

# **The Student Guidelines Handbook**

The same way one single tree can shelter so many people, so can your one single deed transform many lives. Be intentional with your deeds today to positively impact lives.

The value of one single tree.



**The Holy Seed Church**





## **Student Guidelines Handbook**

**Welcome Letter - AP for Student Life "To the Christian . . . the development of an inquiring mind becomes an expression of faith and hope and love addressed to God." - Arthur F. Holmes**

**It is certainly my pleasure to welcome you to a year of personal growth on the campus of George Fox University! We are thrilled that you have joined this living and learning community and look forward to engaging in the challenges and opportunities of the coming year with you. It is our deepest hope and commitment that you will find George Fox to be a caring and supportive Christ-centered home where you are stretched intellectually, socially, and spiritually.**

**During your time at GFU, you will undoubtedly grow in every area of your life. Certainly, your mind will be challenged and equipped as you interact with professors and peers in class, engage in significant conversations in the residence halls, and write thoughtful research papers. In addition, as a community that believes Christ brings coherence to one's academic pursuits as well as to all of life, we hope that you will make the most of every opportunity to grow spiritually.**

**Our desire is that you will live life to the fullest as you surrender to God's will each day and experience His grace, power, and provision. You will also have many opportunities to put your faith and learning into practice. Clearly, we live in a world that desperately needs well-prepared persons of deep character and conviction who will love and serve other people. This is a part of God's calling on your life as a GFU student (and, one day, as a graduate) . . . to love and serve others in tangible ways.**

**George Fox University seeks to cultivate a community that glorifies God, respects and celebrates diversity, and encourages your academic success and personal growth. We welcome your unique strengths, talents, reflections, ideas, and experiences and anticipate a great year together as God shapes our lives and our community. If I can be of any assistance to you, please don't hesitate to stop by my office on the third floor of the Stevens Center, call me at 503- 554-2312, or e-mail me at [blau@georgefox.edu](mailto:blau@georgefox.edu). The Office of Student Life is here to serve you and our sincere desire is that you will experience God's grace and power in the coming year!**

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## **Communication with Students**

### **Use of the Undergraduate Student Guidelines Handbook**

The Undergraduate Student Handbook is provided to articulate the lifestyle standards, community policies, and other aspects of being a member of the George Fox community. While every effort is made to ensure the accuracy of the information in this handbook, in no sense is it to be considered a binding contract, and it may be changed at any time by action of appropriate bodies within the university.

### **Communications Statement**

The university strives to communicate effectively through a variety of media. Students are expected to frequently check their campus mailboxes, their personal George Fox e-mail, and The Daily Bruin. These contain important information and deadlines for students. As a student it is your responsibility to regularly access and follow through with pertinent information provided in these different forms of communication.

Our goal is to help you have an amazing experience at Fox and we want you to have the most current and important information that will assist you in your journey.

### **Lifestyle Standards and Values**

The university seeks to admit students who will best succeed and benefit from a distinctly Christ-centered education and environment. Members of the George Fox community demonstrate Christ-centered values and are committed to the integration of faith and learning. Chapel attendance and Bible/religion courses are required of all students.

Affirming the following honor statement is a condition of admission. Since signing it is a promise made to the university to maintain this standard for as long as a student is enrolled, only applicants who wholeheartedly support the lifestyle described therein should agree it to.

In accordance with Christ-centered convictions honoring the body as the temple of the Holy Spirit, the George Fox University community expects its students to follow a lifestyle that excludes gambling, the use or possession of non-medicinal drugs, alcohol, tobacco, obscene or pornographic articles or literature, and forbids immoral sexual behavior.

When you signed your admission application you agreed to abide by our lifestyle agreement. The full lifestyle statement can be viewed under the Guiding Principles & Lifestyle Standards section.

Additionally, any student who is involved in an incident involving the police or legal system to any degree is expected to self-report this behavior to student life personnel. Residential students may contact the associate dean of students or an area coordinator. Commuter students can contact the director of commuter life.

### **Undergraduate Student Handbook Policy Updates**

The Undergraduate Student Handbook is updated annually. The list below includes all policies that have been changed or added to in some way for the 2018-19 academic year. Unless otherwise noted, changes were made throughout the sections. Below are the new or updated policies:

1. Pet policy
2. Visitation Hours
3. Title IX Updates
4. Prevention Policy

### **Student Life Facebook Page**

You can also connect with Student Life on their Facebook page. Look for Student Life at George Fox University.

### **Key Aspects of Community**

#### **Community Membership: A Process of Discovery**

During the college years, you will discover a broader range of people and ideas than you have ever encountered before. University life is an exciting world on its own, but it is small in comparison to the world of possibilities that await you after graduation.

At George Fox University, we believe education is more than learning theories, reading books, and writing essays and papers. We believe a well10 rounded education consists of a variety of knowledge, ideas, experiences, and people that prepare you to step out with confidence as you realize your full potential. We encourage you to take risks this year in learning about yourself and others as members of this Christ-centered community.

At George Fox, we will help you answer these critical questions:

1. Who do I want to be when I graduate?
2. What values do I want others to see in me?
3. What is God calling me to do?

The George Fox experience will help you become a person of commitment, character, and wisdom who can answer these questions with confidence.

A person of commitment is someone committed to love - love for God, love for others, and love for yourself. Mark 12:30-31 says, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Love your neighbor as yourself (NIV).'

A person of character is someone who maintains his or her standard and commitments in both public and private spheres. A person of wisdom is someone who has more than knowledge. A person of wisdom is a man or woman who knows how to pursue knowledge and how to use it to benefit others. When you pursue knowledge with humility and generosity, you will become wise - and help others around you do the same.

As you grow in commitment, character, and wisdom, you will also grow in confidence - in yourself and in the Lord. As Philippians 1:6 says, "For I am confident of this very thing, that He who began a good work in you will perfect it until the day of Christ Jesus." (NASB) In all aspects of your student experience you will discover that George Fox University faculty, staff, and administrators are pursuing commitment, character, and wisdom right beside you. Not only will you build a foundation in your area of interest, you will also be challenged to be humble in spirit as you prepare to serve others with what you have learned within and outside of the classroom. We hope you will consider this student handbook as a resource - a place to turn for information, counsel, and insight. Its content represents a guide to the essence of the university, our people, and mission.



## **The Foundational Beliefs of Our Community**

It's important for students to understand the core beliefs of George Fox University.

The mission, vision, and values describe the foundation of our community.

<http://www.theholyseedchurch.org> Our statement of faith defines what we believe as a Christ-centered university. <http://www.theholyseedchurch.org>

## **Defining Community**

As a student at George Fox University, you are a member of a community. One of the primary functions of this comprehensive online student handbook is to help define what being a community means at this university. Each member of our community plays a role in creating an atmosphere where others can learn, mature, and prepare to meet the challenges that lie beyond the college years. The expectations of our community reflect our commitment to our Christian philosophy of education.

## **Relationships**

Living in daily fellowship with members of our Christ-centered community is a privilege and an expression of God's grace. In recognition of this privilege, we place great value on the quality of relationships in our community, and we acknowledge we are interdependent and accountable to one another.

The greatest expression for our relationships is love: the responsibility to love God with all our hearts, souls, minds, and strength, and to love our neighbors as ourselves. This means that unselfish love should be the motive for our decisions, actions, and relationships. While there are many ways to express this type of love, we expect students to focus on the following:

### **Building Up One Another**

Each member of the community should strive to maintain relationships that support, encourage, and assist one another.

### **Upholding One Another**

Because we are human, we can and will encounter difficulties in relationships. In such cases, we should respond with compassion, kindness, humility, gentleness, and patience; bearing with one another and forgiving whatever grievances we may have against one another.

### **Bearing One Another's Burdens**

We encourage our community to walk alongside those who are experiencing grief, discouragement, illness, tragedy, or other personal trials. We can do this by offering comfort, encouragement, consolation, and intercession.

### **Speaking the Truth in Love**

We can strengthen our community and ourselves by being honest and loving in all our dealings with one another. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If we act for the benefit of others and do so in a loving manner, such confrontation can help us all mature and grow to be more like our Lord.

### **Reconciliation and Restoration**

For our community to be healthy, we must work to heal broken relationships. When relationships have been damaged, regardless of the reason, we are encouraged to reach out to one another and forgive in order to restore those relationships and to

make restitution. Our commitment to celebrate diversity and educate people regarding cultural differences is another important reason to reconcile relationships that need repaired.

Practicing these and other expressions of love in our relationships requires continued effort and sensitivity to others. While strong, healthy relationships take work, they reward us by enriching our lives, honoring God, and helping us meet our personal goals and those of our university community.

### **Guiding Principles and Lifestyle Standards**

#### **Lordship of Jesus Christ**

We believe the Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior.

These include the lordship of Jesus Christ over all life and thought. This involves wholehearted obedience to the word of God as taught in the Old and New Testaments and exemplified in the life of Jesus Christ; the careful stewardship of mind, time, abilities, funds, and opportunities for intellectual, spiritual, and interpersonal growth; and the care of our bodies as temples of the Holy Spirit.

#### **Biblical Expectations**

As members of this community, we must remember that our behavior reflects not only ourselves, but also other members of our community and our Lord Jesus. No matter where we are or who we are with, we represent Christ and the university in our words and actions.

Scripture teaches us that we can exhibit certain attributes by allowing the Holy Spirit to guide our behavior. These attributes include love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. The fruits of the Spirit (see Galatians 5:22-26) are to be sought, encouraged, and demonstrated in our relationships.

Certain behaviors condemned by biblical teaching are also not acceptable for members of the George Fox University community. They include theft, lying, all forms of dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual immorality, drunkenness, immodesty of dress, and occult practices.

In keeping with scriptural teaching about the authority of government, members of the George Fox community are expected to uphold the laws of the local community, the state of Oregon, and the nation. The only exception would be the rare occasions in which obedience to civil authorities would require behavior that conflicts with the clear teaching of Scripture, in which case each individual would submit voluntarily to the civil penalty for disobeying the law. In every other case, behavior resulting in civil arrest on or off campus is subject to review and accountability.

The University also recognizes that while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in things that are harmful or offensive to others. In light of this, there are numerous responsibilities set forth for members of our community.

#### **Honesty and Integrity**

All community members are expected to be people of character who are honest and live a life of integrity.

**Honesty is defined as telling the truth, being truthful in our actions and our words, and admitting when we have made a mistake.**

**Integrity means doing what you say you will do, making sure your actions match your words, and abiding by what's expected of you, even when no one is watching. Honesty and integrity are honored and valued in all aspects of the George Fox community.**

### **University Expectations**

**The University has created certain guidelines and expectations we believe contribute to our sense of Christian community and to its aims and goals. These high standards are not set forth as absolutes or an index of Christian spirituality, but rather as expectations for those who choose to be a part of our community.**

**We recognize that not all students are committed followers of Jesus, have the same standards for living ascribed to by the university, or necessarily agree with some facets of the university's lifestyle expectations. However, in the admissions process each student signed the application agreeing to respect and abide by the lifestyle standards and community expectations to be followed by all students of George Fox University for as long as you are enrolled as a student. Since we are to trust and be responsible to each other, violating these standards is regarded as a breach of integrity.**

**Establishing community and lifestyle expectations is one way a community helps its members develop as individuals. While each person is an individual, individuals must share responsibility for the community. We believe that by describing the expectations that come along with being a member of the university community, students should be able to take a more active role in helping George Fox University function as a Christian community and in achieving our goals as an institution of higher learning.**

### **Lifestyle Standards and Values**

**As a community we encourage and teach our members to follow Jesus Christ and be collaborators in God's work in the world. We urge each member to become the kind of person and live the kind of life that Jesus taught and modeled. We believe such a life is described by the 'fruit of the spirit' as listed in Galatians 5:22-23. These fruits include love, joy, peace, patience, kindness, gentleness, goodness, faithfulness, and self-control.**

**We believe the Bible teaches that all persons are created in God's image and that God actively seeks renewed relationships with every individual. We are bound therefore to regard each person with love and respect. (Romans 12:9-21, 1 Corinthians 13, Ephesians 4:32). So we avoid discrimination, abusive or manipulative actions, and gossip or mean-spirited behaviors. We seek actively to honor each person, loving and serving one another as Jesus taught us.**

**Our lifestyle excludes immoral practices and calls us to transformed living as we 'offer [our] bodies as living sacrifices' to God (Romans 12:1-2). In regard to sexual morality, we believe that only marriage between a man and a woman is God's intention for the joyful fulfillment of sexual intimacy. This should always be in the context of mutual compassion, love and fidelity. Sexual behaviors outside of this context are inconsistent with God's teaching.**

**We recognize these principles may conflict with the practice and opinion of some within the larger culture. We are convinced that this is God's design for providing the most loving guidance and practice for individuals and our community.**

