Security.

Parking Enforcement

Campus Security will cite and enforce all violations of traffic and parking regulations on campus property. Any repeated violation of campus regulations or reckless or dangerous operation of a motor vehicle on or off campus property are grounds for the revocation of the student's parking privileges and additional disciplinary sanctions. In addition to the above, the rules and regulations of the Oregon Vehicle Code and Eugene Municipal Code govern the parking and operation of motor vehicles on all University streets and parking areas. The following parking or permit violations will result in a parking citation being issued:

- Parking permits shall be affixed to the lower left corner of the driver's side front window.
- No vehicle shall display an altered or counterfeit parking permit/citation or misuse of a permit. Altering, counterfeiting, or misusing a parking permit or citation may result in the revocation of the permit and campus parking privileges, and the students involved will be referred for disciplinary action.
- Vehicles must display a current/valid state-issued handicap permit to park in a stall specifically reserved for handicap permit holders.
- No vehicle shall be parked on or over a stall line. Double-parking is prohibited. Multiple vehicles may not occupy a single designated parking stall at any time.
- No vehicle shall be parked or driven on sidewalks or grass areas except for authorized service vehicles.
- No vehicle, except for authorized service vehicles, shall be parked by a yellow-painted curb or fire lane, or in a loading zone.
- No vehicle shall be parked in a loading/unloading space for longer than 15 minutes and/or without displaying hazards.
- No vehicle shall be parked that blocks access to any refuse container.
- No vehicle shall be parked blocking access to a fire hydrant.
- No vehicle shall be parked in a reserved parking space without proper prior authorization, including spaces designated for Admissions, Visitors only, Employees or No Parking areas.
- All drivers of motor vehicles shall operate their vehicle in a responsible manner, and obey all traffic control devices, speeds over 15 mph are prohibited in parking lots.

Parking Fines

The following parking enforcement policies outline the consequences associated with repeated parking violations and conduct related to parking management personnel:

- Any vehicle that accumulates five (5) or more parking citations during an academic year (July 1-June 30) will have the permit revoked for the remainder of the academic year. No refund will be available.
- Any vehicle that accumulates ten (10) or more parking citations during an academic year (July 1-June 30) will have the permit revoked for the remainder of the academic year and the vehicle will be towed and trespassed from campus. No refund will be available.
- Verbal or physical harassment of any person responsible for parking management on campus is a violation of college policy and may be cause for disciplinary action.

All fines must be paid to the Business Office within ten days from the date the citation was issued. Payment of a parking violation or appeals may be made at www.bushnell.edu/parking. Current students will pay via their student account on my.bushnell. Petitions made more than ten days after the citation was issued will not be considered.

PUBLICITY ON CAMPUS

Posting flyers, posters and advertisements, or solicitation of goods or services, is prohibited without appropriate approval. This publicity policy is designed to give University groups, clubs and departments equal opportunity to gain the attention of the students and employees of Bushnell University and to promote student activities. This policy specifically applies to all campus property. ASBU elections publicity must follow the same guidelines and is additionally subject to the election guidelines as stated in the ASBU bylaws.

Approval

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

Location

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

Outdoor Advertising

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

Outdoor Banner Advertising Policy

1. Request for banner hanging should be made through the Office of Student Life.
2. All banners must be approved by the Director of Student Programs prior to being hung and must be hung by Facilities personnel.
3. All banners must be of a heavy canvas material and must have metal grommets already installed.

4. Requested location must be specific and must fall within the guidelines of locations considered to be legitimate for banners.
5. Facilities assumes no responsibility for what wind, weather, or people may do to the banner once it is hung.

Content

1. The name and contact information of the sponsoring organization or individual must appear clearly on all materials to be posted.
2. All materials with typographical errors, misspelling and/or misinformation must be corrected before being approved.
3. Materials found to be offensive, demeaning or discriminatory will not be approved.

Method

1. Posters should not exceed 11 inches by 17 inches in all buildings.
2. Signs must be removed within 24 hours following the event or activity by the organization responsible for advertising.
3. When posting information on a bulletin board use tacks, stapler, or some other device to secure the flyer from falling. Do not use other advertisement fasteners to secure your advertisement.
4. When posting information on an authorized non-bulletin board surface (i.e. wood, glass, stairwell or walls) plasti-tak or blue painters tape must be used.

Violations

1. Any group who is in violation of the posting policy may be subject to a minimum of one hour of Facilities charges.
2. Failure to comply with any of the guidelines may result in loss of scheduling campus facility privileges for up to one semester. Final decisions regarding posting policy issues rest with the Office of Student Life.
3. Any person or group in violation of the posting policy may be referred to the judicial system.

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

SOCIAL MEDIA (Facebook, Instagram, Twitter, etc.)

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

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

SOLICITATION

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

BUSHNELL UNIVERSITY ATHLETICS DAY OFF POLICY

The Bushnell University Athletic Department, in accordance with the National Association of Intercollegiate Athletics (NAIA), and with support from our Association of Student-Athletes (ASA), adheres to a mandatory Day-Off policy. This policy provides every student-athlete with one day off per calendar week (Monday through Sunday) from athletic participation, during the academic year.

Bushnell Athletics values the well-being of our student-athletes. To be a Beacon Tri-Athlete (academics, athletics, and character) we encourage our student-athletes to use this day off to focus on academic responsibilities, physical recovery, and mental health management.

Permissible Athletic Related Activity

- Communication between student-athletes and coaches, athletic training, and administration
- Travel may occur on a scheduled day off due to the geography of our conference
- Individual voluntary workout (sports specific, weight training, conditioning, etc.)
- On occasion, with prior administrative permission, team bonding or community service opportunities may occur
- Recruiting activities; meet and greet, meals, voluntary activities
- Study Hall
- Athletic Training/Rehab

Nonpermissible Athletic Related Activity

- Practice
- Competition
- Required team film sessions
- Assigned weights/conditioning training
- Recruiting activities; practices or team mandated skills session

The Head Coach, with oversite from the athletic department, is responsible to proactively schedule and publish the day off for their respective team. A scheduled day off is subject to change due to weather, travel, competition schedule changes, or other unforeseen circumstances. If this were to occur, every effort will be made to honor and/or alter that week's day off.

If this policy is not being honored, please contact Sarah Freeman, Associate Athletic Director and Senior Woman Leader, sfreeman@bushnell.edu.

RESIDENCE LIFE AND HOUSING

As a residential campus, we provide both traditional residence hall and apartment-style housing options for our students. Bushnell University's housing policy means that most students live on campus for three years. Students who are married, over 21 by September 1 of the academic year, or living with their parents are automatically exempted from on-campus residency. In this strong living-learning community you will be living with students from a variety of backgrounds as you learn and grow together. Join the campus community and experience a place where you can shine both in and out of the classroom.

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

The Director of Residence Life is the administrative member of the Bushnell University staff who is responsible for the management of all aspects of the resident living areas. The Director of Residence Life and Resident Directors supervise all day-to-day activities in campus housing, including hall staff (Resident Assistants - RAs). Resident Assistants are undergraduate Residence Life staff members who provide services and resources to students in campus housing, including peer assistance, relational support, and program planning.

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

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

RESIDENCY REQUIREMENT

Bushnell University generally maintains a three-year residency requirement. Students are expected to reside on campus until they reach 21 years of age by September 1 of the academic year or enter their fourth and final year of study. Students who meet one of the following exemption criteria may be eligible to live off campus:

Housing Exemption Waivers include:

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

Important information:

- Those who fall into the "housing exemption" category must complete a Housing Exemption Request form each academic year and designate which category qualifies them for a waiver. A medical, financial, or special circumstance exemption request must be approved by the Housing Committee before the student is considered exempt from the residency requirements. Please see Housing Exemption form for details and instructions required for each request.
- We recommend not signing a lease for off campus housing until you have received your approved exemption. **You will be charged for campus housing if you have not been approved for exemption**, regardless of whether you have signed a lease elsewhere.
- Off campus living arrangements for students requesting a housing exemption must fall within the guidelines of the University Policies as outlined in the Student Handbook. Unmarried students may not live off campus with romantic partners.
- Housing agreement or Exemption Request forms are due by May 1. Priority deadlines may be announced during spring semester each year.
- Housing cancellations must be made by July 1. Any housing cancellations approved after July 1st may result in the assessment of a $1,500 cancellation fee.
- Housing agreements are for the entire academic year, with the exceptions of December graduates and students who will be studying abroad for a semester.
- Seniors who are not in good standing with the Office of Student Life may not be granted off-campus status and may be required to live on campus. The Director of Residence Life or their designee makes these decisions.
- All current students who have no approved housing assignment either on or off campus will be assigned campus housing and will be billed for on-campus student housing for the academic year beginning in August.
- The minimum age for students living in campus housing is turning 17 years of age by September 1st of their first academic year.
- Bushnell University does not provide family housing.

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

Meal Plan Accommodations

Requests for meal plan accommodations are reviewed through the Housing Accessibility process. The Residential Accessibility Committee evaluates each request on a case-by-case basis. To initiate the process, students should contact the Accessibility Office and be prepared to provide documentation of their disability or medical condition. All meal plan petitions must be submitted by August 1. No changes to housing agreements or meal plans may be made after the second week of classes. Students will be notified of the committee's decision in writing.

ANIMALS/PETS

The only pets allowed in campus housing are fish that live in an aquarium of 30 gallons or less. Other small aquatic animals (such as frogs or snails) may be acceptable upon approval from the Resident Director. This does not apply to residents who need a service animal or an Emotional Support Animal (ESA) as defined on the Accessibility Services website. Generally, only one ESA is approved per student. Typically, ESAs are common domesticated animals like cats and dogs.

Bushnell University recognizes under the Fair Housing Amendments Act (FHAA) the importance of service animals and ESAs to provide support for individuals with documented disabilities. Determinations will be made on a case-by-case basis by the Residential Accessibility Committee. To begin the approval process, students should reach out to the Accessibility Office and be prepared to provide documentation of their disability/condition. For more information about service animals and ESAs, please contact the Accessibility Services Coordinator.

BABYSITTING AND SALES

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

In order to maintain an environment conducive to receiving a high-quality education and to protecting the residents' rights to privacy and safety, the following policy has been put into place:
Commercial use of your room or solicitation (phone, door-to-door, advertisement postings, etc.) anywhere on the premises is strictly forbidden. This includes commercial use of the Bushnell University Network computer connections. Nor is it permitted to publicly list campus housing room numbers in commercial ads or other business announcements. Specific exceptions for approved student concessions in campus housing must be authorized in writing by the Director of Residence Life.

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

BEACON BEANERY

The University provides all residential students enrolled in a meal plan with $150 in Flex Dollars for food and beverage purchases at the Beacon Beanery. Flex Dollars are intended to supplement a student's meal plan throughout the semester and may not be spent all at once. Spending is limited to a maximum of $50 per week, and no more than five beverages may be purchased per day using Flex Dollars.

BICYCLES, SKATEBOARDS, AND INDOOR SPORTS

Bicycles, skateboards and skates must be used with due regard for the safety of pedestrians and others using campus walkways. Please contact the Office of Student Life or Security for the key code to the bike cage. Bicycles may not be stored in the residence halls or apartments for maintenance and safety reasons. All bicycles must be registered with the Office of Student Life and have a bicycle pass sticker, which can be requested at the front desk of Student Life.

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

CHECK-IN/CHECK-OUT AND DAMAGES

Moving in prior to assigned arrival date may be an option depending on availability. Early move-in will incur an early move-in fee as well as a nightly charge equal to the summer daily rate. All students moving into residential housing will be given a Room Condition Form at check-in, which is completed by the residence life staff. The Room Condition Form describes the condition of the room and its contents. The sheet will be used in determining normal wear and tear and damage responsibility. At the end of the academic year or when a student moves out of a room,

the residence life staff will inspect the room. Students will be held responsible for the condition of their rooms. Each resident is responsible for the care of their own room and is expected to keep it in order. A vacuum cleaner is available in each residence hall or apartment building and is to be returned to its common location after each use. Trash and recycling items must be disposed of in the dumpsters outside of each building.

Residents' rooms are expected to be left in the same condition in which they were found upon arrival. Normal wear of furnishings and equipment in a hall is expected. Alterations to the room (including painting of any kind) or furniture are not permitted. Excessive damage to or theft of furnishings or equipment will be charged to the residents of the room (unless others are proven responsible). If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living group. A cleaning charge of $150 will be assessed to the occupants of any room left unclean or who have not removed personal property from the room. Additional charges will be made for damaged or missing items.

Common examples of charges:

- Paint chip from improper removal of 3M strips: $5-$10 minimum per hole in the paint
- Stain on carpet from spilled coffee: $40 minimum
- Broken window blind: $5 minimum per blind

Since all occupants of a room, regardless of who checks out first or last, are responsible for charges, it is important that check-out and cleaning procedures be discussed between roommates. Other details regarding the check-out process will be available from the residence life staff at the end of the academic year unless alternate arrangements are specified. *Failure to properly check out with a residence life staff person will result in a $100 fee.*

CHRISTMAS TREES

Non-artificial Christmas trees (i.e. real trees) are not permitted on campus for fire safety reasons.

COHABITATION AND INTIMACY

Students may not cohabitate on or off campus. Cohabitation is defined as spending the night together with romantically involved partners and/or members of the opposite sex. Bushnell University affirms the belief that sexuality is a gift of God intended for the married relationship. Therefore, any sexual expression should be in a responsible manner and decisions regarding sexual expression should be made with reverent consideration for Christian community. The University expects that non-married students will not engage in sexual intercourse, cohabit with opposite sex or romantic partner, or engage in related behavior. This will be considered a violation of university policy and will be subject to disciplinary process.

COMMON AREAS

The furniture, equipment, and decorations in the lounge, kitchen, and public areas of each residential building, is for the use of all residents and is not to be removed. The furniture must not be taken out of the building for any use, as exposure to the weather will damage it. If furniture and decorations are found in a student's room, the student may be subject to disciplinary action or a fine. Removal of items from public areas is considered theft. Disrespect for common areas may result in limited access to those areas.

COMMUNITY DISCIPLINE

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

ELECTRICAL APPLIANCES

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

1. Residents of Burke-Griffeth and Womack Hall may not have hot plates, electric skillets/griddles, hot pots, crock pots, portable electric heaters, air conditioners, toaster ovens, or air fryers. Toasters, toaster ovens, and air fryers are permitted for use in residence hall kitchens only.
2. Apartment residents may not have portable electric heaters or window unit air conditioners. Other kitchen appliances must be used with caution and be in good working order.
3. Coffee pots and microwave ovens are permitted.
4. Minifridges are permitted but must not exceed 4.6 cubic ft.
5. All cords and connections must be in good working condition. Students may only expand electrical outlets with surge protected power strips. Items such as extension cords and six-way wall plugs (unless they are surge protected) are not allowed and will be confiscated.
6. Satellite dishes, wifi extending devices, or other alterations are prohibited.
7. Portable saunas or spas are prohibited.
8. For fire prevention and safety reasons, halogen lamps (including lava lamps) and butane canisters are not permitted in any residential living area.

EVICTION

Residents who have not paid rent within seven calendar days of the due date occupy their residence on a day-by-day tenancy. They are subject to eviction on 72-hour's written notice, if the Business Office determines they have not made satisfactory payment arrangements in accordance with the terms of their contract. Resident may also be evicted on 24-hour's written notice, for reasons described in ORS 90.396.

FIRE SAFETY

Fire drills will be held at various times throughout the year. The procedures for student housing evacuation in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Setting off fire alarms or misusing fire extinguishers is not permitted and will result in disciplinary action, up to and including a $500 fine and dismissal from the University.

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

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

Smoke detectors are present in individual rooms and in common areas in campus housing. Smoke detectors are potential life saving devices. To ensure that the smoke detectors are used appropriately and serve their designed function, students may not dismantle or otherwise alter them. Students found responsible for misusing smoke detectors (hanging things from, tampering with, pulling from the ceiling, taking batteries out of, etc.) will be charged for repair and/or replacement, and may face disciplinary action. Residence Life staff should be notified immediately when a smoke detector needs a new battery.

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

Due to fire regulations, fire doors are not to be propped open or blocked. Exits, hallways or stairwells may not be blocked.

Residential evacuation locations are as follows:

Burke-Griffeth Hall: Evacuate to the north section of the quad.

Mom Richart and Works Village Apartments: evacuate to the Womack Hall parking lot.

Womack Hall: evacuate to the Mom Richart parking lot

FURNITURE

The University provides each resident with a bed frame, mattress, desk, desk chair and dresser. Each resident provides their own linens, blankets, bedspreads, pillows, lamps, wastebasket, small items of furniture, small area rugs, etc. Students are responsible for proper use of furniture provided by the University. Mattresses must remain on the bed frame and may not be placed on the floor. Dressers may not be stacked or used as supports for other items. Any damage that results from improper use of furniture will be charged to the resident(s). Beds may not be placed on other furniture. Lofting kits are available on a first come, first served basis and may be requested from the Resident Assistant.

