

# CORBAN'S COMMUNITY LIFE WALKTHROUGH

Corban University's Undergraduate Student Handbook

## THE STUDENT LIFE DEPARTMENT

The Office of Student Life seeks to *foster student learning that results in meaningful growth*. This growth is pursued through the development of activities, environments, programs and services which inspire **curiosity**, promote **stewardship**, and cultivate **citizenship**. This mission guides the development of our personnel, programs and services, and informs the way we assess our effectiveness.

## WHAT IS A WALKTHROUGH?

Video gamers know that a walkthrough is a resource they can turn to if they are looking for strategies or solutions that will guarantee success. Corban's Community Life Walkthrough has been developed in order to provide students with this same kind of assistance.

We live in an era in which we click "Agree" very quickly. At the beginning of each school year, students are asked to sign a student contract, verifying that they understand and commit to the rights and responsibilities as articulated in this document. Although most of us tend to engage in an "agree now, pay attention to the details later" kind of thinking, students are encouraged to pay attention to the details *before* they sign. This is not because there are surprises and disappointments lurking within the Walkthrough, but because reading through it in advance will inform, equip, and enable success.

The Walkthrough is an electronic-only resource written in a conversational tone with an informal outline.

The sections that follow contain *objectives*, *guides*, and *tips*. The objective is designed to clarify the purpose of the policy; the guide is the policy itself; and the tip is a common sense/humorous/helpful clarification for those looking for just a little more information. Student Life's goal is to provide a Walkthrough that is engaging, informative, and meaningful.

## STUDENT RIGHTS AND RESPONSIBILITIES / INSTITUTIONAL COMMITMENTS AND OBLIGATIONS

***[OBJECTIVE: To articulate purpose and meaning behind the rules and regulations outlined in the Walkthrough.]***

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

the same space, and coming from varying backgrounds and perspectives, will inevitably clash. As such, a portion of the policies and procedures outlined in this Walkthrough simply exist to keep peace.

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

As caretakers of this shared space, the Student Life team craves your feedback on the Walkthrough. If a policy is unclear or seems unreasonable/ineffective, the problem could be in our writing, interpretation of student needs, or your understanding of the broader context surrounding the issue. Whatever the case, we hope students will be courageous enough to share their perspectives so we can all grow together. The most effective avenues for voicing your perspective are to make an appointment with either the SGA President or any member of the Student Life staff...

Walkthrough sections are grouped into the following categories:

- [Christian Growth](#)
- [Standards of Conduct](#)
- [Healthy Citizenship](#)
- [Student Safety and Well Being](#)
- [Campus Involvement](#)
- [The Corban Living Experience](#)
- [Other](#)

# CHRISTIAN GROWTH

## CHAPEL

Chapel is a crucial component in the spiritual development of Corban's learning community. It is a time that provides a recurring and reliable rhythm in campus life for all members of the community, where we are able to pause, often corporately, to reflect and respond to the words and work of Christ. Through Christ-centered teaching, prayer, praise, and spiritual exercises, we rightly direct our worship to Jesus. As we continue to place ourselves under the Word of God, individually and as a community, in prayer, through teaching, and praise, we will become more equipped to recognize and respond to the voice of God. As chapel represents a campus-wide rhythm for the spiritual development of individuals and community, chapel is required for new students and highly encouraged for returning students.

Corban chapels vary in both structure and content; throughout the year the community can expect worship music, and faith-centered messages from their peers, staff, faculty, and local and global Christian leaders. Some chapels will provide opportunities to engage in spiritual disciplines such as prayer, personal reflection, and time spent in silence.

## CHURCH ATTENDANCE

Because Corban University is not a church, and active participation at a local church is an integral part of the Christian life, Corban University expects students to be connected to and active in a local church congregation. Weekly participation in worship services, church ministries, and communal gatherings are great ways of learning what it means to be an active part of the growing Body of Christ. Some good opportunities to find local churches include attending the Church Expo during Warrior Welcome (where local churches advertise); talking with campus leaders and upperclassmen about where they attend; frequenting chapel and networking with fellow students to visit different churches. Participating in a local church is a crucial way for students to engage in the wider Body of Christ and maximize their learning and growth, as truths learned at Corban are reinforced in outside contexts.

## MENTORING AND DISCIPLESHIP

***[OBJECTIVE: To highlight the importance of mentoring and discipleship at Corban and offer examples of these relationships in our community.]***

Corban University students have unique opportunities for mentoring and discipleship outside of the classroom. This community has incredible mentors through resident assistants who serve as peer mentors in the residence halls, seasoned faculty who are willing to meet regularly with students, and local Christian men and women who are eager to invest in the lives of college students. There may be special circumstances where the Student Life staff notices unhealthy patterns of conduct or thinking in a student and requires mentoring for a designated time. This, too, is an opportunity for growth in partnership with the student. Small groups provide another avenue of mentoring and discipleship for Corban students. Groups are usually student-led, occur in the residence halls or off-campus housing, and center on a variety of topics and goals. We believe students who utilize mentoring and discipleship opportunities available during their time at Corban will have an enriched learning experience.

*<<Tip: Seek out a mentor during your time at Corban. Many staff, faculty and other students desire the opportunity to invest in one another. Contact a Student Life staff member for more info.>>*

## PERSONAL SPIRITUAL EXERCISES

In addition to these elements of Christian growth, we recognize that regular engagement with spiritual practices are also beneficial for a lifetime of spiritual formation. Bible study, prayer, meditation, simplicity, service, and fasting each touch on areas of our lives as ways we may seek to open ourselves to the influence of the Lord in a meaningful way. It is the desire of Student Life that each student leave the university with a vibrant, authentic, and active personal faith. To that end, Student Chaplain(s) are selected by SGA Senate each year to assist the student body in these matters. These student leaders are charged with stewarding the spiritual needs of the Student Body, and available to help students with their spiritual growth.

## REACH

***[OBJECTIVE: To provide a practical way to integrate faith, service, and learning.]***

The Reach program seeks to raise awareness and provide service opportunities that cultivate a life of service. Through Reach, students put their faith in action and serve the community, focusing on one of the following areas of focus: hunger and housing, education and literacy, justice and dignity, creation care, or discipleship.

Reach highlights Corban's long-standing commitment to service and prepares students to "Make a Difference in the world for Jesus Christ." Students are equipped to learn about community needs and make an impact through the following opportunities:

- University-wide service Days (Warrior Welcome Serve Day, Service Saturdays, MLK Serve Day, etc.).
- Spring break mission trips, both locally and globally.
- Awareness initiatives and events that highlight cultural, humanitarian, and sociopolitical issues around the world.
- Service projects for student teams and affinity groups (e.g., athletic teams, academic cohorts, etc.).
- A student leadership team dedicated to challenging peers to find their service niche.

*<<Tip: If transportation is an issue for you, team up with another student or group of students and serve at a site together.>>*

# STANDARDS OF CONDUCT

## CONDUCT GUIDELINES

***[OBJECTIVE: To provide structures that help us responsibly make choices.]***

Corban recognizes that Scripture does not speak directly to every social practice or circumstance, but we do believe the scriptures provide us with principles to bring God glory in every area of our lives.

In establishing the following guidelines, the University is aware of two things:

1. Rules and regulations alone will not develop character or spiritual maturity, only the work of Christ in your heart and submission to His truth will do so.
2. We are not able to/could not write enough rules to cover every circumstance. Keep in mind that our goal is to help members of our community make wise, constructive choices—not burden them with legalistic language—so we can experience the joy of a Christ-centered life.

The following guidelines are an attempt to communicate Corban's community standards on various matters. They in no way release us from remaining accountable to God and the responsibility for our own decisions and behavior. As an introduction to our guidelines, the following questions should be considered whenever making choices regarding your conduct.

- Will this violate the revealed will of God?
- Will this demonstrate good stewardship of time and resources?
- Will this positively affect my pursuit of a Christ-like lifestyle and development of Christian character?
- Will this positively affect my brothers and sisters in their pursuit of a Christ-like lifestyle and development of their Christian character?
- Will this provide an opportunity for Satan to get a foothold in any area of my life?  
[Eph.4:27]
- Will this uphold the integrity, values, and mission of the University?

Faculty, staff, and campus leaders will help clarify the University guidelines, and if necessary, counsel you regarding appropriateness in matters of conduct, rights, and responsibilities. While you may not have personal convictions wholly in accord with Corban's standards, when you choose to attend Corban you are voluntarily pledging to uphold them. To demonstrate your commitment, every year during the check-in process you will sign a contract confirming your commitment to uphold these standards while associated with the University.

When it is known you are making choices inconsistent with these guidelines, members of Student Life will follow up and counsel you to encourage thinking through the rationale behind the decisions. When the guidelines are blatantly disregarded, counsel will be followed by disciplinary action. It is expected that you will be cooperative and understanding when approached by staff members on these issues. The Student Life staff has ultimate responsibility for determining what falls outside the provided guidelines.

*<<Tip: "Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus" (Col. 3:17)>>*

## DRESS AND APPEARANCE

Corban expects you to be modest and socially appropriate in dress and appearance. Although you may not always be aware of it, the way you dress sends a message and can affect the way people see you, your values, and the organizations you represent. Groups and student leaders (including, but not limited to: music ensembles, SAB, RAs, sports teams, SGA officers, food service employees, and mission teams) promoting and representing the University must be particularly careful about the message they present. Coaches, supervisors, and advisors may establish additional dress and appearance guidelines as desired. Above all, remember that your dress and appearance reflect Christ.

*<<Tip: Persistent or exaggerated cross-dressing exhibiting a fundamental rejection of one's biological birth sex is considered a violation of this policy.>>*

## ILLEGAL DRUGS, ALCOHOL, AND TOBACCO

***[OBJECTIVE: This policy intends to promote the health and well-being of students while protecting both individuals and the community from negative effects of using illegal drugs and/or the abuse of alcohol and nicotine-based products.]***

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

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

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

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

Standing in tension against the reality of these affects, however, is the concept of choice and the value of learning how to make good decisions. Every Corban graduate needs to know how to make mature decisions about substance use. Although it is easy to promote the practice of abstinence in a zero-tolerance community, it is difficult to provide equal attention to practices that promote healthy and/or appropriate use of some products, such as alcohol and tobacco. For example, Scripture does illustrate some positive interactions with alcohol (Psalm 104:14-15; John 2:1-11; Luke 7:33-35), but it condemns drunkenness (Proverb 23:29-35; Ephesians 5:18).

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

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

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

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

## FEDERAL SANCTIONS

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

### 21 U.S.C. 844(a)

- First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:
  - 1st conviction and the amount of crack possessed exceeds five grams.
  - 2nd crack conviction and the amount of crack possessed exceeds three grams.
  - 3rd or subsequent crack conviction and the amount of crack possessed exceeds one gram.

### 21 U.S.C. 853(a)(2) and 881(a)(7)

- Forfeiture of personal real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

### 21 U.S.C. 881(c)(4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

- Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g).

- Ineligible to receive or purchase a firearm.

Miscellaneous.

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

## STATE SANCTIONS

Oregon Chapter 475 — Controlled Substances; Illegal Drug Cleanup; Paraphernalia; Precursors - [click here](#).

Oregon Chapter 471 – Alcoholic Liquors; Controlled Substances; Drugs - [click here](#).

A guide to alcohol laws and minors can be found [here](#).