**For a community to be its members must live with integrity. This includes honest academic work, telling each other the truth, keeping our promises and living so our actions match our words. (James 1:22-25)**

**The university is eager for each member of the community to grow spiritually (Hebrews 10:24-25). We encourage involvement in activities designed to nurture spiritual growth. This includes Bible study, small prayer groups, service opportunities, and chapel attendance. The university encourages all members of the community to maintain personal practices of discipleship and to participate in a local church.**

**Our goal is to help each community member to think the same way as Christ thought (Philippians 2:5). This includes disciplining our minds to think about what is true, honorable, just, pure, pleasing, commendable, excellent and worthy of praise as commended to us in Philippians 4:8. We avoid gambling, not only to practice good stewardship of our resources, but also to prevent welcoming greed inwardly and joining in the social inequities on which gambling thrives.**

**While we recognize that committed Christians differ in how they view the consumption of alcoholic beverages, it is clear that the improper use of alcohol by students, faculty or staff could bring much harm to the communities of George Fox University. This is especially true of the traditional undergraduate community, which consists largely of students who are under the legal drinking age. Nationally, it is well documented that underage and binge drinking as well as driving with significant blood alcohol levels are major**

#### **problems on college campuses.**

**In addition, there is growing evidence that some individuals are predisposed to alcoholism. For these reasons, the use of alcohol by traditional undergraduate students is not allowed at any time they are enrolled at the university.**

**Distribution and consumption of alcoholic beverages is prohibited on a George Fox University campus with the exception of unique events that receive prior approval from the President's Executive Team. The university does not serve or use alcohol when undergraduate students are present. Further, we are a smoke-free campus (including vapor cigarettes) and the use of tobacco and marijuana, in any form, is not permitted in any George Fox University facility or the grounds. Please see the student handbook and employee handbook to review our alcohol, drugs, and smoking policies in their entirety.**

**The goal of the George Fox University lifestyle standard is to create a community in which individuals are encouraged to be transformed into the image of Christ. In addition, we desire that our common life would reflect the teachings and Spirit of Christ in all that we do and say. In this ongoing process of transformation, all members of the George Fox community are encouraged to consider the following questions as a means of self-examination, in the tradition of the historic Friends (Quakers).**



**As individuals or groups within this community reflect on these questions we encourage them to respond in obedience to God's leading and to seek encouragement, support and accountability from other members of the community.**

**Am I actively pursuing the highest call of God on my life even if that means giving up a personal 'freedom' for the sake of others within the community?**

**As a member of the George Fox community, do I recognize my duty and responsibility to others within our Christ-centered community**

**Am I a faithful steward of the resources, which God has entrusted to me?**

**Do I discipline my mind and body to serve as instruments of God?**

**These lifestyle standards reflect the university's mission, faith commitments, values, and our rich heritage. They are intended to facilitate our life together at George Fox University. A more detailed description of specific aspects of these standards can be found under the Community Policies section of the student handbook. If you have any questions regarding the lifestyle expectations, please contact the dean of students or associate dean of students in the student life office.**

### **Application of Lifestyle Standards**

**A.) As part of the George Fox University community, students are to abide by the lifestyle standards and community expectations while they are:**

**B.) Enrolled in classes for the Fall Semester (including Thanksgiving), Spring Semester (including Spring Break), May Term, and Summer Term.**

**C.) Representing the George Fox University community in any programs on or off campus, whether they are enrolled or not, or are employed by the institution.**

### **Living in university housing.**

**Over Christmas break and the summer, students should keep in mind they are representing the George Fox University community. The University expects students to use discernment and wisdom in their behavior and decision-making during these periods.**

### **Support for Students Student Support Network.**

**The SSN is a program designed to identify and support students who are struggling academically, socially, or personally. The SSN consists of a small team of faculty, staff, and administrators representing a variety of departments who are invested in the academic and personal success of George Fox University undergraduate students. This group meets regularly during the academic year to confidentially discuss appropriate and timely interventions for students in need of assistance or support.**

**In providing this support, struggling students will be encouraged to develop both their independence and their interdependence within the context of the campus community. The goal of the SSN is to encourage students' persistence to graduation and their active pursuit of God's call on their lives. To accomplish this important objective, the SSN assigns an appropriate person to follow up with the student and point him or her to the many resources that are available. Our hope is that some of the identified resources will help the student in resolving specific issues or concerns.**

For further information about the SSN, please visit [ssn.georgefox.edu](https://ssn.georgefox.edu). If you know a student who may be experiencing some difficulties or struggles and needs help please fill out the intervention alert form and the SSN will follow up appropriately.

### **Responsibility for Self-Care Policy**

The University believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care (i.e., the ability to respond adequately to one's emotional, physical, and educational needs). Some students who are distressed engage in behaviors that impact their own welfare or the welfare of the university community. These behaviors may require further assessment or support services by appropriate professionals to ensure the safety of the student and GFU community members.

Various resources on campus are available to assist students to return to adaptive levels of functioning. However, some students may be compromised in their ability to ensure their own self-care (i.e., to appropriately access these resources) due to the presence of suicidal ideation, eating disorders, thought disorders (i.e., psychosis), or other harmful behavior or actions.

Given that these students might not seek services voluntarily, or at the suggestion of staff, faculty, or administrators; they may need to be mandated to do so administratively. As such, students who exhibit an inability to maintain the standard of responsibility for self-care may be required to participate in a mandatory safety assessment process.

The purpose of the mandatory assessment is to assure the student is connected with the appropriate services to afford the student the opportunity to improve her or his welfare, as well as to uphold the welfare of the community. The responsibility for self-care is essential for students to continue in their enrollment at George Fox University. The expectation is for willing students to take advantage of supportive resources so they will be able to either stay in school or return to school, including situations that required hospitalization. This assumption is only challenged by the student's actual behavior after being engaged by the University's administrative representative - such as multiple suicide attempts, broken safety contracts, and a general unwillingness to assume responsibility for their own welfare. The University is committed to assisting students to promote positive self-care.

### **Suicide Prevention**

The University provides numerous resources for students who may be experiencing depression, suicidal ideation and thoughts, or experience a suicide attempt. Student life employees are prepared to intervene and journey with students through this difficult time. Because of the serious nature of these situations, there are numerous interventions put into place to care for and support the student. If it is known to student life staff that a student has expressed suicide ideation or made a suicide attempt, part of the process may be contacting the parent of the student or the person chosen by the student as the emergency contact in the Housing and Community Life Portal. The Health and Counseling Center and Spiritual Life office are confidential places where students may receive help and support. Missing Student Notification Because the safety and well-being of students is paramount, necessary steps will be taken when a student is believed to be missing. A student may be considered missing if he/she is:

1. Unreachable in person, by telephone (talking or text messaging), email, or other forms of electronic communication for 24 hours or more; or
2. Overdue in reaching a specified destination more than 24 hours past their expected arrival; or
3. If additional factors lead University staff to believe he or she is missing. In these circumstances, an immediate investigation will be conducted and an intentional effort will be made to locate the student in question. If you believe a student is missing, please contact the Student Life Office or Campus Public Safety immediately. If the student lives oncampus, an Area Coordinator or the Associate Dean of Students/Director of Residence Life may also be contacted. The Director of Commuter Life, Dean of Students or Director of Campus Public Safety may also be contacted if the missing student is a commuter. If it is determined that the student is missing, University officials will immediately notify the following:
  4. The designated emergency contact in MYGFU or, for students living on-campus, the emergency contact information collected by his/her RA may also be used (if available).
  5. The student's parent or legal guardian if that individual is not the designated emergency contact, and the student is under 18 years of age and not an emancipated individual.
  6. The Newberg Dundee Police Department. They will be given appropriate information gathered by University officials, even if the student has not registered an emergency contact person.

Only authorized campus officials and law enforcement officers may have access to this information in a missing person investigation. When a missing student is located, student life personnel may determine the student's state of health and intention of returning to campus. When appropriate, a referral may be made to the University Health & Counseling Center. Students are strongly encouraged to periodically review and update their emergency contact information in MYGFU.

### **General Student Complaint Procedures**

#### **Informal Complaint Procedures**

It is the wish of the University to provide an education and services of high quality to its students and to provide equity and harmony in the application of policies and procedures. When a student has a complaint, the University encourages resolution to be sought through informal communication with the appropriate instructor, college dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written complaint is initiated.

#### **Formal Complaint Procedures**

This Complaint Policy does not supersede specific policies involving special cases such as grade appeals, sexual harassment, appeal and due process, etc. that are further defined in the Student Handbook, Catalog, Graduate/DPS Policies or elsewhere. Lodging a Formal Student Complaint: A student who wishes to lodge a formal complaint with the University must complete and submit the formal complaint form to the appropriate Director, Department Chair, Dean, Vice President, or Provost. A form is available in the Office of Student Life and Office of Academic Affairs, as well as online.

### **Administrative Complaint Acknowledgment:**

Formal student complaints will be forwarded to the administrator most immediately responsible for the area to which the complaint pertains. Generally, the administrator will send a written acknowledgment to the student within five days of receiving the complaint indicating that: (1) the formal complaint form has been received, (2) the nature of the complaint, and (3) that the student will generally receive a written response after deliberation within fifteen days. Copies of the written student complaint and the acknowledgement letter will be sent to the Director, Department Chair, Dean, Vice President, or Provost over that area.

### **Administrative Deliberation and Response:**

If the administrator to whom the complaint is forwarded determines that the nature of the complaint is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the complaint will generally consist of investigation into the source of the complaint, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem. A copy of the deliberation response will be sent to the appropriate Director, Department Chair, Dean, Vice President, or Provost. All formal student complaints will be forwarded upon resolution to the Vice President for Student Life's office where a log will be kept.

### **Student Appeal Process:**

Upon receiving a deliberation response to the written complaint, the student has the right of appeal to successive levels of administrators within the area. This appeal must be made in writing within five days of receiving the Administrative response. In each case, the student will receive an acknowledgement of the appeal within five days upon receipt of the complaint and a deliberation response within fifteen days from the date of the acknowledgment letter.

### **Administrative Levels for Student Complaints:**

The appropriate office for student complaints will be as follows:

1. Provost and Academic Deans (academic, accreditation, institutional research, library, academic departments and programs, IDEA Center, Learning Support Services)
  2. Chief Financial Officer (administrative services, bookstore, facilities, plant services, finance, employee empowerment, student accounts, information technology)
  3. Apostle President of Advancement (fundraising)
  4. Apostle President of Enrollment and Marketing (admissions, registrar, marketing and communications, publications, alumni)
  5. Apostle President for Student Life and Student Life Deans (residence life, housing, commuter life, spiritual life, intercultural life, student activities, student organizations, athletics, campus recreation, health and counseling services, campus public safety, parent and family programs, international student services, and food services)
- The only appeal beyond the offices listed above is to the President of the University. The appeal timeline stated above applies. The decision of the President will be final.



## **Community Accountability Process**

### **The Purpose**

Members of our community are responsible for their own behavior, as well as holding each other accountable. As a university committed to the integration of faith and learning, we believe in the model of accountability as outlined in Matthew 18:15-17: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector" (NIV). Within our Christ-centered community, a brother or sister is to be restored through confrontation and reproof that are part of a loving relationship.

Community accountability provides a venue for students to experience responsibility, growth in self-discipline, and assistance in their journey. The desired outcome is helping students learn and grow, as well as encouraging them through an intentional process designed to help them make better decisions. At the core, it is intended to be redemptive and restorative with the care and development of each person in mind.

Student Life personnel including resident assistants, area coordinators, assistant area coordinators, the associate dean of students, the director of commuter life, and the dean of students, desire to journey with students by providing accountability while extending grace, care, love and forgiveness.

### **Being Truthful**

Honesty and integrity are vital aspects of the community accountability process. When a student tells the truth it is honorable and highly valued, even if it means being honest about making a mistake. It is a community expectation that students are honest when asked questions about a situation where potential lifestyle or policy violations occurred. If a student lies to university personnel the severity of the circumstances may be escalated. Lying increases the seriousness of the situation and the degree of consequences that may be incurred by the student. Being truthful is imperative and expected. Information about academic honesty can be found on this webpage: <http://www.theholyseedchurch.org>

### **Help to Change and Grow**

We trust that each member of The Holy Seed community is fully aware of his or her own behavior and the positive and negative effects that behavior can have upon the rest of The Holy Seed community. If you know your behavior is outside the limits established by the university and want assistance to change, you are encouraged to take the initiative and discuss your concern with a student life staff member without the threat of disciplinary action. In the case of such personal concerns, student life staff will help you toward growth and assistance to live within the community guidelines. Exceptions to this approach may be when behavior is repetitive, self-destructive, harmful or hazardous to others, violations of Title IX, or involves a significant legal issue in which the university is obligated to uphold the law. Conversely, if you know a student who is violating the community expectations, you are encouraged to go directly to that person and express your concern about the behavior and about the consequences it might have on the community and the individual. Ask the student if he or she is willing to change the offending behavior

and live within the community expectations. If there is a positive response and the behavior changes, the problem may be resolved. If your confrontation does not solve the problem, the problem is serious (e.g., discrimination or harassment), or there is a continuing pattern of adverse behavior, encourage the student to seek assistance from a student life staff member or tell them you will go with them to get help.