Residents are responsible for removing and properly disposing of any mattress pads or mattress toppers they bring to campus prior to check-out. Mattress pads left in residence hall rooms after check-out will result in a **$50 disposal fee** charged to the resident's billing account.

*University-supplied room furniture is not to be removed from rooms for any reason unless approval is obtained from Residence Life.

HOUSING AGREEMENTS

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

1. Withdrawal from the University, Study Away program, completion of degree or program, or leave of absence;
2. Written notification to the Residence Life Office prior to June 1st, of the student's intent to not occupy a space in University housing, provided they qualify to live off campus;
3. Exceptional circumstances which must be presented to the Director of Residence Life, who will make a determination regarding each situation. Residents are strongly advised not to sign outside contracts or leases unless a release has been granted.
4. Any housing cancellation after July 1st may result in the assessment of a $1,500 cancellation fee. Once a student occupies a room, he/she will be required to pay for on-campus housing for the entire academic year. Students who cancel their housing contract mid-year may be assessed a $1,500 cancellation fee and may be charged for room and board for the spring semester.

HOUSING EXEMPTIONS (see Residency Requirement section for more information)

1. Submit a Housing Exemption form by June 1st on my.bushnell > student> housing
2. The Director of Residence Life chairs a review committee which meets periodically to review petitions.
3. The committee consists of staff from different departments across campus.
4. Committee decisions will be communicated through campus email.

HOUSING DURING BREAKS

Room and Board rates are based upon a full academic year including Thanksgiving and Spring Breaks; however, no meals are provided during break periods. Bushnell University's campus is closed during Winter Break. On campus housing can be arranged for current residents only at an additional daily fee. Applications for Winter Break Housing will be made available at the residential all-hall meeting in November. It is the responsibility of the resident to arrange alternative housing and meals when the campus is closed.

HOVERBOARDS, E-SCOOTERS, E-BIKES & LITHIUM-ION BATTERIES

To reduce the risk of fire and protect the safety of the residential community, hoverboards, electric scooters (e-scooters), electric bicycles (e-bikes), electric skateboards, and other personal transportation devices powered by lithium-ion batteries may not be stored, charged, or used within any residence hall. Spare or replacement lithium-ion batteries for such devices are also prohibited in residence halls. Students found in possession of prohibited devices or batteries will be required to remove them immediately and may be subject to disciplinary action. Approved mobility devices used as an accommodation for a documented disability are exempt from this policy.

INTERNET

Wireless internet access is provided for student use across campus, including all residential halls in accordance with Bushnell's Acceptable Use Policy (AUP). Any issues connecting to the wireless access points on campus should be addressed with the IT Help Desk by submitting a ticket via MyBushnell or calling 541-684-7272.

Bushnell University users agree not to utilize computing resources owned, leased, or maintained by Bushnell University for private financial gain, except for personal compensation from Bushnell University or with authorization by the Bushnell University Administration, or the I.T. Department.

Damaging, unplugging, tampering with, or removing a wireless access point unit or wiring will result in disciplinary action and the student may be fined up to $500 per unit.

KEYS, LOCKOUTS, AND BUILDING ACCESS

Burke-Griffeth, Womack Hall and the Mom Richart apartments are equipped with an electric, card-access security system. All problems with the security system and inoperable ID cards should be reported to the Office of Student Life immediately. Anyone found tampering with or compromising the security system, including propping or forcing the doors open, may face disciplinary action. New ID cards are available from the Office of Student Life at a charge of $15 per card replacement.

Residents are advised to keep their room doors locked and to carry their keys at all times. The University assumes no responsibility for articles stolen or lost. If a key is lost, a new key can be obtained from the Residence Life Office. A $50 charge will be assessed to the student's account for a lost room key ($15 for a mailbox key). Possession of an unauthorized key will result in disciplinary action, up to and including dismissal from the University. Multiple key replacements may lead to a re-keying charge at the discretion of Maintenance & Residence Life.

Students who are inadvertently locked out of their rooms may receive assistance from the residence life staff. It is the responsibility of students to secure their room and be responsible for their keys. One "free" lockout will be permitted per semester. Each additional request for help to re-enter a room may result in a $5 charge.

University identification cards (Bushnell ID Cards) are non-transferable and may only be used by the individual to whom they are issued. Sharing, lending, borrowing, or using another person's identification card, or allowing another individual to use one's identification card, is prohibited and may result in disciplinary action or a fine.

Access codes for campus housing are for the sole use of residents of the respective living area. Residents found sharing codes with anyone who does not live in the immediate living area may be subject to disciplinary action or a fine.

LAUNDRY

Laundry facilities are available in each living area and are free of charge. The University is not responsible for articles left in laundry rooms, and students are urged to pick up clothes as soon as they are dry. Items should not be hung on sprinkler heads or in windows. Failure to keep the laundry facilities neat and orderly may result in the closure of campus laundry facilities. Residential laundry facilities are for the sole use of residents living in the respective living area. Individuals found using the laundry facilities of a building they do not live in may be subject to disciplinary action or a fine.

MAIL SERVICES

Residential students may have mail and packages delivered to campus during active enrollment periods. All deliveries must be addressed properly (list student's full name) to ensure accurate routing. Students are responsible for picking up their mail and packages from the campus mailroom, which is located in Womack Hall. Items not retrieved in a timely manner may be subject to return or storage fees.

To ensure efficient use of campus resources and space, Bushnell does not permit delivery of large packages to campus facilities during periods of non-enrollment, including the time prior to the start of academic terms. Any large packages delivered during these periods will be subject to a storage and moving fee.

MUSICAL INSTRUMENTS

Practice rooms are available in the Music Building for students who wish to practice musical instruments. Instruments that have the ability to be turned down or played softly are permitted in residential areas, provided students are attentive to the needs of their neighbors and observe quiet hours. Pianos are prohibited from residential areas.

OVERNIGHT GUESTS

Permissible overnight guests are limited to peers, friends, and current students. Same-sex siblings over the age of 12 may stay with parental permission emailed to the RD. The approved visit is for no longer than three nights. Beyond three nights requires special permission by the Director of Residence Life. Students with a current Bushnell University meal plan are granted 5 guest meal passes per semester that may be picked up in the Office of Student Life. Students are responsible for the behavior of their guests and must inform guests of University standards. Guests are not allowed to stay in campus housing during vacation periods. Overnight guests of the opposite sex or romantic partners are not permitted in campus housing.

PRANKS

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

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

QUIET HOURS

Quiet hours are enforced from 10:00 p.m. to 10:00 a.m., but students are expected to be considerate of their neighbors during all hours of the day. During the last two weeks of each semester, quiet hours are extended to 23/7 (loud hour being from 6-7 pm each day). Quiet hours may be increased in a particular hall or floor if the community agrees on the change. Excessive noise (i.e. loud stereos) is prohibited at all times.

RECYCLING AND CONSERVATION

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

REFRIGERATORS

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

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

RESIDENTIAL ALL-HALL MEETINGS

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

ROOF ACCESS

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

ROOM ACCESS

Bushnell University recognizes students' desire for privacy in their rooms and living areas and intends to protect that expectation whenever possible. University staff may enter after knocking and announcing their presence to examine conditions and to make scheduled or necessary repairs and alterations. However, the University reserves the right to enter and search University-owned buildings and residences (including residence hall rooms and apartments) without advance notice for maintenance and building inspection purposes as well as investigation of any health concerns, safety issues, suspicious behavior or circumstances, illegal activity, or violations of University policies. Anything that is contrary to the University's standards discovered by University personnel or residence life staff will be reported to the Office of Student Life.

ROOM ASSIGNMENTS AND CHANGES

Although every effort is made to assign a student to the residential building of their preference, there is no guarantee that a student will receive any of their primary choices nor that roommates will be compatible. During the course of the year, students may need to change rooms or accept a roommate if vacancy occurs in their room. A student who refuses to move when requested to, or who refuses to accept a roommate, may be removed from campus housing.

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

ROOM DISPLAYS

Posters, memorabilia, clothing, or other possessions which are inconsistent with the Bushnell University Vision, Mission, and Values Statement (i.e. alcohol advertising, pornographic or racy images, etc.), or violate community standards should not be displayed. Empty alcoholic beverage bottles, shot glasses, or cans are prohibited as displays or mementos. Any displays that may constitute racial or sexual harassment are prohibited. Christmas lights are the only permitted window décor, in order to maintain a consistent building aesthetic across campus. Check with your RA if you have questions about what may or may not be appropriate.

SAFETY AND SECURITY

While the residence life staff makes regular rounds through the residence halls and apartments, the ultimate responsibility for the security of a student's room lies with the student, and the security of the hall rests upon the community. When leaving the room at any time, students are urged to KEEP THEIR ROOM DOORS LOCKED and FLOOR DOORS MUST REMAINED CLOSED AND LOCKED AT ALL TIMES. Students are also encouraged to report any strangers in the building to the residence life staff or to Campus Security immediately. Students are encouraged to permanently mark their personal property with appropriate marking devices. Clothing, backpacks, books, computers, electronics, and other personal property should be permanently marked with identifying information. The University does not assume responsibility for damage to or loss of personal belongings, including theft or burglary. Students are encouraged to obtain their own insurance coverage if their parents' or guardians' homeowners' policy does not cover the student's personal belongings on campus.

STORAGE

Students should plan to take their belongings home at the end of each school year or rent storage space from a local storage facility. Bushnell University does not have storage available for residents.

VISITATION HOURS

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

Visitation hours are from 10:00am-12:00am in all Bushnell living areas. These visitation hours remain consistent throughout the year, whether or not school is in session.

WINDOW SCREENS

Window screens may not be removed from the windows for any purpose. Residents will be charged for screen repairs and/or replacement. Disciplinary action may result from unauthorized removal of screens and/or throwing objects in or out of windows.

STUDENT CONDUCT VIOLATION PROCESS

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

AMNESTY POLICY

There are two instances in which a student who has violated a University policy will not fall under the conduct process:

1. When a student comes directly to the Director of Residence Life or Resident Directors seeking help for a policy violation they have committed, they will be exempt from the normal Student Conduct Process. Examples of this may include a student who realizes they may have a drug or alcohol addiction and is looking for resources to break out of that addiction or a student who is viewing pornography and would like to stop.
2. Current students are exempt from disciplinary outcomes when seeking help for themselves or others in an alcohol- or drug-related emergency. Alcohol poisoning & drug overdose are life-threatening medical emergencies. The University does not condone underage drinking, illegal drug use, or violations of other university policies. However, the safety of our students is of paramount importance. Handbook violations discovered during Title IX investigations are also covered by this policy.

How does the Amnesty Policy work for alcohol- or drug-related emergencies?
Alcohol poisoning and drug overdose are serious and life-threatening medical emergencies. Sometimes students are afraid to seek emergency medical care when alcohol poisoning or drug overdose is suspected because they do not want to get themselves or others in trouble. The Amnesty Policy is designed to empower students to prevent high-risk behavior by seeking help for fellow students who are experiencing a medical emergency due to drug or alcohol consumption.

A student should seek help immediately if they are concerned about someone experiencing a medical emergency. If a student has been participating in drug or alcohol use and then has concerns about the safety of another student, Bushnell University is committed to creating an environment that is conducive to the reporting of any emergency medical issues. Students are encouraged to call 911 when alcohol poisoning or drug overdose is present or suspected. Students are also encouraged to contact the RA on-call to coordinate care for the students involved. Students who have been active in pursuing medical help for alcohol- and drug-related emergencies (calling 911, taking someone to the hospital, contacting Residence Life or Security) may be eligible to receive amnesty for alcohol- or drug-related policy violations. Students who receive amnesty may still be required to participate in an educational process, but will not face formal disciplinary action.

STUDENT CONDUCT PROCESS

The Student Conduct process operates under the following principles:

- Promote responsible freedom
- Regard each student as an individual deserving personal attention, consideration and respect

- Consider the facts fully and carefully before reaching a decision
- Provide an atmosphere where candid and honest communication can take place
- Hold each student to a high standard of responsibility to protect the campus community and the individual
- Recognize the reality of human fallibility, as well as the stresses associated with collegiate life, and to demonstrate compassion and understanding
- Conduct decisions will be based upon a "preponderance of the evidence" standard

Tier I
This type of violation is often a matter of community respect. Outcomes can include active and/or passive sanctions. Three Tier I violations will result in escalation to a Level II response. Examples:

- Noise violation
- Visitation hour violation
- Dining hall behavior (theft of cafeteria items/disruptive actions)
- Sports in halls

Tier II
Tier II behaviors are direct violations of community standards. Outcomes often include assigned mentorship with a faculty or staff member, probation, and other appropriate consequences. Examples:

- Alcohol policy violation
- Possession or use of controlled substance
  Sharing or tampering with a parking pass
  Sexual conduct policy violation
  Cohabitation
  Hazing
  Failure to comply with a University official
  Property damage/vandalism
  Three Tier I violations within the academic year

Tier III
Tier III behaviors are seen as endangerment to the Bushnell University community. Outcomes typically include suspension or dismissal from the University. Examples:

- Physical or sexual assault
- Repeated harassment
- Sale of a controlled substance
- Violations of criminal law
- Theft
- Fraud
- Multiple Tier II violations (appropriate to the severity of the violations)

PROCESS

Step 1: Documentation

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

Step 2: Conduct Meeting

Students listed in an Incident Report or Campus Security Report as participants in alleged inappropriate conduct will be asked to attend a conduct meeting. This meeting will be with the Director of Residence Life or other designated Student Development staff member. Receiving notification about a judicial meeting does not presume guilt. Instead, it is an opportunity for those potentially involved to share their side of the story and to clarify their personal involvement in the situation. Conduct decisions will be made with available information, even in the event of failure to attend or participate in the conduct meeting.

Step 3: Conduct Decision

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

Step 4: Outcomes

An individual who is found responsible for violating University policy will receive an appropriate outcome. Outcomes will be determined based on the nature of the policy violation(s), compliance with University Officials and personal history of policy violations.

Step 5: Appeals

Students may appeal a conduct decision and/or outcome within five working days of the date of the decision and outcome letter. Appeals must meet specific criteria. Please read the “Appeal Process” section below for further information.

OUTCOMES

Our goal for the conduct process is for students to participate in a redemptive and educational experience. Outcomes are not established to be punitive in nature, but rather to help each individual to grow. Nevertheless, significant outcomes may be imposed.

PROBATION

Residential Probation

When the behavior of a student is a serious detriment to the residential community, the student may be placed on Residential Probation. Probation may be permanent or for a designated period of time and may include limiting access to certain residential areas or removal from campus housing.

Disciplinary Probation

When the repeated behavior of a student is detrimental to the University community, the student may be placed on Disciplinary Probation. Probation may be permanent or for a designated period of time. Disciplinary Probation is typically for the academic year and results in limited access to employment, leadership, athletic, & other extracurricular activities. Disciplinary Probation is the level of sanction that may precede suspension from the University.

University Probation

When the behavior of a student is a serious detriment to the University community, the student may be placed on University Probation. Probation may be permanent or for a designated period of time. University Probation is the level of sanction that may but need not precede dismissal from the University.

SUSPENSION

Residential Suspension

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

The student is responsible for complying with the outcomes imposed by the Director of Residence Life. All outcomes shall commence immediately following the decision. The outcomes will not be deferred through the appeals process. Failure to comply with outcomes will result in further disciplinary action as deemed appropriate by the Director of Residence Life.

Interim Suspension

In certain circumstances, the Vice President for Student Development or his/her designee may impose a Residential or University suspension prior to a conduct investigation being concluded. Interim suspension may be imposed for the following reasons:

1. To ensure the safety and well-being of members of the University community or to preserve and protect University property.

2. To ensure the student's own physical or emotional safety and well-being.

3. If the student poses a definite threat of disruption to the normal operations of the University.

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

Suspension/Expulsion Sanctions

Habitual violations of campus policies, dangerous or threatening behavior, violations of criminal law, or other serious misconduct by residential or commuter students, may subject the students to the following sanctions by the Vice President for Student Development, Vice-President for Academic Affairs, or the University President.

1. Suspension

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

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

As a general rule, suspensions and expulsions/dismissals are rare occurrences made with careful deliberation. In the event of suspension or expulsion/dismissals, the financial policies stated in the Bushnell University Catalog under Tuition and Fees-Refund Policy will be utilized.

APPEAL PROCESS

Students wishing to appeal an administrative decision must notify in writing the administrator outlined in the student's letter, or if not specified, the Vice-President of Student Development within five working days of the outcome letter. The appeal hearing may be granted if it is decided that one or more of the following criteria was not met during the judicial process:

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

The written request for an appeal must include a statement citing which of the above criteria qualify the appeal to be considered and any other the relevant issues/evidence to be considered.

