NHCC STUDENT HANDBOOK
JER. 29:11
EST. 1925
LIVE EXCEPTIONALLY

Contents

Academic Calendar 2025-2026 2
Mission 3
NHCC Goals 3
New Hope Values 4
Statement of Faith 5
Code of Conduct 6
Community Standards 7
  Alcohol/Controlled Substances 8
  Dress Code 8
IGNITE Spiritual Formation 10
  Objectives 10
  Devotions 11
  Chapel 11
  Life Groups 11
  Spiritual Leadership Conferences 11
Campus Food Services 12
ASB Representatives 12
Dorm Life 13
  Stewardship 13
  Residence Hall Guidelines 13
  Dorm Residential Policies 14
Correction and Discipline 19
General Health Care Information 22
  Medical Emergencies 22
  Student Accident Insurance Policy 22
  Measles Immunization 23
  Student Counseling Services 23
NHCC Email Account 24
Mail Collection 24
Motor Vehicle Policy 24
  Concerning Drug and Alcohol Use 32

Academic Calendar 2025-2026

2025 SUMMER TERM

Term Begins	May 27
Term Ends	August 15

2025 FALL SEMESTER

Staff and Faculty Workshop	August 18
Student Leader Training	August 21
Dorms Open	August 23
New Student Orientation	August 23-25
Classes Begin	August 26
Convocation	August 28
NHCC Golf Tournament	August 29
Last Day to Add/Drop Classes/Meal Plan	September 2
Spiritual Growth Conference	November 6-7
Last Day of Classes	December 17
Dormitories & Cafeteria Close	December 18

2026 SPRING SEMESTER

Student Leader Training	January 9
Dorms Open	January 10
New Student Orientation	January 12
Classes Begin	January 13
Last Day to Add/DropClasses/Meal Plan	January 20
Spiritual Leadership Conference	March 5-6
Spring Break	March 23-27
Good Friday & Easter Preparations	April 2-3
Honors Assembly	April 16
Last Day of Classes	May 13
Commencement	May 15
Cafeteria Closes	May 15
Dorms Close	May 16

NO SCHOOL DAYS

Labor Day	September 1
Mid-Semester Break	October 2-3
Thanksgiving Holiday	November 27-28
Spring Break	March 23-27
Good Friday & Easter Preparations	April 2-3

Mission

New Hope Christian College, an institution of higher education, exists to disciple emerging Christian leaders by developing their theology, ministry skills, and character in order to win souls, plant fruitful churches, and lead as exemplary ambassadors for Christ in the ministry and marketplace.

NHCC Goals

In keeping with our Mission Statement, our stated goals are as follows:

1. To recruit an increasing number of mission-fit students that are called primarily to ministry vocations in the church or Christian ministries.
2. Develop uncompromising and excellent theology and academic courses that will help each student to "give a defense to everyone who asks them to give an account of the hope that lies within them" (1 Peter 3:15)
3. Develop an ongoing practicum program that will parallel our academic program. We believe this is critical to developing both the message as well as the messenger. We aim to give each student the opportunity to graduate with more than 1200 hours of practicum in their fields of study… both for the ministry with biblical and life principles that will be applicable in the marketplace.
4. Develop internships within our campus church and in other community churches. Also, during the summer to locate and establish partnerships with other like-hearted churches that will intern our students and give them ministry-leadership opportunities.
5. Develop a post-graduate placement program to help students find a place of ministry as well as a post-graduate program for those willing to continue their studies.
6. We aim to follow the dictum of St. Benedict of 590 AD of a three-fold template of training: "Ora et labora et lege" …. Spiritual Growth, Service, and Study.
7. To develop systems that keep us financially responsible in all things as stewards of God's provision.
8. Develop and maintain a strong and sustainable donor base that will help to undergird the financial base of our college.
9. Develop and maintain a solid and ongoing governance system with credible and diverse stakeholders and board members to support and oversee the mission of the college.
10. Develop cutting edge technology that will assist our students in communicating the Gospel of Jesus Christ to a needy world and planting 21st century churches in our communities and around the world.

New Hope Values

1. We Believe that every person, Christian and non-Christian alike, is valuable to God and to His Kingdom.
   - Because people are eternally valuable to God, they are to us as well. Responsible evangelism will always be our cause and ongoing discipleship will always be the core of the ministry.
   - (Matthew 18:14; Matthew 25:45; 2 Peter 3:9)

2. We Believe that "doing church as a team" is God's design for effective ministry.
   - A Spirit-empowered serving with the willing hearted involvement of every person is vital to God's plan being accomplished.
   - (Ecclesiastes 4:9-12; Psalm 133:1; Ephesians 4:11-16; 1Peter 2:4-9)

3. We Believe that a simple presentation of Jesus Christ in creative ways will impact and transform lives.
   - Relating to our culture through redeeming the arts while remaining true to the Scriptures is a balance we will always keep. This allows us to present the Gospel in such a way that reaches the heart.
   - (1Corinthians 9:22, 23; Acts 17:22-34)

4. In Keeping with the Great Commandment, we believe every member should commit to a lifestyle of consistent spiritual growth with honest accountability.
   - A genuine love for God is always the first priority. Every Christian should yearn for continual spiritual growth. Therefore, discipleship through small groups, accountability, and open honesty is critical to maturing in our faith.
   - (Mark 12:29-31; Acts 2:44-47; 1 Peter 2:2; 1 Timothy 4:7, 8; Proverbs 27:17)

5. We Believe that every member is a minister who has been given gifts to be discovered, developed, and deployed.
   - We are a gift-based, volunteer driven church. Each believer will find his greatest joy and fulfillment when serving in his spiritual gifts and passion. Every believer is created for ministry, gifted for ministry, authorized for ministry, and needed for ministry.
   - (Mark 10:45; Ephesians 2:10; Romans 12; 1 Corinthians 12:14-20)

6. We Believe that God is worthy of our very best.
   - Therefore, a growing spirit of excellence should permeate every activity. Not perfection but excellence with consistent evaluation and a willingness to improve for the sake of the Kingdom of God are distinctive of growing ministries.
   - (Psalm 78:72; Daniel 5:12; Colossians 3:17; Ecclesiastes 10:10)

7. We Believe that genuine love and caring relationships are key to the life of every endeavor.
   - Refusing to give audience to a spirit of complaining, we will instead be courageous in solving every problem in a way that honors God and builds biblical character. We value healthy relationships by protecting the unity of the Spirit in our church.
   - (James 1:2, 3; 1 Peter 3:8, 9; 1Corinthians 13:8; Romans 16:17; Ephesians 4:3)

8. We Believe that the most effective evangelism happens through people inviting people.

- We believe that a life will reach a life. Each believer develops genuine relationships with friends and family and extends an invitation to them. Evangelism gets to be a normal, natural lifestyle of winning others to Christ, one by one.
- (Proverbs 11:30; John 1:43-45; John 4:28-30)

9. We Believe in identifying and training emerging leaders who are fully committed to Christ and who will reach their generation with the Gospel.

- God is raising up men and women who will take the baton of godly character, authentic faith, and servant-hearted leadership into the next generation.
- (2 Timothy 2:2; 1 Timothy 3:1; Titus 1:5-9; Psalm 78:6, 7)

Statement of Faith

We believe that:

BIBLE

- The Bible is the inspired Word of God and "is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work" and as such is the infallible authority for all faith and practice. (2 Timothy 3:16-17, NIV).

GOD

- The God of the Bible, the personal Creator of the universe, eternally exists in three Persons: Father, Son, and Holy Spirit. (Gen 1.1; Phil 2.5-11; 1 Pet 1.2)

THE FALL

- Humanity, divinely created in the image of God, willfully transgressed God's law and incurred death as a result. Henceforth, all persons are born with a sinful nature and are subject to the same penalty. (Gen 3; Rom 5.12-19)

CHRIST'S WORK

- Jesus Christ existed on earth as both fully God and fully human at the same time. (John 10.29-30; John 1. 14; 1 Tim 3.16; Heb 2.17)

- Jesus Christ submitted Himself as a substitutionary sacrifice for the sins of all people. (1 Cor 5.2; Eph 5.7; Phil 2. 6-8)

- Jesus Christ arose from the dead, ascended into heaven, and is interceding for believers as High Priest and Advocate in His present life. (Mat 28.5-7, Luke 24.50-51; Heb 4.14-15)

SALVATION

- Since people are unable to save themselves, salvation comes by grace alone received through faith in Christ as Savior on the basis of godly repentance. (Acts 16.31; Rom 3.25, Eph 2.8-9)

KINGDOM OF GOD

- The present ministry of the kingdom of God includes God's reign affording people salvation, healing, transformation and deliverance. This is accomplished both through process and miracle, including the present working of the manifestations of the Spirit (1 Corinthians 12).
- The Worldwide Church exists as the primary witness to the kingdom of God in the world today. (Mat 16.18; Mat 28.19; Eph 2.19-23)

SECOND COMING

- The second coming of Jesus Christ will be personal and visible, ushering in the fullness of the kingdom of God. All persons will be resurrected bodily: the redeemed to eternal happiness and security with God, and the unredeemed to everlasting punishment in hell. (Mat 25.31-33, 46; 1 Thes 4.16-17; Rev 20)

THE MINISTRY OF THE HOLY SPIRIT

- The Holy Spirit is present to bring individuals to a saving faith in Jesus Christ and to work in and through believers. His presence in individuals constitutes their justification, this presence then works to sanctify, guide, teach, convict and enable believers to actively participate in God's mission. We embrace, but do not require all to adhere to, the baptism in the Holy Spirit as a definite experience distinct from salvation, given to endue believers with power from God to offer an inspired witness for Christ, to lead believers in lives of holiness, and to equip them for a Spirit-filled life of service. Consistent with biblical accounts, believers should anticipate Spirit-baptism to be accompanied by speaking in tongues and other biblical manifestations. (John 16-8-11; John 14.16-17;

GREAT COMMISSION

- The Great Commission of Christ is literal and imperative today. "Making disciples" is both the duty and supreme privilege of the Church. (Mat 28.19; 1 Tim 3.14-15)

Code of Conduct

At New Hope Christian College (NHCC) the student's conduct must be aligned with the academic and Christian mission of the College. NHCC promotes a safe and positive Christian environment, through Bible-based behavioral standards, mentoring of students, developing leadership, fostering peer education, intervention efforts, and disciplinary proceedings when required.