If a student life staff member receives information about an incident or situation it can no longer be defined only as a personal problem. It may be considered a community issue and dealt with through the community accountability process. Ignoring problem behaviors give tacit and unspoken approval to the behaviors in question and does nothing to restore the individual's relationship with the community. If a student is passively in the presence of other students who are violating the lifestyle standards they may be considered as an active participant in the situation. As stated previously, failure to address a violation provides unspoken approval of the behavior. Generally, all students involved in a situation such as this are held accountable. For example, if a student is with other community members that are drinking alcohol, the student may be held accountable for being present with the group even if he or she did not consume alcohol. In such a case, the university believes the student should have withdrawn from the group.

### **18 Conditional Immunity**

Additionally, the University wants to eliminate barriers for students who may be hesitant to seek medical or emergency help or report the incident to university officials because they fear being held accountable for policy violations (e.g., drinking alcoholic beverages). To encourage reporting, George Fox pursues a policy of offering students who are accessing help for themselves or others, conditional immunity from being charged with policy violations related to the particular incident. While there may be no community accountability sanctions for these individuals, the University may provide elements of help, support, and education.

### **Procedures**

Any student who violates the lifestyle statement or community policies is held accountable for his/her actions through the community accountability process as outlined below.

### **The Investigation Process**

- A.) Student Life personnel (or Title IX Deputy Coordinators as appropriate) conduct an investigation and meet with the student(s) to discuss the incident report and collect further facts regarding the incident.
- C.) If the student admits to the alleged violation, they may request that the student life representative take whatever action seems appropriate. In some instances, if the student denies the allegation the situation may be referred to hearing officers.
- D.) In an investigation involving sexual misconduct or sexual violence (as defined in our Title IX policies), or discrimination, harassment, bias-related incidents or hate crimes, the investigation documentation may be forwarded to hearing officers for review and to determine the findings and outcome. In such cases, both the complainant and respondent are informed of and may appeal the outcome.
- E.) The student(s) may have a support person or attorney present for support in the investigation. However, these individuals may not speak at, participate in, or

impede the investigation. Students may choose their own support person or ask the University to help identify a person to serve in this capacity. This is up to the discretion of the student and is designed to help the student through the process.

**F.) Audio or video recordings during the investigation are not permitted.**

### **The Hearing Process**

When the course of action is a hearing, the following outlines the various aspects of this process. **A. One or more hearing officers will review all investigating materials, documentation and evidence. In addition, complainants and respondents involved may provide a written statement before the hearing that will also be part of the material considered by the hearing officers.**

**B. The student(s) may appear at separate meetings to hear the findings and outcomes presented by the hearing officer(s). If a student chooses not to appear at the hearing, she/he must inform the student life administrator who is hearing the case.**

**C. The student(s) may have a support person or attorney present for support in the hearing. However, these individuals may not speak at, participate in, or impede the hearing. Students may bring their own support person or ask for the University's help in identifying someone as noted in the investigation process.**

**D. Audio or video recordings at a hearing are not permitted.**

### **Hearing Findings and Outcomes**

After hearing a case, the student life personnel or designated hearing officer(s) may decide as follows:

**i. Not responsible for a violation: No violation of the lifestyle statement or community policies has been verified. ii. Responsible for a violation: A violation of policy or the lifestyle statement has been verified and hearing officer(s) may impose appropriate sanctions.**

**iii. Insufficient information: There is insufficient information to determine whether or not a policy violation occurred.**

Written notification of the outcome is communicated to the appropriate student(s) at a time designated by the hearing officer(s). If a student does not appear at the selected time, notification is made through **Email.seedchurcht@yahoo.com**

### **Determining Responsibility in Specific Incidents**

In cases involving sexual misconduct or sexual violence (as defined in our Title IX policies), or discrimination, harassment, bias-related incidents or hate crimes the following additional aspects also apply within the community accountability process. As in other situations, for these incidents the standard used to determine responsibility is the preponderance of the evidence; whether it is more likely than not that the respondent has violated community policies or lifestyle expectations.

The University reserves the right to impose differing sanctions depending on the severity of the offense, up to and including termination for an employee, and dismissal for a student. Although it is separate from the community accountability process, respondents may also face criminal charges.

The student, complainant or respondent have the opportunity to appeal the decision of the hearing officer(s). In cases involving sexual misconduct or sexual violence (as defined in our Title IX policies), or discrimination, harassment, bias-related incidents or hate crimes, appeals are made to the Student Board of Appeals.

### **University Personnel Responsibilities**

- 1 Ensuring that the student, complainant or respondent are aware of the seriousness of the complaint
- 2 Explaining the University's policies and investigation procedures
- 3 Making referrals to the Health and Counseling Center, Spiritual Life, or other on or off-campus resources, as appropriate
- 4 Discussing with the complainant the option of notifying the police if criminal activities are alleged
- 5 Conducting or arranging for an investigation of the alleged prohibited conduct
- 6 Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct
- 7 Assuring that each complaint is assessed and resolved individually Rights of Complainants and Respondents:
- 8 The right to participate in the complaint resolution process
- 9 The right to an advisor or support person of their choosing, who may assist and advise you throughout the investigation and adjudication process
- 10 The right to a fair, thorough, neutral, and impartial investigation
- 11 The right to provide evidence and witnesses
- 12 The right to receive written notice of the date, time, and location of any meeting or hearing in which you are expected to attend
- 13 The right to written notice of the outcome of a conduct meeting or hearing including the decision, sanctions, and rationale. Both respondents and complainants are notified of the findings and outcomes in cases involving sexual misconduct or sexual violence (as defined in our Title IX policies), or discrimination, harassment, or bias-related incidents
- 14 The right to appeal the outcome of a hearing

### **False Reporting**

Any student found to be falsely reporting and/or falsely accusing an individual of sex discrimination, sexual violence, sexual harassment, sexual assault, harassment, discrimination, bias-related incidents, or hate crimes may face appropriate aspects of community accountability, up to and including suspension or dismissal from the University.

### **Appeals Process**

Students may appeal decisions that have been rendered in response to violations of the University lifestyle standards and values or the community policies. Appeals must be made in writing within five days of notification of the original decision. The appeal should be sent to the specific administrator or board outlined in the student's letter. Appeals should include the following:

- A} A written letter requesting an appeal be heard.
- B} A statement that includes all of the issues and evidence to be considered. Information or issues omitted from this statement generally are not considered in the appeal.

Upon receipt of the letter of appeal, the student life administrator or board generally has 7 days to conduct his/her process. Over breaks, holidays, and the summer this timeframe may be adjusted as appropriate. If deemed necessary,



**student life administrators may choose to implement all or part of the sanctions while the appeal is in process.**

**For incidents involving a complainant and respondent (e.g., Title IX cases), or in situations resulting in suspension or dismissal, appeals are made to the Student Board of Appeals. Student Life personnel can provide students with information regarding the Student Board of Appeals.**

**In cases involving a complainant and respondent, the complainant may also appeal the decision. If an appeal is received from either the complainant or the respondent, student life personnel will notify, in writing, the non-appealing student within three days of receipt of the appeal that an appeal has been filed. The complainant and/or the respondent may submit only one request for an appeal.**

**Generally, an appeal is limited to review of the student's written appeal request, university records, and/or summary statements provided by student life personnel.**

**The administrator or board reviewing the appeal may, at their discretion request appropriate interviews with the student or student life personnel. The appeal is not a rehearing of the original case and the role of the administrator or board is not to substitute his or her own judgment for the judgment of the original decision. The administrator or board hearing the appeal determines whether:**

- i. The original case was conducted appropriately in light of the charges and evidence presented, and in conformity with prescribed procedures;**
- ii. The decision reached regarding the student was based on sufficient evidence, that is, whether it was more likely than not that a violation of the lifestyle standards and/or community expectations occurred;**
- iii. The consequence(s) and accountability imposed were appropriate for the violation of the lifestyle standards and/or community expectations which the student was found to have committed; or**
- iv. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original case, because the person appealing did not know such evidence and/or facts at the time of the original investigation.**

### **Appeals Decision**

**Following a prompt and effective review, the administrator or board (as appropriate) will communicate a decision on the student's appeal no later than 7 days following the decision to grant a review of the original decision. The decision will be communicated in writing to the appealing student (and non-appealing student, if applicable). The decision will be in one of the two following forms:**

- 1. Original Decision Upheld: Where review of the original decision does not demonstrate that a different decision is warranted, the original decision will be upheld. 21**
- 2. Original Decision Modified: Where review of the original decision demonstrates support for the appeal and a different decision is warranted, the administrator or board will modify the original decision. This decision may include sanctions being decreased, modified, or revoked. Only in instances when a complainant appeals the decision may sanctions be increased. Generally, the administrator or board hearing the appeal makes the final decision regarding the accountability pieces for the student. A copy of the Student Board of Appeals jurisdiction, membership, decisions and additional procedures is available upon request from the student life office.**

## **Responding to Situations**

**It is difficult to codify how all incidents may be handled because each situation brings with it a unique set of circumstances. The response from student life personnel is designed to provide accountability and appropriate consequences for each student involved in a situation. The nature of the infraction, the severity of a violation, as well as the frequency of similar offenses, is considered in the community accountability process. The majority of situations result in specific consequences designed to help the student learn and grow in the following areas: character development, decision-making, understanding the importance of integrity, affirming their commitment to the community, being held responsible for their actions, receiving love and forgiveness, being honest and sincere, speaking the truth in love, and being fully restored to the community.**

**In serious circumstances students may receive a suspension warning and other appropriate consequences, accountability and support. A suspension warning serves as a formal notice that a long-term suspension (either immediate or deferred termination of student status for one or more semesters) or dismissal (permanent termination of student status) may result if there are further violations of the lifestyle standards or community policies.**

**As the passage in Matthew suggests, there are times when an individual may need to leave the community for personal restoration and reconciliation. This is not done punitively, but in love and respect for the student involved and for the good of the community at large. In egregious violations, consequences may include a long-term suspension or dismissal. Suspensions and dismissals are rare occurrences made with careful deliberation.**

**Students serving a long-term suspension or who have been dismissed are not permitted to be on campus property, attend class, live in campus housing, participate in university-sponsored co-curricular activities, attend university-sponsored events, or represent the university in any official capacity for the duration of the suspension. The student's academic advisor and instructors are informed of the suspension, but usually not of the circumstances leading to it.**

**In the case of a suspension or dismissal, the student's financial aid would be revoked. Even if the student successfully appeals their suspension or dismissal, or is readmitted, they still need to appeal their revoked financial aid status with the Financial Aid Office. If a student chooses to withdraw before fulfilling the required community accountability sanctions, including suspension, these stipulations may need to be fulfilled before she/he is allowed to re-enroll. Graduating students who do not complete assigned consequences may have their diploma and/or transcript withheld until the sanctions are complete.**

## **Safety of the Community**

**The University reserves the right to immediately respond with whatever measures it deems necessary in order to protect the personal safety of students, employees or other people. This may include situations in which the University or its representatives believe that because of a student's behavior, there exists a threat of imminent danger to the student or others; significant disruption of the work, academic, or student life environment; or significant damage to University property.**

**Such measures include, but are not limited to: temporary removal of the student from his/her living situation on campus or from the campus as a whole, modification of living arrangements, and/or interim suspension from campus pending a hearing.**

### **Retaliation**

Federal law and institutional policy prohibits retaliation. It is defined as any adverse or negative action against a person participating in any reporting, investigation or proceeding that is perceived as: intimidating, threatening, coercing, hostile, harassing, retribution, or violence that occurred in connection to the making and follow-up of the report. This also includes actions against an individual who has: (1) complained about alleged discrimination, harassment or retaliation, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations. 22

Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. Intimidation means to make fearful or to put a person into fear. Generally, proof of actual fear is not required in order to establish intimidation. It may be inferred from conduct, words, or circumstances reasonably calculated to produce fear. Any person violating this policy may be subject to appropriate community accountability, up to and including termination if they are an employee, and suspension or dismissal if they are an undergraduate or graduate/DPS student.