The appeal administrator notified will contact the student within one week concerning the status of the appeal.

During periods other than regular semesters (summer, Christmas, spring break), the appeal administrator reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/student availability.

VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

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

RECORDS

Files and documents pertaining to conduct meetings/administrative hearings are considered part of the educational records subject to FERPA and the University's policy regarding educational records. Complainants are notified of outcomes and hearing outcomes regarding "crimes of violence" as defined by the 18 USC Sec. 16 *(arson, assault offenses, burglary, robbery, kidnapping/abduction, forcible and nonforcible sexual offenses, criminal homicide by negligence or manslaughter, destruction, damage, and vandalism of property)*.

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

INTERPRETATION AND REVISION

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

NONDISCRIMINATION POLICY

Complaint of Discrimination: Any allegation of different treatment, whether intended or unintended, based on the student's disability, race, ethnicity, sexual orientation, age, or gender will be investigated by the University in a timely manner. Complaints of sexual harassment, including sexual misconduct, will follow the University's policy entitled Sexual Misconduct and Title IX.

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

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

Non-retaliation: An individual shall not be subjected to any form of retaliation for filing a complaint in good faith or for good faith cooperation with an investigation or attempt to resolve a complaint. An individual may file a complaint alleging retaliation.

Students wishing to file an informal or formal complaint should:

1. Notify the Vice President for Student Development, the Director of Residence Life, or the Vice President for Academic Affairs. The Vice President for Student Development, the Director of Residence Life, or the Vice President for Academic Affairs (or his/her designee) will assist University personnel and students to informally resolve disagreements regarding the situation (disability accommodations, sexual harassment, etc.).
2. A student may file a *Complaint of Discrimination*. The student's complaint will be responded to in writing by the Vice President for Student Development or his/her designee.
3. If the student disagrees with or is not satisfied with the resolution of the complaint, the student may appeal to the University President. Such an appeal must be made within 30 days of the written communication regarding the formal grievance. The President will respond to the student in writing within ten workdays of hearing the student's grievance. The President is empowered to dismiss the case, overturn a prior decision, or recommend final disposition on the matter, including consequences and disciplinary action.

STUDENT CONDUCT POLICIES

ALCOHOL AND CONTROLLED SUBSTANCES

Bushnell University requires students to conduct themselves as role models in faith and practice in the church and world. We expect that underage students will abstain from alcohol altogether and students over the age of 21 will use their freedom responsibly off campus. The promotion, distribution, sale, possession, being in the presence of alcohol while on campus, underage use of alcohol, use of controlled substances, or misuse of prescription medications is prohibited.

- Campus standards do not allow alcohol to be present on campus. This includes empty alcohol containers. Any incident in which a student is found to be in possession or in the presence of alcohol (including empty alcohol containers) will be documented as a policy violation. All alcohol and items containing alcohol will be disposed of and/or confiscated by University officials (e.g. Resident Assistants, Resident Directors, and/or Security).
- Purchasing alcohol for minors is prohibited by university policy and is a Class A Misdemeanor in Oregon and could result in a criminal citation.
- Use, being in the presence of, or possession of alcohol by students off campus is subject to local laws and University code of conduct.
- Undesirable behavior resulting from on or off -campus use of alcohol is subject to University code of conduct.
- No alcohol, drug-related, or similarly offensive posters, stickers, caps, lights, etc. may be displayed in campus housing windows or on the outside of doors. Bottle caps are not allowed on ceilings or walls.
- Visitors to campus are expected to comply with all university standards.
- Due to the risks involved to the health and safety of Bushnell University students, competitive drinking events are prohibited both on and off campus. Planning or participating in such events will result in University disciplinary action for organizers and all participants.
- Controlled substances include all recreational/street drugs, including marijuana, plus the NCAA banned drug list (adopted by the NAIA). The use, possession, or trafficking of non-prescription amphetamines and barbiturates, narcotics, LSD, and/or other hallucinogenic agents is a violation of state and/or federal laws. The possession, usage and/or trafficking of any of the above agents is in violation Bushnell University policies and can result in suspension, dismissal, or expulsion from the University. All drugs will be confiscated and/or destroyed.
- Possession of drug-related paraphernalia is considered a violation of this policy and, will be confiscated and destroyed. Other sanctions may also be imposed at Bushnell University's discretion.
- Being under the influence of illicit drugs is considered a violation of this policy.
- Intoxication, regardless of age or being on or off campus, is considered a violation of Bushnell University's alcohol policy.

Hosting Gatherings Involving Drugs/Alcohol

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

Marijuana

Marijuana and cannabis use or smoking of any kind, including edibles and all vapor products are prohibited according to federal law.

Tobacco / Nicotine/ Vaping
Tobacco or Nicotine use or smoking of any kind, including smokeless tobacco and all vapor products are prohibited on campus or Bushnell University property.

ALCOHOL/SUBSTANCE DRUG TESTING POLICY

The intent of this policy is to prevent substance use and abuse by students through education, testing, and professional guidance. The University recognizes its responsibility to provide educational programming that will support a positive decision-making process. Bushnell University and the Athletic Department believe that drug testing based on reasonable suspicion is appropriate to ensure the health, safety, and welfare of students; to promote fair competition in intercollegiate athletics; to affirm compliance with applicable rules and regulations on drug and alcohol abuse; to identify students who are improperly using drugs or alcohol; and to assist them before they harm themselves or others. Professional counseling is an essential element of an effective program of treatment and rehabilitation.

- Education – providing students and athletic staff with accurate information about problems associated with substance use in general and in sport, promoting health and safety.
- Testing – analyzing biological specimens to detect prohibited substances students may introduce to their bodies and punitive consequences resulting from use.
- Professional Referral – facilitating appropriate treatment and rehabilitation of students.

Dietary Supplements
The University or Athletic Department personnel shall not encourage or advise any student to take performance-enhancing or non-therapeutic drugs. Furthermore, they shall not issue or assist students in obtaining any performance-enhancing or non-therapeutic drugs. Many dietary supplements or ergogenic aids contain banned substances and could result in a positive drug test. Often times the labeling of dietary supplements is not accurate and is misleading. Student athletes currently taking dietary supplements or intending to take any should review the product with the team physicians and/or athletic training staff prior to use. Additional information about dietary supplements may be found at www.drugfreesport.com/.

Medical Exception Process – Student Athletes
Bushnell University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Athletic Department allows exceptions to be made for those students with a documented medical history demonstrating a need for regular use of such a substance. Students are required to inform the athletic training staff, in writing, of all medications (prescribed and over the counter) he/she is taking. The Bushnell University athletic training staff should maintain, in the Student-Athlete's medical record, a letter from the prescribing physician that documents the Student-Athlete's medical history demonstrating the need for regular use of such a drug. That letter should contain information as to the diagnosis (including appropriate verification), medical history, dosage information, and prescribed length of time for usage. In the event a Student-Athlete tests positive, the athletic trainer, in consultation with the team physician (and/or the Student-Athlete's prescribing physician), will review the Student-Athlete's medical record to determine whether a medical exception should be granted.

Reasonable Suspicion Screening

A student may be subject to testing when the Director of Residence Life or his/her designee determines there is reasonable suspicion to believe the participant is using or has used a prohibited substance. Such reasonable suspicion may be based on objective information as determined by a faculty or staff member and deemed reliable by the Director of Residence Life or his/her designee.

Reasonable suspicion may include, but not be limited to:

1. Reported or observed possession and/or use of prohibited substances or paraphernalia.
2. An arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances.
3. A prior positive test for an illegal substance.
4. University disciplinary action related to prohibited substances.
5. Observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of alcohol, prohibited drugs or substances. Among the indicators which may be used in evaluating a student's abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement.

Determination of reasonable suspicion shall be made by the Director of Residence Life to ensure that the determination is based on reliable information/evidence. The Director of Residence Life may elect to conduct further investigation prior to testing.

Testing Procedures

Drugs to be tested for are those on the NCAA banned drug list (adopted by the NAIA), plus all recreational/street drugs. Students should consult with the athletic training staff to review the list. Note: Changes may be made to the banned drug list without prior notice from the University or Athletic Department. An Athletic Trainer, upon receipt of official notice of changes to the banned drug list, will promptly notify all head coaches and students of such changes.

1. Urine samples will be collected by an independent, certified laboratory for analysis. Samples will be tested to determine if banned drugs or substances are present.
2. Upon entering the collection site, the student will provide photo identification.
3. The student will comply with all instructions given by the approved collector, including the execution of a form consenting to the testing and disclosure of results as discussed herein.
4. The laboratory will make final determination of specimen adequacy.

A student is considered drug/substance free until the results are obtained from the laboratory. Students undergoing drug testing may continue to fully participate in classes and university sponsored events sports until the results are released to University personnel. However, participation may be limited or suspended if violations of other University policies are involved.

Reporting Results

Test results will be made available to the Director of Residence Life and/or his/her designee(s) and the Vice President for Student Development, all of whom shall treat the information with confidentiality. If the test is positive, Director of Residence Life or his/her designee will notify the student, and the student will be asked to notify his/her parent(s). If the student chooses not to notify his/her parents, the Director of Residence Life may do so at his/her discretion.

A violation is defined as any one of the following:

1. A specimen is reported as positive (following laboratory testing) for the presence of one or more of those drugs identified as a substance on the NCAA banned drug list, a recreational/street drug, or the detection of a masking agent by the laboratory.
2. Failure to comply with testing requirements, including:
    a. Failure to report for specimen collection as required.
    b. Failure to sign the drug testing consent form.
    c. Failure to provide an acceptable sample.
3. Failure to comply with sanctions imposed following a prior positive result.
4. Being otherwise found in violation of the University Drug and Alcohol Policy.

In the case of a positive result, the cost of the initial test as well as all subsequent testing will be the financial responsibility of the student. Should the result be negative, the cost will be borne by the University. The student will be notified of the drug test results by the University. The totality of the circumstances involved will be evaluated in determining if any sanctions are appropriate.

Sanctions
Violations are cumulative for a student's career at Bushnell University. Failure to meet any of the sanction requirements will be considered another violation of this policy and the next subsequent sanction shall apply. For a list of minimum sanctions for a positive result from drug testing, see Alcohol and/or Controlled Substances Policy Violation Sanctions in the Student Handbook.

Right to Contest
Students who test positive for a banned substance, including recreational/street drugs may contest the finding within 48 hours following receipt of notice of the positive finding. Upon the student's request for confirmation of a positive finding, the Director of Residence Life or his/her designee will request the laboratory to perform confirmation testing on the student-athlete's specimen B, if applicable. Specimen B findings will be final. If specimen B results are negative, the drug test will be considered negative.

Recovery and Support
Bushnell University and all of its agents are committed to providing an atmosphere that is conducive to the successful recovery of all students. By implementing and supporting the proper treatment protocol the student should be able to return to class, participation, and future growth.

VIOLENT, DANGEROUS, OR SELF-DESTRUCTIVE CONDUCT

Bushnell University expects that the actions of any student not pose an objective danger to self, not pose a direct threat to the health and/or safety of others, and not significantly jeopardize the educational process of other students. Any conduct or behavior which threatens or endangers the health or physical or emotional safety of any individual is prohibited.

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

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

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

WEAPONS

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Bushnell University community. Therefore, the possession or use of weapons is prohibited on all University property, including parking lots. For the purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, serious physical injury, or explosions. This includes but is not limited to firearms, ammunition, explosive devices (both incendiary and chemical), knives, straight razors, paint/pellet guns, martial arts weapons, swords, or toys that replicate or could be mistaken for real weapons. Small pocketknives with blades no greater than 4 inches in length are permitted. All items that qualify as a weapon will be confiscated and/or destroyed.

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

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

DESTRUCTION OF PROPERTY

Any unauthorized alteration of University property from its original condition is prohibited and may result in disciplinary action. This includes but is not limited to unauthorized entry or use of property, throwing or dropping objects from windows or roofs, graffiti, paint, theft, damage, or alteration to landscaping.

HARASSMENT

Students are prohibited from engaging in harassment, intimidation and bullying. A student will be found responsible for harassment, intimidation or bullying if they engage in conduct that is so severe or pervasive and objectively offensive that substantially disrupts or interferes with the orderly operation of the University or the rights of any student or other member of the University community that;

a) Involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, University employment, or participation in activities sponsored by the University or organization or groups related to the University; or
b) Creates an intimidating or hostile environment by substantially interfering with a student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the University community, or by severely or pervasively causing physical or emotional harm to the student or other member of the University community; or
c) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person's family or household, or of damage to his/her property; or
d) A reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students.

Circumstances include, but are not limited to, any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text messages, and Internet posting on websites or social media), whether it be a single incident or series of incidents, that occurs on or off the University's campus, through use of the University facilities, or at any function sponsored by the University or any University related organization.

Discriminatory Harassment, Intimidation, and Bullying
A student will be found responsible for discriminatory harassment, intimidation or bullying which engages in conduct describe above as "harassment/intimidation/bullying" which the student directs at a specific group or individual, based upon race, creed, color, religion, nation of origin, ancestry, age, marital status, sexual orientation, familial status, disability, nationality, sex, gender, or any other characteristic protected from discrimination by the state law against discrimination.

Sexual Harassment and Assault: see section below entitled *Sexual Assault and Title IX* for details regarding policies and procedures.

Stalking: Harassment includes "stalking," which is a course of conduct by a student directed at a specific person which is sufficiently severe or pervasive and objectively offensive that a reasonable member of the University community would fear for the safety of their person, household, residence, or personal property. The course of conduct may include: repeatedly following the person, invading the person's privacy, vandalizing property and similar acts that threaten, intimidate or create fear of injury or death or self or members of the person's family or household or fear of harm to that person's property. Harassment includes conduct by a student in violation of a domestic violence restraining order obtained against the student.

Stalking may also fall under Bushnell's Title IX or Sexual Misconduct Policies outlined in the Student Handbook. Confirmed reports of any such behavior will result in disciplinary action against the offending individual(s), up to and including dismissal. Harassment should be reported to the Vice President for Student Development or the Director of Residence Life.

BIAS INCIDENTS AND HATE CRIMES

Bias incidents and hate crimes are prohibited. Bushnell University will not tolerate any form of hate or bias. A **bias incident** is any hostile expression that may be motivated by another person's race, color, disability, religion, national origin, sexual orientation, or gender identity. The act does not need to be a federal, state, tribal or local

crime. A **hate crime**, known as bias crime under Oregon Law, is a crime motivated by bias against another person's race, color, disability, religion, national origin, sexual orientation, or gender identity. Violation of any University policy that also fits within this definition may result in suspension or expulsion/dismissal from the University.

SEXUAL CONDUCT

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

Sexual Harassment and Assault: see section below entitled *Sexual Assault and Title IX* for details regarding policies and procedures.

Physical Affection/Contact

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

Pornography

It is understood that pornographic material of any kind is not part of a healthy lifestyle or Christian behavior. Pornography is harmful and destructive for one's relationship with God, to the moral development of an individual, and represents a form of disdain for the inherent value of God's creation. Therefore, pornographic materials in any form (including the internet) are not to be viewed, used, possessed, or distributed on or away from campus. This includes any item (which may include sexually provocative or explicit material) whose content is exploitive or of concern to any gender. If pornography use is something you are struggling with, there are many resources and people who are available to help. Our campus counseling clinic is available and free to students, as well as staff in the Office of Student Life, which includes the campus pastor.

FAILURE TO COMPLY

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

RIGHT TO DISSENT

The right to dissent is an essential factor in the maintenance of academic freedom for any University. Protest against a particular position, action or situation can be permitted only so long as such protest does not restrict the

freedom of thought or movement of others who hold different views. Those who dissent in an academic community should be willing to permit the free expression of ideas and positions other than their own. However deeply or genuinely felt an act of protest may be, attempts by students to counter such protest by physical means are unacceptable and will not be condoned. Disruptive actions can only be regarded as inhibiting freedom of thought or movement in a manner wholly inconsistent with the principles of academic freedom. In a community committed to freedom in inquiry, debate and discussion, the physical impairment of access and movement as a means of expressing dissent is to be rejected by all who themselves expect both freedom and protection for the expression of their own views.

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

ATTIRE AND ETIQUETTE

When attending classes, participating in university activities, or visiting community spaces on campus, students are expected to demonstrate respect for fellow community members through their choice of attire. As a Christ-centered learning community, Bushnell encourages students to exercise wisdom, maturity, and personal responsibility in their presentation and appearance.