Students are expected to maintain the highest standards of integrity, honesty, modesty, and morality. Honesty and honor constitute measures of individual worth. Certain behaviors are expressly prohibited in Scripture and therefore should be avoided by members of the NHCC community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, any homosexual behavior, premarital sex), drunkenness, immodesty of dress, and occult practices. The Scriptures further teach that the body is the temple of the Holy Spirit; it should be treated at all times with utmost respect and care to avoid personal harm. Students may not frequent or work at places of entertainment or other places the nature or reputation of which might bring discredit to the

student, our church or our college. Students who refuse to follow these college rules are subject to automatic suspension.

The heart of NHCC's administration is to create a college culture that is self-disciplined, where civility is embraced, and our foundational Christian beliefs are lived out in the following ways: Being Christ-followers guided by biblical principles that are established in a personal relationship with God;

- Personal and academic integrity;
- Respect and concern for the dignity of all persons;
- Living above reproach
- A willingness to learn from the differences of people from other cultures;
- Respect for the safety, rights and property of others;
- Taking responsibility for creating a positive and engaging environment where everyone can work, grow and succeed.
- Upholding the Bible's moral standards of conduct as interpreted by traditionalist hermeneutics.

At NHCC, an atmosphere exists whereby moral conduct and choice are exemplified by all members of the community. All members of the college community are expected to demonstrate honesty and respect with regard to their interaction with one another. Differences of opinion on subjects should be discussed together in the light of God's Word, guided by the Holy Spirit. Regrettably, at times, only separation will enable a student to see the worth of the Christian community and those benefits. The College will remove those who consistently refuse to live by the expectations of NHCC.

A Christian college experience ought to prepare students for a life of responsibility and accountability in the church and community. NHCC believes that discipline must be learned, and exercised. If students perceive that discipline is the sole responsibility of the faculty in classroom settings or the administration in matters of student life, we have not communicated a Christian understanding of discipline. Passages such as Matthew 18:15- 35 and Galatians 5:25 and 6:5 clearly indicate the reciprocal nature of discipline in the community of believers.

Community Standards

Jesus Christ lived the way He expects us to live. His actions, His spirit and His attitude are examples - "leaving us an example to follow in His steps" (1 Peter 2:21). We intend to live as Christ has taught us to live, and if we are to fulfill the Great Commission in Matthew 28, it must begin with us. Matthew 28:19-20 reminds us of this fact: **"Therefore, go and make disciples of all nations...teaching them to obey everything I have commanded you."**

Sense and Sensitivity
We, who are called to lead, must be the first ones to observe His commandments. Remember,
"God cannot do anything through you that He has not done in you."
-Lloyd John Ogilvie, Chaplain of the US Senate, 1995-2003

Alcohol/Controlled Substances

All students are expected to abstain from alcohol on and off campus until the legal age of 21 years; the distribution, possession, or consumption of alcohol or un-prescribed and illegal drugs is not permitted. Those 21 years and older are to abstain from alcohol on-campus, including dormitories and NHCC Meyer Hall Apartments and at any College-sponsored events, and are encouraged to use extreme discretion when off-campus. Those of legal age should reconsider when minors or those who struggle with alcohol are present. All students must abide by local, state and federal laws.

- Distribution: Students who distribute alcohol, marijuana or un-prescribed/illegal drugs to other students, whether on or off campus, will be held responsible to College policy and state and federal laws.
- Possession: Students who possess alcohol, marijuana or un-prescribed/illegal drugs on-campus or at a College-sponsored event (including dormitories and NHCC Meyer Hall Apartments) will be held in violation of College policy.
- Consumption: Students who consume alcohol, marijuana or un-prescribed/illegal drugs or who smoke/chew or vape, whether on or off-campus, will be held in violation of College policy.
- Intoxication: Drunkenness or other signs of being under the influence of alcohol, legalized marijuana and/or a controlled substance will not be tolerated. Drunkenness or being under the influence of a controlled substance is to be understood as a level of intoxication that manifests itself in some or all of the following behaviors: slurred speech, unsteadiness, loss of control such that normal functioning is impaired, aggressive behavior toward others or things, and slight to pronounced nausea.
- Hosting Expectations: Students of legal drinking age who permit or allow alcohol consumption in their off-campus residences are expected to do so in accordance with NHCC community life guidelines and within the legal purview of the State of Oregon and federal laws. Students of legal drinking age who permit or allow underage students to consume or possess alcohol in off-campus settings or residences will be disciplined by the College and authorities will be notified. Legalized marijuana is never permitted.
    - Students and Staff are not to drink together off campus.
- Empty Containers: Demonstrated evidence of possession or consumption with empty alcohol containers or other substance related paraphernalia is not permitted.

Dress Code

Student dress while attending NHCC classes should be appropriate to the educational environment and to preparation for professional ministry. The key word in NHCC's dress code is "modesty." This means having an appropriate approach to one's choices in attire, not exposing too much of one's body, being decent, not inappropriately conspicuous in appearance and modeling purity in thought and conduct. The Student Life department, NHCC faculty/staff, and Student Leadership will be responsible for all interpretation and enforcement of these guidelines as needed.

Footwear should also be appropriate, such as shoes, sandals or athletic shoes. Outside of class hours, students may dress appropriate to the seasons, but in each case, if apparel is inappropriate, students shall be willing and responsive to correction from faculty and staff.

Female students should refrain from wearing thin-strapped or bare-midriff tops, short skirts, tops that are inappropriately revealing, or low-rise jeans. Male students should wear their pants high enough to conceal their undergarments and not wear skin-tight shirts or pants.

The vision behind the dress code is to represent Christ as examples to others. The NHCC dress code will be in effect during specific times of the day in addition to specific situations.

Dress as Ambassadors of Christ, representing the Kingdom's culture and not that of the world (2 Kings 17:15).

Men:

- Jeans, slacks or dress shorts and a nice dress shirt are appropriate.
- Pants should be high enough to conceal their undergarments.
- No skin-tight shirts or pants.

Female:

- A modest dress, skirt, slacks, jeans, and nice blouses are appropriate.
- No thin strapped or bare-midriff tops, short skirts, tops that are inappropriately revealing or low-rise jeans. This includes leggings and "yoga pants" if not covered by an external top down to mid-thigh.

Specific Details:

- All New Hope logo shirts are allowed.
- Sweatpants can be worn if styled appropriately.
- Students wearing dresses/skirts on stage should be at knee length or longer.

Footwear:

- Nice closed toe shoes or athletic shoes are okay.
- Nice sandals may be worn by both sexes (such as Birkenstocks).

Classroom Appropriate Attire: Classroom Appropriate Attire will be clothing that you'd wear to a job interview or to weekend church services. This applies to class, chapel, and assemblies. Any T-shirts that have the New Hope logos on it are appropriate. No inappropriate advertisements or logos are permitted except for brand stamped shirts. Collared shirts for men are most appropriate and blouses for women. Women may not wear tank tops or tops that expose their midriffs. A student will get three warnings (Matthew 18), and thereafter, a $20 fine will be imposed prior to them returning to class.

Campus Appropriate Attire: During non-classroom hours (devotions, meals, and after class), and at special student events such as Open Mic nights, students may wear more casual attire that is modest and appropriate to the occasion.

The Student Life staff, NHCC faculty/staff, and Student Leaders will be responsible for all interpretation and accountability of these guidelines. Students found in violation of dress code will be asked to change, which may mean missing a class, Chapel or other event. Students must be willingly responsive when being held accountable to this dress code.

Recreational Wear

Recreational clothing is appropriate only while participating in recreational activities or while in the residence halls.

Church Attire
Students should also be respectful of the standard being set by the leadership of their church. Students functioning in leadership capacities should be conscientious about their choice of clothing.

Special Activities
The College may at any time require students attending special College functions or representing the College in outreach teams to dress in a manner generally considered more formal than the guidelines above. Special occasions such as Honors Assembly and Commencement are included, as well as all platform appearances in general.

Students who violate the dress code will receive a warning and may be subject to redemptive discipline. We desire to bring attention to Jesus Christ through our actions and spirit, not to detract from Him and bring attention to ourselves. The bottom line is to dress as a representative of the King of kings and Lord of lords.

IGNITE Spiritual Formation

Ignite Spiritual Formation (ISF) is a non-credit spiritual growth program. All degree-seeking students are required to pass ISF for each term that they are enrolled in six or more credits.

Objectives

1. Provide an environment conducive to personal growth and maturity in life and ministry.
2. Guide students into the development of spiritual disciplines in their personal lives such as daily devotions, prayer and applied faith.
3. To help instill an "attitude of gratitude" through the discipline of service.
4. Guide students in developing an integrated life that connects belief and character and recognizes the Lordship of Christ in all areas of life.
5. Integrate academic content and practical experience.
6. Provide guidance for the student into opportunities for involvement and growth in ministry in a local church.
7. Foster mutually beneficial relationships with churches, para-church and community organizations, and local individuals in order to increase opportunities for the student's ministry and personal growth.

Ignite Spiritual Formation Grade: Each student at NHCC is given an Ignite grade that appears on their transcript. This grade, recorded as a "pass" or "fail," is based upon the following components: Devotions, Chapels, Life Groups, and Spiritual Leadership Conferences.

To receive a "pass" for ISF, a student cannot miss more than a total of six (6) combined absences a semester from the first four requirements listed above and twelve (12) for those required to attend devotions as well. Students will need to work individually with the Student Life Department to rectify any failed terms of ISF.

Devotions

Spending quality time with God is an important value in every Christian's life. One way to grow in our walk with Christ is the important act of doing daily devotions. NHCC students are encouraged to use the SOAP method developed by Pastor Wayne Cordeiro and delineated in his book, *The Divine Mentor*.

Devotions are done collectively and are required for New Hope residents, freshman, sophomores, scholarship recipients, and student leaders.