<<Tips:

- *Educational Research on impacts of alcohol use on education:*
  - <http://www.niaaa.nih.gov/alcohol-health/special-populations-co-occurring-disorders/college-drinking>
- *Governmental Publication re: drugs of abuse:*
  - [https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf).
- *Images or references of underage use/possession on social media are considered equivalent to improper use.*
- *Student Life regards a .04 BAC and above as intoxication.*
- *Generally, one 12oz beer equals one 5oz glass of wine which equals a 1.5oz shot of liquor.*
- *Some common nicotine-based products include cigarettes, e-cigarettes, cigars, chewing tobacco and hookah.*
- *The Oregon law on lease-holding alcohol use and minors can be found [here](#).*>>

## ENTERTAINMENT

***[OBJECTIVE: Below is a short list of common entertainment available to students and our expectations regarding how you are to engage, and when you should refrain from them.]***



As followers of Christ, our goal is personal/community growth and holiness. To achieve such ends, we are charged to avoid certain forms of entertainment. Any entertainment which is morally degrading or in violation of biblical values is not acceptable to the Corban community. We expect you to avoid unwholesome environments and abstain from participation in forms of entertainment that are contrary to a life of righteousness. Our desire is not to provide a list of rules for every occasion, but to encourage a Christ-like focus in whatever you say or do and encourage discretion regarding all activities. In addition, you must always be aware of offending those outside the faith community, causing the weak to stumble, and putting yourself in situations which are morally compromising. In all things seek to glorify the Lord (I Thessalonians 5:21) and uphold the integrity and image of the University.

**Dance:** Carefully and thoughtfully evaluate all forms of dance. Do not participate in dancing that is sexually suggestive, involves excessive body contact, compromises personal integrity, or offends others. Avoid environments which condone such things.

**Gambling:** Students are expected to refrain from any inappropriate participation in gambling that invites addictive, destructive, or divisive behaviors.

**Television/Videos/Streaming Services:** As a discerning believer, consider content as well as the point of view or judgments made regarding certain issues. Subjects like racism or immorality may be portrayed in a program, but consideration should be given to whether the subject is ultimately celebrated or recognized as destructive. Corban considers programs or movies that promote sexual misconduct, justify wrong actions, or desensitize you to destructive behavior as unacceptable. It is expected that you will accept responsibility for your choices and not impose inappropriate viewing on others or allow them to impose it on you. All NC-17 (X) rated entertainment is prohibited but you should be thoughtful in considering any movie or show regardless of its rating.

**Music:** You are responsible for listening to recordings that are in harmony with Christian standards. The feelings of your roommates and other students must be considered both in selecting music and the volume at which it is played.

**Printed and/or Electronic Materials:** Apply Scriptural values when choosing printed and/or electronic materials that are described as artistic. It is a violation of biblical principles to view materials that degrade or exploit the human body and circumvent God's design for human sexual fulfillment. Sexually suggestive or explicit photographs, off-color words or pictures on clothing, inappropriate posters or magazines, or offensive album covers are also in violation of values presented in Scripture and, therefore, are unacceptable for Corban students.

## HONESTY

You are expected to refrain from all forms of dishonest practices including lying, cheating and stealing (Ephesians 4:25). For additional details see "Honesty" under "Academic Information."

## LANGUAGE

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

## RELATIONSHIPS, SEXUAL BEHAVIOR, AND GENDER IDENTITY

***[OBJECTIVE: To identify healthy relational/sexual boundaries and explain Corban's response to students who find themselves outside these boundaries.]***

The development of wholesome friendships and healthy dating habits are vital to your personal growth and connection with Christian community. It is important that you conduct yourself, both publicly and privately, in such a way that you encourage fellow believers by showing consideration and care for one another's preferences. In addition, you should not offend your fellow believers or nullify your testimony by becoming involved in inappropriate activity which can lead to moral impurity. All dating and sexual relationships should be consistent with those principles that support a faithful heterosexual marriage (I Thessalonians 4:3-8, I Corinthians 6:9-10, Galatians 5:19-21).

The Corban community understands that some of its members may struggle with gender identity and have a desire to explore living as a member of the opposite sex. Members of the community in these circumstances are encouraged to engage in discussion with a member of the Student Life department.. They should also refrain from same-sex dating and continue to identify with their biological birth sex.

<<Tips:

- *It is not the expectation of most Corban faculty or staff that you find a spouse during your time at Corban.*
- *Students experiencing same-sex attraction or orientation<sup>1</sup>, or desiring to live as a member of the opposite sex are not inherently in violation of these policies.*
- *Examples of unhealthy/inappropriate activity include engaging with pornography, codependent relationships, and pervasive public displays of affection.>>*

## PREGNANCY OUTSIDE OF MARRIAGE

***[OBJECTIVE: To establish guidelines for supporting pregnant students in order to ensure their success throughout their pregnancy.]***

Corban is a Christian educational community, which seeks to uphold the moral standards of Scripture and to act in a spirit of reconciliation as a caring and redemptive community (Romans 12:9–21). Because the University upholds Scripture it also affirms the sacred value of all human life, including new life (Psalm 139:13–16). New life is a cause for celebration. It can also present pressing decisions, disrupt personal relationships, and raise important financial and health concerns. These issues become magnified when pregnancy occurs outside of marriage. Because each individual is valued by God and because of our conviction that life begins at conception, we believe in working to preserve all human life. An individual faced with an unexpected pregnancy will be offered assistance in finding proper medical care, counseling, and support in making decisions that will provide for the future of the new family.

Against this background, the University encourages any student, male or female, who becomes involved in pregnancy outside of marriage to contact a member of the Student Life staff who will seek to assist the student in an atmosphere which is caring and confidential. Together they can explore what University and community resources may be brought to bear in support of the

student. University policy is open to supporting the student to continue with his or her educational program at Corban with a spirit of ongoing cooperation and commitment by the student to adhere to Biblical standards of moral conduct. With this policy in mind, should a pregnant student wish to remain in classes through advanced stages of the term of her pregnancy, she will be required to meet with a designated member of the Student Life staff who will act on her behalf to foster a spirit of caring for her within the University community and assist with practical support.

## RESPECT FOR OTHERS

Everyone is created in the image of God. (Genesis 1:26) You are asked, therefore, to treat one another with honor and respect, acknowledging each person's inherent worth. It is our desire to develop an environment in which differences are respected and valued. Each person has dignity, and to diminish the dignity of one is to diminish the dignity of all. Differences are celebrated within the context of our biblical beliefs. Corban requires that you do not discriminate or cause harm against any person on the basis of race, color, national or ethnic origin, sex, age or physical disability. For more detailed information please read the Discrimination, Harassment, and Assault Policy as well as the Violent Act Policy, both of which can be found in the section entitled "Student Safety and Well Being."

## REPORTING AN ARREST

If accepted or enrolled students become aware of a complaint filed against them; or are party to an investigation, whether or not it leads to an arrest, while affiliated with the University, they must report it to either the Vice President for Student Life and Dean of Students ([bjaworski@corban.edu](mailto:bjaworski@corban.edu)) or Chief of Safety ([mroth@corban.edu](mailto:mroth@corban.edu)) within 24 hours of the arrest. University personnel will work cooperatively with the student and law enforcement investigators to determine whether or not the student will be able to remain as a member of the student body, and if so, under what conditions.

## PEACEFUL ASSEMBLY AND PUBLIC PROTEST

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

To ensure both the right for these engagements is upheld and that the operations of the University are not interrupted in the midst of these objections, notification of planned assemblies must be submitted to and approved by the Vice President for Student Life and Dean of Students one business day in advance of the event. This notification must include the nature of the demonstration, the place, time, and manner of activities planned. The Vice President for Student Life and Dean of Students will determine if the accommodation is possible in light of public safety and the needs of the community. If a gathering takes place without notification, the student or organization may be asked to disperse, face discipline as outlined in the Student Walkthrough, or possible legal action under applicable laws. Activities that infringe upon the

rights of others by interrupting chapel, classes, or college sponsored events or activities (e.g. halting a lecture, debate, or a public forum by indirectly preventing the speaker from speaking, or seizing control of a public forum for one's own purposes) is subject to disciplinary action.

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

<<Tips:

- *Approval of an assembly/protest requires that organizers provide evidence of having engaged university systems and pathways for change without success.*
- *Off-campus protestors are not permitted to participate in a demonstration on the campus without advance permission from the Office of Student Life and may be asked to leave campus at the discretion of Campus Safety personnel or staff members of Student Life.*
- *The use of the college forum for expression of ideas or viewpoints in compliance with this policy does not imply college acceptance or endorsement of the views expressed.>>*

## TECHNOLOGY USE POLICY

***[OBJECTIVE: To provide guidance on how best to access and utilize the campus network.]***

### Information Services

The IS department provides students with computer and network access, support and maintenance of multimedia equipment on campus, and telephone/fax services. Please refer online to the full Acceptable Use policy at [support.corban.edu](http://support.corban.edu).

### Campus Phones

In the case of life-threatening emergencies, students may dial "911" directly from any campus extension.

### Computers

Students at Corban have access to a Corban username and password that gives them access to an e-mail address, Populi, and an online listing of library research materials through various student access computers on campus. Student access computers (labs) are available in the Younger Center, and 3rd floor of the Academic Center. Personal documents must be stored on USB removable media and cannot be saved to these shared computing devices. It is each student's responsibility to ensure the safety and security of personal data. All students using a personal computer (desktop or laptop) to connect to Corban's network system, including the wireless networks, are required to have an up-to-date version of anti-virus software installed on their computer. See [support.corban.edu](http://support.corban.edu) for more information.

Failure to have up-to-date antivirus software is against the general Acceptable Use Policy. Students' personal computers should also be kept up to date with all the latest operating system and application security patches. The IS department offers limited technical support to students. IS will assist students if they experience problems connecting to the network and/or other issues at the IS department's discretion.

### **How to Reach IS**

If a student has questions regarding IS or is experiencing problems with a system (computer, media, printing, etc.), they may stop by the IS office located in the Academic Center Basement, send an e-mail to [support@corban.edu](mailto:support@corban.edu) or call (503) 375-7586 (x7586 on campus). You may also text us at (503) 375-7586. If you experience problems with the internet, either in your residence hall or in the lab after hours or on weekends, text us at (503) 375-7586. Corban does not offer 24/7 support for the network or lab computers, but we will do our best to get things operational as soon as possible.

### **Corban E-Mail Address**

All students are assigned a Corban username and e-mail address of [username@corban.edu](mailto:username@corban.edu). This assigned e-mail address is used for all campus communications, class related faculty/student correspondence, and other information distribution. Students are responsible for checking their e-mail on a regular basis. Students must not share their password with anyone. To log into your e-mail, go <https://webmail.corban.edu> and enter your full e-mail address and your and Corban password.

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

### **Wireless Internet**

Wireless internet access is available throughout most of the campus. All internet activity is traceable.

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

### **Digital Millennium Copyright Act (DMCA) Policy and Procedures**

Corban University believes in respecting and protecting the rights of intellectual property owners. Advances in electronic communication and technology have had a dramatic impact on the way we conduct business and the way students get information. These advances have greatly facilitated our access to a wide range of information and media. As a result, the risk of copyright infringement, either intentional or accidental is of increasing concern. The result of this policy is to inform students, faculty and staff of Corban University on rules and procedures relating to copyright law compliance.