As individuals preparing for lives of service, leadership, and professional engagement, students should make thoughtful decisions about attire appropriate to the setting and conducive to a positive educational environment. Rather than prescribing specific dress requirements for every situation, the University expects students to use sound judgment and choose clothing that reflects respect for themselves, others, and the values of the Bushnell community. Students should refrain from wearing clothing or displaying messages that could reasonably be viewed as offensive, demeaning, hostile, derogatory, provocative, or otherwise inconsistent with the University's mission and community standards. Attire that is disruptive to the learning environment or undermines the dignity and well-being of others may be addressed by University personnel.

Nudity

Nudity is considered physical conduct that has the purpose or effect of creating an intimidating, hostile, offensive, or disruptive environment and is inconsistent with the standards of the Bushnell community. Individuals engaging in such conduct may be subject to disciplinary action.

Public nudity includes, but is not limited to, mooning, streaking, public urination, or the intentional exposure of private body areas. Students are expected to wear attire that adequately covers private body areas in campus settings. Clothing that is excessively revealing, transparent, improperly fitted, or otherwise fails to provide appropriate coverage, resulting in the exposure or accentuation of private body areas, may be addressed by University personnel.

FALSE ACCUSATIONS REGARDING HARASSMENT

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

ANTI-HAZING POLICY

PURPOSE

The purpose of this Anti-Hazing Policy ("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 and respectful campus environment. Hazing undermines the integrity of student life, endangers individuals, and is inconsistent with the mission, vision, and values of BUSHNELL UNIVERSITY.

SCOPE AND APPLICABILITY

This policy applies to students, faculty, staff, administrators, trustees, recognized organizations/groups and established groups, and third parties on or off-campus (including online), including visitors, alumni, guests, and the agents, representatives, and employees of suppliers and vendors (of the "BUSHNELL UNIVERSITY Community"). Any employees alleged to be engaged in a hazing process against students will be referred to appropriate institutional policies and procedures.

BUSHNELL UNIVERSITY's prohibition on hazing extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, and student services.

This policy was written to follow the requirements of all applicable federal and state laws. If this policy is inconsistent with those laws, or the laws change before it has been updated, state and federal law supersede this policy.

If any provision of this policy is found to be invalid, illegal, unconstitutional, or unenforceable, that finding shall not affect or undermine the validity of any other provision.

RESPONSIBLE AUTHORITY: Vice President of Student Development (or his/her designee) in the Office of Student Life is the responsible authority under this policy.

WHAT IS PROHIBITED BY THIS POLICY

Hazing (per Federal law)

The term 'hazing', for purposes of reporting statistics on hazing incidents is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
3. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
4. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;

5. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
6. causing, coercing, or otherwise inducing another person to perform sexual acts;
7. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
8. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
9. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Hazing [per Oregon State law]:
Hazing is legally defined under ORS 163.197 as any action that endangers an individual's physical, emotional, or mental health or safety, or destroys property, for the purpose of initiation, membership, admission, or participation in a group or organization. This includes, but is not limited to, acts like whipping, beating, branding, or subjecting someone to sleep deprivation or exposure to the elements.

Retaliation:
Retaliation is not tolerated within the Bushnell campus community. Neither the University nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve hazing or harassment, but arise out of the same facts or circumstances as a report or complaint of hazing, for the purpose of interfering with any right or privilege secured by this policy, constitutes retaliation.
At the University's discretion, a complaint of retaliation as set forth above may be addressed under this policy or another pertinent University policy.

DEFINITION OF TERMS

1. *Appeal Officer:* An administrative staff member with no previous role in a complaint will review any appeals to determine outcome.
2. *Charge:* An alleged policy violation. A charge does not assume a student or organization is responsible for policy violations, and responsibility will not be determined until the conduct hearings are finished.
3. *Complainant:* an individual (or group of individuals) who is/are alleged to have been subjected to conduct that could constitute a BUSHNELL UNIVERSITY policy violation.
4. *Days:* weekdays when BUSHNELL UNIVERSITY is in normal operation.
5. *Interim Measures:* Interim measures are temporary administrative directives that are intended to ensure the safety of the university and prevent a situation from escalating while the allegations are being investigated. When the alleged actions of a student, student group, or student organization threaten the good order or safety of the BUSHNELL UNIVERSITY community, interim measures may be put into place.
6. *Party/parties:* Referring to complainant, respondent, or both/all complainant and respondent.
7. *Report:* information provided about possible misconduct and/or violations of BUSHNELL UNIVERSITY policy.
8. *Respondent:* an individual (or group of individuals) who has/have been reported to be the perpetrator of conduct that constitutes a BUSHNELL UNIVERSITY policy violation.
9. *Outcome:* a formal sanction imposed on the Respondent in response to policy violation(s).
10. *Student Organization:* an organization at BUSHNELL UNIVERSITY (such as a club, society, association, athletic team, club sports team, worship team, or student government) in which two or more of the members are

students enrolled at BUSHNELL UNIVERSITY, whether or not the organization is established or recognized by BUSHNELL UNIVERSITY.

a. Established: a group created by BUSHNELL UNIVERSITY, which is in existence but does not have to register as a student organization (including but not limited to athletic teams, musical or theatrical ensembles, and academic or administrative units).
b. Recognized: an organization that consists of a number of persons who are associated with each other (two or more of whom are enrolled students) and have registered with BUSHNELL UNIVERSITY as a student organization (such as clubs).
c. Unrecognized: a club or organization that consists of a number of persons who are associated with each other (two or more of whom are enrolled students) and have not registered, have not had their registration approved, or have had their registration or recognition removed.

11. *Judicial Conduct Meeting:* a conduct meeting facilitated by a campus administrator within the division of Student Development, Office of the Vice President for Academic Affairs, or the Office of the President to evaluate responsibility for policy violations.

DISCLOSURES/REPORTING

Any person may disclose hazing to BUSHNELL UNIVERSITY in the following ways:

a. Mail: 828 E 11th Ave, Eugene, OR 97401
b. Telephone: 541-684-7291
c. Electronic mail: jhubbs@bushnell.edu
d. In person: Office of Student Life (Womack Hall) or Athletics (Morse Center)
e. Online: Available option on Bushnell's Hazing Webpage
f. Any other means that results in the Vice President for Student Development receiving the person's verbal or written disclosure.

The disclosing person does not need to be the harmed person and/or a Complainant.

All disclosures will be reviewed by BUSHNELL UNIVERSITY to identify if the conduct falls within this policy or other related policies. An individual may pursue a BUSHNELL UNIVERSITY response procedure independently of any off-campus processes, such as reporting to law enforcement or pursuing other non-campus-based civil reporting options. BUSHNELL UNIVERSITY reserves the right to initiate this process even if law enforcement has declined to do so.

Confidential Disclosure Options

Several campus professionals are designated confidential resources, to whom confidentiality attaches. Confidential resources are not obligated to report information that is provided to them. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. There may be exceptions in cases involving child abuse, imminent risk of serious harm, emergent hospitalization, or a court order. In addition, non-identifying information about violations of this policy may be provided to other University officials for purposes of anonymous statistical reporting under the Clery Act.

The following are on-campus confidential resources when working in the following roles:

- Counseling Center 541-349-7471 located on the first floor of the Siefke Hall.

- Jennifer Little, Campus Minister for Student Formation, Pastoral Support via Office of Student Life 541-684-7345 located on the first floor of Womack Hall.

- Sarah Halstead, Counselor & Coordinator for Wellness via Office of Student Life 541-684-7201 located on the first floor of Womack Hall.

An individual who is not prepared to make a report or formal complaint, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a confidential resource.

Anonymous Reporting

BUSHNELL UNIVERSITY is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, BUSHNELL UNIVERSITY 's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

PRIVACY

The University will not disclose the identity of any individual involved in a disclosure, report, or resolution process under this policy, consistent with and except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

FALSE REPORTS

BUSHNELL UNIVERSITY will not tolerate intentional false reporting of incidents. It is a violation of BUSHNELL UNIVERSITY policies to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. A person will be referred to the appropriate campus process if found to have intentionally made a false report or knowingly submitted falsified materials. Students will be referred to the Office of Student Conduct and employees to Human Resources.

INTERIM MEASURES AND ACTIVITY RESTRICTIONS

If the Vice President for Student Development, or designee, determines that the operations of the Organization and/or the presence of the Respondents creates a clear and substantial risk to persons or property at BUSHNELL UNIVERSITY, they may issue an interim suspension or activity restriction at any point of the process from when a complaint is filed to when the case is resolved. Ordinarily, a case involving an interim suspension will be expedited to resolution as quickly as possible.

The Vice President for Student Development, or designee, may also restrict or modify the activities (i.e.: access to buildings, participation in activities) of the Respondent at any point from when a report is received to when the matter is resolved. Activity restrictions also may be kept in place after an outcome is determined.

Interim suspensions and activity restrictions are operative immediately upon receipt of the notice by the Respondent.

A Complainant always has the right to seek a restraining order or similar no-contact or protective order from the police. Contact the Eugene Police Department (541-682-5111) or the City Prosecutor’s Office/Victims’ Advocate (541-682-8432) for assistance in obtaining protective orders. BUSHNELL UNIVERSITY will enforce all protective and restraining orders regardless of who issues them. Enforcement of these orders will begin upon notification

and receipt of documentation of their existence. Should either party wish to cooperate with local law enforcement in a criminal investigation, they may do so under the guidance of the appropriate legal authority(ies) without fear of penalty by BUSHNELL UNIVERSITY for violating the no contact directive issued by BUSHNELL UNIVERSITY.

STUDENT ORGANIZATIONS WITH A PARALLEL PROCESS

BUSHNELL UNIVERSITY recognizes that some organizations have parallel accountability within their organization. Student organizations that become aware of a behavior that may also require BUSHNELL UNIVERSITY responses must act in collaboration with BUSHNELL UNIVERSITY to address the behavior.

Student organizations may not investigate complaints without support and guidance from their BUSHNELL UNIVERSITY advisor (faculty or staff) when an incident requires investigations to be conducted by staff that are trained to manage complaints of a sensitive nature (e.g.: discrimination, academic misconduct, behavior grounded in mental health issues, illegal drug use, minor violations of the law).

Student organizations can/should address minor incidents within chapter processes (e.g.: not meeting membership obligations (meetings, dues/fees, participation, attitude, grades, etc.), conflicts between members, irresponsible or unbecoming behavior, integrity issues, etc.).

Student Organizations may not impede BUSHNELL UNIVERSITY investigations, including by withholding information.

INCIDENTS THAT MAY VIOLATE ADDITIONAL POLICIES

In certain cases, conduct by an individual or group respondent may violate other policies. In those cases, Vice President for Student Development, or designee, will select which office or individual has primary responsibility over a matter and how that individual will engage with other responsible offices. Examples include a hazing incident that also includes sexual and interpersonal violence or harassment, which may involve Title IX, Student Handbook policies, Residential Life policies, and violations of the Acceptable Use Policy. Matters may be consolidated and investigated/adjudicated together at the discretion of BUSHNELL UNIVERSITY.

PROCEDURES

Investigation

Responding parties will be notified about the investigation in writing via BUSHNELL UNIVERSITY email. In circumstances where the Respondent is an Organization, BUSHNELL UNIVERSITY will notify the listed President and Vice President or lead officers. If no officers are identified, then the documented roster of members will be notified.
Notifications will include the following:

1. Investigation: the allegations against them, the Complainant if applicable, the date(s) of the alleged violation(s), and information about the investigative process. In some cases, a general inquiry will occur before a formal investigation is initiated. BUSHNELL UNIVERSITY is not obligated to notify parties if general inquiries to gather additional information are occurring.
2. Judicial Conduct Meeting(s): alleged policy violations, the date(s) of the alleged violation(s), and the date, time, place of the meeting.
3. Outcomes: finding of charges, rationale for finding(s), and the right of appeal.

Investigations will be prompt and impartial. BUSHNELL UNIVERSITY will generally not stop or pause on-campus investigations when law enforcement is engaged. BUSHNELL UNIVERSITY may work with law enforcement to

coordinate timelines and interviews. If a student wants to report to local police, then BUSHNELL UNIVERSITY will assist the student with this process, as requested.

Following the completion of the initial investigation, the parties will be invited to review the initial investigative evidence. The parties will then be given the opportunity to submit additional questions, clarification, and/or more information. If additional information is submitted, the investigator will conduct follow-up interviews with relevant participants and finalize the investigative documents.

Upon receipt of the investigative documents, a policy analysis will be conducted with the investigator, and the Vice President for Student Development, or designee. The analysis will examine the statements and determine if there is sufficient evidence to initiate a resolution process; if there is not sufficient evidence, no charges will be issued.

The Vice President for Student Development, or designee, will issue an Investigation Outcome letter to both parties. Charges will be included in the letter, if applicable. The letter will also outline other resolutions options, if applicable.

Resolution Processes

Accepting Responsibility Resolution

In some cases, when charged, Respondents may accept responsibility for violating University policy in a written notice to the Vice President for Student Development. This option will be provided in the charge notice to the Respondent, if applicable. The Vice President for Student Development will determine appropriate outcomes without requiring a meeting with the Respondent.

If a Respondent's conduct records have similar violations, then an outcome may be issued based on the totality of the Respondent's conduct history.

Agreement-Based Resolution

The agreement-based resolution process is designed to resolve complaints under this policy without taking formal action against a Respondent and to reach a mutually agreeable resolution to the complaint. All parties have the option to pursue an agreement-based resolution process, and it may be initiated any time prior to reaching a determination regarding responsibility. All parties must agree to participate in the agreement-based resolution process. The Vice President for Student Development will determine if agreement-based resolution is appropriate for matters in which BUSHNELL UNIVERSITY initiated the resolution process. Agreement-based resolution is not an option when a complaint involves serious harm or egregious misconduct against an individual.

If agreement-based efforts are unsuccessful, the investigative resolution process may be initiated. Any party has the right to end the resolution process and begin the investigative process at any time prior to an agreed-upon resolution. BUSHNELL UNIVERSITY reserves the right to determine a situation is not eligible for an agreement-based resolution process and eliminate this grievance process option.

As part of the agreement-based resolution process, BUSHNELL UNIVERSITY official facilitating the agreement-based resolution process may:

- Resolve the complaint through the implementation of remedies when there is sufficient information about the nature and scope of the conduct to support such a response.
- Institute other potential remedies including targeted or broad-based educational programming or training.

Hearing Resolution

If a Respondent does not accept responsibility for the charges against them and/or a case is referred for a final determination, a Decision Maker will be appointed to review the case and determine responsibility for the alleged policy violations. The following process will be utilized during a hearing meeting.

1. The parties will be given the opportunity to review any material being reviewed.
2. The parties may refuse to answer questions or abstain from attending the meeting. If a party chooses not to answer questions and/or attend the meeting, then the Decision Maker will make a decision without the input of the party and determine an outcome based on the information available to them.

A hearing meeting may be suspended and continued later if there is a reasonable likelihood that pertinent information exists but is not available at the time of the hearing. The case may also be referred to the investigator if, during a hearing meeting, it is determined that the case needs to be reviewed for further investigation.

As applicable, parties will be permitted to listen to statements made by the other party, including witnesses. This will be coordinated either by allowing the parties to be in the same room together or having them in separate rooms listening to the meeting via technological resources.

Following the conduct hearing, the Decision Maker will prepare a written statement explaining their findings and rationale. The Respondent is notified in writing, via email, of the outcome.

Resolution Timeline

BUSHNELL UNIVERSITY will endeavor to have an investigation completed within 60 days of notice of investigation being issued, depending upon the number and availability of witnesses, the academic calendar, and other factors.

Respondents should anticipate a resolution, if applicable, within 90 days of the notice of investigation being issued and a written determination regarding responsibility, if applicable, within 10 days of the hearing meeting. BUSHNELL UNIVERSITY may extend the resolution process for reasonable circumstances and will provide this information to the parties in writing. Any party may request a one-time extension of the process of up to five days which shall be generally granted, if reasonable.

Every effort will be made to resolve allegations of policy violations during the academic year in which they occur; however, if alleged cases of misconduct occur too late to be resolved during the semester, all or part of the conduct process may be resumed during the following semester unless arrangements can be made for all participants to be available at an earlier date.

Sanctions

BUSHNELL UNIVERSITY is committed to a progressive learning-based system of outcomes during a resolution process and utilizes a range of outcomes and interventions that will support education and growth. The goal is to develop outcomes that are appropriate for each individual or organization to empower them to take responsibility for their actions and role in the community.

The range of potential outcomes include:

- **Community Restitution/Service to the Community**: repayment to the community through service projects or shadowing a department on campus that was impacted by student behavior.