Chapel

Students, faculty, and staff gather for weekly Chapel. These corporate times of worship, ministry, "New Hope community business," messages from God's Word, etc., are part of the overall training experience for our students. All students who are degree-seeking, or enrolled for nine credits or more, are required to attend Chapel each semester they are enrolled.

Non-degree-seeking students who are less than half time (eight credits or less) are strongly encouraged to attend. Students who are unable to attend Chapel on a regular basis due to work or family commitments must obtain an attendance waiver from the Student Life Director.

Life Groups

Weekly attendance and participation in a Life Group is required. Life Groups are small group mentoring opportunities designed to nurture the spiritual formation of every student. Groups meet on Fridays in various locations around campus.

Spiritual Leadership Conferences

Two days are selected twice a year for special emphasis on spiritual growth. Classes are replaced with sessions for worship, spiritual input, ministry, and outreach. Attendance is required for all students, full-time faculty, and staff.

Exemptions

Any exemption from the ISF program requirements must be approved by the Student Life Department or the VP of Academic Affairs. Exemptions may include work schedule conflicts, class conflicts if dual enrolled at another local institution, and other similar circumstances.

Campus Food Services

New Hope makes every effort to provide healthy meals with as much variety as possible. All meals are served in the cafeteria according to the posted schedule. The Food Service staff makes an effort to plan all meals to be nutritionally balanced.

On Campus Students

The room and board fees include payment for all meals served on campus. Credit is not given for meals missed by a student.

Off Campus Students

Non-dorm students are welcome to be on a meal plan or purchase meals in the cafeteria. Visitors may also purchase meals in the cafeteria.

Special Diets

Students with severe food allergies, in conjunction with a doctor's letter verifying said allergies, will not be required to be on a meal plan. However, if they choose to be on a meal plan, they will be required to sign a document that releases the school from any responsibility or liability due to an allergic reaction caused by the food.

Sack Lunches

Sack lunches or late plates can be provided when there are employment conflicts with scheduled meal hours. Prior arrangements must be made with the Food Services Manager. Sack lunches can also be prepared for student groups on authorized travel assignments for the College.

Conduct in the Cafeteria

Students are expected to exhibit conduct and manners conducive to a pleasant atmosphere in the dining room at all times.

The kitchen staff has full authority in the kitchen and dining room premises. They are authorized to refuse service to anyone whose conduct is inappropriate or who does not conform to dining room regulations. Only kitchen employees on duty are allowed in the kitchen. Students are not to take food from the kitchen without permission.

ASB Representatives

The Associated Student Body of New Hope Christian College is represented in College government appointed by the Student Life Department.

President – The ASB President serves the student body as the executive authority for all ASB activities and as the liaison between the ASB Team and the NHCC staff and faculty. They support the community's pursuit of character by connecting students, empowering them, and creating community activities that allow students' voices to be heard and encourage their spiritual growth.

Spiritual Growth Director – The Spiritual Growth Director equips the student body to pursue character development through planning worship-oriented activities, overseeing the execution of such activities, and innovating dynamic ways in which the student body can grow spiritually.

Communications Director– The Communications Director serves the student body by promoting and keeping them informed of upcoming events. This position is responsible for maintaining consistent updates to the ASB President.

Events Coordinator– The Events Coordinator serves the student body by planning, organizing, and executing campus events.

Dorm Life

Stewardship

"The Lord God took the man and put him in the Garden of Eden to work it and take care of it" (Gen 2:15).

Ways you can help New Hope care for God's Creation:

1. Turn OFF heaters when not in your room.
2. Turn OFF lights when leaving your room.
3. Unplug personal devices when not in use/turn off the power strip.
4. Shut down computers/printers; don't leave them idling.
5. Go paperless...when possible.
6. Recycle more.
7. Remind others and SPREAD THE WORD!

Residence Hall Guidelines

The following guidelines for dormitory residence have been established in the best interest of all students. Most of these guidelines also appear on the Dormitory Resident's Agreement form. No one will be allowed to move into college housing without payment of a $350.00 deposit. This is an annual payment that must be paid before the beginning of the semester if the student chooses to live in the dorms. $270.00 of this deposit is conditionally refundable to the student, and $80.00 is a non-refundable carpet cleaning deposit.

Upon check-out, the dorm deposit will be applied to any unpaid student balance before being refunded to the student.

Gender Respect

The men's dorm (Meyer Hall) is off limits to the opposite biological sex at all times. The main entrance lobby in the Hornshuh building is open to the opposite biological sex during the hours of 12pm to 8pm. All other areas are off limits. Please be respectful of these rules.

Curfew

Students residing in the dorms are to be in their respective residence halls each night Monday through Thursday 12 am and Friday through Sunday by 1 am. Lights out will be at the discretion of each dorm room. Everyone is asked to be courteous at all times concerning noise. Quiet time

begins at 10 pm and ends at 8 am. If you are staying overnight somewhere, please get approval ***in advance*** from the Resident Director (RD).

No Soliciting
A college campus is often considered good selling territory by a wide variety of salespersons. In order to be fair to everyone and to avoid potential problems, all soliciting and selling not distinctly sponsored by an authorized group is prohibited everywhere on our campus.

NOTE: Off campus guests must be out of the dorms by curfew unless approved by the Resident Director.

Residential Meetings
Regular residential (dorms/apartments) meetings are one of the ways communication among residents takes place. Some meetings will be called to discuss business issues, others with spiritual or educational purposes in mind, and some for the fun of being together to celebrate a special event. Every resident, as a member of the NHCC family, is expected to attend. Residents may be excused from a given meeting only after discussing a schedule conflict with the appropriate Resident Director prior to the meeting. The presence and input of all residents are regarded as important.

Conduct When Living in a Campus Community
Throughout the year, the guest rooms will be utilized by Preview Day guests, guest speakers or any other big events for NHCC or NHW. Please see RD for concerns or questions.

The atmosphere in the on-campus residences should be conducive to individual study at all times. Each student living on campus must comply with the conditions of assignment to residence halls and the regulations established for a particular hall, as well as those established for the apartment community. Students and non-student visitors must follow all campus-housing regulations. Students are responsible for the conduct of guests; for example, make sure your car stereo is turned down to a level that will not disturb others while in class, in the dorms, or in the apartments when driving on campus.

Elsewhere on campus, students and visitors must comply with applicable building or grounds regulations. Supervisors of various campus facilities (e.g., cafeteria, Student Center) are authorized to suspend use privileges of students who disobey rules or direct instructions. Each loss of privilege is reported to Student Life, to whom it may be appealed. The supervisor is expected to offer an interview regarding reasons for any restrictions.

Dorm Residential Policies

- Student policies will remain enforced throughout holidays and vacations for all NHCC residents.
- All dorms must be vacated at the end of each term, unless a student is participating in a ministry internship or event.
- Check-out arrangements are to be made through the Resident Directors. This includes a thorough cleaning of one's room, turning in assigned keys, and signing the Check-

Out/Inspection Form. Failure to follow all the necessary procedures will result in a charge being assessed against the room deposit.
- New and returning students must obtain permission from the Office of Student Life for early arrival before the dorms are officially opened.
- Students must be enrolled and maintain enrollment eligibility for dorm residency.

Overnight Guest
- All overnight guest must be approved in advance by Student Life. They must fill out the guest rental form.

Dorm Violations & On-Campus Discipline Fines
If a student fails to comply with NHCC standards and policies regarding dorm living, curfew hours, or residential cleanliness and chores, the Resident Director and Student Life Department will discuss the non-compliance. If the student is found in violation, fines and/or additional disciplinary action will be taken. The following is a representative but not exhaustive list of community offenses—
- Moving college furniture without permission (Including dorm and lobby furniture)
- Inappropriate displays of affection
- Violating quiet/courtesy hours
- Lost residence hall key
- Messy room or common area
- Reckless behavior
- Inappropriate media content
- Being in unauthorized areas
- Going in and out of windows
- Removing window screens
- Propping open exterior doors/using fire-only doors
- Open flames (candles, etc.)
- Tampering with fire safety equipment/smoke detectors
- Tampering with security equipment
- Possession of fireworks or weapons
- Dress code violations
- Parking violations
- Failure to keep dorm/apartment free of mold

Noise
- After 10 pm each evening, students should keep indoor and outdoor noise to a minimum for the benefit of students studying and sleeping. At this time, everyone should be quiet outside of their room/apartment as a matter of common courtesy, regardless of the curfew times.
- Music/TV that is loud enough to be heard outside of rooms/apartments can be discourteous to others. Music/TV must not be audible outside of your room or apartment at any time. Music/TV should be encouraging and edifying to all who can hear it. Resident Directors are authorized to ensure that music/TV is not offensive or inappropriate in any way and can discontinue any music/TV that violates these standards: rated R movies and explicit lyrics are prohibited.

Cooking

- No cooking is permitted at any time in dormitory rooms. Unapproved appliances are a definite fire hazard and prohibited by fire regulations. Also, keep in mind that food smells and spills can attract a variety of animal life, spoil the appearance of our facilities and create a health hazard.
- It will be considered a serious offense if the fire-alarm system is activated due to a student's failure to comply with NHCC policy guidelines. Be aware that the smoke from cooking may accidentally set off both smoke detectors and sprinklers in the rooms. A fine will be assessed for any costs involved. Refurbishing one dorm room will amount to no less than $3000.

Cleanliness of Room

- Walls should be kept undamaged and clean. When hanging pictures and posters, avoid using materials that will stain or excessively mark walls. No contact paper on desks or dressers.
- Residents are responsible for the cleanliness and order of their own personal areas at all times and by assignment, the cleaning and order of lobbies, halls, etc. There will be periodic inspections of rooms.

Supplies

- Students are responsible for purchasing their own cleaning supplies for personal areas. Personal supplies include: garbage bags, toilet paper, toilet cleaner, shower spray, hand soap, sponges, glass cleaner, etc. However, cleaning supplies will be provided for the community areas.
- Students are responsible for purchasing their own toilet paper.

Keys

- You are responsible for any key issued to you. If you lose a key, notify your Resident Director so that it can be replaced. There is a $50.00 fee for lost keys.
- Doors should be locked when you are gone from your room. All students must obtain keys if using College housing.