Referenced Copyright Laws Copyright Act (Title 17 of the U.S. Code) — Authorized in Article I of the U.S. Constitution, which states that Congress is allowed to pass legislation “to promote

the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries. Section 107 of The Copyright Act — Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered “fair,” such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair: a. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes; b. The nature of the copyrighted work; c. Amount and substantiality of the portion used in relation to the copyrighted work as a whole; and d. The effect of the use upon the potential market for or value of the copyrighted work. Digital Millennium Copyright Act of 1998 — This law provides recourse for owners of copyrighted materials who believe their rights have been infringed on the Internet. This Act also prohibits the bypassing of any encoding technologies on proprietary media (DVD, CD-ROM, etc.).

Corban University does not scan its networks for copyright violations, but only responds to such notifications as is required by federal law. Additionally, Corban University utilizes web filtering software and hardware to block peer to peer files sharing sites. Copyrighted materials in the U.S. are not required by law to be registered, unlike patents and trademarks, and may not be required to carry the copyright symbol (©). Therefore, a copyrighted work may not be immediately recognizable. Assume material is copyrighted until proven otherwise. If a work is copyrighted, the user must seek out and receive express written permission of the copyright holder to reproduce the copyrighted work in order to avoid violation. Examples of copyrighted materials include, but are not limited to:

- Text found in online or paper-based articles
- Photographs, even those on shared sites such as Flickr and Picasa
- Graphical images or logos
- Sound recordings like MP3s
- Video recordings such as movies or TV shows
- Software programs

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

- Copying any written material, written or digital without noting the reference
- Downloading copyrighted digital material including songs, movies and TV shows that you did not purchase the rights to
- Sharing copyrighted digital material with others by means of a shared folder, CD or DVD (this includes storing copyrighted material that you do not have explicit permissions for on any Corban University Networked Server, including the Y: and Z: Drives and any other mapped drive)
- Including copyrighted material in digital presentations without explicit permission (for instance using a copyrighted song as a background in a public presentation — even if you have purchased a copy of that song)

### **Fair Use**

It is acceptable to use copyrighted material by faculty and students in some instances. This use would be for classroom instruction and illustration in assigned projects. Fair Use is outlined in Section 107 of the Copyright Act.

### **Downloading Digital Content Legally**

There are many options for downloading content legally on the internet. The following link lists several websites for accessing music legally on the web: [campusdownloading.com/legal.htm](http://campusdownloading.com/legal.htm)

Additionally, there are a multitude of sites for legally accessing television and movies online. Some of these include: Hulu, Netflix and Amazon Video on Demand.

### **Procedure for Copyright Infringement Claims Made against Corban University**

In compliance with the Digital Millennium Copyright Act (DMCA), Corban University will respond to all appropriate notices of copyright infringement. However, Corban University requires claims of copyright infringement made by complainants to include the following before further action will occur: a. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed as well as a statement that the notice is accurate under penalty of perjury. b. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single online site are covered by a single claim, a representative list of such works at that online site. c. Information regarding the infringed work that is reasonably sufficient to permit Corban University to locate the material or the person responsible for said infringement. d. A statement that the defendant has a good-faith belief that the disputed use of the materials is not authorized by the copyright owner, its agent, or the law. If Corban University receives notification of a copyright violation on its network from an external source, IT will begin the following steps:

Internet service for the user will be immediately disabled.

User will be notified why Internet access was disabled by the Director of IS

IS will research the violation

User has two business days to respond and either demonstrate the notification was unwarranted (by showing, for instance, the materials were not copyrighted, or that the use qualified for a legal exception); or indicate in writing that no more unauthorized downloading or distribution will take place. A written warning will be issued to user and placed in his or her record. If notification is shown to be unwarranted, no record of it is kept. If the user does not respond within two days, network access will continue to be disabled until the situation is resolved.

### **ID Cards**

Student ID cards are considered legal ID and are issued to students annually. There is a \$15 replacement fee for any lost or stolen ID.

<<Tip: For a complete overview of computer/internet usage policy please visit [support.corban.edu](http://support.corban.edu).>>

## **HEALTHY CITIZENSHIP**

As a member of the Corban community, you are expected to conduct yourself in accordance with the regulations of the University and the laws of the city, state, and federal government. If you violate University regulations, you face the possibility of disciplinary action. Two principles underlie the disciplinary efforts at Corban:

- Every effort will be made to encourage responsibility for your own behavior.
- Disciplinary action aims to produce growth and maturity in your life.

As disciplinary actions are considered, we are mindful of our responsibility to uphold the Christian standards of the University and create a safe, wholesome environment that encourages spiritual growth across the student body. We want our disciplinary action to be biblical in nature, design, and purpose (Matthew 18:15–18, James 5:19–20, Galatians 6:1–2, Hebrews 12:11). In order to maintain consistency, specific guidelines exist regarding University



disciplinary action. Even so, each disciplinary referral is handled on an individual basis. We are a community, after all, and not a homogenous collective.

## CONFRONTING ONE ANOTHER

***[OBJECTIVE: A challenge to students to become part of the solution.]***

Any community that ignores problem behavior, in effect condones it. Ignoring problem behavior not only gives tacit approval to the behavior but, biblically speaking (Galatians 6:1-2), is withholding love from that individual. In this light, if you believe a fellow student is behaving in an unacceptable manner, you should go directly to that person and express your concern about the behavior and about the consequences it might bring to the community and/or to the individual. The community expectations should be clarified and the student should be asked if he or she is willing to agree to change the offending behavior. If there is a positive response and the behavior changes, the problem is resolved. If your confrontation does not solve the problem, or there is a continuing pattern of disharmonious behavior, you should encourage the student to seek a Student Life staff member. If the student takes the initiative to seek help, it will be handled as a "personal problem" as described in the "Seeking Help to Grow and Change" section below, unless there is continued complaint from the community. If the student does not take the initiative to seek help, the best response is to let the student know you have a responsibility to contact someone in the Office of Student Life. It is fair for you to explain to the student, depending upon the issue, a disciplinary issue could result. This will probably not be an easy step for you to take, but it may be the most loving thing you could do. "*Better is open rebuke than hidden love. Faithful are the wounds of a friend; profuse are the kisses of an enemy.*" (Proverbs 27:5, 6 ESV).

## SEEKING HELP TO GROW AND CHANGE (AMNESTY POLICY)

***[OBJECTIVE: Encouragement for students to own their mistakes.]***

If you know your behavior is outside the limits established by the University and/or God's Word, and wish assistance in changing this behavior, you may take the initiative to discuss it with a resident assistant, area coordinator, or other Student Life staff member and will be met with support and assistance rather than further investigation and discipline. In most cases you will simply be connected with a mentor and the staff/faculty member will work with you toward restoration within the community.

*<<Tip: Exceptions to this policy may be made if behavior is repetitive, self-destructive, and hazardous to others or involves a significant legal issue in which the University is obligated to uphold the law.>>*

## RESTORATIVE PROCESS

***[OBJECTIVE: Our commitment is to participate with students in their growth and development, debunking the myth that if you break the rules you automatically get kicked out! ([Galatians 6:1-2](#))]***

When a student violates standards set forth in the Walkthrough or established by the Institution, sanctions are put in place to stop the behavior and restore the student to the community. The Vice President for Student Life and Dean of Students, in collaboration with other campus



personnel, will determine which sanction(s) to employ. Although sanctions are generally applied in a progressive order, it should not be assumed that sanctions must begin with warnings/fines or move in incremental stages. The sanction chosen will be in response to a variety of factors including: a student's request for help versus a confrontation, the student's history and receptiveness to change, the seriousness of the infraction/impact on the surrounding community, and support from various campus offices including those of the Provost and President.

Possible disciplinary sanctions include the following:

**Warnings or Fines:** Warnings or fines are given when it is necessary to remind students of their commitment to community standards of the University. Students whose attitude and actions continue to be inconsistent with community expectations may face more stringent disciplinary measures.

**Community Service:** Community service provides opportunities for students to get a better understanding of why their behavior is inconsistent with University standards. This may be accomplished through work, research, and/or reflection assignments.

**Growth Agreements:** Growth Agreements (GAs) may be created because a student has asked for accountability, needs a level of structured support during a particularly difficult time, or because there are low-level disciplinary issues that require clarification. GAs generally last for a period of six weeks. Mentoring may be conducted by an adult or mature peer and most stipulations are arrived at through negotiation with the student. Copies of the agreement are provided to various campus personnel which generally include the student's mentor, academic advisor, area coordinator, and athletic director. A copy is also placed in the student's permanent file. Failure to comply may result in an Accountability Contract or other disciplinary actions.

**Accountability Contracts:** Accountability Contracts (ACs) are disciplinary contracts and last for a period of at least eight weeks. Mentoring is conducted by a mutually agreed upon adult and contract stipulations are moderately negotiable. Copies of the contract are provided to personnel just as in the GA. Failure to comply may result in a Citizenship Probation Contract or other disciplinary actions.

**Citizenship Probation Contracts:** Citizen Probation Contracts (CPs) are disciplinary contracts and generally last for one full semester. CPs are applied when behavioral violations are repetitive or of a serious nature. Mentoring is conducted by an adult selected by the Student Life office and contract stipulations are mandated. Copies of the contract are provided as mentioned above with the addition of the Director of Campus Safety. Failure to comply may result in a suspension or recommendation for dismissal.

**Suspension:** When a student violates University regulations, it is sometimes necessary to recommend suspension. Recommendations for suspension are presented to the Suspension Committee for consideration. A student who is convicted of a crime, is uncooperative, or evidences a spirit unsympathetic with the standards and ideals of the University is perceived by the Corban community as one who is choosing not to be here. A suspension may also result from actions viewed as having a harmful or negative influence upon other students or upon the testimony of the University. A suspended student is generally not permitted to remain in University housing, attend classes, or attend any University function. Suspended students may be administratively withdrawn from all courses and suspension notation made on the student

transcript. If the suspension happens after the withdrawal date, a WP (Withdraw Pass) or WF (Withdraw Fail) grade may be assigned. WF grades factor into the student's GPA. Students who are suspended must leave the campus within 24 hours after notification of suspension and take all personal belongings with them. Suspended students are not normally allowed to visit the campus, attend closed-campus events held off campus, or use any campus facilities for a set period of time after the suspension date. Steps for returning to Corban are determined by the Vice President for Student Life and Dean of Students and the Suspension Committee and vary depending on the circumstances surrounding the suspension.

*<<Tip: Suspensions may range from a semester to multiple years in length.>>*

## PARENT NOTIFICATION OF DISCIPLINARY ACTION

The Office of Student Life will work with students to ensure that parent(s)/guardian(s) are notified (when appropriate) of dismissal or other disciplinary actions.

## STUDENT LIFE APPEALS PROCESS

***[OBJECTIVE: To ensure students receive equitable treatment and due process.]***

If you wish to appeal a disciplinary sanction, you must initiate the appeals process within two business days. Appeals must be submitted in writing to the Vice President for Student Life who will forward the appeal information to the Student Life Appeals Committee.

For an Appeal to be heard, one of the following conditions must be demonstrated by the appellant:

- The facts of the case were insufficient to establish that a violation of Corban's standards occurred.
- The sanctions imposed were unduly arbitrary or unjustified.
- New significant and relevant evidence is available for consideration.

The Appeals Committee may deny consideration of an appeal that does not meet the above criteria.. A decision will be given to the student in writing and will stand.