### **Bystander Intervention & Conditional Immunity**

The Holy Seed Church is deeply committed to the health, safety, and well-being of its students. Bystander intervention by students can be a critical aspect of enhancing the welfare of his/her peers. Students are strongly encouraged to contact University personnel, call 911 or seek other professional or medical attention when the health or safety of themselves or others is threatened or appears to be at risk. The University wants to eliminate barriers for students who may be hesitant to seek medical or emergency help or report the incident to university officials because they fear being held accountable for policy violations (e.g., drinking alcoholic beverages). To encourage reporting, George Fox pursues a policy of offering students who are accessing help for themselves or others, conditional immunity from being charged with policy violations related to the particular incident. While there may be no community accountability sanctions for these individuals, the University may provide elements of help, support, and education.

### **Good Standing Policy**

It is a privilege for students to participate in curricular and co-curricular programs at George Fox University. The university expects these students to be leaders and role models in our community who will live with integrity. It is essential that students embrace the challenge to live as people of character and be held to a high standard of accountability. There are a myriad of departments and programs that require participating students to be in good standing with the University. These departments or programs include, but are not limited to:

1. Admissions Ambassadors – you are applying or are currently serving as an ambassador.
2. Admissions Interns– you are applying for or are currently serving as an intern in admissions.
3. Admissions Overnight Hosts – you are applying for or are currently serving as an overnight host.
4. Admissions Student Employees– you are applying or are currently a student employee in the admissions office.

5. **ARC Consultant** – you are applying for, or have been hired, or are currently serving as an ARC consultant.
6. **ASC (Student Government)** – you are applying for, or have been elected or hired, or are currently serving as a member of ASC in any of the following roles: an ASC officer, committee or sub-committee member, or serve within ASC in any other capacity.
7. **Athletics** – you participate (whether currently in season or out of season), or are planning to participate on an athletic team at GFU.
8. **Athletic Trainers** – you are working as trainer at GFU and/or majoring in athletic training.
9. **Forensics/Speech & Debate** – you are currently a member, or are scheduled to participate as a member of the Forensics/Speech & Debate team.
10. **Honors Program** – you are member of the William Penn Honors Program.
11. **International Students** – you are an international student.
12. **Juniors Abroad** - you are scheduled to participate in, have registered for, or are applying for Juniors Abroad.
13. **Mosaic Scholars Program** – you are receiving one of the following: the Act 6 scholarship, the South Central scholarship or the Multicultural

#### **Leadership scholarship.**

1. **Music Department** – you are in involved in any GFU musical group or your major or minor is Music.
2. **Nursing Department** – your major is nursing.
3. **Off-campus Housing** – you are currently living off-campus or are applying to live off-campus.
4. **Peer Advisors** – you are applying for, or have been hired, or are currently serving as a Peer Advisor.<sup>23</sup>
5. **Psychology Department** - your major or minor is Psychology.
6. **Residence Life** – you are applying for, or have been hired, or are currently serving as an RA or AAC.
7. **Study Abroad Program** – you are scheduled to participate in, or are applying for any Study Abroad Program.
8. **Social Work/Sociology Department** - your major or minor is Social Work or Sociology.
9. **Spiritual Life** – you are currently involved in, or are scheduled to participate in, leadership through a program in the Spiritual Life office such as a SpIL

1intern, worship team, committees, leading a Bible Study or Small Group, or part of planning or leading events such as Shalom. SpIL Trips – you are scheduled to participate in, or are applying for, SpIL Trips at Christmas Break, Spring Break or the summer.

**Student Activities** – you are applying for, or have been hired or currently serving as a member of the Student Activities Team, or are involved in club leadership or one of the teams that produces student publications.

10. **Teacher Education & Student Teaching** – you are majoring in education and/or have been accepted in the Teacher Education program, and/or you are currently student teaching or scheduled to do student teaching.



11. Theatre Department & University Players – you are in University Players, involved in any way in the Theater Department, or your major or minor is Theater.
12. Tuition Exchange – you are enrolled as a tuition exchange student.
13. Tuition Remission – you are receiving tuition remission because your parent(s) work at GFU.  
**Students may lose good standing if they have violated:**
  14. The University's lifestyle standards.
  15. Community policies as outlined in the Student Handbook including, but not limited to, severe or repetitive community violations.
  16. Federal, state, or local laws that resulted in a conversation with University personnel.
- Students may regain good standing when they have fulfilled:**
  17. Requirements and methods of accountability required or enforced by Student Life personnel.
  18. Stipulations and timeframes as outlined by each department or program they are involved in. The supervising university employee determines the consequences and means of accountability issued by each department or program. This process is separate from any sanctioning and accountability that happens in the community accountability process by student life. In addition to the good standing policy, each department or program may have additional expectations for participation. Please check with the supervising university employee for these additional requirements.

### **Title IX**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination on the basis of sex in federally funded education programs and activities, including but not limited to athletic programs that receive federal funding. GFU Title IX website: [theholyseedchurch.org](http://theholyseedchurch.org)

### **Title IX States:**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance." (20 U.S.C. Sec. 1681). Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault and sexual violence. 24

### **Institutional Compliance with Title IX**

It is the policy of George Fox University to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at George Fox University. This prohibition against discrimination on the basis of sex applies to all students, faculty and staff, to other members of the George Fox community, and to contractors, consultants and vendors doing business or providing services to the school. In accordance with Title IX, the president of George Fox University has designated the following Title IX Coordinator(s) as the primary contacts responsible for coordinating compliance with Title IX.

## **Title IX Coordinators**

### **Title IX Coordinator Roles and Responsibilities**

The Lead Title IX Coordinator is responsible for implementing and monitoring Title IX compliance on behalf of George Fox University. This includes coordination of training, education, communications and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of Title IX.

The Deputy Title IX Coordinators are also responsible for implementing and monitoring Title IX compliance at George Fox University and for notifying the Lead Title IX Coordinator of any alleged or suspected violations of Title IX and the resolution of such alleged or suspected violations, regardless of whether a grievance is submitted.

### **When Should I Contact a Title IX Coordinator?**

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

#### **Contact a Title IX Coordinator if you:**

1. Wish to understand your options if you think that you may have encountered sex discrimination, sexual harassment, sexual assault or sexual violence;
2. Learn of a situation that you feel may warrant an Institutional investigation; 25
3. Need help on how to handle a situation in which you are indirectly affected;
4. Want information about possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation; or
5. Have questions about George Fox University's policies and procedures.

### **Confidentiality**

Conversations with Title IX Coordinators are kept as confidential as possible, but information about incidents of suspected violations of Title IX must be shared to the extent necessary to conduct an investigation and take any corrective action deemed appropriate by the University.

### **Sexual Misconduct, Sexual Assault and Dating/Domestic Violence Purpose**

George Fox University is committed to providing a Christ-centered community that fosters a safe living, learning, and work setting for students, employees, and visitors. A core value of this institution is to maintain a respectful environment for all individuals that is free of the following:

- A. Sexual Harassment
- B. Sexual Assault
- C. Domestic Violence
- D. Dating Violence
- E. Stalking
- F. Sexual Exploitation
- G. Harassment & Discrimination
- H. Bias-Related Incidents & Hate Crimes

These behaviors and actions are contrary to the mission, values and Lifestyle Standards of our community, and are violations of federal and/or state law. It is our firm belief that engaging in any aspect of this behavior is unacceptable and will not be tolerated by members of the George Fox community.

These policies are for undergraduate students in any program at George Fox University. Graduate/DPS students should see the Graduate/DPS Student Life Policies for comparable applicable policies. Additionally, while many aspects are pertinent for faculty, staff and administrators, employees should see appropriate sections in the employee handbook.

The next section of handbook addresses the aforementioned policies, reporting mechanisms, venues for help and support, complaint procedures, and other important aspects of prevention and response.

It's also important to note that University personnel are prepared to assist students who need support and help because of trauma they have experienced before becoming a student or at other times when they have been away from George Fox (i.e., Summer break or other breaks in the academic calendar).

### **Campus Awareness and Education**

Awareness and educational efforts are important aspects of preventing and responding to incidents that may arise. These include the following:

- i. Orientation sessions for new undergraduate and transfer students, as well as graduate/DPS students, designed to educate students regarding the outlined behaviors, University policies and expectations, and essential reporting and resources.
- ii. Yearly educational efforts for all new incoming students and reminding current students and employees about these policies and related information. Currently, the University requires students to complete Sexual Assault Prevention for Undergraduates, an online educational program created by EverFi and used at many colleges and universities. 26
- iii. Residence Life offers self-defense workshops on an annual basis on the Newberg Campus in September and October.
- iv. Campus safety precautions are reviewed yearly and appropriate upgrades are implemented.
- v. Assistant Area Coordinators (AACs), Resident Assistants (RAs) and Commuter Assistants (CAs) are trained annually to respond and assist students in crisis situations and in protocols for emergency response.
- vi. Flyers, posters and other educational documents are posted yearly in prominent locations on campus.

### **Title IX & Campus SaVE Act Training for Students & Employees**

Undergraduate students, Graduate/DPS students and Employees must participate in an online course designed to educate our community in the areas of Title IX & the Campus Sexual Violence Elimination Act (Campus SaVE Act).

The student course helps students to better understand and develop skills around bystander intervention, consent, healthy relationships, and the effects of alcohol, social norms and reporting assaults.

The employee online course(s) trains faculty, staff and administrators on topics including: understanding social norms, perpetrator behavior, victim blaming,

cautions for risk-reduction, reporting offenses, investigative procedures, victim rights, and sexual harassment.

### **Sexual Harassment**

Sexual harassment is unwanted sexual advances, requests for sexual favors, or other visual, verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. Submission to or rejection of such conduct by an individual influences employment or academic status decisions affecting that individual;
3. Such conduct has the purpose or effect of interfering with an individual's work, academic performance, student life or creating an intimidating, hostile, or offensive work, academic, or student life environment. While sexual harassment encompasses a wide range of conduct that may be verbal, visual, or physical in nature, specifically prohibited conduct includes, but is not limited to:
4. Promising, directly or indirectly, a student, employee or other person a reward, if the student or employee complies with a sexually oriented request.
5. Threatening, directly or indirectly, retaliation against a student, an employee or another person, if the student, employee or another person refuses to comply with a sexually oriented request.
6. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request.
7. Engaging in sexually suggestive conversation.
8. Displaying pornographic or sexually oriented materials.
9. Engaging in indecent exposure.
10. Making sexual or romantic advances toward a student, employee or another person and persisting despite the student's, employee's or other person's rejection of the advances. 27
11. Physical conduct such as assault, touching, or blocking normal movement.
12. Retaliation for making reports of harassment or threatening to report harassment.

More subtle forms of inappropriate behavior such as offensive posters, cartoons, caricatures, comments, and jokes of a sexual nature are prohibited, as they may constitute sexual harassment when they contribute to a hostile or offensive work, academic, or student life environment.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

## **Sexual Assault**

**Sexual assault is not tolerated in the George Fox community. These behaviors also violate local, state and federal law. Sexual assault can occur between any two or more people, regardless of age or gender. The University highly encourages complainants to take advantage of the provided internal and external resources for reporting, support and help.**

### **Definitions**

**Sexual assault is defined as any nonconsensual sexual contact or intercourse, whether it is unforced or forced. This includes any contact with intimate body parts of an individual. It is also penetration, however slight, of any intimate body part with a body part or an object. Consent is explicit, informed, voluntary and mutually understandable communication to willingly participate in specific sexual activity without pressure, threats, coercion, force or intimidation. Either person must also be able to withdraw consent and cease any sexual activity at any time. A current relationship, having previous sexual encounters, or silence from the individual may not be taken as an indication of consent. Similarly, a passive response or sexual advances that are not resisted physically or verbally do not constitute consent.**

**Someone who is not of legal age, has a mental disorder, or is physically or mentally incapacitated may not give consent. The use of alcohol or drugs may render an individual incapable of giving consent due to impaired judgment and the inability to make decisions or communicate intentions. Consent may not be given by someone who is unconscious or unaware, or for any reason is unable to communicate her/his intentions.**

**Domestic violence (as defined by the Violence Against Women Act) is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner, such as a boyfriend or girlfriend. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Examples of domestic violence include but are not limited to:**

- 1.) Causing or attempting to cause physical or mental harm to a family or household member**
  - 2.) Placing a family or household member in fear of physical or mental harm**
  - 3.) Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress**
  - 4.) Engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested**
- Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of:**

**(1) the length of the relationship,**



(2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship.

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, verbal, sexual, emotional and psychological.

Examples include, but are not limited to, trying to cut off the victim's relationship with family and friends, humiliating the victim in front of friends, making the victim fearful by using threatening behavior, threatening to find someone else if the dating partner doesn't comply with the abuser's wishes or demands, using or threatening to use physically assaultive behaviors such as hitting, shoving, grabbing, slapping, beating, kicking, and touching or forcing the victim to engage in unwanted sexual activity.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Acts of stalking include but are not limited to: electronic or telephone harassment, being followed, receiving unwanted gifts, and other

**similar forms of intrusive behavior.**

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Unwelcomed or unwanted attention can also be cause for concern. These may include, but are not limited to, repetitive communication and/or behaviors that can make an individual feel uncomfortable to some degree. These types of behaviors are still cause for concern and will be handled as such.