Student ID Cards – The NHCC Proximity Card

All new incoming students are entitled to one New Hope Christian College (NHCC) ID card, called a Proximity Card, at no charge. The Proximity Card entitles the cardholder to certain College privileges and benefits. Each card contains a proximity chip as well as a barcode with the student's ID number.

Uses Include:

- Library privileges
- Entrance into residence hall

Replacement Fee: $10.00 replacement fee for lost, stolen, or mutilated cards. An ID card will be considered mutilated if it is perforated (hole punched), bears unauthorized markings, or is affixed with any unauthorized stickers.

Student Belongings

- Students may have small refrigerators in their rooms (only one per dorm room).
- There is no storage in the dorms available to students during the summer months.
- All vehicles and bikes must be removed at the end of the spring semester. Any bicycle or vehicle left without proper permission will be donated or towed.

Summer/Christmas Dorm Policy

Students may apply for summer residence in the dorms through the Office of Student Life if a College required internship or Field Service is scheduled in the greater Eugene area, if summer ministry at New Hope West is required or if the College asks the student to work/minister for the College during the summer. They are not rented simply for convenience, family situations or because of Eugene-area employment. On-campus dorm residents are required to keep their rooms clean and abide by campus policies except curfew. Students not returning in the Fall for personal, academic or Student Life reasons are not eligible for summer residence. All dorms must be vacated during the entirety of Christmas break unless a student meets one of the above summer criteria or is required to stay on campus to participate in a New Hope West service or event.

Oregon Landlord/Tenant Law

Whether you live in an NHCC dorm or an on-campus apartment, the regulations of Oregon Landlord/Tenant Law apply to your housing. The pertinent stipulations of these regulations are spelled out in the Rental Agreement that each student in either an NHCC dorm or apartment must sign upon renting.

Of paramount importance are the Oregon regulations governing on time payment of rent, whether you are in a dorm room or apartment.

- All rents are due the 1st of each month.
- You are granted a "grace period" through 5pm on the 5th day of each month. (NOTE—you are allowed one exception...the first month following the beginning of each semester you will be given an extended grace period. This is because we realize that rent payments are often paid by Federal Aid and Federal Aid is not always here by September 1 or February 1.)
- If payment IN FULL (we cannot by law accept partial payments) is not posted to your account by 5pm on the 5th of the month, you will be assessed a $50 late fee and the morning of the 6th (or first working day following the 6th should it fall on a weekend or holiday), you will receive an email from Student Accounts notifying you of the $50 late fee and giving you until the 20th of the month at 5pm to pay in full.
- If payment in full is not received by 5pm on the 20th of the month, a 72 hour Eviction Notice will be executed the following morning (or the morning of the first business day thereafter). You will have up to 72 hours to either pay in full or vacate the premises.
- If after 72 hours you have neither paid in full NOR vacated the premises (removing all of your belongings), a Civil Eviction notice (FED) will be filed with the Lane County courts and a judge will determine appropriate action, which can include forcible removal by the authorities.

Please understand that these **are** State regulations by which we must abide, and we do not have the authority to alter, violate them, or to make exceptions.

Safety and Fire

- No open flame is permitted in the residence halls. This includes the burning of candles or incense.
- Irons and appliances (with the exception of a mini fridge) are not permitted in dormitory rooms. Ironing is to be done in the laundry rooms only. Irons should be unplugged after use, and the area left clean. Steamers are permitted.
- Students should be familiar with the emergency procedures that are posted in each dormitory.
- No firearms or ammunition are permitted on campus. If for any reason you have these in your possession, they must be registered with the Campus Security and locked in a safe. All firearms must be clearly tagged and registered.

Fire Drills and Emergencies*

All occupants will leave all buildings in a timely manner, gather in the appropriate designated assembly points and check-in with the Resident Directors when the fire alarm sounds. After the RD's have accounted for all students, faculty, and staff, further instructions will be given. Do not delay for any reason once an alarm has sounded.

The designated assembly points are as follows:

Bryan Hall.....Cross Plaza Parking Lot
Hornshuh Hall.....Hunt Building Upper Parking Lot
Hunt Building.....Hunt Building Upper Parking Lot
Library.....Cross Plaza Parking Lot
Flint..... Cross Plaza Parking Lot
Meyer Hall.....Hunt Building Upper Parking Lot
Rexius.....Rexius Parking Lot (between Bryan & Rexius)

*In accordance with Oregon Fire Code 405.2, NHCC is required to perform emergency evacuation drills once each semester, with at least one drill occurring annually after-hours.

**Individuals remaining in residence hall housing or campus buildings when a fire alarm is sounded will be subject to a $25.00 penalty fee due to the necessity of authentic drill procedures and roll calls that will assure the safety of all occupants.

***Individuals who pull or set-off emergency alarms for any reason other than an actual emergency or an official drill will be subject to a $250.00 penalty fee. Emergency notification systems are not to be misused. Any misuse is a serious offense–the safety of our campus is of the utmost importance.

Lock-Down

In the event of natural disasters, life threatening situations, or chemical spill/dangers, a lock-down procedure will be enacted during which all students, staff, and faculty will stay inside the

building, moving away from all windows. Once a lock-down is in place, no one will enter or leave the building for any reason until an official "all clear" is given. An emergency texting and email notification system will place the entire campus on alert and will inform the campus community of the type of lock-down.

Correction and Discipline

Discipline at NHCC is based on a counseling philosophy designed to produce behavioral changes that will enable students to mature in key areas of character development.

Off-Campus Misconduct

While the College has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students is of substantial College interest and warrants disciplinary actions. NHCC expects students to conduct themselves in accordance with the "Code of Conduct" at all times. We caution that any violation of local, state, or federal law; danger and/or threat to the health and safety of self and others; impingement upon the rights, property or achievements of self or others; significantly breaching the peace or causing social disorder; and/or any complaints from others alleging violations of the law or the "Code of Conduct" will be considered by the College as misconduct and dealt with accordingly.

Discipline Procedure

Student Life Director and the Student Life Office will review any and all allegations to determine the appropriate course of action.

1. Anyone may file a report alleging that a student violated the Code of Conduct. Any report should be submitted as soon as possible after the event takes place and will be directed to the Student Life Director.
2. The Student Life Director will meet with the student accused of the violation in a Disciplinary Conference. The Disciplinary Conference is an informal, non-adversarial meeting intended to allow the College to examine the complaint, listen to the student, discuss circumstances regarding the incident, and address student questions. Notes will be kept of this initial meeting to begin documentation of the conversation and process.
3. The College may conduct an investigation to determine if charges are appropriate. If the acquired information reasonably supports a Code of Conduct violation, the College will outline the options to the student of "next steps." If the acquired information does not reasonably support charges, then the case will be closed without charges.
4. If the charges involve any form of sexual misconduct, including but not limited to those specifically addressed under VAWA, drug or alcohol charges or any federal/state illegal activity, the proceedings for dealing with the infraction, including possible sanctions, will be conducted by the Student Life Director and his designees, including (as needed) the Title IX Director, Director of Campus Safety, law enforcement and the Executive Team Management.
5. In the case of all other offenses, the student will be given the **option of** their charges being handled by the Student Life Director and his designees **OR** by the College's Judicial Review Committee consisting of three peers and three faculty members (all selected by the College).

Sanctions

The following sanctions may be imposed upon any student found to have violated the "Code of Conduct:"

- **Disciplinary Warning**: A disciplinary warning is a warning to a student that their conduct was inappropriate and that further misconduct will result in more severe disciplinary action. The warning is maintained as part of a student's disciplinary record.
- **Disciplinary Probation**: Disciplinary probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision-making. Additional conditions and/or educational programs (including professional counseling) may be assigned as a component of the probation. Future misconduct, failure to comply with any conditions and/or to complete any assignments may lead to a more severe disciplinary action, including: **suspension or expulsion**. Disciplinary probation may be recorded on the official College transcript due to the serious nature of the offense or when a student's disciplinary history is significant, and the College determines a notation is merited.
- **Restitution**: Restitution requires a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to other sanctions.
- **Loss of Privilege**: Loss of Privilege involves the withdrawal of the use of service, participation in an activity, or withdrawal of privileges consistent with offense(s). Loss of privilege may be imposed separately or in addition to other sanctions.
- **Disciplinary Suspension**: Disciplinary suspension from the College is assigned for a specified period of time. A suspended student is precluded from registration, class attendance or participation, and residence on campus. In addition, the student is prohibited from using or visiting College facilities unless special permission is obtained from the Director of Student Life or designee. During the period of the suspension, a notation will appear on the student's official College transcript.
- **Indefinite Expulsion**: Indefinite expulsion from the College is for a period of not less than one calendar year. The Director of Student Life and the Vice President of Academic Affairs must approve re-enrollment. During a period of indefinite expulsion, a student is precluded from registration, class attendance or participation, and residence on campus. In addition, the student is prohibited from using or visiting College facilities unless special permission is obtained from the Director of Student Life or designee. If a student wishes to return to the College after the period of their indefinite expulsion, they must request re-enrollment (in writing) to the Director of Student Life or designee. During the period of the expulsion, a notation will appear on the student's official College transcript.
- **Expulsion**: Expulsion of a student from the College is permanent. A student is precluded from registration, class attendance or participation, and residence on campus. In addition, the student is prohibited from using or visiting College facilities unless special permission is obtained from the Director of Student Life or designee. Expulsion requires administrative review and approval by the President and/or the Executive team. The sanction of expulsion is permanently noted on a student's official College transcript.
- **Educational Sanctions**: Educational sanctions are sanctions that the College reserves the right to assign to students in lieu of, or in addition to, administrative sanctions.
- **Other Sanctions**: The College reserves the right to impose alternative sanctions instead of or in addition to those listed above. For example, a student may be removed from College housing for violations of the "Code of Conduct" or the housing contract

conditions that they agreed upon when choosing to live in the student dorms or campus apartments.

Parent Notification of Disciplinary Actions
The Family Educational Rights and Privacy Act of 1974 prohibits access to a student's education records (other than "directory information") without the written consent of the student. An exception may be made in the cases of parents or legal guardians of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152. Parents or guardians of dependent students will be notified in all cases involving dismissal, and notification may also be made in cases involving academic or disciplinary probation. Parental notification will always be discussed with the student.