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

# STUDENT SAFETY AND WELL BEING

## CAMPUS SAFETY SERVICES

***[OBJECTIVE: Engaging community through service to provide a prepared, educated, and safe learning environment.]***

### ***Vision***

*To equip and protect Corban*

### ***Key Terms***

*Engage, Prepare, Educate, Serve  
Protect, Enforce, Secure*

Campus Safety puts the safety of the University's students and employees above all else. To achieve our mission, we serve the Corban Community in the following ways:

#### Preparation:

- Answering calls for service 24 hours a day, 7 days a week @ 503-510-6430 this number is located on the back of your Corban ID card
- Patrol of the campus to identify, investigate, and report all unusual findings.
- Participate in University Services Committee to collaborate and prepare for events.
- Conduct fire drills with residential residents.
- Oversee resupply of first aid/automatic electronic defibrillator equipment on the campus.
- Ensuring buildings are secure.
- Participation in the Emergency Response Team.
- Providing services such as:
  - Jumpstarts
  - Escorts or rides to and from buildings and parking lots at night
  - Emergency gasoline
  - Changing or pumping up flat tires
  - Assisting with contacting towing services

#### Education:

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

#### Enforcement:

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

## COUNSELING SERVICES

***[OBJECTIVE: To provide caring, competent, and confidential mental health counseling and consultation to students. / To provide a thorough list of health resources for students needing information and low-level care.]***

Counseling services are located on the first floor of Davidson Hall and can be reached at [counseling@corban.edu](mailto:counseling@corban.edu).

Individual counseling can help you make important decisions, gain insight into your personal strengths and weakness, and learn to cope more effectively with the demands and difficulties of university life. Short-term, on-campus counseling services are provided at no cost to you. If necessary, you may be referred to an off-campus counselor or agency for psychological tests or further consultation at your own expense. Information for setting appointments is available in the Counseling office or online at <https://www.corban.edu/student-life/counseling-services/> or you can simply email [counseling@corban.edu](mailto:counseling@corban.edu).

<<Tips:

- *Healthy living results from acknowledging that we all have areas where we need to grow and then being honest and open enough to allow someone to help.*
- *Focused counseling can help students successfully resolve and manage problems that interfere with academic progress.>>*

## CRISIS INTERVENTION POLICY

***[OBJECTIVE: To describe Corban's procedures for assisting students in personal crises and outline Corban's crisis-oriented limitations.]***

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

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

- Change residences or classes
- Have limited access to campus facilities/events
- Commit to regular counseling
- Undergo an assessment or evaluation, and/or
- Withdraw

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

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

## DISCRIMINATION AND HARASSMENT PREVENTION

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

#### **Policy Statement**

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

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

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

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

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

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

## **RESOLUTION OPTIONS**

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

### **Options for seeking resolution on your own**

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

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

### **Options for seeking resolution with institutional assistance**

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

### **Appropriate Official**

For the 2022-2023 academic year, the campus official with the chief responsibility to respond to instance of sex or gender-related discrimination, discriminatory harassment and violence is:

- Reports of sex or gender-based Prohibited Conduct:
  - Brian Jaworski, Ph.D.; Vice President for Student Life and Dean of Student; University Title IX Coordinator [bjaworski@corban.edu](mailto:bjaworski@corban.edu) 503.375.7138
- Unlawful and unsafe Prohibited Conduct:
  - Mike Roth; Director of Campus Safety [mroth@corban.edu](mailto:mroth@corban.edu) / 503.375.6430

## **JURISDICTION OF CORBAN UNIVERSITY**

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

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

## **PROHIBITED CONDUCT**

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

### **Discrimination and Harassment**

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

### **Sex and Gender-Based Misconduct**

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

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

*Note: Misconduct is referred to collectively in this policy as "Prohibited Conduct". For a full description, refer to the tables in [Section Two](#).*

## **SEEKING HELP**

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

### **On Campus, Non-Confidential Resources**

- Brian Jaworski, Vice President for Student Life and Dean of Students; Title IX Coordinator, [bjaworski@corban.edu](mailto:bjaworski@corban.edu); 503.375.7010
- Mechelle Garrett, Associate Provost for Community Belonging and Global Engagement, [mgarrett@corban.edu](mailto:mgarrett@corban.edu), 503.375.8189
- Mike Roth, Director of Campus Safety, [mroth@corban.edu](mailto:mroth@corban.edu), 503.510.6430
- Marty Ziesemer, Athletic Director, [mziesemer@corban.edu](mailto:mziesemer@corban.edu)
- Student Health Services Clinic, 503.589.8101
- Conner Locke, Director of Residence Life, [clocke@corban.edu](mailto:clocke@corban.edu)
- Hannah Lapanowski, Area Coordinator, [hlapanowski@corban.edu](mailto:hlapanowski@corban.edu)
- Marcus De Vight, Area Coordinator, [mdevight@corban.edu](mailto:mdevight@corban.edu)

### **Local and/or On-Campus Confidential Resources**

- Corban's Counseling Center [counseling@corban.edu](mailto:counseling@corban.edu) (Director: Lori Schelske)
- Center for Hope and Safety 503.399.7722 (24-hour hotline)
- Corban's student health center (through Santiam Hospital) 503.589.8101
- Marion County Sheriff nonemergency 503.588.5094
- Marion County Victim Assistance 503.588.5265
- Salem Hospital emergency room 503.561.5200
- Salem Police nonemergency number 503.588.6123
- Santiam Hospital emergency room 503.769.2175

### **REPORTING OBLIGATIONS AND OPTIONS**

All campus leaders (student and employee) possess certain reporting obligation depending upon their roles. It is the [Appropriate Officials'](#) responsibility to determine the appropriate response strategy based on federal, state, and institutional guidelines.

### **Duty to Report Allegations of Prohibited Conduct**

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

### **Campus Security Authorities (CSA)**

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

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

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

### **Confidential Resources.**

- Students who are thinking about or wanting to report Prohibited Conduct are encouraged to meet with personnel from either the Counseling Center or the Student Health Clinic. These individuals are trained to review options and provide support. Information shared with these professionals are governed by their unique licensure and ethical requirements.
- Employees may seek out confidential resources through the Employee Assistance Program. Generally, information shared with a licensed confidential resource cannot be



revealed to any other person or office unless written permission is granted by the individual to share their information.

### **Considerations for Reporting Incidents of Prohibited Conduct.**

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

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

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

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

### **Amnesty Principles**

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

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

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

### **Anonymity**

If the individual requests anonymity (i.e. for the Respondent to not be informed of the complaint), he or she should be aware that the University's ability to act on their behalf may become limited. In other words, although multiple support resources will be made available to the disclosing individual, no actions may be taken against the accused individual that could be

considered punitive or would interfere with his or her right to access the University's education programs and activities. University personnel will honor requests for anonymity except in cases where a Risk Assessment results requires institutional action.

### **Confidentiality and Privacy**

Confidentiality and Privacy have distinct meanings under this Policy.

- "Confidentiality" generally means that information shared with a licensed confidential resource cannot be revealed to any other person or office unless written permission is granted by the individual to share their information.
- "Privacy" generally means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who "need to know" in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"), as outlined in the University's FERPA and Student Information policies that may be located in the University Catalog. The privacy of an individual's medical and related records may be protected by the Health Insurance Portability and Accountability Act ("HIPAA"), excepting health records protected by FERPA. Access to a Campus Safety and employee's personnel records may be restricted by applicable state and federal law.

While there are certain limitations on privacy, the University generally will not release the names of the individuals involved to the general public without express written consent or absent another exception consistent with the law. The release of names will be guided by applicable law, including the Family Educational Rights and Privacy Act (FERPA) and the Clery Act.

In addition, no information will be released from a proceeding to enforce this Policy except as required or permitted by law and University Policy.

Throughout these procedures, various University officials are assigned responsibility for performing specific functions. Named officials are authorized to delegate responsibility to other appropriate University officials and non-university consultants except where such delegation contravenes University policy. Additionally, named officials and their designees may consult with appropriate University officials, non-university consultants and subject matter experts.

### **No Conflict of Interest or Bias**

Any individual carrying out this Policy will be free from any actual conflict of interest or demonstrated bias that would impact the handling of this matter. Should any member of the Title IX associated with an investigation of a complaint demonstrate a conflict of interest, appropriate steps will be rendered to mitigate the conflict of interest.

### **RIGHTS AND RESPONSIBILITIES**

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

### **Complainant and Respondent Rights**

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

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

### **Respecting Privacy**

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. All University employees who are involved in the University's response to Prohibited Conduct receive specific instruction about respecting and safeguarding private information.

### **Presumption of Non-Responsibility**

The decision to proceed with an investigation is not in and of itself a determination that the Respondent has engaged in the conduct as alleged. Any Respondent is presumed not responsible for the conduct that is the subject of the investigation, unless and until a decision of responsibility has been made upon the completion of the adjudication process.

## **Requests for Delays, and Extensions of Time**

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

## **MAKING A REPORT TO THE INSTITUTION**

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

*Note: Students and employees should be aware that complaints of sex- or gender-related harassment and discrimination may result in response protocols that are more formal than those complaints unrelated to either sex or gender.*

## **Outreach and Intake Interview**

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

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

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

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

## **Risk Assessment**

Where a Complainant declines to participate, requests that no action be taken or to retain anonymity, the Appropriate Official will attempt to honor the Complainant's request but this request will be evaluated based on the University's responsibility to provide a safe and nondiscriminatory environment for its employees and students. The factors that the University may consider in this regard include, but are not limited to, the nature and seriousness of the

alleged Prohibited Conduct; whether there have been other complaints or reports of Prohibited Conduct against the alleged harasser; the nature of the allegations such as use of weapons, drugs or intoxicants; serial violations or other threats to the Complainant or the community; all which are evaluated through use of a formal Risk Assessment and could result in a Formal Complaint being signed by the Appropriate Authority.

*Note: When the University official signs a Formal Complaint, that official does not become the “Complainant” for purposes of this Policy.*

### **Supportive Measures**

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

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

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

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

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

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

### **FILING A FORMAL COMPLAINT**

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

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

*Note: A Formal Complaint has a very specific definition under this policy and differs from solely making a report to the University.*

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

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

A Formal Complaint may be made by:

- requesting a form by email from the relevant [Appropriate Authority](#)
- downloading a form from the Campus Safety webpages

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

*Note: In general, a Formal Complaint may not be filed anonymously.*

### **The Formal Complaint includes**

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

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

If a complaint is submitted in a form that does not meet this standard, the appropriate official will contact the Complainant to confirm a Complainant's intent to file a Formal Complaint. Further, if

the Formal Complaint does not have sufficient information to determine whether the conduct as alleged will fall under this policy, the appropriate official may contact the Complainant to schedule a preliminary interview.

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

### **Formal Resolution Options**

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

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

### **ALTERNATIVE RESOLUTION**

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

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

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the Alternative Resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
- A statement indicating that the decision to accept a complaint does not presume that the conduct at issue has occurred, and that the Respondent is presumed not responsible, unless and until, at the conclusion of the formal investigation and adjudication processes, there is a determination of responsibility;
- An explanation that each party may be accompanied by an [Advisor](#) (or support person) of their choice, who may be a parent, friend, or attorney, but this person's role will be specific and limited to that which is agreed upon by both Parties and the Appropriate Official;
- The date and time of the initial meeting with the appropriate official,
- Information regarding [Supportive Measures](#), which are available equally to the Respondent and to the Complainant.