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and the behavior does not otherwise constitute one of the other sexual misconduct offenses.

**Examples of sexual exploitation include, but are not limited to:**

- A. Invasion of sexual privacy;
- B. Prostituting another person;
- C. Non-consensual viewing, videoing, audio-taping or broadcasting sexual activity;
- D. Engaging in voyeurism, which is the sexual interest in or practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature;

- E. Knowingly transmitting an STD or HIV to another person;
- F. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- G. Sexually based stalking and/or bullying may also be forms of sexual exploitation.

### **Discrimination, Bias and Harassment Harassment and Discrimination**

George Fox University students and employees work, live, and learn in an environment where the dignity of each individual is respected.

Harassment or discrimination due to race, color, sex, sexual orientation, gender identity, marital status, religion, creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status, or any other status protected under applicable local, state, or federal law; or any other distinguishing characteristic protected by applicable nondiscrimination law, is prohibited.

Actions that constitute harassment or discrimination may be verbal or physical conduct that includes, but is not limited to the following: demeaning gestures, threats of violence, physical attacks, or any types of threatening or verbal remarks.

These behaviors include hazing, other initiations, or any actions that may be hazardous, dehumanizing, harassing or humiliating to people within or outside the George Fox community. Prohibited actions also include vandalism, destruction of a person's property, the misuse of telephones, voicemail messages, text messages, United States or campus mail, as well as e-mail, social media or other electronic communication for the purpose of issuing obscene, harassing, or threatening messages.

Such conduct has the purpose or effect of interfering with an individual's work, academic, or student life environment. Students and employees are expected to conduct themselves in a manner that shows respect to all and ensures no discrimination or harassment occurs.

### **Bias-Related Incidents and Hate Crimes**

A core value that flows from our Christ-centered mission is that we recognize the dignity and great worth of all people. Some issues that are contrary to this mission, and are not tolerated in our community, include bias-related incidents and hate crimes. Bias-related incidents can be any physical, spoken, visual or written acts of abuse, harassment, intimidation, vulgarity, or remarks of a personally destructive nature toward another person because of actual or perceived defining characteristics. This can occur whether the act is intentional or unintentional, or is directed toward an individual or group regarding: race, color, sex, sexual orientation, gender identity, marital status, religion, creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status, or any other status protected under applicable local, state, or federal law; or any other distinguishing characteristic protected by applicable non-discrimination law.

A hate crime occurs when a bias-related incident involves a criminal act being committed. These crimes may involve, but are not limited to: physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters. Some hate crimes may violate Oregon and/or federal law, which is also a breach of university policies.

## **Guidelines for Responding to Bias-Related Incidents and Hate Crimes**

Responding to concerns and incidents may vary depending on the nature and severity of a specific situation. It can include instances of protected speech that may generate harm, thus requiring intervention with potentially limited consequences. Bias-related incidents need to be addressed because they harm individuals, undermine civility and the understanding of our community, or impede the educational process. Public discussion and education can promote awareness of prejudice and examination of the values that underlie the George Fox community. Incidents may be dealt with through the process of community accountability with appropriate sanctions. Reporting and Resources

We strongly encourage reporting of any bias-related incidents or hate crimes. The next section in this handbook gives students a variety of options for reporting incidents, as well as ways to receive support and help.

### **Supporting the Student and Community**

The University believes it is important to respond to a bias-related incident or hate crime with concern for the student(s) or other person(s) who have been targeted and the community as a whole. University personnel can assist the student or other person in documenting the event and explaining the options for addressing what has occurred. If the incident involves the violation of a University policy, there is a process for investigation and resolution.

Appropriate assistance is available to students who are targeted. University officials strive to ensure that the affected student feels safe in her/his educational environment and may, if appropriate, adjust or change course schedules or take other appropriate measures to assist the student. The University official may also offer help documenting the event (i.e. taking photos of the offending material); help in talking with/filing a complaint with the police; assistance in arranging counseling or other forms of support; or help, as appropriate, in initiating mediation between the affected student or other person and the offender. If it is appropriate, the targeted individual may also elect to participate in a University sponsored discussion about the incident, if one is held.

When bias-related incidents or hate crimes occur on campus, they can strain the fabric of the community. University officials may consider what sort of communication about the incident is appropriate, taking into account various factors such as personal safety and confidentiality.

In some cases, public discussion about the incident can serve to educate the community and promote awareness of prejudice. Programs that address bias-related incidents can change a hateful incident into an opportunity for increased understanding and personal growth. In some cases, University officials may collaborate with other offices on campus and with students to decide to offer programs that include one or more of the following: discussions, open forums, panels, films, speakers, and other educational programming. Among other things, these events may serve to help the community understand and address what has occurred.

### **Bias Incident Response Team (BIRT)**

In addition to the response outlined in the Reporting & Resources section, the Bias Incident Response Team (BIRT) addresses issues relating to bias-related incidents and hate crimes. The BIRT aids in developing recommendations to help the Student

Life Office determine if, when and how the community should be informed of a bias-related incident or hate crime that has occurred. They also discuss and implement appropriate educational and programming opportunities in response to an incident.

The BIRT is chaired by the associate dean of Intercultural life and assistant director of Intercultural Life and composed of the following members: University Pastor/Dean of Spiritual and Intercultural Life, Associate Vice President for Intercultural Engagement and Faculty Development or a faculty designee, and a member of the residence life staff or community life designee. The chair may also invite other community members to be on the BIRT as appropriate. When an incident occurs, the BIRT convenes at the request of University personnel or a student affected by the incident.

Campus Public Safety may work with the BIRT in order to improve communication about incidents and their implications for groups and individuals within our community. The Newberg-Dundee Police Department may also be invited for discussion of bias-related incidents or hate crimes and may meet with the BIRT as appropriate.

### **Reporting Harassment, Discrimination, Sexual Harassment, Bias-Related Incidents, Hate Crimes, Domestic Violence, Dating Violence, Stalking and Sexual Exploitation - Responsible Personnel**

#### **Responsible Personnel Key for Table:**

1. Title IX = Title IX Coordinator (Apostle President for Student Life) or Deputy Coordinators
2. DOS = Dean of Students
3. RL = Associate Dean of Students/Director of Residence Life
4. EE = Employee Empowerment
5. Supervisor = Student Employment Supervisor
6. Dept. Chair = Department Chairs
7. Academic Dean = Academic Deans in Academic Affairs
8. VP = Vice President
9. Provost = Provost in Academic Affairs If an individual's circumstances does not fit into the grid above please contact the Director of Campus Public Safety or the Dean of Students.

#### **Retaliation**

Federal law and institutional policy prohibits retaliation. It is defined as any adverse or negative action against a person participating in any reporting, investigation or proceeding that is perceived as: intimidating, threatening, coercing, hostile, harassing, retribution, or violence that occurred in connection to the making and follow up of the report. This also includes actions against an individual who has:

- (1) complained about alleged discrimination, harassment or retaliation,
- (2) participated as a party or witness in an investigation relating to such allegations,  
or
- (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations.

Federal civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. Intimidation means to make fearful or to put into fear. Generally, proof of actual fear is not required in order to establish intimidation. It may be inferred from conduct, words, or circumstances reasonably calculated to produce fear. Any person violating this policy may be subject to appropriate community accountability, up to and including termination if they are an employee, and suspension or dismissal if they are an undergraduate or graduate/DPS student.

### **Confidential Support**

Undergraduate students dealing with the effects of these situations may receive confidential on-campus support by contacting the following department and individuals:

Health & Counseling Center (Medical & counseling needs) Woodward House, 503-554-2340 (8am – 5pm, M-F)

Spiritual Life – Sheridan St. House, 503-554-2320 (8am – 5pm, M-F); Jamie Noling-Auth, University Pastor and Dean of Spiritual & Intercultural Life,

### **Reporting and Resources for Sexual Assault**

To foster the safety and security of the entire community, George Fox University strongly encourages immediate reporting of all alleged instances of sexual assault. There are several reporting options described below.

Through investigating and resolving reports of sexual assault the University is committed to respecting the rights of all parties involved. To this end, the University is prepared to provide help, support, and assistance to the complainant and respondent. University personnel exercise sensitivity and discernment while striving to protect the privacy of the students involved.

Designated University personnel investigate all complaints or allegations of sexual assault promptly. Appropriate, corrective action may be implemented based upon the findings of the investigation. If any student or employee believes he or she has witnessed, or is a survivor of an alleged sexual assault, the person is encouraged to immediately report the incident to University officials as indicated below. Any person violating these policies may be subject to appropriate community accountability, up to and including termination if they are an employee, and suspension or dismissal if they are an undergraduate or graduate/DPS student. The procedures for community accountability can be found at the following link:

<http://www.theholyseedschurch.org>

### **Retaliation**

The same policy regarding retaliation listed in the prior section applies to sexual assault as well.

### **Bystander Intervention & Conditional Immunity**

George Fox is deeply committed to the health, safety, and well-being of its students. Bystander intervention by students can be a critical aspect of enhancing the welfare of his/her peers. Students are strongly encouraged to contact University personnel, call 911 or seek other professional or medical attention when the health or safety of themselves or others is threatened or appears to be at risk.

The University wants to eliminate barriers for students who may be hesitant to seek medical or emergency help or report the incident to university officials because they



fear being held accountable for policy violations (e.g., drinking alcoholic beverages). To encourage reporting, George Fox pursues a policy of offering students who are accessing help for themselves or others, conditional immunity from being charged with policy violations related to the particular incident. While there may be no community accountability sanctions for these individuals, the University may provide elements of help, support, and education.

### **Reporting Methods**

Complainants may use confidential on-campus or off-campus resources, or file a report with Student Life. Individuals wishing to receive confidential help and support can use any of the confidential options listed below. Student Life personnel are prepared to journey with the student to provide support, as well as assist the student in all aspects of reporting, up to and including the incident being investigated and the respondent confronted.

### **Police Reporting**

Students are encouraged to file a police report and can speak to any of the Student Life contacts above for assistance, or directly contact the Newberg-Dundee Police Department at 503-538-8321. A specially trained detective will assist individuals in filing a report.

### **Medical Assistance**

Following a sexual assault, the most important concern is for the health, safety, and care of the survivor. As difficult as it can be, we strongly encourage students to seek medical assistance at the Providence Newberg Hospital Emergency Room (or at the nearest hospital) immediately following a sexual assault. A medical examination is vital for the health and well-being of the sexual assault survivor, and also will offer assistance to law enforcement if a report is made. A medical examination is an important element of obtaining evidence if a person desires to press charges.

While the first inclination of a survivor may be to take a shower, it's important to not wash, shower, bathe or douche; or to change, destroy or clean the clothes worn during the assault before having the exam. Forensic medical exams need to be conducted within 72 hours of an assault in order to obtain any evidence. It is important to bring a change of clothing if the person goes to the hospital. It may be necessary for the nurse or police to keep the clothes worn during the assault. If the person has already changed clothes, the articles of clothing that were worn can be brought in a paper bag.

Specially trained nurses generally conduct sexual assault medical examinations. Normally, there is no cost to the survivor and it is not documented through the person's health insurance. Survivors can request an advocate be present to assist during the exam. These exams can be performed without a report to law enforcement, and evidence can be collected and held for up to six months through an anonymous collection process. This gives the survivor time to consider whether to report the incident to law enforcement.

### **Community Policies Alcohol, Drugs and Tobacco**

George Fox University is committed to maintaining a safe and healthy educational environment free from alcohol, drugs and tobacco. The use, possession, or distribution of alcoholic beverages and illicit drugs, including marijuana, synthetic marijuana or controlled substances, or the

abuse of legal substances, are prohibited on or away from campus. Medical marijuana, as well as recreational marijuana, whether smoked, vaporized, edible, topical, tinctures, wax or any other form is prohibited regardless of any state's laws permitting marijuana.

We are a tobacco-free and smoke-free campus. The university prohibits smoking, including e-cigarettes/vapor cigarettes, and all forms of tobacco use or possession everywhere on-campus; as well as off-campus by students. Visitors to our campus are expected to comply with these standards.

### **Responding to Alcohol Incidents**

There may be situations where a student's actions, words, behavior, and/or other contributing factors (such as the smell of alcohol on their person or breath) are consistent with a person who has consumed alcohol, but he/she denies drinking when confronted. In these instances, if two or more student life personnel have sufficient reason to believe a student has consumed alcohol the student may be held accountable for violating the lifestyle standards unless they can demonstrate they have not consumed alcohol. This may be accomplished by the student requesting to take a voluntary breathalyzer test, or being presented with the option of taking the test by student life personnel, in order to prove their assertion. If she/he chooses to not take the test, the student may be held accountable for drinking alcohol based on the original evidence that prompted the confrontation.