When an NHCC student feels they have been wronged or misunderstood by a faculty or staff member
The first step to resolve a conflict between a student and faculty or staff member is to follow the Matthew 18 principle by going to the faculty or staff member to have a face-to-face meeting. Most conflicts will be resolved at this level.

If the conflict is not resolved by such a meeting, students have the right to appeal to Student Life if they feel any NHCC faculty or staff member has treated them in an unjust manner. If a dorm student, the student should first talk with the appropriate Resident Director then he or she will then contact the Director of Student Life for further review. The Director of Student Life will either gather more information or talk with the parties involved to come to some type of resolution. NOTE: Questions of "academic fairness" regarding one's grades should be directed to the Vice President of Academic Affairs.

It is the desire of the College to provide a safe, nurturing community atmosphere. Therefore, any report of "less than fair" treatment of any of our students, faculty, or staff will be investigated with a heart of restoration in the hopes of mending the tear in the NHCC community fabric.

General Health Care Information

Although there are no medical professionals on campus, urgent care and hospital assistance are located nearby. Additionally, first aid supplies are located in the Kitchen, Hornshuh Dormitory, Student Center, Rexius Event Center, and the Library.

Medical Emergencies

In the case of a medical emergency, our Resident Directors (RDs) and Student Leaders have been trained to respond in the following manner:

If a student encounters a medical emergency, the first response should usually be to find or call an RD, Student Leader, or staff/faculty member. They will assess the situation and either transport the student to the nearest medical facility. In the case of a life-threatening situation, the RD, Student Leader, or staff/faculty member will call 911.

If you are assisting a student in need and are unable to contact any of these individuals, take the student to BESTMED Urgent Care on W. 11th Ave. If you feel the situation is dire or life threatening, please call 911. A fire station is located in close proximity and will respond quickly.

If you are in doubt as to the appropriate action or level of care to provide an injured student, it is better to err on the side of caution and call 911.

Student Accident Insurance Policy

All full-time traditional degree program students enrolled at NHCC are covered under a group policy for accidental injury only. The accident insurance is in effect from August 1 through July 31 of the following year. All bills from a doctor, hospital, or prescriptions covered by the insurance are to be filed by the student with the student's insurance carrier. It is the student's responsibility to initiate the process and provide the bills for prompt processing.

To file a claim, you need a form that is available from Financial Services. Late billings and interest charges because of failure to submit bills and/or complete and sign the insurance form properly are the responsibility of the student.

There is no health insurance coverage provided by the College. Any students on work study should report on-the-job and work-related accidents to their immediate supervisor, who will determine whether to list the accident or issue workers compensation claim forms. Listed accidents are minor accidents that require first aid only.

Contact the Student Life Director for first aid. If necessary, they will call 911 or transport the injured or ill student to an appropriate medical facility.

Places for a student to go for medical help:

- BESTMED Urgent Care- 4040 W. 11th Ave. Ste. B. 541-215-2311
- PeaceHealth Urgent Care University District- 1200 Hilyard St., Ste. 100 458-205-6282
- PeaceHealth Urgent Care- 2846 Willamette St. 541-222-8700
- Sacred Heart-Riverbend - 3333 Riverbend Dr. 541-222- 7300
- River Bend Emergency- 541-222- 6931
- Riverbend Urgent Care- 541-222- 6005
- White Bird Clinic - 1400 Mill St. 541-484- 4800
- Community Health Centers of Lane County – 1680 Chambers St. 541-682- 3550
- Charnelton Community Clinic (sliding scale)-151 W. 7th Ave., Ste. 100 541-682-3550
- Volunteers in Medicine clinic: The Charnelton Community, White Bird, and Volunteers in Medicine are walk-in clinics, with a sliding fee scale depending on income. Call the clinics for hours of service. Students without medical insurance will find this facility a helpful resource.

Measles Immunization

Students need to show that they've been vaccinated against measles when enrolling in a college or university in Oregon as a full-time student (undergraduate and graduate). The Oregon college immunization law applies to any full-time student born on or after January 1, 1957.

Under Oregon law, a student must submit proof of two doses of measles vaccine or meet one of the legal exemptions. Adequate proof is written documentation of the date of each dose of measles (the first dose must have been on or after the first birthday and at least 24 days must have passed between the first and second dose). Documentation for students born before January 1984 could also include no date for the first dose, but documentation for a second dose if given on or after December 1989.

Students will not be able to attend class unless Health Questionnaire and Measles Immunization Record are completed and on file with the Office of Student Life. International Students will not be allowed to attend any classes if a completed Health Questionnaire and Measles Immunization Record are not on file with the same.

Medical, immunity, and non-medical exemptions do apply. Please speak with the Student Life Department regarding any possible MMR exemption.

Student Counseling Services

The Student Counseling Support at NHCC offers counseling and rescources for personal and family issues. Students will meet with a licensed, experienced counselor in person. They will be eligible for three sessions per year for items such as:

- Family and relationship concerns
- Anxiety/Depression
- Difficulty focusing on concentrating
- Stress and anger management
- Substance abuse

There is no cost to the student for those first three sessions per year. Please inquire about financial help with the Student Life Department at studentlife@newhope.edu.

Financial Stewardship Assistance

Students in need of financial stewardship counseling may make an appointment with the Student Life Department or the Finance Office for coaching and resources on financial matters. (For example: budgeting, financial strategy, scholarships, jobs, grants, paying down debt, etc.)

NHCC Email Account

A newhope.edu email account is offered to all students by NHCC and it will be a regular way in which students will receive official College communication. A user account (username and password) is required for you to use this service. For NHCC, this user account is called your NHCC Username.

After your NHCC username is activated by the IT Department, your email address is your NHCC Username with @newhope.edu (e.g. John Smith's email address will be johnsmith@newhope.edu) and will be referred to as your NHCC Email Account. Your NHCC Email Account (username@newhope.edu) is used for important campus news and updates, as well as the primary means of communication with your professors and should be checked daily.

Mail Collection

All student mail will be available at Reception on the first floor of Bryan Hall during business hours, Monday through Friday.

Motor Vehicle Policy

Driver's License

According to Oregon Law, students may operate vehicles with out-of-state licenses providing they live in college-sponsored housing and retain status as an out-of-state student for a temporary period, returning to an out-of-state address for permanent residence. Students obtaining a job or permanent mailing address other than NHCC must obtain an Oregon driver's license. An international driver's license is not valid in Oregon.

Automotive Regulations

Operating an automobile on campus is considered a privilege, not a right. All automobile owners and operators are expected to abide by the following regulations:

1. All automobiles, motorbikes and bicycles must be registered at the time of registration. Vehicles brought to campus afterwards are to be registered within three days.
2. All students, including local residents, married students and commuters, must be insured for public liability, property damage and medical coverage. No uninsured vehicles may be operated on campus.
3. Vehicles are to be operated at all times in a safe and conscientious manner. All posted campus traffic regulations are to be obeyed. Maximum campus speed is 15 mph. Motorized vehicles are to be driven only on roadways. Improper driving may result in a fine and/or the loss of driving privileges on campus.
4. Motor oil cannot be changed on campus, including the apartment lots.
5. The following policies apply to vehicle parking on campus:
    - All vehicles and bicycles that are parked on campus must be registered with Campus Safety.

- Parking of vehicles shall be on a first-come first-serve basis.
- There should only be one registered vehicle per student on campus.

Violations for which Penalties Apply

- Parking illegally (not within lines, blocking other cars, in front of red curbs, etc.).
- Speeding – any driving exceeding 15 mph on roadways and 5 mph in parking lots.
- Any driving, for any reason, that would endanger the lives of others will be subject to a fine and revocation of driving privileges on campus.
- In case of vehicle breakdown, the vehicle cannot be left on campus roadways. After 24 hours, the vehicle will be towed away at the owner's expense. Similarly, broken down vehicles may not be left in campus parking lots for more than 48 hours.
- Other violations that are not covered in the above list but are areas of misconduct will also be subject to a fine. Students should be aware that the basic rules from the Oregon Department of Transportation rules apply to driving on campus.
- All parking violations are $25 with the exception of illegally parking in handicap spots or red zones ($50).

NHCC Owned Vehicles Policy

A student must meet the following qualifications to drive NHCC vehicles:

- Must be 25 or older to drive.
- Must be approved by Director of Student Life and HR.
- A current, valid driver's license.
- A clean record for 3 years (no accidents or violations) or approval by the President. This is verified using a screening agency.

College vehicle use is limited to functions that are sanctioned and sponsored by an officially recognized department or organization of the College.

Campus Security

We know that the world around us does not adhere to exclusively Christian values; therefore, it is necessary that everyone be involved in monitoring campus conduct and the presence of unauthorized individuals on campus. The College administration asks the cooperation of all members of the College community in helping to ensure safety on campus. It is also important for all visitors to adhere to campus visitation hours.

Search and Seizure Policy

New Hope Christian College reserves the right to search students, student residences (on campus or off), personal belongings, and any other student items (including computers) for any reason.

Assistance for Students with Disabilities

In keeping with the Americans with Disabilities Act, New Hope Christian College will provide reasonable academic adjustments or accommodations necessary to afford equal opportunity and full participation in all programs for qualified students with professionally verified disabilities. Students requiring such accommodations should contact their faculty members as well as the Office of Student Life.

Civil Rights & Nondiscrimination Policy
Non-Discrimination Policy New Hope Christian College is a Christian college: its mission is to, "disciple emerging Christian leaders by developing their theology, ministry skills, and character in order to win souls, plant fruitful churches, and lead as exemplary ambassadors for Christ in the ministry and marketplace." Accordingly, NHCC seeks to hire and educate individuals who share its statement of faith, vision, and core values to carry out that mission. The College does not unlawfully discriminate in admissions, educational programs, or employment practices.

New Hope Christian College does not discriminate on the basis of race, sex, color, national origin, age, handicap, veteran status, genetic information, or political affiliation in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

Direct questions concerning the non-discrimination policy should be addressed to Human Resources, (541) 485- 1780, lisamontgomery@newhope.edu, 2155 Bailey Hill Road, Eugene, OR 97405.