If either party does not voluntarily agree in writing to pursue an Alternative Resolution, or if the Complainant, Respondent, or Appropriate Official, at any time, determines that Alternative Resolution is no longer appropriate, the Appropriate Official will promptly inform the Complainant and Respondent in writing that the complaint will proceed through the Investigation and Hearing Process.

Once the final terms of an Alternative Resolution have been agreed upon by both parties in writing, the matter will be considered closed and no further action will be taken.

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

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

### **NOTICE OF INVESTIGATION**

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

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

### **Consolidation of Cases**

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

### **DISMISSAL AND REFERRAL**

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



within the United States. The complainant, at time of filing, is not participating in or attempting to participate in an educational program or activity of the University.

### **Discretionary Dismissal**

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

- Complainant notifies the University in writing that the Complainant would like to withdraw the Formal Complaint or any allegations within the Formal Complaint;
- Respondent is no longer enrolled or employed at the University; or
- Circumstances prevent the University from gathering evidence sufficient to reach a determination.

### **Referral**

If the alleged conduct would, if true, support a finding that another University policy or code has been violated, the University may, in its sole authority, continue or transfer the case for further handling as appropriate. The University may use evidence already gathered during the formal process for the further handling of the complaint. Upon dismissal, both parties will be notified in writing of the decision and the rationale for the decision. The decision to dismiss is subject to appeal. Both parties will be notified in writing of any determination made following the appeal.

## **PARTICIPANT RESPONSIBILITIES**

The University expects that all individuals who participate in the investigation process to do so truthfully and that all who have a responsibility for carrying out one or more aspects of the investigation and hearing process do so fairly and without prejudice or bias.

### **False Evidence and Good Faith Testimony**

Each party and every witness is expected to provide truthful information to the Investigator, Hearing Officer, and the Appeals Officer. Examples of protected activities, however, include reporting (internally or externally) a complaint of Prohibited Conduct in good faith, assisting others in making such a report, participating in a grievance process, acting in good faith to oppose conduct that constitutes a violation of this Policy, honestly participating as an investigator, witness, decision maker, or otherwise assisting in, an investigation or proceeding related to an alleged violation of this Policy.

### **Conflict of Interest or Bias**

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

## **INVESTIGATIVE PROCESS**

### **Appointment of the Investigator and/or Case Team**

Investigations will be conducted by an individual or team appointed by the Appropriate Official.

### **Timeline**

The University strives to complete the investigation and hearing process in a timely fashion and will strive to do so within 60-90 days, which may be extended for good cause by the appropriate

official. Both parties will be notified in writing of any extension granted, the reason for the extension, and the new anticipated date of conclusion of the investigation.

### **Interviews**

The investigator(s) will interview all parties and relevant witnesses and gather relevant documentary evidence provided by the parties and any identified witnesses. Interviews may be conducted in person, or via video conference, and individual parties may be interviewed once or on multiple occasions. Interviews may be recorded.

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

Information or evidence that is not provided to the investigator will not be allowed during the Hearing unless it can be clearly demonstrated that such information was not reasonably known to or available to the parties at the time of the investigation.

### **Evidence Review and Investigation Report**

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

Given the sensitive nature of the information provided, the information will be provided in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal or with other safeguards such as an opportunity to review the information in person). Neither the Complainant nor the Respondent (nor their Advisors) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate the information provided. Any student or employee who fails to abide by this Policy may be subject to discipline. Any Advisor who fails to abide by this Policy may be subject to discipline and/or may be excluded from further participation in the process.

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

### **Request for Additional Interviews**

Along with their response to the evidence, each party may also submit a written request for additional investigation, such as a request for a follow-up interview(s) with existing witnesses to clarify or provide additional information, including offering questions to the Investigator to pose to witnesses or to the other party. This response may include written questions that a party would like the Investigator to ask of any party or witness. If any of the questions posed will be excluded as not relevant, or not likely to lead to relevant information, the Investigator will explain to the party who proposed the questions any decision to exclude a question.

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

### **Request for New Witnesses or Evidence**

In addition, either party may offer new witnesses or other new evidence. If approved, the Investigator will take into account the responses provided, will pose questions to parties or witnesses as appropriate, and interview new relevant witnesses, and accept new, relevant, evidence.

If new relevant evidence is provided by either party or is gathered by the Investigator, the newly-gathered evidence (including answers to clarifying questions) will be made available for review by each party. Each party will have up to ten (10) business days in which to respond to the new evidence. Each may provide a response in writing to the Investigator. The Investigator will incorporate any written response provided by the parties into the [Investigation Report](#).

Any evidence to be considered by the Hearing Officer must be provided to the Investigator. Information that was not provided to the Investigator will not be allowed during the hearing itself, unless it can be clearly demonstrated that such information was not reasonably known or available to the parties at the time of the investigation. Should new evidence be presented at the hearing, the Hearing Officer will have the authority to either exclude the evidence or to send the matter back for further, limited investigation.

### **Exclusion of Questions Re: Complainant's Past Sexual Behavior/Predisposition**

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted unless such questions and evidence about the Complainant's prior sexual behavior are offered for one of two reasons: to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

### **INVESTIGATION REPORT**

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

### **Conclusion of Investigation, Threshold Review**

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

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

### **HEARING PROCESS**

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

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

### **Violation Resolution Options**

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

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

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

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

### **LIVE HEARING PROCEDURES (FOR TITLE IX COMPLAINTS ONLY)**

As described previously, the Appropriate Official is responsible to determine the correct decision-making format for each complaint. In the case of Sexual Harassment, the Title IX Coordinator will determine if federal or state law require a Live Hearing or if the decision can be rendered by a Hearing Review Panel.

#### Hearing Advisor for Title IX, Live Hearings Only

Each party is entitled to one [Advisor](#) at the hearing which will be referred to as the Hearing Advisor. The role of the Hearing Advisor is to ask questions of the other party and of witnesses, but not to advocate for, or otherwise speak on behalf of, the advisee during the hearing. No party will be permitted to ask questions of the other party, or of a witness. A Hearing Advisor of the University's choosing will be provided for any party who does not have a Hearing Advisor.

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

### **Live Hearing for Title IX Cases Only**

Hearings will be scheduled as far in advance as possible. The Hearing Officer will provide three possible hearing dates to the Parties and their Advisors; one of those dates must be chosen. Exceptions may be granted for good cause.

Hearings may be conducted in person or via videoconferencing as per the Hearing Officer's discretion. If by videoconference, the Hearing Officer will provide the participants instructions on how to participate in the video-conference hearing.

No Complainant or Respondent or witness will be compelled to participate in the hearing. However, the University may choose to continue with the hearing in the absence of the Complainant, Respondent or any witness. If any party chooses to not participate, the Hearing Officer will not take into consideration (in either the hearing or in their final determination) any of that individual's statements collected during the investigation. The Hearing Officer will not draw any inference regarding responsibility based solely on a party's non-appearance at the hearing or refusal to answer questions.

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

The Complainant, Respondent, and the Hearing Officer all have the right to call witnesses. Witnesses must have information relevant to the incident. No party will be permitted to call as a witness anyone who was not interviewed by the investigator as part of the University's investigation. Each party will submit to the Hearing Officer the names of witnesses they would like to call no less than five (5) business days in advance.

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

*Note: In the event that a party does not appear for the Hearing, the Advisor for that party must still appear and question the other party, and witnesses.*

The Hearing Officer will have the authority to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. Any such limitation will be communicated to the parties no later than three (3) business days before the hearing.

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

### **Final Determination for Title IX, Live Hearings Only**

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

The Final Determination will include:

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

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

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

### **HEARING REVIEW (FOR NON-TITLE IX SEXUAL HARASSMENT COMPLAINTS)**

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

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

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

### **Final Determination for Non-Title IX Sexual Harassment Complaints**

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

The Final Determination will include:

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

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

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

### **Sanctions and Remedies for Non-Title IX Sexual Harassment Complaints**

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

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

### **OPPORTUNITIES TO APPEAL**

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

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

Appeals May be Filed Only on the Following Grounds:

- Procedural Error: A procedural error occurred that significantly impacted the outcome of the investigation or hearing.
  - A description of the error and its potential impact on the outcome of the case must be included in the written appeal.
- New Evidence: New evidence or information has arisen that was not available or known to the party during the investigation or hearing, and that could significantly impact the

findings. Information that was known to the Appellant during the investigation or hearing but which they chose not to present is not new information.

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

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

## **SECTION TWO: DEFINITIONS AND DESCRIPTIONS**

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

### *Policy-Specific Definitions*

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



	<p>Advisor from the proceedings if the Advisor interferes with the proceedings.</p> <p>An advisor of the University's choosing will be provided for any party who does not have an advisor for the purpose of asking questions of the other party and witnesses at the hearing.</p>
Burden of proof	The standard that a party seeking to prove a fact must satisfy to have that fact established. The burden of proof in these procedures is on the institution to produce or discover information to establish facts.
Complainant	An individual (enrolled student or University employee) who files a complaint to report a violation of this policy. It also includes any person who is reported to have experienced a violation of this policy in cases where some other person has made a report on that person's behalf.
Consent	A free and willing agreement to engage in a sexual act, provided without force or coercion, between individuals who are of sufficient age and are not mentally incapable, mentally disabled, mentally incapacitated or physically helpless, or incapacitated by drugs or alcohol. Consent is a clear and unambiguous agreement, expressed outwardly through mutually understandable words or actions, to engage in a particular activity. Consent must be voluntarily given and cannot be obtained through coercion or force, and the person initiating a specific sexual activity is responsible for obtaining consent for that activity. Consent is not to be inferred from silence, or a lack of resistance. Consent is not to be inferred from an existing or previous dating or sexual relationship. Consent to engage in one sexual activity at one time is not consent to engage in a different sexual activity or to engage in the same sexual activity on a later occasion. Consent can be withdrawn by any party at any point. Once consent is withdrawn, the sexual activity must cease immediately. For purposes of this Policy, in evaluating whether consent was freely sought and given, the issue is whether the Respondent knew, or reasonably should have known, that the activity in question was not consensual or that the Complainant was unable to consent due to incapacitation.
Business days	Any reference to business days within this Policy will be counted as the University business days unless otherwise specified.

<p>Formal Complaint</p>	<p>The term “Formal Complaint” has a very specific definition within this Policy. Whether one is filed does not depend on the label applied, but instead on whether certain specific elements listed above are met. A Formal Complaint is the act that initiates an investigation. Individuals who would like more information about filing a Formal Complaint are invited to contact the Title IX Coordinator for additional information.</p> <p>In the event that the Title IX Coordinator signs the Formal Complaint, this act does not make the Title IX Coordinator the “Complainant” for purposes of this Policy.</p>
<p>Hearing: Live or Hearing Panel Review</p>	<p>Live Hearing: A live hearing, held in person or virtually, that provides each party with the opportunity in real time to respond to the Investigation Report, ask questions of the other party, witnesses and Hearing Officer. After the Live Hearing, the Hearing Officer will make the final determination.</p> <p>Hearing Panel Review: A panel comprised of trained individuals that reviews the Investigation Report, may request additional information from the parties, witnesses or Investigator, and makes the final determination.</p>
<p>Hearing Officer</p>	<p>A trained and impartial person or persons designated by the University to conduct the Live Hearing or Panel Review, make a decision regarding the alleged violations based upon a preponderance of the evidence, and impose sanctions, if applicable. Also called a Decision-maker.</p> <p><b>In cases that involve Title IX Sexual Harassment including VAWA defined Sexual Violence as detailed below, the Hearing Officer/Decision-maker will not be the same person as the Investigator.</b></p>
<p>Incapacitation</p>	<p>A state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. An individual asleep or unconscious is considered to be incapacitated and unable to consent to sexual activity. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition. Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or</p>

	<p>other drugs alone is insufficient to establish incapacitation.</p> <p>The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's: (A) decision-making ability; (B) awareness of consequences; (C) ability to make informed judgments; or (D) capacity to appreciate the nature and the quality of the act.</p> <p>It will not be a valid excuse that the Respondent believed that the Complainant consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.</p> <p>Whether the Respondent reasonably should have known that the Reporting Party was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis, particularly where the Respondent's failure to appreciate the Complainant's incapacitation resulted from the Respondent's failure to take reasonable steps to determine the Complainant's incapacitation or where the Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity.</p> <p>It is the responsibility of the individual initiating the sexual activity to be aware of the intoxication level of the other party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all parties. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity</p>
Investigator	A trained and impartial person designated by the University to investigate allegations of Discriminatory Misconduct (e.g. gather relevant information and conduct interviews).