A breathalyzer test may only be administered when the student has requested to do so or has agreed to take it when presented with the option by student life personnel. A trained GFU Campus Public Safety Officer administers the test in a private setting with another student life member present.

In instances where there is sufficient evidence that a student consumed alcohol, or when a breathalyzer tests affirms a student was drinking, student life personnel ensures the student is accompanied by appropriate personnel to a safe place.

The reasons for implementing the option of using a breathalyzer are:

- (1) it provides an option for students who assert he/she has not consumed alcohol, but his/her behavior and actions exhibit signs to the contrary, and
- (2) it provides staff with an option to present to students if she/he denies consuming alcohol, but his/her actions and behavior exhibit signs of consumption.

### **Responding to Marijuana or Drug Incidents**

Following a similar process to responding to alcohol incidents, there may also be situations when a student's actions, words, behavior, and/or other contributing factors are consistent with a person who has used marijuana or other drugs, but he/she denies using when confronted. In these instances, if two or more student life personnel have sufficient reason to believe a student has used marijuana or other drugs the student may be held accountable for violating the lifestyle standards unless they can demonstrate their innocence. This may be accomplished by the student requesting to take a voluntary and supervised urine analysis (UA) or other appropriate drug test, or being presented with the option of taking the test by student life personnel. If she/he chooses to not take the test, the student may be held accountable for drug use based on the original evidence that prompted the confrontation.

A UA or other drug test may only be administered when the student has requested to do so or has agreed to take it when presented with the option by student life personnel. A trained GFU health professional will administer the supervised test. Student athletes participating in a varsity athletic sport, whether in season or out of season, may be required by Athletics personnel to submit to a supervised UA or other drug test. While Athletics and Student Life personnel work together to resolve these situations, there may be separate aspects of accountability from each department.

In instances where there is sufficient evidence that a student is under the influence of marijuana or other drugs, or when a UA or drug test affirms a student has used drugs, student life personnel ensures the student is accompanied by appropriate personnel to a safe place. Bullying is unwanted, repetitive and/or aggressive behaviors that intimidate, intentionally harm, attack, or control another person physically, emotionally or socially. This behavior can often be discriminatory towards protected attributes as outlined in the university's harassment and discrimination policy. It often involves an imbalance of power that is directed towards a specific person or group.

Actions may include, but are not limited to the following: making threats, spreading rumors, attacking someone physically or verbally, inappropriate sexual comments, taunting, spreading rumors about someone, making mean or rude hand gestures, or physically hurting a person's body or possessions. It may also include various aspects outlined under the hazing policy.

Cyber bullying is bullying that takes place using electronic technology, which may include devices and equipment such as cell phones, computers and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber-bullying include, but are not limited to, the following: demeaning or discriminatory text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. For tips, tools and solutions for recognizing and stopping bullying in social media and online please see the following: Email: [seedchurcht@yahoo.com](mailto:seedchurcht@yahoo.com)

### **Dances**

Student Activities sponsors several dances during the year according to the guidelines approved by the university administration and board of trustees. Along with these events, the university also endorses these other expressions of dance in the co-curricular and academic programs such as: choreography in drama, musical productions, cultural activities, events sponsored by the office of student life, aerobics classes, and rally routines.

Other than the above-mentioned instances, organized dancing is not permitted on campus nor is it to be sponsored at off-campus facilities. The university highly discourages students from visiting dance clubs or similar venues. Any questions regarding what is appropriate may be directed to the dean of students or associate dean of students.

### **Free Speech and Peaceful Assembly Policy**

George Fox University believes in the importance of freedom of expression and in the value of permitting students to publicly express their views whether in support of or opposition to issues and actions. The University also recognizes its obligation to maintain a campus atmosphere conducive to academic work, to preserve the

dignity and seriousness of University ceremonies and public exercises, and to respect the rights of all individuals while preserving the mission and identity of our Christ-centered institution and community.

Individuals or campus groups who exercise their rights of free speech and/or organize a peaceful assembly should do so in compliance with University policies and procedures. The following define the appropriate parameters for a peaceful assembly or demonstration at George Fox University:

**1. TIME:** Usually limited to a three-hour time frame between the hours of 8 a.m.–6 p.m., Monday-Friday (to allow other uses of the space and to ensure that adequate staffing is available if needed).

**2. PLACE:** Generally, protests or demonstrations should occur in a mutually agreed upon, defined area of the Quad.

### **3. MANNER/PROCESS:**

On-campus groups wishing to demonstrate on the George Fox University campus should receive approval from the office of Community Life (dean of students or designee), Student Involvement (dean of student services), or Spiritual and Intercultural Life (university pastors or director of intercultural life) at least 24 hours in advance with the specifics of what they propose to do. The appropriate administrator will contact the event organizers if there are questions or concerns about the proposed plan and to give final approval.

a. All protests and demonstrations should be peaceful and respectful of other members of the community and campus property.

- i. The event should not interfere with automobile or pedestrian traffic.
- ii. The event should not interfere with approved demonstrations by others.
- iii. Only approved amplified sound is allowed that is in compliance with Yamhill County and the City of Newberg statutes and that don't disrupt University classes, etc.

b. Exercising free speech and/or organizing a peaceful assembly violates University policy when the event:

- i. Includes participants who are not current faculty, staff, or students;
- ii. Threatens property or public safety;
- iii. Infringes upon the rights of others by inappropriately interrupting chapel, a classroom, or other college sponsored events or activities (e.g., halting a lecture, debate, or any public forum by indirectly preventing the speaker from speaking – even for a brief period of time – or seizing control of a public forum for one's own purposes);
- iv. Violates the time, place, and manner restrictions listed previously

c. The University retains the right to control the use of all University property at any time and for any reason. The Office of Student Life has the right to discontinue any protests or demonstrations not in compliance with these guidelines. George Fox values freedom of expression and, therefore, supports students' desires to exercise this freedom in a public way as expressed in this policy. The use of the University forum for expression of ideas or viewpoints in compliance with this policy does not imply university acceptance or endorsement of the views expressed.

## **Gambling**

**Gambling is viewed as an unwise use of God-given resources and as a practice marked by greed. Therefore, gambling is not acceptable.**

## **Hazing**

**George Fox supports activities that are designed to develop community and to impart group traditions. We are committed to introducing new students to campus traditions, language and customs that enhance a sense of belonging and encourage involvement in university life. Understanding this, it is our desire to accomplish the following goals as students become members of campus activities, teams or groups:**

**1) to help students build positive relationships with others; 2) to familiarize students with current and historical traditions; and 3) to provide an atmosphere in which students may come to understand that they are part of the George Fox history, present and future.**

**We will make every reasonable effort to ensure that students who voluntarily participate in campus activities and groups are treated with dignity and respect, in accordance with the university's mission, and that any induction or other activities fit within the mission statement as well as within common and civil law. Thus, induction and other group activities will be governed by the following expectations.**

**There is to be no behavior that causes, or is likely to cause, bodily danger or physical harm, or mental or emotional harm, regardless of a person's willingness to participate. Even if a participant claims that no one was forced to partake, such an activity or behavior is still considered hazing. Groupthink behavior, peer pressure and coercion often play a role. Specifically, please note the following:**

- A.) Activity that may cause bodily danger or physical harm includes physical activity such as (but not limited to) forced calisthenics or exposure to the elements, sleep deprivation or confinement. It also includes the forced consumption or application of food, liquid, alcohol or harmful substances.**
- B.) Mental or emotional harm includes embarrassment, ridicule, verbal abuse and personal humiliation.**
- C.) No activities are allowed that induce, cause or require students to violate local, state or federal law or campus rules and regulations.**
- D.) Only currently enrolled George Fox students may be involved in team or group-induction activities, unless they are given explicit permission to include others by their group advisor, coach or instructor.**

**Violation of this policy could also be a violation of Oregon state law, which may result in a student's loss of financial aid. Any group/club/team member violating these standards risks suspension from group/team activities. Consequences may also involve sanctions for the entire group. Violations of the Hazing Policy for Oregon State Law will be assumed to constitute violations of university policy, as well.**

**If you have any questions regarding campus policies or procedures, please contact the dean of students or the associate dean of students. Modest Dress When attending classes or university activities, relaxing, or exercising on university grounds, students are asked to respect their fellow community members by choosing appropriate and discreet attire.**

## **Movies and Music: Discernment Policy Movies**

**(theater and home movie format): Because film is one of the principle forms of art and entertainment in American culture, the university encourages students to think**



seriously about the artistic merits as well as the moral and philosophical implications of the films viewed. Students are admonished to select films of aesthetic and ethical interest that offer an important perspective on contemporary culture. It is expected that individuals will diligently use Christian principles in selecting films. The university reserves the right to prohibit movies that are not rated if their content is contrary to the university's mission and policies.

All community members are expected to abstain from all NC-17 and X-rated movies (on and off campus). Public viewing: It should be noted that it is illegal to show films in public venues unless rights and appropriate fees are paid. Watching movies within student living areas is permissible as long as they are not viewed in public places. Because of copyright laws, movies may be viewed only in a student's room or in the living rooms of apartments and houses.

On-campus viewing: Special consideration and sensitivity should be used when choosing films to be viewed on campus. Those people who live within the same apartment, house or room may be more sensitive and have a different view of issues held within the discernment policy - violence, language, etc.

### **Pornography**

Pornographic materials in any form (including the internet) are not to be viewed, used, possessed, or distributed on or away from campus. This includes any item (which may include sexually provocative or explicit material) whose content is exploitive or of concern to either gender. Further, the use of institutional or personal computers for the viewing, transmission, retrieval and/or storage of such material is prohibited.

As with other sexual conduct outside the confines of marriage, viewing of pornography is inconsistent with the teaching of Scripture; though we will seek to be redemptive in the lives of the individuals involved. Consequently, the University will offer counsel and assistance to support and strengthen the individual's resolve to live consistently with Christian teaching on sexuality.

### **Pregnancy**

Scripture urges believers to seek wise and godly counsel when faced with significant or difficult life choices. Therefore, should a George Fox student become pregnant while unmarried, she is encouraged to communicate with the dean of students, the associate dean of students, the director of commuter life, campus pastors in spiritual life, or with the Health and Counseling Center. These offices are prepared to assist both the mother and the father as they face this significant life transition.

The university is committed to responding in a redemptive manner, seeking to balance compassion with accountability and support. Students can expect to be treated with Christian love as they deal with their new circumstances. Every effort will be made to ensure confidentiality, but the life and health of the mother and child and the spiritual well-being of the parents are our primary concerns. While some students in these circumstances may choose to leave the university temporarily, it is our hope that any student who chooses to continue in classes during pregnancy will find George Fox to be a supportive and redemptive community during this crucial time. For nursing mothers, the University provides private lactation rooms, as well as places to store breast milk. Please see student life personnel for more details.

## **Sexuality & Relationships**

George Fox University accepts the biblical standards that prohibit all sexual immorality. Please see the Lifestyle Standards and Values for a more complete description of the University's important biblical values in this area. Recognizing there are many social and emotional forces that challenge this standard, we believe the power of God and the wisdom of the Holy Spirit combine to provide the means to live victoriously with respect to sexual purity. In addition to what's outlined in the Lifestyle Standards, examples of unacceptable behavior include the following:

Commission of or attempt to commit a sexual act that, if proven in court, would be a criminal act

Any student involved with the use, distribution, or participation of pornography in any form

An unmarried student involved in a sexually active relationship

A married student involved in a sexually active adulterous relationship

An unmarried or married student who chooses abortion for other than medical reasons

Cohabitation is unacceptable for students. It is defined as, but not limited to: spending the night together or living with romantically or sexually involved partners.

The dean of students or his or her staff evaluates situations individually.

Accountability and consequences are administered appropriately with the growth and development of each student in mind.

## **Administrative Policies**

### **Automobiles and Parking**

All vehicles brought to campus, whether owned by employees, students, or the university, must be registered with Campus Public Safety.

For information about registering your vehicle, the Campus Traffic and Parking Regulations, or appealing a parking ticket, please visit <http://www.theholyseedchurch.com>

## **Babysitting and Childcare**

Because of safety concerns and insurance limitations, facilitating on-campus childcare is not permitted.

## **Computers and Technology**

Internet access and use is considered a privilege. While computers have become a great asset to the educational environment, one must be aware of the pitfalls of technology. Students are charged with the responsibility to use them with discretion and wisdom. The university believes it is unacceptable to misuse computers or other mediums of communication (mail service, smartphones or other communication systems) for the purpose of harassment; use, possession, or distribution of pornography; plagiarism; any other violations of the community standards; or any violations of state or federal law. The university does not guarantee privacy on the university network or e-mail, and reserves the right to monitor and search any network traffic or files.