Harassment Policy
New Hope Christian College is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Students or employees who feel they have been subjected to such treatment should immediately report it to the office of the President.

Drug and Alcohol Policy
New Hope Christian College is committed to maintaining a safe and healthy educational environment free from alcohol, drugs and tobacco. The use, possession or distribution of illicit drugs, legalized marijuana, synthetic marijuana or controlled substances, or the abuse of legal substances, are prohibited on or away from campus. The College prohibits vaping, smoking, including e-cigarettes, and all forms of tobacco use (including chewing) or possession both on and off campus. Visitors to our campus are expected to comply with these standards.

The use of alcohol is prohibited on campus, including dormitories and NHCC apartments and at any College events, on or off-campus. NHCC students under the legal drinking age of 21 are to refrain at anytime and anywhere from alcohol under Oregon state law. Students/employees age 21 and over must use extreme discretion in their own homes and private gatherings when using alcohol. Jesus reminds us that:

The Bible prohibits drunkenness (Proverbs 31:4-5; Galatians 5:21)
The Bible teaches being sensitive to the impact of drinking and smoking on Christians who may hold a different perspective than you (Romans 14)

Faculty/staff are to refrain from drinking with students at all times.

The College wishes to support and resource any student or employee who finds they are struggling. As an initial step, students who have concerns about the use and abuse of alcohol, drugs and/or tobacco are encouraged to meet with a Student Life representative to discuss their concerns. Employees are to meet with their respective supervising Dean. The Student Life Department/Dean may connect the student or employee with appropriate counseling resources (see Student Counseling Services) or refer them to resources available in the community.

Serenity Lane
4211 W. 11th Ave., Eugene, OR
(541)687-1110

Looking Glass Counseling
260 East 11thAve, Eugene, OR
(541)484-4428

Emergence Addiction and Behavioral Therapies-MidTown
1461 Oak Street, Eugene, OR
(541)344-2237

Passages
1790 Alder Street, Eugene, OR
(541)485-0457

American Addiction Hotline
888-987-9161

The 1989 amendments to the federal Drug-Free Schools and Communities Act (DFSCA), as articulated in the Education Department's General Administrative Regulations (EDGAR Part 86.100, Subpart B), require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program "to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on the institution's premises and as part of any of its activities." Accordingly, New Hope Christian College has developed the following policy regarding drug and alcohol abuse:

Standard of Conduct
In keeping with the mission of New Hope Christian College, the use, possession, distribution, manufacture, or sale of narcotics, illegal drugs, or the abuse of legal substances by its students and employees is strictly prohibited. In addition to being subject to applicable local, state and federal laws, students in violation of the College's Standards of Conduct with regard to the use of drugs and alcohol will be subject to the College's formal discipline process (see Discipline Procedure) with possible sanctions up to and including expulsion.

Sanctions for Violation of the Standard—violation of this policy will lead to disciplinary action up to and including expulsion from the College or termination of employment (and referral for prosecution when local laws, state of Oregon laws, or federal laws have been broken).

Help is Available—confidential referrals for counseling, treatment, or rehabilitation are available from the Student Life Office for students or from the President's office for employees who voluntarily seek such assistance. Helpful literature on alcohol and drug abuse can also be found in those locations.

State Laws—Oregon Revised Statue (ORS) covers the following crimes pertaining to drugs and alcohol. 167.400 Minor in Possession of Tobacco, Class D violation, fine. 471.430 Minor in Possession of Alcohol, class B violation, Class A if driving, fine. 471.410 Furnish Alcohol to a Minor, class A misdemeanor, up to $1000 fine and 30 days in jail. 475.992 Possession, Manufacture or Delivery of a Controlled Substance, class B felony, class A felony if delivery within 1000 feet of a school or to someone under 18, fine and jail. Additional information on Oregon state laws can be found at www.oregonlaws.org.

Federal Laws—possession and trafficking in controlled substances is regulated by federal law. The federal codes provide for fines plus imprisonment for possession (21USC844); forfeiture of real and personal property used to possess or facilitate possession (21USC853, 21USC881); forfeiture of vehicles, boats, aircraft, etc., used to transport a controlled substance (21USC884); civil fines and denial of federal benefits (21USC854); and ineligibility to purchase or receive a firearm (18USC922).

Drug and Alcohol Facts

Alcohol abuse is a pattern of problem drinking that results in health consequences, social, problems, or both. However, alcohol dependence, or alcoholism, refers to a disease that is characterized by abnormal alcohol-seeking behavior that leads to impaired control over drinking. If you have a drinking problem, or if you suspect you have a drinking problem, there are many others out there like you, and there is help available. Talk to a College counselor, a friend, a parent, or a minister.

Short-term effects of alcohol use include:

- distorted vision, hearing, and coordination
- altered perceptions and emotions
- impaired judgment
- bad breath
- hangover

Long-term effects of heavy alcohol use include:

- loss of appetite
- vitamin deficiencies
- stomach ailments
- skin problems
- sexual impotence
- liver damage
- heart and central nervous system damage

- memory loss

Cigarette Smoking
Although many people smoke because they believe cigarettes calm their nerves, smoking releases epinephrine, a hormone that creates physiological stress in the smoker, rather than relaxation. The use of tobacco is addictive.

Most users develop tolerance for nicotine and need greater amounts to produce a desired effect. Smokers become physically and psychologically dependent and will suffer withdrawal symptoms including changes in body temperature, heart rate, digestion, muscle tone, and appetite. Psychological symptoms include irritability, anxiety, sleep disturbances, nervousness, headaches, fatigue, nausea, and cravings for tobacco that can last days, weeks, months, years, or an entire lifetime.

Cigarette smoking is perhaps the most devastating preventable cause of disease and premature death. Smoking is particularly dangerous for teens because their bodies are still developing and changing and the 4,000 chemicals (including 200 known poisons) in cigarette smoke can adversely affect this process. Cigarettes are highly addictive. One-third of young people who are just "experimenting" end up being addicted by the time they are 20.

Risks associated with smoking cigarettes:
- diminished or extinguished sense of smell and taste
- frequent colds
- smoker’s cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure
- premature and more abundant face wrinkles
- emphysema
- heart disease
- stroke
- cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, bladder

Cocaine and Crack
Cocaine is a white powder that comes from the leaves of the South American coca plant. Cocaine is either "snorted" through the nasal passages or injected intravenously. Cocaine belongs to a class of drugs known as stimulants, which tend to give a temporary illusion of limitless power and energy that leave the user feeling depressed, edgy, and craving more. Crack is a form of cocaine that is smoked and has been chemically altered. Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.
Cocaine and crack are highly addictive. This addiction can erode physical and mental health and can become so strong that these drugs dominate all aspects of an addict's life. Some users spend hundreds or thousands of dollars on cocaine and crack each week and will do anything to support their habit. Many turn to drug selling, prostitution, or other crimes. Cocaine and crack use have been a contributing factor in a number of drownings, car crashes, falls, burns, and suicides.

Cocaine and crack addicts often become unable to function sexually. Even first time users may experience seizures or heart attacks, which can be fatal.

Physical risks associated with using any amount of cocaine and crack:

- increases in blood pressure, heart rate, breathing rate, and body temperature
- heart attacks, strokes, and respiratory failure Psychological risks:
- violent, erratic, or paranoid behavior
- hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
- confusion, anxiety, and depression
- hepatitis or AIDS through shared needles
- brain seizures
- reduction of the body's ability to resist and combat infection
- loss of interest in food or sex
- “cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

Inhalants

Inhalants refers to substances that are sniffed or huffed to give the user an immediate head rush or high. They include a diverse group of chemicals that are found in consumer products such as aerosols and cleaning solvents. Inhalant use can cause a number of physical and emotional problems, and even one-time use can result in death.

Using inhalants even one time can put you at risk for

- sudden death
- suffocation
- visual hallucinations

Short-term effects of inhalants include:

- heart palpitations
- breathing difficulty

Prolonged use can result in:

- headache, muscle weakness, abdominal pain
- decrease or loss of sense of smell
- nausea
- nosebleeds
- hepatitis
- violent behaviors
- severe mood swings
- numbness and tingling of the hands & feet
- dizziness
- headaches
- irregular heartbeat
- liver, lung, and kidney impairment
- irreversible brain damage
- nervous system damage

- dangerous chemical imbalances in the body
- involuntary passing of urine and feces

Marijuana
Marijuana is the most widely used drug in the United States and tends to be the first drug teens use.

The physical effects of marijuana use, particularly on developing adolescents, can be acute. Marijuana blocks the messages going to your brain and alters your perceptions and emotions, vision, hearing, and coordination. A recent study of 1,023 trauma patients admitted to a shock trauma unit found that one—third had marijuana in their blood.

Short-term effects of using marijuana:
- sleepiness
- difficulty keeping track of time, impaired or reduced short-term memory
- reduced ability to perform tasks requiring concentration and coordination, such as driving a car
- increased heart rate

Long-term effects of using marijuana:
- enhanced cancer risk
- decrease in testosterone levels for men; also, lower sperm counts and difficulty having children
- increase in testosterone levels for women; also increased risk of infertility
- potential cardiac dangers for those with preexisting heart disease
- bloodshot eyes
- dry mouth and throat
- decreased social inhibitions
- paranoia, hallucinations
- diminished or extinguished sexual pleasure
- psychological dependence requiring more of the drug to get the same effect

Methamphetamine
Methamphetamine is a stimulant drug chemically related to amphetamine but with stronger effects on the central nervous system. Street names for the drug include "speed," "meth," and "crank." Methamphetamine is used in pill form, or in powdered form by snorting or injecting. Crystallized methamphetamine known as "ice," "crystal," or "glass," is a smokable and more powerful form of the drug. Methamphetamine is an increasingly popular drug at raves (all night dancing parties), and as part of a number of drugs used by college-aged students. Marijuana and alcohol are commonly listed as additional drugs of abuse among methamphetamine treatment admissions.