- **Educational/Health Interventions**: requirement for a student to complete a consultation appointment with a medical professional or licensed counselor to assess risks to personal health due to substance use and/or abuse.
- **Expulsion**: permanent separation from BUSHNELL UNIVERSITY. Students that are expelled will not receive reimbursement for their semester bill. Parents/Guardians of students who have been expelled may be notified.
- **Learning-Based Intervention**: outcomes that encourage self-reflection and enable the individual and/ or organization to evaluate decision making and impact on their community.
- **Loss of Housing Privileges**: this includes the opportunity to select and/or live in specific housing on-campus or the ability to reside in residential spaces.
- **Loss of Privileges**: for organizations, it is typically a denial of the right to host social gatherings and engage in other activities for a specified period of time. For individuals, it might include residence hall relocation, restrictions on being in designated areas of campus, and loss of other privileges.
- **Parental/Guardian Notification**: BUSHNELL UNIVERSITY reserves the right to notify parents or legal guardians of dependent students under the age of 21 for any violations of BUSHNELL UNIVERSITY policy that endanger the health and well-being of a student or other individuals in the community, in cases where other conduct modification approaches have not been successful, or when the conduct is sufficiently severe.
- **Probation:** a specified period of time during which a student or organization's conduct is expected to be exemplary. Any additional violations of the STUDENT HANDBOOK by a student or organization on probation will result in more severe outcomes, including possible suspension or expulsion. Individual students and organizations are subject to the loss of privileges while on probation.
- **Recognition Revocation**: student organizations may have their recognition revoked by BUSHNELL UNIVERSITY for a stated period of time and/or until a stated condition(s) is met. Organizations that lose recognition may have to vacate housing, office, or other BUSHNELL UNIVERSITY space. Any damage to the space during the "move-out" period will be billed to students affiliated with the organization.
- **Restitution**: repayment for financial loss to an individual or BUSHNELL UNIVERSITY.
- **Suspension**: removal from BUSHNELL UNIVERSITY for a stated period of time and/or until a stated condition(s) is met. Students under suspension are not permitted on campus without written permission from the Vice President for Student Development, or designee, or to participate in any BUSHNELL UNIVERSITY activity. Students that are suspended will not receive a BUSHNELL UNIVERSITY reimbursement for their semester bill. Readmission to BUSHNELL UNIVERSITY following the end of the period of suspension is contingent upon demonstrating to the Vice President for Student Development that measures have been taken to correct the problems that resulted in the suspension. BUSHNELL UNIVERSITY may impose restrictions on individuals or organizations as conditions of their reinstatement. Parents/Guardians of students who have been suspended may be notified.
- **Warnings**: an official letter of warning placed in the file of a student or organization responsible for a violation.

Sanctions for Employees

When an employee is found to have violated this policy, appropriate corrective actions may be implemented pursuant to the Employee or Faculty Handbook.

Consequences for Alumni, Consultants, and Other Volunteers

When alumni, consultants or volunteers violate this policy, BUSHNELL UNIVERSITY reserves the right to take appropriate action to address the individual's conduct and that of the organization or group.

Appeals

Both parties have the right to appeal. The appeal is not meant to re-hear or reargue the same case and is limited to the standards below. Written appeals must meet at least one of the following standards:

- A procedural (or substantive) error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or outcome. A summary of this new evidence and its potential impact must be included.
- Outcomes imposed are grossly disproportionate to the violation(s) committed.

Parties may not appeal under the following circumstances:

- Non-attendance at meetings;
- Dissatisfaction with a decision and/or outcome.

Appeals must be submitted in writing to the Vice President for Student Development, or designee. The written appeal must state the specific grounds for the appeal and be received within five (5) days from the date of the final determination outcome letter.

Appeals will typically be heard by a Vice President or President of the University. A different appeal officer may be appointed in extenuating circumstances. An in-person meeting with the Appellant or other parties will occur only at the discretion of the person reviewing the appeal. The decision of the appeal officer is final.

All outcomes imposed by the original Decision Maker will be in effect during an appeal. A request may be made to the Appeal Officer, or designee, to delay implementation of the outcomes until the appeal is decided, but the presumptive stance of the institution is that the outcomes will go into effect immediately.

Graduation, study abroad, internships/ externships, etc. do not in and of themselves constitute exigent circumstances, and parties may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to BUSHNELL UNIVERSITY or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Failure to Comply with Outcomes

Students that fail to comply and/or complete the assigned outcomes may be charged and an additional judicial conduct meeting will be held. A hold may be placed on the student record until the incomplete sanction and/or failure to comply case is resolved.

In circumstances where a student organization fails to comply with outcomes, the organization may be charged and an additional judicial conduct meeting will be held. A hold may be placed on the organizational record until the incomplete sanction and/or failure to comply case is resolved. The hold may impact the ability to receive funding, housing status, or participation in BUSHNELL UNIVERSITY recognized events.

FEDERAL/STATE REPORTING REQUIREMENTS

Campus Hazing Transparency Reports ("CHTR")

Beginning July 1, 2025, BUSHNELL UNIVERSITY will publish in a prominent location on the public website information with respect to hazing incidents where there has been a finding of responsibility against registered or established groups/organizations. This report will be updated at least twice per year if there are additional findings of responsibility to document.
The CHTR will be publicly available on the BUSHNELL UNIVERSITY webpage.

It will include, at a minimum:

- the period from when the Report was last published and ending on the date it is being republished;
- each incident involving a student organization for which a finding of responsibility is issued relating to a hazing violation, including;
- Name of the organization;
- Dates of incidents
- Information and description of the violation

The CHTR may include any additional information determined by the BUSHNELL UNIVERSITY as necessary or reported as required by State law. The CHTR will not include Personally Identifiable Information in the report.

Clery Act and Annual Security Report

The Clery Act is a federal crime and incident disclosure law. It requires, among other things, that the BUSHNELL UNIVERSITY report the number of incidents of certain crimes that occur within particular geographic locations (Clery geography). Beginning with the 2026 Annual Security Report, the BUSHNELL UNIVERSITY must also include hazing incidents reported to have occurred within Clery geography. The first calendar year that will include hazing statistics is 2025. The Clery Act also requires the BUSHNELL UNIVERSITY to issue a warning to the community in certain circumstances.

In the statistical disclosures and warnings to the community, BUSHNELL UNIVERSITY will ensure that a Complainant's name and other identifying information is not disclosed.

The Vice President for Student Development will refer information to the CLERY Official, when appropriate, for a determination about Clery-related actions, such as disclosing crime statistics or sending campus notifications.

TRAINING AND PREVENTION

In alignment with the prevention and awareness program requirements of the Stop Campus Hazing Act, BUSHNELL UNIVERSITY maintains a commitment to not only address incidents of hazing that occur, but also to educate our campus community about hazing and healthy alternatives to prevent this type of harm.
Our training program is provided annually to all students and employees.

Learning outcomes include:

- Define hazing and identify behaviors that constitute hazing under institutional policy and applicable laws.
- Recognize the physical, emotional, psychological, and consequences of hazing for individuals, groups, and organizations.
- Distinguish between tradition, team building, and hazing, and explain why hazing is harmful and unacceptable.
- Describe the ethical and legal responsibilities of individuals and groups in preventing and reporting hazing.
- Identify healthy, inclusive alternatives to hazing that promote belonging, trust, and group cohesion.
- Demonstrate knowledge of institutional resources and reporting mechanisms available for those affected by or aware of hazing.
- Apply prevention strategies to foster a culture of respect, accountability, and positive group development.

All students, faculty, and staff must complete anti-hazing training upon joining the institution and annually thereafter. Training is provided by the Office of Student Life. To learn more, please contact studentlife@bushnell.edu.

BUSHNELL UNIVERSITY will provide ongoing education campaigns, including workshops, speaker events, and social media campaigns throughout the academic year to reinforce anti-hazing policies and encourage a culture of safety.

CAMPUS RESOURCES

1. Office of Student Life & Conduct: 541-684-7345 (Womack Hall)
2. Campus Security: 541-517-5197 (Burke Griffeth Hall)
3. Title IX/Compliance Office: 541-684-7291(Womack Hall)
4. Counseling and Psychological Services: 541-349-7471 (Siefke Hall)
5. Office of Student Activities/ASBU/Intramurals: 541-684-7250 (Womack Hall)
6. Department/Office of Athletics: 541-684-7247 (Morse Center)
7. Local Law Enforcement/Eugene Police Department: 541-682-5111

MAINTENANCE OF FILES AND RECORDS

The files of individuals (or any student organization) found responsible for violation of the BUSHNELL UNIVERSITY Anti-Hazing Policy will normally be retained as a conduct record in the Student Life Conduct Office. Records maintained to comply with the Clery Act (including the Stop Campus Hazing Act) will be retained for the time period consistent with Clery Act records.

SEXUAL ASSAULT AND TITLE IX

WHAT IS TITLE IX?

> *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance." (20 U.S.C. Sec. 1691)*

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination on the basis of sex in federally funded education programs and activities, including but not limited to athletic programs that receive federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault and sexual violence.

TITLE IX SEXUAL HARASSMENT POLICY

This policy is written to comply with the federal regulations on sexual harassment found in 34 CFR Part 106, including those regulations which became effective on August 14, 2020, and covers only conduct subject to those regulations. Conduct, which is not subject to the regulations effective August 14, 2020, is addressed in the Bushnell University Sexual Misconduct Policy and other policies for students and in various policies and procedures for employees and other individuals.

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

The University's goal is to foster an open and safe community where these behaviors are deemed unacceptable, where those who are affected are provided support, and where a fair and impartial grievance process is provided to all parties.

The University is firmly committed to complying with all applicable laws and governmental regulations. This commitment applies to all educational programs and activities, including admissions, financial aid, athletics, and other University programs and activities.

The University has two policies that address sexual misconduct: (1) the University Sexual Misconduct policy, and (2) this policy. These policies are inter-related and must be read together. If allegations that are the basis of a formal complaint would constitute prohibited conduct under both the University Sexual Misconduct policy and this Title IX Sexual Harassment policy, the grievance process set forth in the Title IX Sexual Harassment policy will be applied in the investigation and adjudication of all of the allegations.

This Title IX Sexual Harassment policy applies only to certain conduct defined under this policy. Conduct not falling under the scope of this policy may be addressed under other University policies. Specifically, this policy applies to forms of sexual misconduct that do not fall under the scope of the University Sexual Misconduct Policy. The University Sexual Misconduct Policy applies to complaints alleging certain conduct that would otherwise be prohibited under this policy (e.g., Quid Pro Quo Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking), but which must be dismissed under this policy because they do not meet that policy's and the federal government's jurisdictional requirements.

1. Designation of Title IX Coordinator

Federal regulations require the University to designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX and 34 CFR Part 106, which employee must be referred to as the "Title IX Coordinator." The University must notify applicants for admission and employment, students, and employees of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator pursuant to this policy. For Bushnell University, those individuals are:

- Jocelyn Hubbs, VP for Student Development, Title IX Coordinator
  - jhubbs@bushnell.edu
  - 541-684-7291
  - Office is located in Womack Hall Student Life Office 128

- Sarah Freeman, Associate Athletic Director, Title IX Deputy Coordinator
  - sfreeman@bushnell.edu
  - 541-684-7340
  - Office is located in Morse Center 2nd Floor

- Chad Meadors, Assistant Athletic Director & Women's Basketball Coach, Title IX Deputy Coordinator
  - cmeadors@bushnell.edu
  - 541-684-7201
  - Office is located in Morse Center Gym 1st Floor

The mailing address for each of these persons is 828 E. 11th Ave., Eugene, Oregon 97401.

The University's Title IX Coordinator must be informed of all reports or formal complaints of violations of this policy.

2. Prohibited Conduct and Reporting

a. *Prohibited Conduct*. This policy addresses Title IX Sexual Harassment, which encompasses all of the prohibited conduct described in this policy that occurs on the basis of sex and meets all of the following requirements:

- Occurs within the United States; and
- Occurs within the University's education program or activity, meaning (a) locations, events, or circumstances over which the University exercises substantial control over both the respondent and the context in which the Title IX Sexual Harassment occurs, and (b) any building owned or controlled by a student organization that is officially recognized by the University; and
- At the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity of the University.

Allegations of sexual misconduct that do not fall under this policy because they do not constitute prohibited conduct as defined in this policy may constitute violations of the other University policies.

In determining whether alleged conduct violates this policy, the University will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the

context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

The prohibited behaviors listed below are serious offenses and will result in University discipline. Prohibited conduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another individual's state of incapacitation, will be deemed especially egregious and may result in expulsion or termination of employment. The respondent's consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation under this policy.

Prohibited conduct includes all forms of sexual harassment as defined in section 5 of this policy. Retaliation as described in section 14 of this policy is also prohibited.

b. *Reporting*. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, by completing the online reporting form or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the online reporting form, pertinent telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

A complainant may always report sexual misconduct such as sexual assault or other potentially criminal activity to law enforcement by calling 911. The University supports any complainant who wishes to file a police report and will assist the complainant with reporting if needed. Complainants are encouraged to contact local police in the jurisdiction where the incident occurred, but it is their choice whether or not to report to law enforcement. If an individual reports an alleged incident to law enforcement, the University will cooperate with any investigation to the extent permitted under applicable law.

In emergency situations, if there is a suspected crime in progress or imminent or serious threats to the safety of anyone, employees must, and students are encouraged to, immediately contact the Eugene Police Department by dialing 911.

In non-emergency situations, employees (other than those formally designated as Confidential Resources, must promptly report suspected violations of this policy or the Title IX Sexual Harassment policy to the Title IX Coordinator. Some students with special responsibilities, including Resident Assistants (RAs), must report suspected violations of this policy or the Title IX Sexual Harassment policy to the Title IX Coordinator.

c. *Timeliness of Reporting*. Complainants and other reporting individuals are encouraged to report any violation of this policy or the Title IX Sexual Harassment policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. Reports and formal complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the respondent is no longer a student or employee at the time of the report or formal complaint, the University may not be in a position to gather evidence sufficient to reach a determination as to the formal complaint or the

University may not be able to take disciplinary action against the respondent. However, the University will still seek to provide support for the complainant and seek to take steps to end the prohibited behavior, prevent its recurrence, and address its effects.

d. *Amnesty*. To encourage and support the reporting of University Sexual Misconduct and Title IX Sexual Harassment, students who participate as witnesses or complainants in investigations under this policy will not be subject to student conduct charges for conduct like under-age drinking or use of illegal drugs that may have occurred at the time of or as a result of the sexual misconduct in question.

3. Inquiries about this Policy

The University hereby notifies persons entitled to a notification under section 1 of this policy that it does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and 34 CFR Part 106 not to discriminate in such a manner. The University's obligation not to discriminate in the University's education program or activity extends to admission and employment and other education programs and activities, and inquiries about the application of Title IX and 34 CFR Part 106 to the University will be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights (or designee) of the Department of Education, or both. Reports to the Assistant Secretary for Civil Rights may be made to the following location: Office for Civil Rights, Seattle Office, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099, (206) 607-1600, ocr.seattle@ed.gov.

4. Adoption of Grievance Procedures

As set forth in this policy, the University has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by 34 CFR Part 106 and a grievance process that complies with 34 CFR 106.45 for formal complaints as defined in 34 CFR 106.30. The University will provide to persons entitled to a notification under section 1 of this policy notice of its grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond.

5. Terminology Used in this Policy

a. *Actual knowledge* means notice of sexual harassment or allegations of sexual harassment to the University's Title IX Coordinator, the Director of Residence Life, any Vice President, and the President. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the University with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

b. *Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

c. *Consent* means informed, freely and actively given, mutually understandable words or communications by a person capable of giving consent that indicate a willingness to participate in mutually agreed upon sexual activity. Consent obtained through use of force (actual or implied, immediate or future), whether that force

consists of physical force, threats, intimidation, or coercion, is invalid. Consent may not be demonstrated by lack of resistance, silence, a previous relationship, or a current relationship. Intoxication may invalidate consent and does not negate the need to obtain consent. A person who is not of legal age, who is incapacitated by physical or mental illness, who is mentally or physically incapacitated, or who is unconscious or unaware, is incapable of giving consent.

d. *Employee* means a person employed by the University.

e. *Formal complaint* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the University. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in this policy, and by any additional method designated by the University. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy and must comply with the requirements of this policy.

f. *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

g. *Sexual harassment* means conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or

(3) Sexual assault, which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. 20 U.S.C. 1092(f)(6)(A)(v).

The following are forcible sex offences: Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

Forcible Rape—(Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

The following are nonforcible sex offenses: Unlawful, nonforcible sexual intercourse:

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

(4) Dating violence, which means violence committed by a person--(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship is be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. See 34 U.S.C. 12291(a)(10).

(5) Domestic violence, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oregon, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oregon. See 34 U.S.C. 12291(a)(8).

(6) Stalking, which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to--(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress. See 34 U.S.C. 12291(a)(30).