For other specific policies regarding computer use, please see the university's Network Usage and Access Policy. More information can also be found at the Institutional Technology (IT) web page at [it.georgefox.edu](http://it.georgefox.edu). Video and computer games should be played while considering the balance of all other aspects required of you. Students are encouraged to guard their time carefully and balance recreation with academic work and social development.

### **Solicitation Policy**

Soliciting of any kind on campus, including door-to-door solicitation, is prohibited on-campus. If a solicitor or any suspicious-looking person approaches you please immediately call Campus Public Safety at 503-554-2090 with a description of the individual. Please do not confront the person. For further information, please inquire at the Campus Public Safety office or the Student Life office.

### **Student Organizations and Clubs**

For most students the University experience is greatly enhanced through participation in co-curricular activities. George Fox University views this participation as essential to healthy growth and development and to the attainment of a well-rounded education. There are numerous opportunities for students to be involved and the University encourages engagement and participation through those venues. The Director of Student Programs aims to support and strengthen several student clubs each year.

As a Christ-centered community, the existence and activities of all clubs and organizations are ultimately authorized by the Student Life Office and must be consistent with the values, lifestyle expectations, Christ-centered commitments and community policies found in the Student Handbook:  
[studenthandbook.georgefox.edu](http://studenthandbook.georgefox.edu).

These expectations and policies govern the personal conduct of all undergraduate students and student organizations at GFU. Clubs must also meet standards of safety as defined by the University.

### **Safety and Security** **General Safety and Facilities**

Within our campus community, there are numerous important considerations regarding safety within academic, residential and auxiliary buildings and structures. Students are expected to comply with all day-to-day policies and procedures. This includes, but is not limited to the following: appropriate entry, access and use of university facilities; as well as wearing appropriate attire, including shoes in buildings. The University also prohibits activities such as: climbing or accessing interior or exterior walls of buildings, campus structures or bridges; climbing through windows; or being on any building roof or ledge.

### **Fire Safety**

In regard to fire safety, it is expected that community members will work to promote a healthy and safe campus environment, specifically avoiding behaviors that may put another community member at risk. Any interference with the normal operation of a fire alarm system and/or inappropriate and unauthorized use of firefighting equipment is prohibited and considered by the university to be serious and unacceptable behavior.

Furthermore, students are not permitted to discharge any type of fireworks or explosives in and around buildings, tamper with a building's electrical system, burn incense or have open flames (including candles) in or near campus buildings (with the exception of residence hall fireplaces), refuse to participate in or obstruct any fire drills, use open-coil appliances, or place any motorized vehicle in a building or on a porch. All these behaviors violate the fire safety code and may be subject to fines, compensation for damages, and/or other appropriate responses.

### **Non-Motorized Transportation**

Non-motorized modes of transportation (including bicycles, roller blades, and scooters) are allowed on campus, but are prohibited from being ridden in any campus building. Skateboarding, including long boarding, is permitted as a mode of transportation providing the rider is using the board appropriately, and the wheels stay in contact with the ground at all times while riding. Students are encouraged to utilize the skate park located in Newberg. All non-motorized modes of transportation must be operated in a respectful and safe manner on campus property, and should yield to pedestrians.

### **Drones**

The University has established the following policy regarding drones in order to be in compliance with governmental regulations, state law, and other applicable local law, as well as to reduce risks to safety, security and privacy. The operation of drones or other unmanned aircraft systems is prohibited on campus unless it is for university purposes with permission from the Director of Marketing Communications, the Director of Creative Content in Marketing Communications or the Associate Director of Athletics.

### **Hoverboards**

Due to safety concerns and fire risk associated with hoverboards that have been raised by the Consumer Product Safety Commission (CPSC) and the potential impact to the safety of our community, George Fox University has decided to temporarily ban these devices. Until further notice, the use, possession, or storage of hoverboards, including all self-balancing type scooters and hands-free segways, will not be permitted on campus or on any GFU property.

### **Campus Public Safety and Crime Statistics**

In compliance with the Clery Act, crime statistics and campus safety policies are available on the Campus Public Safety website at [security.georgefox.edu](http://security.georgefox.edu).

### **Theft**

Theft or damage to property of another, including members of the university community or on university premises is prohibited. Cases of theft should be reported to the police and Campus Public Safety. Students can help prevent theft by the following Property Theft Prevention guidelines on the Campus Public Safety site: at <http://www.theholyseedchurch.org> - property

### **Weapons, Fire Arms, Munitions & Explosives**

The safety and security of all members of our community is of utmost importance.

The university prohibits the possession, use, or threatened use of firearms (including air rifles, air soft pistols, and paint guns), fireworks, ammunition, explosives, chemicals or any other weapons on university property or at university-sponsored activities or on university-supervised property. University personnel may confiscate any weapons, firearms or items that fire a hard projectile or paint ball.

Professional law enforcement officers are the only persons permitted to possess firearms while on campus. Concealed weapons are prohibited.

Pepper spray in amounts of 1.5 oz. or less or contact tasers may be carried for personal protection. If pepper spray or tasers are used inappropriately, they may be confiscated and appropriate consequences assessed. Large knives or swords are prohibited on-campus, including all residential buildings. Small pocket knives (less than 4" blade) are permitted on-campus.

## **Residence Life**

Residence life at George Fox University is an integral part of your education and your overall university experience. The residential community provides unique and meaningful experiences in relationships, along with various opportunities to discover your potential, strengths and philosophy of life. The diversity of the residence halls, suites, apartments, and houses provides challenging opportunities for individual growth and development while maintaining a common bond of university residency.

### **Threefold Focus**

1. We are committed to providing a home that is physically safe for you. In cooperation with campus public safety, plant services and local services such as the fire, police and emergency crews, we strive to provide a place of residence, which is a physical haven for you.
2. Beyond physical safety, we want to create a place of security. Our definition of security is linked to the developing of solid and deep relationships; feeling a sense of belonging; being part of the community; seeing GFU a place of refuge; and being in a place of intimacy with God, peers, faculty and staff.
3. Once safety and security are established, we have observed that significance is vastly important. Residence Life, and the campus community in general, desire to help students understand their role in campus life and in our society and world. Having a purpose and significance is critical for a person's education and well-being. Our hope is that you will be able to embrace a myriad of roles in a safe and secure environment.

### **Residence Life Staff Professional Staff Area Coordinators**

Each living area is staffed by a full-time area coordinator, who is an administrator with extensive training in being an effective educator qualified to give assistance to the academic, social, spiritual, and personal needs of students.

### **Student Staff Assistant Area Coordinator**

A returning Residence Life student leader also staffs each living area. They are responsible for various administrative details, staff development, and residential programming.

### **Resident Assistants**

Each community - floor, wing, apartment complex, house, etc. - on campus has a resident assistant, a student carefully selected and trained to contribute to the success of each student's living and learning experience. The ratio of student staff to residents averages 1 to

### **Mandatory Meetings**

These are kept to a minimum and are intended as a benefit for the community and student residents. Two take place in an academic year. The first is to introduce the residential community to their area staff and to review general and specific community expectations. This meeting will take place within a week of check-in. The second mandatory meeting takes place in April and is meant to brief students on what to expect as they checkout of student housing. This final meeting is particularly critical in terms of being aware of what needs to be done procedurally in order not to incur any checkout costs. Inability to attend either of these must be cleared by the Area Coordinator of that area. Failure to attend or failure to receive clearance from the AC may result in a \$25.00 fine.



## **Residence Life Information and Policies**

### **Alcohol, Drugs and Tobacco**

**George Fox University is a dry campus. It has chosen to be a drug- and alcohol-free institution and is committed to upholding the federal Drug-Free Schools and Communities Act. Please see the Alcohol, Drugs and Tobacco section of the handbook for the complete policy.**

### **Bicycles**

**Bicycles may be locked up at the bike racks or stored in residence hall rooms, but are prohibited from being inside other university buildings. If bicycles are stored in residence hall rooms, they must be carried from outside to the room. Bicycles may not be left in hallways, stairwells or entryways, as this is a fire hazard. Edwards, Macy, Sutton, Pennington, Hobson, and Carey Halls, as well as the Austin Sports Complex on Crestview Drive, have covered bicycle racks.**

**Students are strongly encouraged to register their bikes at [nationalbikeregistry.com](http://nationalbikeregistry.com).**

**Bicycles should be ridden slowly and with care when on pedestrian access areas.**

### **Computer Use**

**When utilizing a personal computer in university housing, students are encouraged to use surge protectors.**

### **Decorations**

**Students may decorate their residences according to their own personal tastes. All decorations, including posters, hangings, etc., must be mutually agreed upon by any and all roommates [also see section in Anti- Harassment Policy with regards to the creation of a "hostile environment"]. However, nothing is to be glued, nailed, or in any way permanently attached to ceilings or walls. Students are also prohibited from painting any part of their living area (e.g., walls, furniture, etc.). Note: Department of Transportation highway and street signs are protected by law.**

**Having possession of or displaying these signs is considered a felony and is therefore not permitted. Furniture Each student living on campus is supplied with the necessary residence furnishings (bed, desk, dresser, closet, as well as all kitchen and living room furnishings in the apartments and houses). It should be noted that furniture differs throughout campus housing. Please note that the university does not permit bringing personal soft furniture like couches and chairs because of the increased risk of health concerns (i.e., bed bugs).**

**Generally, the university provides only the furniture a student has in their place of residence when they check in. Ironing boards are located in each laundry facility, and vacuum cleaners are provided for use in the living areas. Students may wish to bring their own phones, irons, study lamps. Note: Halogen lamps of any kind are not permitted due to fire concerns.**

**University-owned furniture is not to be moved outside the rooms, due to a shortage of storage space and the risk of damage. Under no circumstances is furniture to be disassembled. Generally, due to fire concerns, space heaters are not permitted in student housing.**

### **Guests**

**Guests of students are the responsibility of the student hosting the visit. All overnight visitors are expected to check in with the Area Coordinator and follow George Fox University policies and expectations during their visit. Visitors can stay**

for up to three consecutive days if approved by the Area Coordinator. Visits by prospective students should be arranged through the Admissions Office. No person of the opposite gender is to stay overnight in a student's room, apartment, or house.

### **Noise**

In keeping with our responsibility toward one another, students should be mindful of their neighbors, keeping the volume of radios, stereos, etc., at a considerate level. If they can be heard in another apartment or room, they are too loud. Bouncing of balls and other noises that are disturbing to the community are also prohibited.

Use of musical instruments such as drums, bongos, electric guitars, etc., is prohibited in all student housing, unless they are being used for an activity approved by the area coordinator such as a praise and worship gathering [see Quiet Hours]. Pets Only small fish are allowed as pets in student housing. Guests are to keep other animals outside. Keeping an unauthorized pet on campus will result in a fine of \$50.

Students who would like information regarding the guidelines for service animals and emotional support animals, please visit the following links or contact Disability Services: <https://www.georgefox.edu/offices/dso/emotional-support-animal.html>

### **Pranks**

While there are many fun and creative activities to engage in while living on campus, students are encouraged to promote an environment where respect for property and each individual community member is valued. Therefore, pranks are discouraged.

### **Quiet Hours**

The quiet hours for all campus housing are daily from 10 p.m. to 9 a.m. During this time, the noise level should be appropriate for those students who are studying or sleeping. Questions regarding what is appropriate can be directed to members of the Residence Life staff.

### **Televisions and Cable TV**

Students are permitted to have televisions in their residence. Cable television is permitted only in campus houses and apartments pending the approval of student life staff. Please see the Area Coordinator in your living area for a copy of the cable television policy. Satellite dishes are prohibited in all campus housing.

### **Visitation**

George Fox University allows some visitation access to residence housing to members of the opposite gender. Although some residents would ask for more visitation hours, there are also others who want to maintain their privacy. The visitation hours, as stated below, attempt to strike a balance between the two. The goal is to allow for healthy interaction in the area that students call home.

Residence Halls: Open-house visitation hours are 12 p.m. to 11 p.m. Monday through Thursday, and 12 p.m. to midnight on Friday through Sunday. No person is permitted on the wing/floor, hallways, or stairwells of a living area of the opposite gender except during open-house visitation hours. The door to the student's room must be open at all times when visitors of the opposite gender are present. Suites: Open-house visitation hours are 12 p.m. to 11 p.m. Monday through Thursday, 12 p.m. to midnight on Friday through Sunday. Room doors must be open at all times

when visitors of the opposite gender are present. Houses and Apartments: Visitation hours are noon to midnight Sunday through Thursday, and noon to 2 a.m. Friday and Saturday. Room doors must be open at all times when visitors of the opposite gender are present. Those found in violation of this policy may be held accountable through the community accountability process.