The effects of methamphetamine use include:
- increased wakefulness; insomnia
- increased physical activity

- decreased appetite
- respiratory problems
- extreme anorexia
- hypothermia
- convulsions,
- cardiovascular problems, which can lead to death
- euphoria
- irritability
- confusion
- tremors
- anxiety
- paranoia or violent behavior
- can cause irreversible damage to blood vessels in the brain, producing strokes
- drug users who inject the drug and share needles are at risk for acquiring

HIV/AIDS
Source: The http://www.health.org/govpubs/rpo884/
National Clearinghouse for Alcohol and Drug Information, 05/24/2001 – excerpts from
State of Oregon Laws (ORS) Concerning Drug and Alcohol Use— State of Oregon Laws (ORS)

Concerning Drug and Alcohol Use

Drug and alcohol training will be conducted for employees annually during their August back to school workshop. New employees will receive this information with their new employee handbook. Students will receive annual drug and alcohol abuse prevention training during the first two weeks of each Fall semester and during New Student Orientation each January. A copy of this drug and alcohol policy will be included in the NHCC Student Handbook, the NHCC Employee Handbook, in a link on the NHCC Website and in the NHCC Annual Security Report. A printed copy of this policy is also available upon request from Reception or Campus Safety personnel. In accordance to this policy, a student and staff survey will be conducted to determine the effectiveness of the drug and alcohol prevention program. The results of this survey will be included in the biennial review that will be conducted and included in the Annual Security Report.

Title IX, Clery and Violence Against Women Policy

It is the policy of New Hope Christian College that sexual misconduct is unacceptable and will not be tolerated; therefore, sexual misconduct committed by or upon a NHCC student or employee is strictly prohibited. Reported violations of this policy will be investigated thoroughly and resolved promptly.

Rationale
Relationships between men and women at the College are guided by biblical principles of respect for other's feelings, rights, and responsibilities. The College is committed to its moral, educational, and legal obligations to provide policies, procedures, and programs that protect students and employees from sexual misconduct (both on and off campus) and to establish an environment in which unacceptable behavior will not be tolerated. This policy complies with the following federal laws:

- Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec. 1681, et seq., which prohibits discrimination on the basis of sex in any federally funded education program or activity;
- Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (Clery Ace), 20 U.S.C. Sec. 1092(f), originally enacted as the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542);
- Violence Against Women Reauthorization Act of 2013 (VAWA), an amendment to the federal Clery Act and companion to Title IX.

Scope
This policy applies to all NHCC students (both campus residents and commuters) and employees. It also applies to third parties involved in an act of sexual misconduct by or upon a NHCC student or employee. It applies whether the act of sexual misconduct was committed on or off campus, regardless of whether or not the sexual misconduct is the subject of a criminal investigation.

Non-Discrimination Policy
New Hope Christian College is a Christian college: its mission is to, "disciple emerging Christian leaders by developing their theology, ministry skills, and character in order to win souls, plant fruitful churches, and lead as exemplary ambassadors for Christ in the ministry and marketplace." Accordingly, NHCC seeks to hire and educate individuals who share its vision and core values to carry out that mission. The College does not unlawfully discriminate in admissions, educational programs, or employment practices.

New Hope Christian College does not discriminate on the basis of race, sex, color, national origin, age, handicap, veteran status, genetic information, or political affiliation in provision of educational opportunities, programs and activities, or employment opportunities and benefits, pursuant to the requirements of Title VI of the Civil Rights Act of 1964 and subsequent amendments to that act, Title IX of the Educational Amendments of 1972 and subsequent re-authorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act.

Direct questions concerning the non-discrimination policy should be addressed to the Academic Dean, (541) 485- 1780, 2155 Bailey Hill Road, Eugene, OR 97405.
Other inquiries related to Title IX may be referred directly to the U.S. Department of Education's Office for Civil Rights at 800-421-3481 or ocr@ed.gov.

Sexual Misconduct Definitions
Examples of sexual misconduct prohibited by the College include, but are not limited to, sex discrimination, sexual harassment, sexual assault, sexual violence, stalking, dating violence, domestic violence, gender-based harassment, indecent exposure, and any other illegal sexual conduct.

Sexual Discrimination
Sex discrimination involves treating someone (an applicant, student or employee) unfavorably because of that person's sex/gender.

[Source: U.S. Equal Employment Opportunity Commission (EEOC) web site, specifically located on http://www.eeoc.gov/laws/types/sex.cfm.]

Sexual Harassment
Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It has been defined by the Equal Employment Opportunity Commission (EEOC) as follows:
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or educational] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic] performance or creating an intimidating, hostile, or offensive working [or educational] environment.
Source: Equal Employment Opportunity Commission (EEOC) regulations, 29 C.F.R., Section 1604.11(a). Sexual

Sexual Assault
Assault means coerced or non-consensual sexual intercourse, sexual activity, or sexual conduct against the victim’s will. Sexual assault includes rape, sexual battery, sexual coercion, and sexual exploitation.

Sexual Violence
Sexual violence is a form of sexual harassment. Sexual violence means any incident of rape; sexual battery; lewd or lascivious acts committed upon or in the presence of a person younger than 16 years of age; luring or enticing a child under the age of 12 into a structure, dwelling, or conveyance for other than a lawful purpose; sexual performance by a child; or any other forcible felony wherein a sexual act is committed or attempted, regardless of whether criminal charges based on the incident were filed, reduced, or dismissed by prosecuting authorities.

Stalking
Stalking is willfully, maliciously, and repeatedly following, harassing, or cyber stalking another person. Aggravated stalking includes a credible threat to the person or failure to follow an injunction for protection or other court-imposed prohibition against repeat violence toward the person.

Dating Violence
Dating violence means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature.

Domestic Violence
Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any

criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Sexual Exploitation
Sexual exploitation means taking advantage of the sexuality and attractiveness of a person to make a personal gain or profit (i.e., coercing someone into prostitution). It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.

Gender-based Harassment
Gender-based harassment is an act of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if that act does not involve conduct of a sexual nature.

Indecent Exposure
Indecent exposure means exposing or exhibiting one's genitalia in public or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public. It also includes transmitting electronic images of one's genitalia through email, text messaging, or other forms of social media.
Any other illegal sexual conduct that is not explicitly defined above. Other Related Definitions

Consent
Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to give consent.

Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Hostile environment caused by sexual harassment
"[A] hostile environment has been created ... if sexually harassing conduct by an employee, another student, or a third party is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program based on sex."
(p. 5, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, published January 2001).

Intimidation
Intimidation means making a person timid or fearful; compelling or deterring a person by threats.

Responsible Employee
A "responsible employee" is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty to report to appropriate college officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. Responsible employees include college

administrators, Student Services personnel (including Housing Managers), and Human Resources personnel.

Retaliation
It is unlawful to retaliate against anyone in any way, especially by intimidation or assault, for articulating a concern about sexual misconduct, sexual harassment, or sex discrimination. The College prohibits retaliation against those who file a complaint or third-party report or those who otherwise participate in the investigative and/or disciplinary process. The College will take strong responsive action if retaliation occurs.

Title IX Coordinator
The lead Title IX Coordinator is Elaine Naulu:

(541) 485-1780
elainenaulu@newhope.edu
2155 Bailey Hill Road,
Eugene, OR 97405

Core responsibilities of the lead Title IX Coordinator include overseeing the College's response to Title IX reports and complaints, identifying and addressing any pattern or systemic problem revealed by such reports and complaints, and evaluating an alleged victim's confidentiality request, if one is made. Core responsibilities of the Title IX Coordinator include overseeing the College's response to Title IX reports and complaints made and evaluating an alleged victim's confidentiality request, if one is made.

Rights of Complainant and Respondent
The following rights apply to both the complainant (alleged victim) and the respondent (alleged perpetrator):

- The right to investigation and appropriate resolution of a credible complaint of sexual misconduct made in good faith to College administrators;
- The right to be treated with respect by College officials;
- The right to have College policies and procedures followed without material deviation;
- The right to be fully informed of the nature, rules, and procedures of the campus conduct process;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint, except in cases where College officials are required to make a timely warning to the campus community;
- The right to be notified of available counseling, mental health, or student services, both on campus and in the community;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused for compelling safety reasons (this exception does not include the name of the alleged victim/complainant, which will always be revealed to the accused);

- The right to a hearing closed to the public;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to a conduct panel comprised of representative of both genders;
- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right for the same opportunity to have another person present, in a support or advisory role, during a College disciplinary hearing to accompany and assist in the College hearing process, according to student conduct hearing policies and procedures;
- The right to have the College compel the presence of student, faculty, and staff witnesses, and the opportunity to ask questions of witnesses (indirectly through and at the discretion of the hearing chair), and the right to challenge documentary evidence;
- The right not to have irrelevant prior sexual history admitted as evidence in a College hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the conduct body in determining its sanction;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the College.

The following rights apply only to the complainant (alleged victim):

- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by college authorities in notifying such law enforcement authorities, if the victim so chooses. This also includes the right not to report to law enforcement authorities, if this is the victim's desire;
- The right to notification of options for, and available assistance in, changing academic, living, transportation, or working situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available. No formal complaint or investigation, either campus or criminal, need occur before this option is available.
- Accommodations may include:
    - Change of a student resident's housing to a different on-campus location;
    - Assistance from College support staff in completing the relocation;
    - Arranging to dissolve a housing contract and pro-rating a housing refund; Exam or assignment rescheduling;
    - Taking an "Incomplete" grade for a course;
    - Transferring to a different course section;
    - Temporary withdrawal;
    - Alternative course completion options;
    - Change in working location and/or supervisor;
    - Change in work duties and/or responsibilities.
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right not to have released to the public any personally identifiable information about the accuser/complainant, without his or her consent;

- The right NOT to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to a College no-contact order against another student who has engaged in or threatened to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student, witnesses, or others;
- The right to give testimony in a College hearing by means other than being in the same room with the accused;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be present for all testimony given and evidence presented before the conduct body;
- The right to be informed of the outcome and sanction(s) of any disciplinary hearing involving sexual assault, usually within 24 hours of the decision being made.

The following rights apply only to the respondent (alleged perpetrator):

- The right to a timely written notice of the alleged violation contained within the complaint, including the nature of the violation and possible sanctions;
- The right to a fundamentally fair hearing on the complaint, including timely notice of the hearing date and adequate time for preparation;
- The right to a campus conduct outcome based solely on the evidence presented during the conduct process—such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome of the hearing and the sanction(s) imposed by the conduct body.