Mandatory reporter	As educational officials, all Corban employees are responsible to report to public agencies (e.g. local or federal law enforcement or the Department of Human Resources) whenever they suspect any case of child abuse or neglect, regardless of whether that individual is part of the Corban community. This is true if the victim is under the age of 18 or is a member of a vulnerable population.
Party	A Complainant or Respondent in a case.
Preponderance of evidence	The greater weight of evidence. The evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side. The standard of evidence utilized in both student and employee complaints to determine whether the alleged conduct occurred and/or this policy was violated.
Protected Activity	Exercising any right or privilege under this policy. Examples of protected activities include reporting (internally or externally) a complaint of Prohibited Conduct in good faith, assisting others in making such a report, participating in a grievance process, acting in good faith to oppose conduct that constitutes a violation of this Policy, honestly participating as an investigator, witness, decision maker, or otherwise assisting in, an investigation or proceeding related to an alleged violation of this Policy.
Respondent	Individual against whom a complaint is filed.
Retaliation	Retaliation is prohibited under this policy. Retaliation is defined as any materially adverse action against a person who reports, complains about, or who otherwise participates in good faith in any manner related to this policy. Materially adverse action includes conduct that threatens, coerces, harasses, harms, improperly influences, or in any other way seeks to discourage participation in or activity under this policy. This can be through direct or indirect contact, contact by third-parties or on social media. Retaliation does not include good-faith actions lawfully pursued in response to a report of Prohibited Conduct. Any person who believes they have experienced retaliation under this policy should contact the Title IX Coordinator.
Supportive Measures	Non-disciplinary, non-punitive, free of charge individualized services offered to a Complainant and/or the Respondent by the University as appropriate and reasonably available. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party. Supportive measures are also available whether or not a <a href="#">Formal Complaint</a> has been filed. Supportive measures

	<p>may include, but are not limited to: academic support, class and work schedule changes, mutual ban on contact (no-contact directive), increased security, or other measures as determined on a case-by-case basis.</p> <p><i>Note: Any Supportive Measures put in place will be kept confidential, except to extent that doing so impairs the ability of the institution to provide the Supportive Measures.</i></p>
Third-party Reporter	A person other than the Complainant who reports an incident or allegation of Prohibited Conduct.

*Prohibited Conduct: Discrimination and Discriminatory Harassment Definitions*

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

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

*Definitions Developed in Conjunction with SGA*

Anti-oppression	<b>Anti-oppression</b> means having an experience that is equal, open-minded, non-prejudicial, fair and is free of bias.
Culturally responsible	<b>Culturally responsive</b> means recognizing and responding in equitable ways when appropriate, based on cultural knowledge, linguistic background, prior experiences, and communication styles of diverse students to provide an inclusive environment.
Gender responsive	<b>Gender-responsive</b> means understanding by taking into account the differences in characteristics and life experiences that women

	and men bring to a situation with the goal of creating an environment (physical, social, emotional) that is responsive to the issues and needs of all parties or genders involved.
Trauma informed	<b>Trauma-informed</b> includes incorporating the research on the impact of trauma (acute, chronic or complex) on an individual, and intentionally seek to provide safety, choice, collaboration, trustworthiness, empowerment and without (re)traumatizing or triggering the individual.

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

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

*Prohibited Conduct: Sexual Harassment Definitions*

Dating violence (Source: VAWA)	Violence committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
Domestic violence (Source: VAWA)	Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Oregon, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Oregon.
Sexual assault (Source: Clery)	<i>Sexual Offenses, Forcible:</i> Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent:

	<ul style="list-style-type: none"> <li>i. Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.</li> <li>ii. Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensual), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.</li> <li>iii. The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.</li> <li>iv. The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.</li> </ul> <p><i>Sex Offenses, Non-forcible:</i></p> <ul style="list-style-type: none"> <li>v. Incest: Non-forcible sexual intercourse between persons who are related to each other, within the degrees wherein marriage is prohibited by Oregon Law.</li> <li>vi. Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 16 years of age.</li> </ul>
Sexual exploitation	Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and the behavior does not otherwise constitute one of the other sexual misconduct offenses.
Title IX Sexual Harassment (Source: Federal)	<b>Sexual misconduct that is subject to the Title IX Rulemaking at 34 CFR section 106.</b>

	<p>This includes the below conduct when 1) that conduct that occurred in the United States, and 2) occurred either on campus, in a building controlled by an officially recognized University organization, and/or in a University program or activity:</p> <p>Conduct on the basis of sex committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved which is one of the following:</p> <ul style="list-style-type: none"> <li>a. When a University employee conditions the provision of an educational benefit or service on an individual’s participation in unwelcome sexual conduct (quid pro quo); and/or</li> <li>b. Unwelcome conduct<sup>1</sup> determined by a reasonable person to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to an educational program or activity of the University.</li> <li>c. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).</li> </ul>
<p>Sexual harassment (Source: Oregon)</p>	<p>“Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person.”</p>
<p>Stalking (Source: VAWA)</p>	<p>Engaging in a course of conduct on the basis of sex directed at a specific person, that would cause a</p>

<sup>1</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.



	<p>reasonable person to fear for the person’s safety, or the safety of others, or suffer substantial emotional distress. The policy covers instances of stalking based on sex, including stalking that occurs online or through messaging platforms, commonly known as cyber-stalking, when it occurs in the school’s education program or activity.</p>
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**PREVENTION, AND EDUCATION STRATEGIES**

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

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

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

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

- Remain calm and speak up, say something like... “You need to just ease up” or; “he/she already said no to you once, so why don’t you just stop”.
- Remain calm and ask the perpetrator “Is there a problem here?” or “What are you doing to this person?” or “You should really stop and think about what you’re doing here”.
- Ask others in the area to help to intervene as a group.
- Assist the person by walking them to their car or to a safe area until assistance arrives if authorities have been contacted.
- Call Campus Safety or 911 if not on campus.

- Do not be afraid to tell a friend when they are acting inappropriately.
- Be willing to challenge inappropriate conversation or jokes directed at sexual misconduct, assault, or violence.

### **Risk Reduction**

Here are some tips to consider when you go out:

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

### **Primary prevention and awareness programs for students and employees**

All employees, Student Life student leaders, and new students go through annual sexual harassment and violence prevention training. Local resources can be found online:

- <https://www.corban.edu/student-life/counseling-services/>
- <https://www.corban.edu/student-life/health-resources/>
- <https://www.corban.edu/safety/>

*For more information regarding Title IX and the federal standards, please read the following:*  
[https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

*Information regarding sexual harassment and Oregon state standards can be located at*  
<https://www.oregonlaws.org/ors/350.253.>>>

<<*Tip: From Prov. 28:1 - "The wicked flee when no one pursues, but the righteous are bold as a lion."*>>

## EMERGENCY MEDICAL ASSISTANCE

All emergency situations on campus should be reported first to the appropriate Area Coordinator. If it is after regular office hours and your Area Coordinator is not available call:

- Ambulance / Fire .....911
- Campus Safety/Dispatch.....503-510-6430
- Mike Roth, Chief of Campus Safety.....503-851-6562
- Conner Locke, Director of Residence Life.....503-871-9204

## EMERGENCY VEHICLES

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

### **I. Statement of Philosophy and Policy on Student Records**

Corban University maintains various records concerning students to document their academic progress as well as to counsel effectively with them. In order that the student's rights to privacy are preserved, as well as to conform to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, and its regulations, Corban has established certain procedures to govern the handling of student records.

The Family Educational Rights and Privacy Act of 1974 provides that currently enrolled or former students have the right of access to their educational records and an opportunity for a hearing to challenge the content of such records, if necessary, on the grounds that the records are inaccurate, misleading, or otherwise inappropriate.

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

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

- (1) The right to inspect and review the students' educational records within 45 days of the day the university receives a request for access.
- (2) The right to request the amendment of the students' educational records that the student believes are inaccurate or misleading.
- (3) The right to consent to disclosures of personally-identifiable information contained in the students' educational records except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605; email: [ferpa@ed.gov](mailto:ferpa@ed.gov); Web: [www.ed.gov/offices/OM/fpco/](http://www.ed.gov/offices/OM/fpco/)

### **III. Release of Student Record Information**

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

#### **A. Directory Information**

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

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

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

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

#### **B. Disclosure to Faculty, Staff and University Personnel**

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

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

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

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

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

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

### **C. Limitation of Access**

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

- (1) Confidential letters and statements of recommendation which are placed in the educational records prior to January 1, 1975;
- (2) Financial records of the parents of the students or any information contained therein;
- (3) Records maintained by a physician, psychiatrist, psychologist, or other recognized professional are not open for student's inspection. Students may, however, have an appropriate professional of their choosing inspect such records;
- (4) Confidential recommendations for admissions, employment, or honors are not open to student access if the student has waived his or her right to access. General waiver forms are available on file in the Office of the Registrar;
- (5) Law enforcement records maintained solely for law enforcement purposes are unavailable for student access and may be used only by law enforcement officials;
- (6) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute (an individual who performs on a temporary basis the duties of the individual who made the record).

### **IV. Exceptions to Written Release Requirement**

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

- (1) Officials or faculty of the university with legitimate educational interest;
- (2) Officials of other schools or school systems in which the students seek to enroll; in this instance, no notice of release of records needs to be sent to the student;
- (3) Certain federal and state educational authorities, including:
  - (a) The Comptroller General of the United States;
  - (b) The Secretary of Education;
  - (c) The Commissioner, the Director of the National Institute of Education;
  - (d) State educational authorities.

- (4) Accrediting and university-approved testing agencies;
- (5) Parents of dependent students, upon provision of annual tax records proving dependency
- (6) Appropriate parties in connection with an emergency when the immediate health or safety of the student is threatened;
- (7) Persons presenting an officially-related judicial order or lawfully-issued subpoena; and
- (8) Institutions from which the student has received, applied for, or sought financial aid.

## **V. Release of Grades**

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

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

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

## **VI. Right to Challenge Content of Records**

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

In general, the appeal and hearing steps will occur in the following sequence until relief is granted or final decision is rendered by the President.

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

## FIRST AID KIT LOCATIONS

First aid kits are available at various locations on the University campus. For routine medical needs, supplies are available in the Wellness Center or supply cabinets in each residence hall, in the C.E. Jeffers Sports Center, and in the Pavilion.