### **Housing Off-Campus Housing Policy**

Juniors (62+ credit hours completed) and students 20 years old or older prior to the first day of the fall semester will be able to select off-campus housing through their housing intent form linked in MyGFU. Students 23 years old or older will automatically be assigned off-campus housing.

Students in their third year out of high school should e-mail [housing@georgefox.edu](mailto:housing@georgefox.edu) in order to be considered for off-campus housing.

Married students who are not juniors and who are under 20 years of age should fill out an off-campus housing form indicating your change in marital status. Please find the "Off-Campus Housing Petition & Meal Plan Reduction Form," under "Forms & Resources" on the Student Life website.

### **Spring Semester**

All requests for off-campus housing for spring semester should be sent to [housing@georgefox.edu](mailto:housing@georgefox.edu). It is expected that all students who live off-campus abide by the university's lifestyle policies. Those students who live off campus and choose to violate the policies may have their approval to live off campus revoked and be required to return to university housing, or face other disciplinary action deemed appropriate by the Student Life office. Please refer to the Off-Campus Information page for more details in this area.

### **Housing Facilities**

Brandt Hall is a three-story residence hall that houses 73 women and 76 men in separate wings. The building has shared kitchens and laundry rooms, along with two study rooms and central lounges on each floor.

Le Shana Hall is situated in the northeast corner of campus. A three-story residence hall, it provides housing for 120 upper-division students in 20 six-person apartments. Each apartment is composed of three bedrooms, a bathroom, a kitchen, and a living room. There is also shared laundry facilities and a lobby area on the first floor.

Edwards Hall is a three-story, two-wing residence hall that houses 54 women in one wing and 58 men in the other. Laundry rooms and kitchens are located on the first floor of each wing. A lobby joins the two wings, with the assistant area coordinator's apartment directly attached. Edwards is located east of the Student Union Building.

Pennington Hall is a two-story, two-wing residence hall that houses 56 men and 56 women. A lobby joins the wings, with the area coordinator's apartment directly attached. It has a laundry room and kitchen located in the building. Pennington is located just south of the Klages Center.

Hobson Hall is a three-story residence hall that houses 84 women. It has a full basement, which houses the kitchen and laundry room, and is part of the Hobson-Macy-Sutton complex located on the east side of campus. Macy Hall is a three-story residence hall that houses 78 women and is part of the Hobson-Macy-Sutton complex. It has a kitchen and laundry room on each floor.

Sutton Hall is a three-story residence hall that houses 60 men. Sutton has both two-person and four-person rooms. There is a kitchen and laundry room located on each floor. It is the central building of the Hobson-Macy-Sutton complex. It has a large lobby--with the area coordinator's apartment directly attached--and a full basement. Gulley Hall is a three-story, two-wing residence hall located on the northeast corner of campus. A lobby joins the two wings. Gulley Hall houses 124 students. Each floor has a kitchen, study room, and laundry facilities. Beebe Hall is a three-story living area housing 40 students. The rooms are fully carpeted and are divided into suites consisting of a bedroom, study room, and bathroom. Each suite is designed to house four students. There is a kitchen, laundry room, study room, and lounge on each floor. Beebe Hall is located adjacent to Carey Hall and Willcuts Hall in the Hess Creek canyon. Carey Hall is a two-story living area that houses 32 students. Its facilities are the same as Beebe and Willcuts halls. Willcuts Hall is a three-story living area housing 40 students. Its facilities are the same as Beebe and Carey halls. Apartments and Houses

The University maintains on-campus apartments and houses for student residents. These living areas house mostly returning students. All of the apartments and houses are fully furnished, with laundry facilities available in close proximity to each living area. Housing Information and Policies Breaks, Holidays and Residence Hall Closures Generally, all residence halls (does not include Le Shana) and suites close at noon on the day after the last day in the semester and reopen at noon on the Sunday before the first day in the new semester.

The residence halls (does not include Le Shana) and suites also closed for spring break at noon on the day after the end of the week before spring break and open at noon the day before classes resume. There is no food service during these school breaks. All apartments and houses remain open and accessible to their residents during these school breaks.

### **Housing Assignments**

The process of signing up for housing for the following year occurs in March or early April. The process is administered through the University Housing office. Each student is notified through email prior to the housing sign-up process. Inquiries should be directed to the Director of University Housing.

### **Housing Eligibility**

Students living in campus housing must maintain a minimum of 12 credits in a given semester. Any student dropping below 12 credits at any point in time may not be allowed to continue living in campus housing. Appeals to this policy should be made in writing to the associate dean of students. Students are also advised to speak with their financial aid counselor as this may impact financial aid eligibility. Keys

There is a \$10 charge for each unreturned or lost key. A \$45 re-keying fee will be added when a housing key is lost. When students leave the campus for the year - whether withdrawing during the year or leaving at the end of the year - they must return the room, outside door, and laundry keys to their resident assistant.

The mailbox key should be returned to Mail Services, and any building keys issued by Plant Services should be returned there to Plant Services. Building master keys carry a larger fine when lost. Note that duplicating, carrying, or using unauthorized keys is a violation of university policy and is considered a serious offense.

### **Laundry**

Laundry facilities are located in close proximity to housing units and living areas. The University attempts to keep costs low and maintain the machines. Electronic cards operate laundry facilities. Students receive a pre-loaded card during check-in. If a card is lost, you can purchase a new one at the laundry card machine in the Klages Building.

### **Linens**

Students must provide their own linens and laundry supplies. Note: There are two sizes of beds available in the residence halls and suites: 36" x 78" (standard) and 38" x 80" (extra long). Lock-up of Residence Halls Residence halls are locked at all times. Students may enter the residence hall where they live by using the card lock system. A resident assistant on duty from 8 p.m. to 8 a.m. staffs each living area other than apartments or houses. Residents are furnished with a key or an ID card that gives them access to their residence hall.

### **Lofts**

Lofts, both manufactured and hand, built are not permitted in university housing. Beds must not be propped up or stacked with blocks. The university accepts no responsibility for any loss or damage to personal possessions whether caused by theft, fire, flood, or other disasters. The resident is responsible for obtaining his/her own insurance for personal belongings. Information regarding the purchase of student personal property insurance from an outside agency may be obtained from the Office of Student Life.

### **Meals Plans and Food Service Resident Meal Plans**

The on-campus program has been designed to be flexible to meet the unique needs of each student. We offer a variety of meal plans to fit your lifestyle. To inquire about meal plans and flex points, visit the Bon Appetit office located in west end of the dining hall. You may also find more information about the meal plan program on the Student Life Website – Search for Meal Plan Options on the GFU website.

### **Meal Plan Options**

Bon Appetit makes every effort to meet the dietary and scheduling needs of our students. If a curricular or co-curricular scheduling conflict arises, a request for a boxed meal may be requested in advance. Exemptions from the meal plan are granted for medical reasons only when Bon Appetit cannot accommodate a student's specific dietary needs as determined by a doctor.

### **Meal Plan Accommodations**

A licensed physician must supply documentation of the petitioning student's medical condition. Anyone seeking an exemption from the meal plan must complete all necessary paperwork before the request for exemption is considered. Accommodation forms can be found on the Student Life website. The deadline for all accommodation paperwork is the first Friday of fall semester and the first Friday of spring semester. Paperwork completed after these dates may not be considered.

### **Please Note:**

1. All changes to meal plans must be made by the 2nd Friday of each semester. Students are responsible to confirm their meal plan charges on their MYGFU account. Failure to make any changes by the last day of the add/drop period may result in charges to your account. The Student Life Office strongly urges students to confirm their charges each semester. Incorrect charges to the students account must be changed prior to the 2nd Friday of each semester. There will be no exceptions.



2. Accommodations will not be made for a student's busy schedule. If you have a schedule conflict, students can meet with the Bon Appetit staff to arrange a boxed meal.

3. Students living on campus are assigned meal plans appropriate to their academic standing.

4. Transfer students should contact Student Life Office to arrange an evaluation of their transfer credits to see if they are eligible for a lower meal plan. Email [studentlife@georgefox.edu](mailto:studentlife@georgefox.edu). All questions about meal plans should be addressed to [studentlife@georgefox.edu](mailto:studentlife@georgefox.edu). You may also call Jere Witherspoon at 503-554- 2316.

### **Right of Entrance**

University personnel [area coordinators, campus public safety or student personnel under direction of professional staff] may enter and/or search a student's room, apartment, or house without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared; when the university is closing down at breaks, or when it has been determined, at the discretion of appropriate university officials, that sufficient cause exists.

University personnel [professional staff] may enter and/or search a student's room, apartment or house without notice when there is suspicion of probable cause to believe university regulations have been or are being violated. While it is preferred for students to be present, in rare situations searches may be conducted in the student's absence.

When the university seeks access to students' rooms, apartments, or houses to make repairs or improvements, the occupants generally are notified at least 24 hours in advance unless consent has been given. A work request to Plant Services is considered consent to enter. During breaks [such as Christmas and Spring Break] university personnel may enter university housing in order to routinely assess the condition of fire alarms, smoke detectors, etc.

### **Room Changes**

Room changes for fall semester may begin on the fourth Monday after school begins, and conclude on the first Monday in December. Room changes for spring semester begin on the fourth Monday of January, and conclude on the last Friday of March. Note: Generally, no room change petitions are considered as long as any students are living in temporary housing.

If you wish to change rooms or living areas, you must pick up a Room Change form from the student life office and follow the procedure as detailed on the form.

Students are not to move until they have received written approval from the housing department. Failure to follow the room change procedures will result in a \$50 charge.

### **Student ID Cards**

All students are issued a George Fox University ID card. An ID card can be obtained at the IT (Institutional Technology) Department on the 3rd floor of Stevens Center during their normal hours of operation. It is required for:

- A. Eating on the university's food service plan
- B. Entering the residence hall where they live
- c. Checking out books from the Murdock Learning Resource Center, requesting books from Summit, and borrowing from other libraries
- d. Scanning for attendance at Spiritual Formation activities (e.g., chapel)
- e. Entering the Wheeler Sports Center
- f. Admission to athletics event
- g. Entering the residence halls, Prayer Chapel, Edwards-Holman Science Center,

Ross Center, Bauman Auditorium, the Klages Center and the Foxhole (during the posted hours), Wheeler Sports Center, and the Stevens Center.

h. Basic identification on campus to campus public safety personnel

### **Pre-approved entry locations**

The following areas must have preapproval for entry due to work study or academic needs: Bauman, Brougher, EHSC, Media Center, North Street Annex, Pottery lab, Ross Center, Stevens Center, and Wood-Mar Hall.

### **Theft or Loss of ID Card**

The student ID card is nontransferable. By using the card, a student agrees to these published terms and conditions governing its use. Should the card become lost, immediately report it missing to the food service office during business hours of 8 a.m. - 4:30 p.m. on weekdays. Should it be stolen, please report the theft to Campus Public Safety (ext. 2090), food service (ext. 2500), and the locksmith (ext. 2059). In addition, if lost, a meal voucher must be requested at the food service office until a new card is obtained. When an ID card is replaced, the old card is automatically deactivated.

### **Care of Card**

The ID card must be cared for throughout a student's length of stay at George Fox University. The magnetic encoding can be damaged if the strip is placed next to bankcards. Cardholder key chains may be purchased in the University Store. It is highly recommended to carry ID cards in a lanyard. Replacement cards will be charged to any students who have defaced the card or have obviously mistreated it.

### **ID Card Replacement**

If the card becomes unusable, damaged or stolen, the student is responsible for the cost of replacement. Replacement photo ID cards are available for a \$20 fee in the IT (Institutional Technology) department on the 3rd floor of the Stevens Center, open weekdays. The cost will be charged to the student's account. Call the IT department at 554-2569 for ID card questions.

### **Storage**

Articles must be boxed and clearly labeled with a university label indicating the name and permanent address of the owner. The university does not have the space for general storage. Students should not plan to bring an abundance of belongings.

Articles may be stored over the summer months when space is available. Only students living 300 miles or more from the university may store items, and preference for summer storage is given to students living out of state. Students may store no more than 5 boxes in campus storage. Generally, articles are kept no more than one semester following a student's absence. Articles left in storage for more than one semester may be given away. Carpets and bicycles may not be stored and will be disposed. The university is not responsible for lost, stolen, or damaged items.

### **Window Screens**

Screens are provided in many campus-housing facilities. Unless there is an emergency (e.g., a fire), the screens should not be removed. Students who occupy the specific rooms are responsible for their screens. Screens found to be bent, damaged, lost, or removed may result in a minimum \$50 charge per occurrence.

### **Work Requests**

RAs should be contacted with work requests for maintenance. Plant Services usually responds during four working days; however, if they are flooded with requests (like at the beginning of the school year), response may take a bit longer.