Confidentiality

Although every effort will be made to keep a complaint confidential and to protect the privacy of individuals, it is regrettable that confidentiality and anonymity may have to give way to the College's obligation to investigate and take appropriate action, especially if the College is required to provide a timely warning of a Clery-reportable campus crime or an immediate threat to the health or safety of students or employees.

When necessary, NHCC officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

The College encourages our professional or pastoral counselors among the faculty and staff to inform persons they are counseling (when the counselor deems it appropriate) about procedures for confidential reporting so that Clery- reportable crimes may be included in the annual disclosure of crime statistics.

Title IX and Clery Grievance Procedures

Implicit in the following Title IX grievance procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor if that person is the source

of the problem. It is understood, of course, that formal channels may not be needed except when earlier attempts at private and informal resolution fail.

However, in the case of alleged sexual assault or sexual misconduct, it is unnecessary and, most likely, inappropriate for an alleged victim to attempt informal resolution with the alleged perpetrator. In such a case, the formal grievance procedure should be initiated immediately.

Reporting Procedures
Formal reporting procedures include the victim or eyewitness of an act of sexual misconduct initiating a criminal complaint, an institutional complaint, and/or a report to a responsible employee (including the Title IX Coordinator). Alternative reporting options include a victim's or eyewitness' privileged or confidential disclosures to a professional or pastoral counselor.
A victim or eyewitness of sexual misconduct by or upon a NHCC student or employee must first go to a place of safety and then immediately report the incident to a responsible employee, regardless of the time of day or night. The complaint will then be turned over to the Title IX Coordinator for investigation and processing through to conclusion.

Time is especially critical in a sexual assault case. In the case of sexual assault, the victim should not bathe until physical evidence of the assault can be obtained by medical personnel or law enforcement officers. It is important to preserve all physical evidence for examination by a physician to prove criminal sexual assault, particularly if there were no witnesses.

If sexual violence has occurred, the College will take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects. When deemed necessary, the College will take steps to protect the complainant, including interim steps taken prior to the final outcome of the investigation.

Upon the victim's request, the Director of Student Life (in the case of a student) or the employee's office of the President (in the case of an employee) will assist the victim in notifying local law enforcement of the incident, guide the victim through the available options, and support the victim in his or her decisions related to the incident.

If a victim or eyewitness desires to make an anonymous report, the College's ability to respond will be limited by the confidentiality request. In certain cases, strict confidentiality is not possible because of federal Clery Act requirements to report certain crimes, including but not limited to the more serious forms of sexual misconduct.

Each reported Clery crime is evaluated on a case-by-case basis to determine whether or not the College must issue a timely warning to the campus community about that particular criminal incident. If confidentiality is requested, every effort will be made to keep the name and location of the alleged victim and/or witnesses confidential. Ultimately, confidentiality requests are decided by the Title IX Coordinator.

The College is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution on its annual campus crime report provided to the

Department of Education. The College is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees.

When necessary, NHCC officials will make a timely warning to the campus community (as required by federal regulations) unless issuing the notification will, in the professional judgment of responsible College officials, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency (as permitted by federal regulations).

Investigation Procedures

Reported sexual misconduct of any kind will be adequately, reliably, and thoroughly investigated, regardless of whether or not the incident is the subject of a separate criminal investigation. A victim of sexual misconduct has the right to file a criminal complaint with the appropriate local law enforcement agency, if they desire to do so. The filing of a criminal complaint will not replace or hinder the College's investigation of a sexual misconduct violation. A victim of sexual misconduct may elect to have the investigation proceed through the criminal justice system, the College's disciplinary process, or both.

A Title IX investigation begins with the initial report of sexual misconduct made to a responsible employee. It is the duty of the responsible employee to notify the Title IX Coordinator immediately of any report of sexual misconduct made by a NHCC student, employee, or third-party. The Title IX Coordinator will either lead the investigation or appoint a lead investigator to thoroughly investigate the claims made in the initial report.

Throughout the course of an investigation, both the accused and the accuser will have an equal opportunity to present relevant witnesses and other evidence. The investigation and any subsequent disciplinary hearing will be conducted impartially. Any real or perceived conflict of interest between the fact-finder or decision-maker and the parties involved in a complaint will be disclosed and resolved immediately.

A prompt and equitable resolution of a sexual misconduct complaint will be made using a preponderance of the evidence standard to evaluate the complaint (i.e., it is more likely than not that sexual misconduct occurred). "In each case, the issue is whether the harassment rises to a level that it denies or limits a student's ability to participate in or benefit from the school's program based on sex."
(p. 5, U.S. Department of Education, Revised Sexual Harassment Guidance). This standard would be applied to the workplace in the case of an employee.

Sexual misconduct investigations will be resolved promptly. A typical sexual misconduct case takes approximately 60 days following receipt of the complaint:

- 1 day to initiate the process,
- 1-28 days to thoroughly investigate the incident,
- 2-9 days to conduct a disciplinary hearing (if necessary),
- 1-6 days to reach a fair and equitable decision,
- 1-2 days to concurrently provide written notification to the complainant and the alleged perpetrator of the final outcome of the complaint, and

- 2-14 days to allow time for an appeal (if applicable).

These time frames are estimated; the actual amount of time needed for each stage of the process will be determined by the facts of a particular case. These time frames may be increased, if needed, by the Title IX Coordinator or the College official in charge of a particular case.

Appeal Procedures
Recognizing that employees and students may be reluctant and/or embarrassed to voice a complaint about sexual misconduct decisions, the College's formal grievance process is available to permit a dissatisfied victim, an eyewitness, or offender to make an appeal of a Title IX decision.

A dissatisfied victim, eye-witness, or offender should follow the grievance procedures that can be found in the Student Handbook (for students) or Employee Handbook (for employees). In short, a Title IX appeal would begin with submission of a written grievance addressed to the Title IX Coordinator.

After the written grievance complaint is submitted, the Title IX appeal will be investigated by the appropriate administrator and handled by the grievance committee. Since the Title IX Coordinator and lead investigator were closely involved in the resolution of the initial sexual misconduct complaint, they will be recused from service on the grievance committee assigned to a Title IX appeal.

Awareness and Prevention Programs
The College provides a safety briefing during the first two weeks of each Fall semester and during New Student Orientation each January. The briefing reviews safety issues regarding the school facility and immediate surroundings. Special attention is given to safety matters for students attending evening classes. Residents in student housing are also provided a safety briefing regarding the facilities and immediate vicinity during the housing orientation meeting at the beginning of each semester.

Drug and alcohol training will be conducted for employees annually during their August back to school workshop. New employees will receive this information with their new employee handbook. Students will receive annual drug and alcohol abuse prevention training the first two weeks of each Fall semester and during New Student Orientation each January. A copy of this drug and alcohol policy will be included in the NHCC Student Handbook, the NHCC Employee Handbook, in a link on the NHCC Website and in the NHCC Annual Security Report. A printed copy of this policy is also available upon request from Reception or Campus Safety personnel.

Victim Services and Resources
Local and referral help is available for victims of sexual misconduct from the Student Life department. Local community service organizations are listed below.

Hope & Safety Alliance (fka WomenSpace)
(541)485-8232
24 Hour Crisis Line (541) 485-6513

1577 Pearl St. Ste. 200, Eugene, OR 97401
Hopesafety.org

Christians As Family Advocates CAFA
(541)686-6000
921 Country Club Road, Eugene, OR
www.cafaweb.com

Lane County Victim Assistance (541)682-4523
125 E. 8thAve Room 400, Eugene, OR

National Domestic Violence Hotline 1-800-799-SAFE (7233)

The College will make appropriate changes to the academic, living, transportation, and working situations of any sexual misconduct victim, if requested and reasonably available. For example, a victim of sexual assault may be moved out of the residence hall (if a student) or work location (if an employee), if available.

Immediate Assistance:
Contact information is available from Student Life (for students) and from an employee's respective Dean (for employees) of trained on and off-campus victim advocates or counselors who can provide an immediate confidential response in a crisis situation.

Emergency numbers are also available for on and off-campus safety, law enforcement, the College's Title IX Coordinator, and other first responders, as are health care options, both on and off-campus.

Ongoing Assistance:
Counseling, advocacy, and support resources, both on and off-campus are available. Academic accommodations and interim protection measures are also available.

On campus contacts:
The President: Noland Peebles (541) 221-5235
Director of Student Life: Elaine Naulu (808) 382-0434
Campus Safety Director: Seth Lerch (503) 422-2780

Off campus contacts:
Police/Fire 911
Non-emergency Police line (541)682-5111

Possible Disciplinary Sanctions
A student or employee found guilty of sexual misconduct following a disciplinary hearing will be subject to disciplinary action up to and including expulsion from the College for a student or termination of employment for an employee.
Possible disciplinary sanctions for students include the following:

- Issuance of disciplinary points, verbal or written warning, and/or monetary fine;
- Mandatory meeting with the Director of Student Life or his/her designee;
- Mandatory counseling or other professional intervention;
- Disciplinary hearing;
- Discretionary sanctions (i.e., revocation of any student privileges, community service, disqualification from awards or representing the college, loss of institutional financial aid, etc.);
- Housing suspension or expulsion;
- Disciplinary probation for a specified period of time;
- Institutional suspension, administrative withdrawal, or expulsion.
- Possible disciplinary sanctions for an employee include the following:
- Issuance of verbal or written warning, recorded in the personnel file;
- Mandatory meeting with the appropriate college administrator or his/her designee;
- Mandatory counseling or other professional intervention;
- Disciplinary hearing;
- Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing the college, etc.);
- Employment probation for a specified period of time;
- Suspension from or termination of employment.

Additional Considerations
Claims of sexual misconduct may involve one-on-one situations with no additional witnesses to refute or substantiate the complaints, making final resolution difficult.

Regardless of the truth or falsity of the allegations, sexual misconduct charges that cannot be proved may have an adverse effect upon the career and family life of both the alleged perpetrator and the alleged victim.

If allegations of sexual misconduct prove to be untrue, the complainant may cause irreparable damage to the reputation of the accused, may be guilty of defamation of character, and may be sued in a court of law.