First aid kits can be found in these locations throughout campus:

- Aagard Hall- (basement) bottom of the stairs
- Academic Center
  - First floor (basement) outside the bookstore
  - Second floor (main Library entrance) across from the elevator
  - Third floor center exit near elevator
  - Fourth floor in science labs and near center exit by fire extinguisher
  - Fifth floor across from the elevator
- Auto Shop-by main entrance
- Balyo Hall-second floor kitchen
- Campus Care-first floor, main office
- The Barn-kitchen on 2<sup>nd</sup> floor
- C.E. Jeffers Sports Center-hallway to men's locker room, across from training room
- Davidson Hall-first floor kitchen
- Farrar Hall-first floor lobby by apartment door
- Pavilion-near women's restroom
- Psalm Center-stage
- Prewitt/Van Gilder Halls-kitchen
- Schimel Hall
  - Second floor just outside ladies' restroom
  - First floor food service area in kitchen

## HAZING AND PRANKS

***[OBJECTIVE: To articulate boundaries for pranking.]***

You are encouraged to have fun and enjoy your time on campus. To ensure a good time for everyone, hazing and pranks which go beyond good-natured fun or harm/have the potential to harm individuals and personal or University property are not acceptable. Do not tamper with other people's possessions!

## HEALTH INSURANCE

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

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

<<Tip: For information on health resources in the Salem-Keizer area click [here](#).>>

## INCLEMENT WEATHER

***[OBJECTIVE: Sometimes snow days happen! Below are instructions for finding out whether or not campus classes and activities have been affected by inclement weather.]***

Due to hazardous conditions created by extremes in weather, the Provost, or his representative, shall determine whether classes will be delayed or cancelled. Should the University decide not to hold classes and/or to close all functions of the University, appropriate announcements will be made over the Corban website, and local TV and radio stations by 6 a.m. Decisions will be made on a one-day basis only. If no announcement is made, the University will be open for classes and other business. Commuting students are advised to check the roads in their areas. If the weather prevents attendance, contact professors as soon as possible about make-up work. When classes are missed due to delays and closures, expect adjustments in assignments or make-up classes to ensure covering the course content.

## MEDIA STATEMENTS

***[OBJECTIVE: To communicate who speaks on behalf of the University to media.]***

The Provost (ext. 7015) is the official spokesperson for Corban. In his/her absence the President speaks for the University. No other employees, students, or members of the Board of Trustees may represent the University or make statements to the media that represent, or could be construed to represent, the views of the University. All media inquiries for interviews, editorials, or information are to be routed through the spokesperson.

## MISSING PERSON GUIDELINES

***[OBJECTIVE: To communicate Corban's response to notification about a missing person.]***

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

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

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

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



After the missing student is located, Student Life personnel will conduct further assessments to determine whether or not the student needs additional emotional support and/or poses a risk to their self or campus safety. Crisis Intervention Policies may also be applied.

## NON-MOTORIZED VEHICLES

***[Objective: To detail safe ways to operate non-motorized vehicles.]***

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

*<<Tip: Do not use non-motorized vehicles...>>*

- *on the sidewalk in front of the Pavilion*
- *inside any building on campus*
- *in front of or around the bookstore, mailroom, and library*
- *on the sidewalks around Schimmel Hall*
- *on any handrails>>*

## RUNNING/WALKING

***[Objective: To detail safe ways to run/walk around Corban.]***

Students can check out runner's safety equipment from the fitness center. Below are some important safety guidelines for running and walking around Corban's campus:

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

*<<Tip: If you feel unsafe, you may call a Campus Safety officer for an escort to your residence hall, vehicle, etc. phone # 503.510.6430.>>*

## SOLICITATION

***[OBJECTIVE: To guard against unwanted sales pressure and provide guidance for those seeking employment in sales positions.]***

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

student desiring to be a campus sales representative for a company is allowed to do so providing that they do not solicit sales in any way. Others may approach the sales representative, look through the catalogs and place orders, but the salesperson cannot recruit sales through posters, signs, parties, etc. Students with the desire to sell knives to students or campus personnel must first meet with Student Life and Campus Safety personnel so they can specifically identify what items can/cannot be sold, how they will be stored, and what kind of inventory the student will be allowed to have on campus. A contract regarding these specifics will be signed between the student and the Office of Student Life for the duration of their time as a salesperson. The Office of Student Life reserves the right to revoke this privilege at any time.

## VEHICLE PARKING AND TRAFFIC REGULATIONS

***[OBJECTIVE: To effectively communicate where and when parking is available in order to provide the most convenient and ticket-free parking experience for you!]***

Any legally licensed student is permitted to operate a motor vehicle on campus; however, improper use of vehicles may result in the loss of the privilege to include a boot placed on the vehicle making it inoperable on campus. Additionally, all vehicles driven in Oregon are required to carry insurance and proof must be carried and available for inspection.

**Registration:** All students must register their vehicles at the beginning of the school year. Failure to do so will result in \$25 fines, payment instructions are on the ticket. Your parking permit must be visible at all times in the lower driver's side (lower left) of the rear window. If the rear window is tinted, you may place it in the bottom driver's (lower left) side corner of the windshield.

- There is a vehicle registration fee which is \$70 per year and split up into \$35 per semester. This fee is billed automatically to your student account. The first parking permit is included with the fee. Additional permits are \$10.
- If you choose to not park on campus, you may opt out of this fee.
- Due to the limited availability of parking spaces, only one vehicle per student is permitted on campus at a time.
- If you will be using more than one car, you are required to register all cars. In order to register a motor vehicle, you must have your phone number, license plate number, driver's license, insurance policy, make, color, and model of your vehicle.
- All motor bikes and motorcycles must also be registered at the beginning of the school year.

### **Parking:**

- Students are not allowed to park on Western Way 7 a.m. to 5 p.m. Monday-Friday. Any student vehicle parking on Western Way without prior approval will be subject to a minimum \$25 fine. Guest events always have priority and students are expected to comply with notices regarding guest event parking.
- Marked visitor parking is reserved for guests at all times.
- Resident students are required to park in their residence hall parking lot at all times. Parking in any office location or commuter lot requires prior permission from Campus Safety.
- Commuters are not to park in designated residence hall parking.
- Double parking is never allowed.
- Loading dock areas, grassy areas, fire zones and other restricted areas are off

- limits for parking at all times and violations will result in a minimum \$50 fine.
- Parking of vehicles that are not in running condition requires prior approval from Campus Safety.
- No vehicle oil changes are allowed on campus.
- Unlicensed or abandoned vehicles will not be permitted to remain on campus and may be removed at the owner's expense.
- Traffic lanes are never to be blocked. They must be kept clear for safety reasons, by order of the Salem Fire Department.
- Bicycle racks are located near each residence hall. Bicycles are to be kept in designated storage areas.
- Marked stalls are to be used by authorized vehicles displaying appropriate permit.
- Handicapped parking is available in front of Schimmel Hall, C.E. Jeffers Athletic Center, Prewitt/Van Gilder Hall, Davidson Hall, Balyo Hall, Psalm Center, and sports field parking lot. Campus Safety and local Salem Police monitor handicap parking on our campus and will issue citations to owners of vehicles improperly parked. Law enforcement fines are significantly higher than those issued by Campus Safety.
- To avoid being a victim of theft from your vehicle, keep it locked with valuables out of sight. Keep dorm doors locked as well. Do not leave unattended dorm doors or windows propped open. If you have any information on recent events or witness suspicious activity on campus, please call Campus Safety at (503) 510-6430 or email [safety@corban.edu](mailto:safety@corban.edu).
- **Student parking lots**
  - Graduate/Commuter Students - Lots A, B, U (Gravel), K
  - Aagard Residents - Lots A, B, C
  - PVG Residents- Lot P
  - Baylo Residents - Lots W
  - Davidson Residents - Lots Q, T
  - \*Townhouse Residents - Lot M
    - Townhouse residence are living on Corban property and are NOT considered commuter students
- **Staff parking lots**
  - Lots A, B, D, F, U, T, R, S, K, G
- **Overflow parking lots**
  - Lots N, O, R, S, K are all designated as overflow lots and anyone is allowed to park in those lots.

Please see the following link for a map of the campus: [Campus Map 2020 Update \(corban.edu\)](#)

**Driving Regulations:** Driving regulations apply on campus and are enforced by the Office of Campus Safety.

- The speed limit on campus is 15 miles per hour.
- Please be especially cautious as pedestrian traffic is frequent and weather conditions may create further safety hazards. Please take care to observe all stop signs and crosswalks. The painted areas near the residence halls and the gym designate pedestrian crossing points. Fines may be assessed for failure to observe these areas.

- Speeding, reckless driving, squealing tires, unnecessary horn blowing, or excessive noise are prohibited at any time by any member of the Corban community. Fines may be assessed.
- Traffic should flow in the direction of the painted arrows on the narrow roadways designated for one-way traffic. Going the opposite direction is dangerous to pedestrians and to other vehicles and may result in a fine.

**Tickets:** Parking and traffic violations may result in a ticket with a minimum \$25 fine. Repeat offenders may lose their parking or driving privilege.

- Appeals may be done within 14 days of the ticket [here](#).
- Appeal reviews are completed Campus Safety supervisory staff.
- Tickets will be added to your student account after the 14 days have expired OR your appeal was denied. After the review of your appeal is complete, you will receive notice of our findings.
- Tickets can be paid through the Student Life House.
- Failure to pay may result in a hold on your student account.
- Changes in personal, vehicle, or housing information require updated vehicle registration and a new parking permit at a cost of \$10.

## VIOLENT-ACT POLICY

***[OBJECTIVE: To establish and communicate protections against violence to any individual associated with the University.]***

The safety and security of employees and students is of the utmost importance to the University. Threats, threatening behavior, acts of violence against any person, or destruction of property by anyone on University property will not be tolerated (Matthew 22:37–39, Proverbs 3:31). Any person who makes threats, exhibits threatening behavior, or engages in violent action on University property may be removed from the premises as quickly and safely as possible. If the level of threat is unclear, the threat assessment team will assemble to help determine the appropriate course of action. If a threatening individual is removed, restrictions regarding campus use may be imposed, pending the outcome of an investigation. Corban's responses to incidents of violence may include, but are not limited to, disciplinary action; suspension or termination of employment, enrollment, or business relationship; reassignment of job duties; or criminal prosecution of those involved.

Appropriate discipline cannot be determined in advance and any acts will be evaluated on the existing circumstances for decisive and appropriate action. All employees and students are expected to take appropriate action or make decisions that may prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All University personnel (employees and/or students) are responsible for notifying a supervisor or Campus Safety of any threats they have witnessed, received or been told that another person has witnessed, received or are planning to carry out. Employees or students who obtain a restraining order that lists the University as a protected area must provide the Director of Campus Safety with a copy of the petition used to seek the order and a copy of any temporary or permanent protective order that is granted. Corban has confidentiality procedures that recognize and respect the privacy of the reporting employee or student.

## WEAPONS

***[OBJECTIVE: To communicate what weapons are acceptable on campus and how to respond in case of questions or if weapons are seen and/or used on campus.]***

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

### **Items Prohibited for Students**

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

### **Items Permitted for Students (with Permission)**

- The possession and or carrying of a less lethal, self-defense item such as chemical agent (“mace” or “OC”), electronic discharge weapon (Tasers, stun guns), etc. is strictly prohibited without the written approval of the Director of Campus Safety.
- Possession of BB guns, pellet guns, airsoft guns, paintball guns, Simunition guns, crossbows, bows, blowguns, potato guns, or other devices designed to fire a projectile, or otherwise launch, a projectile or chemical is prohibited on campus without prior approval from the Director of Campus Safety.