Sexual harassment is also referred to as "sexual misconduct" in this policy.

h. *Student* means a person enrolled in the University. Except as provided in this policy, a person who is not officially enrolled but who has a continuing academic relationship with the University is considered to be enrolled for purposes of this policy. A former student still living in University housing is also considered to be an enrolled student for purposes of this policy, unless this policy provides otherwise. Finally, a person who has been accepted for admission with the University but has not yet begun coursework is considered to be an enrolled student for purposes of this policy.

i. *Supportive measures* are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to

restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment.

Supportive measures may include:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures.

The University must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

6. General Response to Sexual Harassment

a. *Prompt Response*. When the University has actual knowledge of sexual harassment in an education program or activity against a person in the United States, the University will respond promptly through the Title IX Coordinator or designee. For purposes of this policy, "education program or activity" includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by the University. The University's response will treat complainants and respondents equitably by offering supportive measures to a complainant and by following the grievance process set forth in this policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

There is no time limit in which a report must be made. In fact, the University recognizes the sensitive nature of sexual misconduct and acknowledges that many reports are delayed. However, a delay in reporting may effectively prevent the University from taking action. As a result, the University encourages the prompt reporting of misconduct.

b. *Prompt Contact with Complainant*. The Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

c. *Anonymity*. Sometimes complainants request anonymity or that an investigation not be conducted. If a complainant makes such a request, the University will balance the request with its obligation to protect the complainant and provide a safe and non-discriminatory environment. However, complainants should

understand that complete anonymity cannot be guaranteed. Granting a request for anonymity may hamper the University's ability to conduct an investigation.

d. *Formal Complaint*. Once a formal complaint has been filed, the Title IX Coordinator will promptly contact the respondent to discuss the availability of supportive measures, consider the respondent's wishes with respect to supportive measures, and inform the respondent of the availability of supportive measures.

The University will maintain a list of supportive measures and privileged and confidential resources and provide it to the complainant and the respondent.

Supportive measures may include:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures.

Several campus professionals are designated confidential resources, to whom confidentiality attaches. Confidential resources are not obligated to report information that is provided to them. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. There may be exceptions in cases involving child abuse, imminent risk of serious harm, emergent hospitalization, or a court order. In addition, non-identifying information about violations of this policy may be provided to other University officials for purposes of anonymous statistical reporting under the Clery Act.

The following are on-campus confidential resources when working in the following roles:

- Counseling Center 541-349-7471 located on the first floor of the Siefke Hall.
- Jennifer Little, Campus Minister for Spiritual Formation, Pastoral Support via Office of Student Life 541-684-7345 located on the first floor of Womack Hall
- Sarah Halstead, Counselor & Coordinator for Wellness via Office of Student Life 541-684-7201 located on the first floor of Womack Hall.

An individual who is not prepared to make a report or formal complaint, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a confidential resource.

While complainants, respondents, and witnesses involved in the grievance process under this policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, complainants and respondents are not restricted from discussing the allegations under investigation.

e. *Clery Act*. Under certain circumstances, the University may be obligated to issue a timely warning notice under the Clery Act about an incident of sexual misconduct. Nothing in this policy prevents the University from complying with this obligation and its other obligations under the Clery Act.

f. *Preservation of Evidence*. Complainants, respondents, and witnesses should consider whether there is information and evidence to collect that might be helpful to an investigator and should preserve relevant information and evidence. Such information and evidence might include receipts, text messages, pictures, videos, emails, Facebook posts or messages, Snapchats, and other social media posts.

g. *Medical Exams*. Forensic exams (commonly referred to as rape kits) are conducted at all hospital locations in the Eugene-Springfield area. More information can be gathered from these exams the sooner the exam is performed following the alleged incident. Individuals are encouraged to not bathe, shower, douche, or brush their teeth before the exam. Additionally, individuals are encouraged to maintain any physical objects such as clothing worn during an alleged incident or other relevant materials. If clothing is changed, each garment should be placed in a separate paper (not plastic) bag.

h. *Restraining Orders*. Should a student or employee obtain a restraining order against another individual, the student or employee is encouraged to share that information with the Title IX Coordinator so that the University can be prepared to assist law enforcement with the enforcement of the restraining order.

7. Emergency Removal (Students)

The University may remove a respondent from the University's education program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This section of the policy will not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

8. Administrative Leave (Employees)

The University may place a non-student employee respondent on administrative leave during the pendency of its process under this policy. This section of the policy will not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

9. Grievance Process—In General

a. *Equitable Treatment*. The University's grievance process will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services described as "supportive measures;" however, remedies may be disciplinary or punitive in nature and need not avoid burdening the respondent. The University generally does not compel students to participate in a grievance process under this policy. However, failure to participate may affect the outcome.

b. *Objective Evaluation of Evidence*. The University's grievance process will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

c. *Conflict of Interest*. The University's grievance process requires that any individual designated by the University as a Title IX Coordinator, investigator, decision-maker, or any person designated by the

University to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Parties will be notified at the appropriate junctures of the identities of the individuals serving as investigators, decision maker(s), and appellate officers. A party who has concerns that one or more of the individuals performing one of the aforementioned roles has a conflict of interest or is biased must report those concerns to the Title IX Coordinator within 48 hours of being notified of their identities and include a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether the identified individual(s) can fulfill their duties in an impartial way. If the Title IX Coordinator concludes that the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.

d. *Training*. The University is obligated to ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the University's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The University will ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The University will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

e. *Presumption of Non-responsibility*. The University's grievance process includes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

f. *Prompt Time Frames*. The University's grievance process includes reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the University offers informal resolution processes, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

g. *Range of Sanctions*. Following any determination of responsibility, the University may implement remedies or sanctions ranging from an educational paper to expulsion.

h. *Standard of Evidence*. The standard of evidence used is the preponderance of the evidence standard, and the same standard of evidence will be used for formal complaints against students as for formal complaints against employees, including faculty.

i. *Privileged Information*. The University does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

j. *Procedures where One Party is a Member of the University Community and the Other party is Not*. When a third party, (i.e., a non-member of the University community, which could include, for example, alumni) is a party under this policy, the University will use procedures that are generally consistent with the procedures described in this policy, appropriately modified based on the particular circumstances of the case and taking into account privacy requirements and similar considerations. In no case will a member of the University community (i.e., current student, faculty member, or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the University community.

10. Grievance Procedure—Investigation

a. *Notice of Allegations*.

(1) In order to protect the safety of the campus community, the Title IX Coordinator may review reports of violations of this policy even absent the filing of a formal complaint, or under certain circumstances, even if a formal complaint has been withdrawn. The Title IX Coordinator may need to themselves file a formal complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the University community, fair treatment of all individuals involved, and the University's obligations under Title IX.

Upon receipt of a formal complaint, the University will provide the following written notice to the parties who are known: (A) A copy of this policy. (B) Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must also include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties of any provision in the University's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

(2) If, in the course of an investigation, the University decides to investigate allegations about the complainant or respondent that are not included in the notice, the University will provide notice of the additional allegations to the parties whose identities are known.

b. *Dismissal of a Formal Complaint*.

(1) Within 14 days of receipt of a formal complaint, the University will appoint one or more persons to investigate the allegations contained in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the University's education program or activity, or did not occur against a person in the United States, then the University will dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy. However, such a dismissal does not preclude action under another provision of the Sexual Misconduct Policy or other University policy.

(2) The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(3) Upon a required or permitted dismissal, the University will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

c. *Consolidation of Formal Complaints*. The University may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

d. *Investigation of a Formal Complaint*. When investigating a formal complaint and throughout the grievance process, the University will—

(1) Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties; provided, that the University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so.

(2) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

(3) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

(4) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, except as set forth elsewhere in this policy, the advisor may not participate in the proceedings.

(5) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

(6) Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

(7) Prior to completion of the investigative report, the University will send to each party and the party's advisor, if any, the draft report and the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have 10 days to submit a written response, which the investigator will consider prior to final completion of the investigative report. The University must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

(8) Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if a hearing is required under this section or otherwise provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

11. Grievance Procedure—Hearing

a. *Live Hearing*.

(1) Preferably within 60 days (excepting holidays, including but not limited to, at the University's discretion, winter break, spring break, and summer break) after the appointment of an investigator, the University will provide for a live hearing and designate one or more persons as the decision-maker(s). If there is one decision maker, that decision maker will preside at the hearing. If there is more than one decision maker, the decision makers shall determine which decision maker will preside at the hearing. The decision-maker(s) may not be the same person(s) as the Title IX Coordinator or the investigator(s). The University may also appoint a hearing facilitator to manage the administrative functions of the live hearing. The presiding decision maker will have absolute discretion with respect to administering the hearing. The presiding decision maker will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted. The presiding decision maker will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or adviser.

Prior to the hearing, the decision maker(s) will be provided with and shall review the investigative report, the evidence, and any responses to the investigative report and evidence. At least five (5) business days prior to the hearing, the parties and their advisers will be notified of the hearing date, time, and location (or relevant electronic information, if the hearing will be conducted remotely). In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the presiding decision maker can determine their relevance. The presiding decision maker has the discretion to exclude from the hearing evidence, witnesses, and questions deemed irrelevant. At the presiding decision maker's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisers to explain the hearing protocol.

(2) At the live hearing, the decision-maker(s) appointed by the University must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those

questions challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding section 10.d.(4) of this policy.

(3) At the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

(4) Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the presiding decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

(5) If a party does not have an advisor present at the live hearing, the University will provide without fee or charge to that party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

(6) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered 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.

(7) If a party or witness does not participate or submit to cross-examination at the live hearing, the decision-maker(s) will not hold that decision against the party or draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross-examination or other questions.

(8) Live hearings may be conducted with all parties physically present in the same geographic location or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

(9) The University will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. Any other record of the hearing or any other recording is prohibited.

b. *Determination regarding Responsibility*.

(1) Within 21 days after the conclusion of the hearing, the decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

(2) The written determination must include—(A) Identification of the allegations potentially constituting sexual harassment; (B) A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (C) Findings of fact supporting the determination; (D) Conclusions regarding the application of this policy to the facts; (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the imposed on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and (F) The University's procedures and permissible bases for the complainant and respondent to appeal.

(3) The Title IX Coordinator will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(4) The Title IX Coordinator or designee is responsible for effective implementation of any remedies.

If a student is found responsible for violating this policy, the case record (consisting of the investigative file and responses, investigative report and responses, hearing recording, and written determination relating to the finding of responsibility) will be provided to the Director of Residence Life or designee, who will determine sanctions and remedies in consultation with appropriate officials. Any sanctions and remedies will be included in the presiding decision maker's written determination, and sanctions will be subject to appeal to the extent set forth elsewhere in this policy.

If an employee is found responsible for violating this policy, the case record (consisting of the investigative file and responses, investigative report and responses, hearing recording, and written determination relating to the finding of responsibility) will be provided to the appropriate vice president or designee, who will determine sanctions and remedies in consultation with appropriate officials. Any sanctions and remedies will be included in the presiding decision maker's written determination, and sanctions will be subject to appeal to the extent set forth elsewhere in this policy.

12. Grievance Procedure—Appeals

a. Either or both parties may appeal from a written determination regarding responsibility and from the University's dismissal of a formal complaint or any allegations therein, within seven calendar days from the date of the pertinent University action. Appeals are on only the following bases: (1) Procedural irregularity that affected the outcome of the matter; (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; (3) The Title IX Coordinator, investigator(s), decision-maker(s), or person determining the sanction and remedies had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and (4) the sanction is grossly unreasonable.

b. Appeals are decided on the basis of written materials submitted by the parties and, in the discretion of the person considering the appeal, the case file and the record at previous stages of the matter. As to any appeal, the University will: (1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties; (2) Ensure that the appellate officer is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), the Title IX Coordinator, or the person determining the sanctions and remedies; (3) Ensure that the decision-maker(s) for the appeal complies with the standards set forth in section 9.a. of this policy; (4) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; (5) Issue a written decision within 30 days of receipt of an appeal describing the result of the appeal and the rationale for the result; and (6) Provide the written decision simultaneously to both parties.

c. An appeal in a matter in which a student is the respondent shall be filed with the Vice President for Student Development. An appeal in a matter in which an employee is the respondent shall be filed with the Vice President for Administration and Finance. If the respondent is both a student and employee, the appeal

may be filed with either Vice President. In any case, a copy of the appeal shall be provided to the Title IX Coordinator. Appeals should be filed by email.

d. The Vice President receiving the appeal shall designate a person to consider the appeal, who is called the "appellate officer." The appellate officer may not be the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), the Title IX Coordinator, or the person determining the sanctions and remedies.

13. Informal Resolution

a. The University will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the University will not require the parties to participate in an informal resolution process under this section and will not offer an informal resolution process unless a formal complaint is filed.

b. At any time prior to reaching a determination regarding responsibility the University may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the University –

(1) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(2) Obtains the parties' voluntary, written consent to the informal resolution process; and

(3) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

14. Retaliation

a. *Retaliation Prohibited*.

(1) Neither the University nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this policy, constitutes retaliation.

(2) The University will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex

discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106 or this policy, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures set forth in this policy.

(3) At the University's discretion, a complaint of retaliation as set forth above may be addressed under this policy or another pertinent University policy.

b. *Specific Circumstances*.

(1) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under paragraph (a) of this section.

(2) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under paragraph (a) of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

15. Recordkeeping

a. The University will maintain for a period of seven years records of:

(1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the University's education program or activity;

(2) Any appeal and the result therefrom;

(3) Any informal resolution and the result therefrom; and

(4) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The University will make these training materials publicly available on its website.

b. For each response to a report of sexual harassment, the University will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's education program or activity. If the University does not provide a complainant with supportive measures, then the University must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

16. Miscellaneous Provisions

a. The obligation to comply with this policy is not obviated or alleviated by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99.

b. Nothing in this policy may be read in derogation of any individual's rights under title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq. or any regulations promulgated thereunder.

Institutional Compliance with Title IX

It is Bushnell University's policy to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at Bushnell. This prohibition against discrimination on the basis of sex applies to all students, faculty and staff, to other members of the Bushnell community, and to contractors, consultants, and vendors doing business or providing services to the school.

In accordance with Title IX, the president of Bushnell University has designated the following Title IX Coordinator as the primary contacts responsible for implementing and monitoring Bushnell's compliance with Title IX:

Jocelyn Hubbs, VP for Student Development, Title IX Coordinator

The Title IX Coordinator are responsible for the coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of Title IX.

When Should I Contact a Title IX Coordinator?

Any student, faculty or staff member who has concerns about sex discrimination, including but not limited to acts of sexual harassment, sexual assault or sexual violence, is encouraged to seek the assistance of one of the Title IX Coordinators identified above.

Contact a Title IX Coordinator if you:

Wish to understand your options if you think that you may have encountered sex discrimination, sexual harassment, sexual assault, or sexual violence.

Learn of a situation that you feel may warrant an institutional investigation.

Need help on how to handle a situation in which you are indirectly affected.

Want information about possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation.

Have questions about Bushnell's policies and procedures.

SUPPORT

Confidential On-Campus Support

- Counseling Center
- Pastoral or Counseling Support via Office of Student Life

Off-Campus Support

- Sexual Assault Support Services (SASS)

- 24/7 Hotline (541-343-7277, 1-800-788-4727)
- Lane County Victim's Assistance Programs (541-682-4523)
- Department of Human Services (541-686-7555)
- Eugene City Victim's Assistance Program (541-682-8432)

Amnesty Policy: The Amnesty policy described in this handbook also applies in Title IX reporting & investigations. Alcohol or drug usage that is discovered over the course of a Title IX report or investigation is covered by the Amnesty policy.

Remember: Sexual assault is NEVER the survivor's fault.
Sexual assault can happen to anyone. There is no typical survivor. Statistics indicate that anywhere from 85-90% of all sexual assaults occur between people who know each other.

If a friend has been assaulted or raped:

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

If you have been assaulted or raped, you have control of the choices you can make. Following are recommendations to assist you in dealing with this crime:

- *Do not blame yourself. Sexual assault is NEVER the survivor's fault.*
- *Go to a safe location.*
- *Seek medical attention immediately.*
- *Do NOT shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.*
- *Do not straighten up the area where the assault has taken place. Put clothes in a PAPER bag. The impulse to clean is normal, but evidence that might be needed will be destroyed by these activities.*
- *Get to a hospital. Transportation can be provided by a friend or roommate or through the local resources (see below).*

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

Rape Trauma Syndrome
Rape Trauma Syndrome (RTS) is an acute stress reaction to the threat of being killed or of being seriously injured, resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor. Rather, RTS represents a range of possible reactions which vary from person to person. RTS has two major phases:

(1) the immediate or acute phase, in which the survivor's lifestyle is completely disrupted, and

(2) the long-term phase in which the survivor must reorganize this disrupted lifestyle. Characteristics of the first phase include shock, disbelief, sleeping and eating pattern disturbances, difficulty in concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flashbacks to the incident. Recovery is aided by support from friends, relatives, and others in the survivor's environment.