Folding knives with a blade no longer than 4 inches are permitted on campus within the parameters of all applicable local, State, and Federal laws. All other edged weapons are prohibited on campus.

## CAMPUS INVOLVEMENT

### STUDENT LEADERSHIP

***[OBJECTIVE: To give awareness of formal leadership opportunities on campus and how to be a part of them.]***

Developing strong, Christian leaders is one of the great joys of the Student Life team. There are various student leadership positions available on campus, including, but not limited to: The Student Government Association (SGA), the Student Activities Board (SAB), and residence hall teams (RAs and AACs). The SGA Cabinet is elected by the student body. All other leadership positions must go through an application and hiring process. For information about running for SGA please visit their website at [sga.corban.edu](http://sga.corban.edu). For information about other student leadership positions contact Student Life.

### STUDENT ORGANIZATIONS

Each student organization has a different emphasis and pertains to different interests. Some of these organizations gather for fellowship, Bible studies, and accountability while others gather to hike, fish, engage in ministry, or write poetry. SGA and the Corban community firmly

believe there is great value in being involved in the different student organizations. Students are given the chance to join whichever organizations they choose as well as encouraged to create their own new organizations and traditions. Groups wishing to gain recognition must register with SGA. All recognized student organizations are expected to be in harmony with the statement of faith, mission, and philosophy of the University.

## THE CORBAN LIVING EXPERIENCE

***[OBJECTIVE: To equip you with the information needed to make an educated decision on where to live and prepare you well for your living experience.]***

### OFF-CAMPUS HOUSING

#### OFF-CAMPUS REQUIREMENTS

***[OBJECTIVE: To understand what is required for students who desire to live off-campus and commute.]***

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

- \* The student registers for less than 12 units.
- \* The student will turn 21 years of age prior to the first day of the next semester.
- \* The student will achieve junior status (60 or more credits) by the beginning of the semester.
- \* The student is married.
- \* The student is living at no cost with an immediate family member (parent/guardian, brother, or sister) over the age of 25.

Off-campus students must live with roommates of the same gender unless the roommate is a family member or married.

Residential students must submit an off-campus housing form ([here](#)) to Student Life to be eligible to live off campus. Once the form is submitted and at least one of these conditions is confirmed, the student will be considered a commuter.

*<<Tip: Corban considers the campus residential experience to be an integral part of your educational, social, and spiritual growth>>*

### RESIDENCE LIFE

#### PHILOSOPHY

***[OBJECTIVE: To develop an understanding of the residential living philosophy that will encourage an enriching residential experience.]***

Corban considers the campus residential experience to be an integral portion of a student's educational, social, and spiritual growth. Residence Life exists to create an environment in which community living provides students the opportunity to grow and interact closely with

others. Residents at Corban will find themselves surrounded by peers who encourage self-expression and exploring personal beliefs in a nurturing Christian context.

## RESIDENCE HALLS

***[OBJECTIVE: To provide expectations of each student living in the residence halls.]***

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

Corban does not provide housing for married students.

Members of the opposite sex are permitted in one another's room on set days and times established by Student Life. These will be communicated to you at the beginning of each semester. All other visitations must be approved by the Area Coordinator in advance.

## CAMPUS DINING

***[OBJECTIVE: To provide healthy and satisfying dining options at Corban.]***

Each resident is required to participate in a residential meal plan. Incoming students will be automatically given the standard plan. If a resident would like to change plans, they can do so by contacting [studentlife@corban.edu](mailto:studentlife@corban.edu). Since the Townhouses have a sufficient kitchen for regular use, Townhouse residents may opt for a commuter plan instead of a residential plan.

Corban's dining provider excels at meeting special dietary needs. If a student has a medical condition requiring specific accommodation, the student should contact the Campus Dining Director. (Office located in the back of campus dining.) In addition to offering a dietitian, Campus Dining is able to separate meals, specifically for required dietary needs. A doctor's note is required for special accommodation.

*<<Tip: While the view of Salem is great, the dining hall's best feature is the community of students who eat there. >>*

## HOUSING DEPOSIT AND ASSIGNMENTS

***[OBJECTIVE: To help you secure your spot in the residence halls.]***

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



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

<<Tip: The earlier your deposit is turned in, the more likely you are to receive your preferred housing request.>>

## RESIDENCE HALL REFUND

***[OBJECTIVE: How to get money back if you leave before the semester ends.]***

Should a student find it necessary to withdraw from Corban and/or move out of the residence hall after officially registering, the student may be entitled to a housing refund. Students will be held responsible to go through the appropriate Check-out process. Housing refunds are issued until mid-semester; following the mid-semester date, there will be no residence hall refunds. Additional information regarding refund policies is available through the Financial Services Office.

## RESIDENCE HALL LEADERSHIP

***[OBJECTIVE: To help you feel known, cared for, and safe in your residence halls by communicating staffing of halls.]***

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

**Assistant Area Coordinators:** Assistant Area Coordinators (AACs) are paraprofessional student or graduate student staff who work as peer leaders among the RA's and provide administrative support for the ACs.

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

**Multicultural Resident Assistants:** The Multicultural Resident Assistants (MRAs) are paraprofessional student staff who are overseen by the AC. They serve within the residence hall as a peer leader and team member with other RAs. MRAs offer mentorship for students with diverse cultural backgrounds and provide opportunities for multicultural engagement for their area of residence.

**Townhouse Manager:** The Townhouse Manager oversees the students living in campus townhouses.

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



## UNIVERSITY-PROVIDED LIVING AMENITIES

***[OBJECTIVE: To explain what you can expect to find upon entering your room.]***

**Room Furnishings:** Corban University supplies each room with essential items including a desk with chair, dresser, bed with mattress, and window coverings. University-owned furnishings may not be moved from room to room. Modifications of furniture are not allowed. Bed risers of any type (purchased, homemade, or cinderblocks) are not to be used. Personal furniture may be used but must be removed before student Check-out. Failure to remove personal furniture will result in a fine and may result in loss of furniture.

**Computers:** Centralized computer labs are located in the Academic Center and the Younger Center. The computers and resources in these labs are available to all students at no cost. Each room in campus residence halls is equipped with Wi-Fi and Ethernet ports that provide access to the Internet. Computer and software technical support is available through Corban Information Systems. Appropriate use of the internet is expected. For more information on the University's Acceptable Use Policy, [visit http://support.corban.edu](http://support.corban.edu).

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

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

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

## CHECK-IN

***[OBJECTIVE: To ensure the check-in process feeds rather than kills your excitement about being a Corban student!]***

Residence hall opening dates for new and returning students are listed in [Corban's academic calendar](#); students are expected to regulate their time of arrival accordingly. In the case of extenuating circumstances, and with the approval of Student Life, a student may be allowed to check in prior to the official opening. A fee of \$12 per day will be charged if early move-in permission is granted. The student will be asked to coordinate schedules with their Area Coordinator to find an agreeable move-in time.

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

## CHECK-OUT

***[OBJECTIVE: We hate to say goodbye, but since we must, here are some details to make your leaving the halls stress-free.]***

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

*<<Tip: Plan ahead for check-in and check-out times. Weddings, airline tickets, or other living arrangements may conflict with these times when last minute planning occurs.>>*

## RESIDENCE HALL CARE

***[OBJECTIVE: To empower you to be great caretakers of our buildings.]***

As a resident, make your room your home. Residents are to treat the residence halls with respect and care; keeping these living areas presentable is the responsibility of each member of the community.

Please consider the following, when placing belongings in a room:

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

**Electric Appliances:** Personal convenience such as a clock, fan, microwave, computer, hair dryer, razor, stereo, desk lamp, small refrigerator, coffee pots with automatic shut-off, iron, curling iron, etc. are welcomed in the room. Appliances with automatic shut-off switches must be unplugged after each use as a safety precaution. Stacking electrical appliances does provide the adequate ventilation essential for safe operation and must be avoided. The following items are prohibited due to potential danger: hot pots, hot plates, electric blankets, toaster ovens, electric potpourri burners, liquid incense, space heaters, and halogen lamps. Fused power strip cords measuring 14-gauge are the only acceptable extension cords. Surge protection is also advisable, as the University is not responsible for items damaged as a result of power surges. Waterbeds are not permitted.

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

**Pets:** No personal pets are permitted in or throughout the premises. Fish are allowed in tanks that do not exceed a two-gallon capacity. Violation of this will result in a disciplinary action, and the pet will be removed. Service dogs and Emotional Support Animals (ESA) must be prescribed by a licensed medical professional. Contact [studentlife@corban.edu](mailto:studentlife@corban.edu) to complete the required ESA form.

**Bicycles:** Bicycles may be stored in designated areas and in your room, if this arrangement is agreed upon by roommate(s) and does not pose a fire hazard. Bikes may not be parked inside or outside the building in a way that blocks or restricts the use of hallways, fire exits, or building

entrances. Bikes are not to be ridden in the halls. Use of skateboards, rollerblades, scooters, and in-line skates are also prohibited in the halls.

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

**Privacy:** Each student's privacy should be honored; therefore, everyone must receive permission before entering a student's room. Although Campus Care generally makes arrangements with students in advance, time-sensitive facility issues may require Campus Care entering a student's room without advance notice or permission. If there is reason to believe that the standards of the University conduct are being violated, the Area Coordinator, Director of Campus Safety, Director of Residence Life, Vice President and Dean of Students, members of the University administration, and/or residence hall staff have authorization to enter and search a room. In addition to searching a student's room, campus personnel may determine a car search also necessary.

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

*<<Tip: Many homeowner insurance policies cover the contents of a college student's residence hall room. It might be good to check with your family's insurance provider to see if any existing policies insure your belongings.>>*

## RESIDENCE HALL HEALTH AND SAFETY

**[OBJECTIVE: To provide some residence hall "taboos" for your safety and the safety of those around you.]**

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

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

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

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

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

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

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

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

## OTHER

### POSTERS AND FLIERS

***[OBJECTIVE: To ensure information is communicated via posters and fliers in a neat and effective manner.]***

All posters, fliers, and reader board slides on campus must be reviewed by the Office of the Student Government Association (SGA) or Student Life. Please contact SGA or the Student Life Office for approval and poster placement regulations.

<<*Tips:*

- *Fliers and posters that get the most positive attention contain simple, concise information and larger lettering.*
- *SGA is eager to help you design great fliers/posters for your events. Just email the SGA Marketing and Communications office. >>*

### SCHEDULING ACTIVITIES AND RESERVING ROOMS

***[OBJECTIVE: To inform students of access to and ways to reserve a variety of places on campus for events and activities.]***

If you are planning an event on or off campus, a [Campus Event Reservation Form \(CERF\)](#) must be completed and submitted at least two weeks prior to the event's start date. This form will act as your official request to use university facilities and services (i.e., catering, tech, room set-up) and to add your event to the online Events Calendar ([www.corban.edu/events](http://www.corban.edu/events)). Once your request has been approved and the date reserved, there will be time to provide the remaining details necessary to ensure a successful event. Please email [schedule@corban.edu](mailto:schedule@corban.edu) if you have any questions.

## SURVEYS, QUESTIONNAIRES, AND PETITIONS

All surveys and questionnaires distributed to members of the student body must be cleared by the Associate Provost for Academics.