Pertinent Federal Legislation

The Student Right-to-Know and Campus Security Act of 1990 and the Campus Sexual Assault Victim's Bill of Rights Amendment of the 1992 Higher Education Reauthorization Act (copies of which can be found in the Residence Life Office) require Universities to report accurate statistics regarding sexual assaults and rapes.

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

UNIVERSITY SEXUAL MISCONDUCT POLICY

It is Bushnell University's policy to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment. Sexual harassment, including acts of sexual assault, is a form of sex discrimination and is prohibited by Bushnell. The University's goal is to foster an open and safe community where these behaviors are deemed unacceptable, where those who are affected are provided support, and where a fair and impartial grievance process is provided to all parties. All forms of prohibited conduct under this policy are regarded as serious, and violations may result in discipline, including the possibility of separation from the University.

In order to address incidents of sexual misconduct that do and do not fall within the definition of Title IX Sexual Harassment (which is a definition set forth in regulations promulgated by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972), the University has two policies that address sexual misconduct: (1) the Title IX Sexual Harassment policy, and (2) this policy. These policies are interrelated and must be read together. If allegations that are the basis of a formal complaint would constitute prohibited conduct under both this University Sexual Misconduct policy and the Title IX Sexual Harassment policy, the grievance process set forth in the Title IX Sexual Harassment policy will be applied in the investigation and adjudication of all of the allegations.

This University Sexual Misconduct policy applies only to certain conduct defined under this policy. Conduct not falling under the scope of this policy may be addressed under other University policies. Specifically, this policy applies to forms of sexual misconduct that do not fall under the scope of the Title IX Sexual Harassment policy, including Sexual Exploitation, Improper Conduct related to Sex, and University Sexual Harassment. The University Sexual Misconduct Policy also applies to complaints alleging certain conduct that would otherwise be prohibited under the Title IX Sexual Harassment policy (e.g., Quid Pro Quo Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking under the Title IX Sexual Harassment policy), but which must be dismissed under the Title IX Sexual Harassment policy because they do not meet that policy's and the federal government's jurisdictional requirements.

The University will respond to reports or formal complaints (as defined in section 3) of conduct prohibited under this policy with measures designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct on campus or in University-related programs or activities.

1. Designation of Title IX Coordinator

Federal regulations require the University to designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX and 34 CFR Part 106, which employee must be referred to as the "Title IX Coordinator." For Bushnell University, those individuals are:

- Jocelyn Hubbs, VP for Student Development, Title IX Coordinator
  - jhubbs@bushnell.edu
  - 541-684-7291
  - Office is located in Womack Hall Student Life Office 128

- Sarah Freeman, Associate Athletic Director, Title IX Deputy Coordinator
  - sfreeman@bushnell.edu
  - 541-684-7340
  - Office is located in the Morse Center 2nd Floor

- Chad Meadors, Assistant Athletic Director & Women's Basketball Coach, Deputy Coordinator
  - cmeadors@bushnell.edu
  - 541-684-7201
  - Office is located in the Morse Center Gym 1st Floor

The mailing address for each of these persons is 828 E. 11th Ave., Eugene, Oregon 97401.

The University's Title IX Coordinator must be informed of all reports or formal complaints of violations of this policy.

2. Reporting

a. *Report to the University*. Any person may report University Sexual Misconduct (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute University Sexual Misconduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the pertinent telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

b. *Report to Law Enforcement*. **A complainant may always report sexual misconduct such as sexual assault or other potentially criminal activity to law enforcement by calling 911.** The University supports any complainant who wishes to file a police report and will assist the complainant with reporting if needed. Complainants are encouraged to contact local police in the jurisdiction where the incident occurred, but it is their choice whether or not to report to law enforcement. If an individual reports an alleged incident to law enforcement, the University will cooperate with any investigation to the extent permitted under applicable law.

c. ***EMERGENCIES*. In emergency situations, if there is a suspected crime in progress or imminent or serious threats to the safety of anyone, employees must, and students are encouraged to, immediately contact the Eugene Police Department by dialing 911.**

d. *Non-emergency Situations*. In non-emergency situations, employees (other than those formally designated as Confidential Resources, must promptly report suspected violations of this policy or the Title IX Sexual Harassment policy to the Title IX Coordinator. Some students with special responsibilities, including Resident Assistants (RAs), must report suspected violations of this policy or the Title IX Sexual Harassment policy to the Title IX Coordinator.

e. *Timeliness of Reporting*. Complainants and other reporting individuals are encouraged to report any violation of this policy or the Title IX Sexual Harassment policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. Reports and formal complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the respondent is no longer a student or employee at the time of the report or formal complaint, the University may not be in a position to gather evidence sufficient to reach a determination as to the formal complaint or the University may not be able to take disciplinary action against the respondent. However, the University will still seek to provide support for the complainant and seek to take steps to end the prohibited behavior, prevent its recurrence, and address its effects.

f. *Amnesty*. To encourage and support the reporting of University Sexual Misconduct and Title IX Sexual Harassment, students who participate as witnesses or complainants in investigations under this policy will not be subject to student conduct charges for conduct like under-age drinking or use of illegal drugs that may have occurred at the time of or as a result of the sexual misconduct in question.

3. Terminology Used in this Policy

The following definitions clarify key terminology as used in this policy.

a. *Complainant* means an individual who is alleged to be the victim of conduct that could constitute University Sexual Misconduct.

b. *Consent* means informed, freely and actively given, mutually understandable words or communications by a person capable of giving consent that indicate a willingness to participate in mutually agreed upon sexual activity. Consent obtained through use of force (actual or implied, immediate or future), whether that force consists of physical force, threats, intimidation, or coercion, is invalid. Consent may not be demonstrated by lack of resistance, silence, a previous relationship, or a current relationship. Intoxication may invalidate consent and does not negate the need to obtain consent. A person who is not of legal age, who is incapacitated by physical or mental illness, who is mentally or physically incapacitated, or who is unconscious or unaware, is incapable of giving consent.

c. *Employee* means a person employed by the University.

d. *Formal complaint* refers to a document filed by a complainant (meaning a document or electronic submission (such as by electronic mail) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint) alleging University Sexual Misconduct against a respondent and requesting that the University investigate the allegation of University Sexual Misconduct. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this policy, and by any additional

method identified in this policy. *Formal complaint* may also refer to a document signed by the Title IX Coordinator alleging University Sexual Misconduct against a respondent. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

e. *Official with Authority* refers to the University's Title IX Coordinator, the Director of Residence Life, any Vice President, and the President.

f. *Report* refers to information brought to the attention of an Official with Authority alleging conduct prohibited under this policy; a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint.

g. *Respondent* refers to the individual(s) who has been alleged to be the perpetrator of conduct that could constitute University Sexual Misconduct.

h. *Third party* refers to any individual who is not a University student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or local residents).

i. *Witness* refers to any individual who shares information relating to an allegation of prohibited conduct under this policy.

j. *Student* means a person enrolled in the University. Except as provided in this policy, a person who is not officially enrolled but who has a continuing academic relationship with the University is considered to be enrolled for purposes of this policy. A former student still living in University housing is also considered to be an enrolled student for purposes of this policy, unless this policy provides otherwise. Finally, a person who has been accepted for admission with the University but has not yet begun coursework is considered to be an enrolled student for purposes of this policy.

k. *Supportive measures* are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment.

Supportive measures may include:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures.

The University must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to

provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

4. **Prohibited Conduct**

a. This policy addresses "University Sexual Misconduct." University Sexual Misconduct encompasses all of the prohibited conduct described below that occurs on the basis of sex that does not fall within the definitional or jurisdictional requirements of the federal regulations underlying the Title IX Sexual Harassment policy.

Examples of prohibited conduct under this University Sexual Misconduct policy may include:

- Conduct that occurs in the local vicinity but outside of a University program or activity; or
- Conduct that occurs outside of the United States when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs; or
- Conduct that involves the use of the University's computing and network resources from a remote location, including but not limited to accessing email accounts.

In determining whether alleged conduct violates this policy, the University will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

The prohibited behaviors listed below are serious offenses and will result in University discipline. Prohibited conduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another individual's state of incapacitation, will be deemed especially egregious and may result in expulsion or termination of employment. The respondent's consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation under this policy.

The following prohibited behaviors fall under the University Sexual Misconduct policy only if they fall outside the jurisdictional requirements of the Title IX Sexual Harassment policy—Conduct on the basis of sex that satisfies one or more of the following:

- *Quid Pro Quo Sexual Harassment*: An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;

- *Hostile Environment Sexual Harassment:* Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;

- Sexual assault, which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. 20 U.S.C. 1092(f)(6)(A)(v).

  The following are forcible sex offences: Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

Forcible Rape—(Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

The following are nonforcible sex offenses: Unlawful, nonforcible sexual intercourse:

Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

- *Dating violence*, which means violence committed by a person--(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship is be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. See 34 U.S.C. 12291(a)(10).
- *Domestic violence*, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oregon, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oregon. See 34 U.S.C. 12291(a)(8).
- *Stalking*, which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to--(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. See 34 U.S.C. 12291(a)(30).
- *Retaliation*. The University expressly prohibits any form of retaliatory action against any member of the University community who in good faith: (1) files a report, complaint or grievance under this policy (or with an external entity); (2) opposes in a reasonable manner an action or policy believed to constitute a violation of this policy; or (3) participates in University investigations, compliance reviews, or discipline proceedings under this policy.

Depending on the circumstances referenced above, retaliatory acts may include (but are not limited to):

- Adverse employment action;
- Adverse action relating to participation in an educational or work program;
- Unreasonably interfering with the academic or professional career of another individual;
- Engaging in conduct which constitutes stalking, harassment, or assault;
- Engaging in efforts to have others engage in retaliatory behavior on one's behalf.

The University retains the right to charge an individual for making a materially false statement in bad faith during the course of an investigation, or proceeding, under this policy, but will not conclude that any individual has made a materially false statement in bad faith solely based on the determination regarding responsibility.

Complaints alleging retaliation under this policy, including for the exercise of rights under this policy, must be filed in accordance with this policy and will be addressed promptly and equitably. Where the individual allegedly retaliating is not affiliated with the University and not otherwise subject to its policies, the University will process the complaint and take appropriate measures.

Notwithstanding the above, the exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this policy; and charging an individual with a violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation.

b. The jurisdictional requirements of the Title IX Sexual Harassment policy do not apply to the following prohibited behaviors, that is, the following prohibited behaviors do not fall under the Title IX Sexual Harassment policy regardless of where or under what circumstances they occur:

- *University Sexual Harassment*: Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advance, request for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently server 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.
- Examples of conduct that can constitute sexual harassment if based on an individual's sex include but are not limited to:
    - Unwelcome jokes or comments (e.g., sexist jokes);
    - Disparaging remarks about sex, gender identity, or gender expression (e.g., negative or offensive remarks or jokes about an individual's self-presentation);
    - Displaying negative or offensive posters or pictures about sex;
    - Electronic communications, such as e-mail, text messaging, and Internet use, that violate this policy.
- *Sexual Exploitation*. Any act whereby one individual violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples may include: recording, photographing, transmitting, viewing, or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations).
- *Improper Conduct Related to Sex*. Unprofessional or inappropriate conduct that does not fall under other forms of Title IX Sexual Harassment or University Sexual Misconduct, but that is sexual and/or sex-based in

nature and has the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions.

5. Formal Complaints

Upon receipt of a formal complaint, the Title IX Coordinator will respond to any immediate health or safety concerns raised. The Title IX Coordinator will then conduct an initial assessment for the sole purpose of determining whether the alleged conduct, if substantiated, would constitute prohibited conduct under this policy or prohibited conduct under the Title IX Sexual Harassment policy. The University will seek to complete the initial assessment within 14 days of receipt of the formal complaint. Following the initial assessment, the Title IX Coordinator may take any of the following actions:

- If the allegations forming the basis of the formal complaint would, if substantiated, constitute prohibited conduct as defined in this policy, the Title IX Coordinator will implement appropriate supportive measures. In addition, the Title IX Coordinator may initiate an investigation of the allegations under this policy in a formal complaint. However, if the Title IX Coordinator deems the formal complaint appropriate for the informal resolution process, upon the consent of both parties, the Title IX Coordinator may instead refer the matter to the informal resolution process.

- If the allegations forming the basis of the formal complaint would not, if substantiated, constitute prohibited conduct as defined in this policy, the Title IX Coordinator may dismiss the formal complaint from the University Sexual Misconduct grievance process (and either party may appeal this dismissal, as discussed below). However, if appropriate, the Title IX Coordinator may refer the matter to the Title IX Sexual Harassment process; or, if the Title IX Coordinator deems the formal complaint appropriate for the informal resolution process, upon the consent of both parties, the Title IX Coordinator may instead refer the matter to the informal resolution process.

In addition, at any time prior to the final investigation report, the University may dismiss a formal complaint if:

- The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by the University; or
- Specific circumstances prevent the University from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.

Upon dismissal, the University shall send written notice of the dismissal and reason(s) therefor simultaneously to the parties. Both parties will have an equal right to appeal the dismissal through the appeal process described in this policy. The determination regarding dismissal becomes final either on the date that the parties are provided with the written determination of the result of an appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. Once final, a complainant cannot file a formal complaint under this policy concerning the same alleged conduct.

6. Anonymity and Confidentiality; Clery Act; Preservation of Evidence

a. *Anonymity*. Sometimes complainants request anonymity or that an investigation not be conducted. If a complainant makes such a request, the University will balance the request with its obligation to protect the complainant and provide a safe and non-discriminatory environment. However, complainants should

understand that complete anonymity cannot be guaranteed. Granting a request for anonymity may hamper the University's ability to conduct an investigation.

b. *Confidentiality*. Several campus professionals are designated confidential resources, to whom confidentiality attaches. Confidential resources are not obligated to report information that is provided to them. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. There may be exceptions in cases involving child abuse, imminent risk of serious harm, emergent hospitalization, or a court order. In addition, non-identifying information about violations of this policy may be provided to other University officials for purposes of anonymous statistical reporting under the Clery Act.

An individual who is not prepared to make a report or formal complaint, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a confidential resource.

While complainants, respondents, and witnesses involved in the grievance process under this policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, complainants and respondents are not restricted from discussing the allegations under investigation.

c. *Clery Act*. Under certain circumstances, the University may be obligated to issue a timely warning notice under the Clery Act about an incident of sexual misconduct. Nothing in this policy prevents the University from complying with this obligation and its other obligations under the Clery Act.

d. *Preservation of Evidence*. Complainants, respondents, and witnesses should consider whether there is information and evidence to collect that might be helpful to an investigator and should preserve relevant information and evidence. Such information and evidence might include receipts, text messages, pictures, videos, emails, Facebook posts or messages, Snapchats, and other social media posts.

e. *Medical Exams*. Forensic exams (commonly referred to as rape kits) are conducted at all hospital locations in the Eugene-Springfield area. More information can be gathered from these exams the sooner the exam is performed following the alleged incident. Individuals are encouraged to not bathe, shower, douche, or brush their teeth before the exam. Additionally, individuals are encouraged to maintain any physical objects such as clothing worn during an alleged incident or other relevant materials. If clothing is changed, each garment should be placed in a separate paper (not plastic) bag.

f. *Restraining Orders*. Should a student or employee obtain a restraining order against another individual, the student or employee is encouraged to share that information with the Title IX Coordinator so that the University can be prepared to assist law enforcement with the enforcement of the restraining order.

7. Supportive Measures

Upon receipt of a report or formal complaint of a violation of this policy, the University, through the Title IX Coordinator, will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The University will also consider supportive measures, as appropriate and reasonably available, for the respondent.

Supportive measures may include, but not be limited to, the following options:

- Academic Assistance
    - Transferring to another section of a lecture or laboratory
    - Rescheduling an academic assignment or test
    - Accessing academic support (e.g., tutoring)
    - Arranging for incompletes, a leave of absence, or withdrawal from course(s)
    - Preserving eligibility for academic, athletic, or other scholarships, financial aid, internships, study abroad, or international student visas
- Counseling
- Change in campus housing and/or dining locations
- Assistance in finding alternative housing
- Consultation with Campus Security or local police agency as appropriate
- Assistance in arranging for alternative University employment arrangements and/or changing work schedules
- Providing an escort to ensure that the student can move safely between school programs and activities
- Transportation and parking assistance
- Assistance identifying any additional resources including off-campus support and services
- No contact orders

Policy on Waiver of Participation Requirements for Survivors of Sexual Misconduct

- In accordance with ORS 350.344, Bushnell University shall waive any minimum grade point average or disciplinary record requirements typically required to demonstrate academic success for participation in institution-sponsored programs or activities, for any student who:
    - Has experienced sexual misconduct while enrolled at the institution; and
    - Has received a waiver through an approved institutional process.
- Waivers may be granted by the institution's certified advocate, Title IX coordinator, academic advisor, or disability resource center personnel. A separate waiver must be obtained for each applicable program or activity.
- The list of programs and activities to which this waiver applies includes; all institutionally controlled scholarship, grant, or tuition waiver programs, institutionally controlled missions or academic study away programs, and all institutionally controlled student leadership positions.
- All personally identifiable information related to waiver requests shall remain confidential unless disclosure is necessary for accommodation or required by law.

8. Emergency Removal (Students)

The University may remove a respondent from the University's education program or activity on an emergency basis, provided that the University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This section of the policy will not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

9. Administrative Leave (Employees)

The University may place a non-student employee respondent on administrative leave during the pendency of its process under this policy. This section of the policy will not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

10. Informal Resolution Process

a. Subject to the consent of the parties and the approval of the Title IX Coordinator, the University permits informal resolution processes in cases in which a report has been made to or a formal complaint has been filed with the Title IX Coordinator. Subject to approval by the Title IX Coordinator, the informal resolution process is available in matters involving a student complainant and a student respondent, as well as in matters involving an employee complainant and an employee respondent; the informal resolution process is not available in matters involving a student and an employee.

b. At any time prior to reaching a determination regarding responsibility the University may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the University –

(1) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

(2) Obtains the parties' voluntary, written consent to the informal resolution process.

11. Grievance Process—In General

a. *Equitable Treatment*. The University's grievance process will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility has been made against the respondent, and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services described as "supportive measures;" however, remedies may be disciplinary or punitive in nature and need not avoid burdening the respondent. The University generally does not compel students to participate in a grievance process under this policy. However, failure to participate may affect the outcome.

b. *Objective Evaluation of Evidence*. The University's grievance process will require an objective evaluation of relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

c. *Conflict of Interest*. The University's grievance process requires that any individual designated by the University as a Title IX Coordinator, investigator, decision-maker, or any person designated by the University to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Parties will be notified at the appropriate junctures of the identities of the individuals serving as investigators, decision maker, and appellate officers. A party who has concerns that one or more of the individuals performing one of the

aforementioned roles has a conflict of interest or is biased must report those concerns to the Title IX Coordinator within 48 hours of being notified of their identities and include a brief explanation of the basis for the conflict or bias concern. The Title IX Coordinator will assess the allegations of conflict or bias to determine whether the identified individual(s) can fulfill their duties in an impartial way. If the Title IX Coordinator concludes that the facts and circumstances support the claim of conflict or bias, the pertinent individual(s) will not participate in the case.

d. *Presumption of Non-responsibility*. The University's grievance process includes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

e. *Prompt Time Frames*. The University's grievance process includes reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

f. *Range of Sanctions*. Following any determination of responsibility, the University may implement remedies or sanctions ranging from an educational paper to expulsion.

g. *Standard of Evidence*. The standard of evidence used is the preponderance of the evidence standard, and the same standard of evidence will be used for formal complaints against students as for formal complaints against employees, including faculty.

h. *Privileged Information*. The University does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

i. *Procedures where One Party is a Member of the University Community and the Other party is Not*. When a third party, (i.e., a non-member of the University community, which could include, for example, alumni) is a party under this policy, the University will use procedures that are generally consistent with the procedures described in this policy, appropriately modified based on the particular circumstances of the case and taking into account privacy requirements and similar considerations. In no case will a member of the University community (i.e., current student, faculty member, or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the University community.

j. *Advisers*. Throughout the grievance process, each party may have an adviser of their choice; parties may change their adviser at any time during the grievance process. An adviser is an individual chosen by a complainant or a respondent to provide guidance during the grievance process. An adviser may be a member or non-member of the University community and may be an attorney. The role of the adviser is narrow in scope: the adviser may attend any interview or meeting connected with the grievance process, but the adviser may not actively participate in interviews and may not serve as a proxy for the party. Any individual who serves as an adviser is expected to make themselves available for meetings and interviews throughout the investigation process as scheduled by the University. The University (including any official acting on behalf of the University such as an investigator or a decision maker) has the right at all times to

determine what constitutes appropriate behavior on the part of an adviser and to take appropriate steps to ensure compliance with this policy.

k. *Prior Sexual Behavior*. The complainant's predisposition or prior sexual behavior are not relevant and will not be used during the grievance process, unless offered 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.

l. *Consolidation*. The Title IX Coordinator has the discretion to consolidate multiple formal complaints as to allegations of University Sexual Misconduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of University Sexual Misconduct arise out of the same facts or circumstances.

12. Grievance Procedure—Investigation

a. *Notice of Allegations*.

(1) In order to protect the safety of the campus community, the Title IX Coordinator may review reports of violations of this policy even absent the filing of a formal complaint, or under certain circumstances, even if a formal complaint has been withdrawn. The Title IX Coordinator may need to themselves file a formal complaint and proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator will take into account the complainant's articulated concerns, the best interests of the University community, and fair treatment of all individuals involved.

Upon receipt of a formal complaint, the University will provide the following written notice to the parties who are known: (A) A copy of this policy. (B) Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must also include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be an attorney, and may inspect and review evidence. The written notice must inform the parties of any provision in the University's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

(2) If, in the course of an investigation, the University decides to investigate allegations about the complainant or respondent that are not included in the notice, the University will provide notice of the additional allegations to the parties whose identities are known.

b. *Dismissal of a Formal Complaint*.

(1) Within 14 business days of receipt of a formal complaint, the University will appoint one or more persons to investigate the allegations contained in a formal complaint.

(2) The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or

employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(3) Upon a required or permitted dismissal, the University will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

c. *Investigation of a Formal Complaint*. When investigating a formal complaint and throughout the grievance process, the University will—

(1) Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the parties; provided, that the University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary, written consent to do so.

(2) Provide an equal opportunity for the parties to identify fact witnesses and inculpatory and exculpatory evidence.

(3) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

(4) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the advisor may not participate in a meeting or the proceedings.

(5) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

(6) Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

(7) Prior to completion of the investigative report, the University will meet with each party and the party's advisor, if any, to review the draft report and the evidence relevant to the investigation. The parties will have 10 days to submit a written response including questions of the other party relevant to the investigation, which the investigator will follow-up on and/or consider prior to final completion of the investigative report.

13. Determination regarding Responsibility.

(1) Within 21 business days after the conclusion of the final investigation report, the decision-maker will issue a written determination regarding responsibility. To reach this determination, the decision-maker must apply the preponderance of the evidence standard.

(2) The written determination must include—(A) Identification of the allegations potentially constituting University Sexual Misconduct; (B) A description of the procedural steps taken from the receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; (C) Findings of fact supporting the determination; (D) Conclusions regarding the application of this policy to the facts; (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and (F) The University's procedures and permissible bases for the complainant and respondent to appeal.

(3) The Title IX Coordinator will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(4) The Title IX Coordinator or designee is responsible for effective implementation of any remedies.

14. Grievance Procedure—Appeals

a. Either or both parties may appeal from a written determination regarding responsibility and from the University's dismissal of a formal complaint or any allegations therein, within seven calendar days from the date of the pertinent University action. Appeals are on only the following bases: (1) Procedural irregularity that affected the outcome of the matter; (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; (3) The Title IX Coordinator, investigator(s), decision-maker(s), or person determining the sanction and remedies had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and (4) The sanction is grossly unreasonable.

b. Appeals are decided on the basis of written materials submitted by the parties and, in the discretion of the person considering the appeal, the case file and the record at previous stages of the matter. As to any appeal, the University will: (1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties; (2) Ensure that the appellate officer is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator; (3) Ensure that the decision-maker for the appeal treats the parties equitably; (4) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; (5) Issue a written decision within 30 days of receipt of an appeal describing the result of the appeal and the rationale for the result; and (6) Provide the written decision simultaneously to both parties.

c. An appeal in a matter in which a student is the respondent shall be filed with the Vice President for Student Development. An appeal in a matter in which an employee is the respondent shall be filed with the Vice President for Administration and Finance. If the respondent is both a student and employee, the appeal may be filed with either Vice President. In any case, a copy of the appeal shall be provided to the Title IX Coordinator. Appeals should be filed by email.

d. The Vice President receiving the appeal shall designate a person to consider the appeal, who is called the "appellate officer." The appellate officer may not be the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

15. Recordkeeping

The University will maintain an appropriate record of the proceedings undertaken pursuant to this policy in accordance with the University's recordkeeping policy.

SECURITY AND CAMPUS SAFETY

PUBLIC SAFETY

Bushnell University is committed to the safety and welfare of all campus members and visitors. Bushnell University contracts with a 24/7 security agency. In addition, security officers maintain a professional working relationship with the Eugene Police Department. The Director of Residence Life works closely with security to provide a comprehensive campus security program.

Campus Security, 24 hours/day, 7 days/week: 541-517-5197
Security officers are checking buildings to ensure they are locked after hours; respond to trespassers on University property; provide escort to or from various places on campus after dark; and assisting with any safety-related incident on campus. Security officers are equipped with a cell phone so they can be reached in an emergency, as well as call 911 for emergency assistance.

Residence Life: 541-517-1379
The Residence Life staff has a Resident Assistant and Administrator on call every evening and on weekends in case of an emergency on campus.

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

SAFE WALKS

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

FEDERAL CAMPUS CRIME AWARENESS AND CAMPUS SECURITY ACT

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

FIRE EXTINGUISHERS AND SECURITY SYSTEMS

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

MISSING STUDENTS GUIDELINES

If there is reason to believe that an on-campus student is missing, efforts will be made to locate the student through the collaboration of the Student Development Office and Campus Security. Individuals may report that a student has been missing for 24 hours by calling Campus Security at 541-517-5197 or the Vice President for Student Development or the Director of Residence Life by calling 541-684-7345. Should the university determine that the student is missing, Bushnell University will notify the Eugene Police Department immediately. Bushnell University will contact the student's emergency contact no later than 24 hours after the student is determined to be missing.

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

The local police department with assistance and cooperation of the University will retain status as the primary investigative unit in missing student cases.

REPORTING CRIMES

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

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

Reporting crimes on a voluntary, confidential basis

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

SEX OFFENDER REGISTRATION

In accordance with federal law, Bushnell University provides a link to the Oregon State Police Sex Offender Information website. Federal law requires institutions of higher education to issue a statement advising the campus community about where to obtain law enforcement information concerning registered sex offenders. It also requires sex offenders to provide notice to each institution of higher education at which the person is

employed or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable by law. The Oregon State Police are responsible for maintaining this registry. Follow the link to access the OSP website: http://sexoffenders.oregon.gov.

CAMPUS CRIME STATISTICS AND FIRE SAFETY REPORT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990) and the Drug-Free School and Communities Act Amendments of 1989 (PL 101-226), Bushnell University produces an Annual Security and Fire Safety Report. This report includes statistics for the previous three calendar years concerning reported crimes that occurred on-campus, in certain off-campus buildings, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, alcohol, controlled substances, fire safety, fire statistics and other matters. This report is emailed out to the Bushnell community every October, and a digital copy can be found online at https://www.bushnell.edu/life-at-bushnell/wellness-safety/campus-security/. You can obtain a paper copy of this report by contacting the Student Life Office at 541-684-7345 or by stopping by the Student Life Office (located on the first floor of Womack Hall).

***Adjacent areas statistics were taken from the Eugene Police Department reports.**

Informational Resources for Crime Statistics

FBI Uniform Crime Reporting - http://www.fbi.gov/ucr/ucrquest.htm

FBI Uniform Crime Reporting - http://www.fbi.gov/ucr/ucr.htm

US Department of Justice - http://www.ojp.usdoj.gov/bjs/

US Department of Education - http://ope.ed.gov/security/

Security On Campus, Inc. - http://www.securityoncampus.org/

CAMPUS FIRE SAFETY

GENERAL STATEMENT OF BUSHNELL STUDENT HOUSING FIRE SAFETY

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

Residence Life staff receive fire safety training at the beginning of each year and assist with all fire alarms in campus housing. Fire drills are conducted each semester in coordination with the Residence Life staff and campus security.

SPECIFIC FIRE PREVENTION-RELATED POLICIES

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

Specific fire related policies are as follows:

ELECTRICAL APPLIANCES

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

1. Residents of Burke-Griffeth and Womack Hall may not have hot plates, electric skillets/griddles, hot pots, crock pots, portable electric heaters, air conditioners, toaster ovens, or air fryers. Toasters, toaster ovens, hot pots, crock pots, and air fryers are permitted for use in residence hall kitchens only.
2. Apartment residents may not have portable electric heaters or window unit air conditioners. Other kitchen appliances must be used with caution and be in good working order.
3. Coffee pots and microwave ovens are permitted.
4. Minifridges are permitted but must not exceed 4.6 cubic ft.
5. All cords and connections must be in good working condition. Students may only expand electrical outlets with surge protected power strips. Items such as extension cords and six-way wall plugs (unless they are surge protected) are not allowed and will be confiscated.
   Satellite dishes or other alterations are prohibited.
   Personal saunas or spas are prohibited.
   For fire prevention and safety reasons, halogen lamps (including lava lamps) and butane canisters are not permitted in any residential living area.

FIRE EXTINGUISHERS AND SECURITY SYSTEMS

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

FIRE SAFETY

Fire drills will be held at various times throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Setting off fire alarms or misusing

fire extinguishers is not permitted and will result in disciplinary action, up to and including a $500 fine and dismissal from the University.

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

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

Smoke detectors are present in individual rooms and in common areas in campus housing. Smoke detectors are potential life saving devices. To ensure that the smoke detectors are used appropriately and serve their designed function, students may not dismantle or otherwise alter them. Students found responsible for misusing smoke detectors (hanging things from, tampering with, pulling from the ceiling, taking batteries out of, etc.) will be charged for repair and/or replacement, and may face disciplinary action. Residence Life staff should be notified immediately when a smoke detector needs a new battery.

Smoking, vaping, the use of candles or incense, or any open flame is strictly prohibited in campus housing. Flammable materials (gasoline, kerosene, propane, butane etc.) are not permitted inside buildings.

Due to fire regulations, fire doors are not to be propped open or blocked. Exits, hallways or stairwells may not be blocked.

HOVERBOARDS, E-SCOOTERS, E-BIKES & LITHIUM-ION BATTERIES

To reduce the risk of fire and protect the safety of the residential community, hoverboards, electric scooters (e-scooters), electric bicycles (e-bikes), electric skateboards, and other personal transportation devices powered by lithium-ion batteries may not be stored, charged, or used within any residence hall. Spare or replacement lithium-ion batteries for such devices are also prohibited in residence halls. Students found in possession of prohibited devices or batteries will be required to remove them immediately and may be subject to disciplinary action. Approved mobility devices used as an accommodation for a documented disability are exempt from this policy.

WEAPONS

The presence of weapons on campus poses an unacceptable risk to the health and safety of all members and guests of the Bushnell University community. Therefore, the possession or use of weapons is prohibited on all University property, including parking lots. For the purposes of this policy, a weapon is defined as any instrument, article, or substance which is specifically designed for and presently capable of causing death, incapacitation, serious physical injury, or explosions. This includes but is not limited to firearms, ammunition, explosive devices (both incendiary and chemical), knives, straight razors, paint/pellet guns, martial arts weapons, swords, or toys that replicate or could be mistaken for real weapons. Small pocketknives with blades no greater than 4 inches in length are permitted. All items that qualify as a weapon will be confiscated and/or destroyed.

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

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

EMERGENCY RESPONSE PLAN REGARDING CAMPUS FIRES

ASSUMPTION: Fire with visible flames or strong odors of burning

EMERGENCY CLASSIFICATION: Variable

PRIMARY INCIDENT MANAGER: Acting Director of Security

PERSONS/AGENCIES INVOLVED:

- Critical Incident Response Team
- Acting Director of Security
- Director of the Physical Plant
- Police Department
- Director of Residence Life
- Vice President for Student Development
- Fire Department
- Communications Coordinator

INITIAL RESPONSE:

1. For the person discovering the fire:
   a. Extinguish only if you can do so safely and quickly
      A. In case of emergency, dial 9-1-1
      B. Call Campus Security – (541) 517-5197

   b. If the fire cannot be extinguished:
      A. Confine the fire by closing the doors
      B. Pull the nearest fire alarm
      C. Dial 9-1-1
      D. Alert others
      E. Meet the fire department when they arrive

2. For occupants of the building:
   a. Close the doors to your immediate area
   b. Evacuate the building via the nearest exit. Assist others as necessary
   c. Do not use elevators
   d. Avoid smoke filled areas

3. For persons evacuating from the immediate fire area:
   a. Feel door from top to bottom. If it is hot, do not proceed; go back.
   b. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it
   c. If no smoke is present, exit the building via the nearest stairwell or exit
   d. If you encounter heavy smoke in a stairwell, go back and try another stairwell

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