

A MESSAGE FROM YOUR ASLC-PC (STUDENT GOVERNMENT)

To the Students of Linfield College-Portland Campus,

To those of you joining us for your first semester, Welcome! For those of you returning, Welcome Back! As the new year begins and we look ahead to classes, clinicals and eventually graduation, we all begin to prepare ourselves for the stresses of college life. But let's not forget to stop and take time to enjoy this wonderful journey we are all on together.

Linfield College takes great pride in all of its students by ensuring that we all do our best. The professors and faculty members are always here to support us as we learn. In equal, so are your fellow students. We your ASLC-PC encourage you to get to know your fellow students and tap into their knowledge. Some of the best things you can learn, you learn from each other.

Both the Health Science and Nursing programs are physically, emotionally, spiritually and socially challenging. Do not let this get you down, but rather make you stronger. We encourage you to get involved and utilize the wonderful programs offered here on and off campus. Joining clubs, participating in campus events and community service projects are just a few ways to relieve the stresses of life and get to know new people.

This handbook is filled with important information including policies of the school and a calendar filled with events. ASLC-PC is excited to bring this great resource to you each year as one of the many programs designed to make your college life easier. Take time to read through this planner and feel free to stop by our office anytime with questions, comments, concerns and praise! The office is located in the basement of Loveridge Hall in the commuter lounge, across from the bookstore.

Finally, as you begin this new school year we would like to say congratulations for making it this far in your schooling. Whether you are starting a second degree or finishing a first, Linfield College has become one of the best places to be, thanks to students like you!

Best of wishes to you in this upcoming year; study hard and laugh a lot!

Your ASLC-PC
pdx-aslc@linfield.edu
503-413-8293

Linfield College

Purpose

Linfield College seeks to provide an educational experience through which an individual may develop an understanding of oneself as a person and of the world, and may acquire skills and knowledge that are essential for responsible and creative participation in our society.

The College offers an opportunity for inquiry and discussion by which all students through self-discovery may identify their own individuality, aims, values system, and capacity for independent judgment.

The College believes that an understanding of the world requires a knowledge of humankind's heritage; an appreciation of persons of diverse races and cultures; experience in interpersonal relations; and sensitivity to the social and ecological problems of a pluralistic and rapidly changing world.

Linfield seeks through its curriculum and social events to educate individuals who will be oriented toward continuous learning, emotionally able to cope with the world of accelerating change, and prepared for living in a society that needs responsible and creative participation. This participation may be through citizenship, the home, gainful employment, or leisure time pursuits.

Statement of Organization

Linfield College is a non-profit corporation chartered by the State of Oregon. It is empowered by the State to offer instruction, grant degrees, and adopt bylaws for the government of the College, its trustees, officers, professors, and students.

The bylaws of the College provide for no less than three and not more than fifty-one members of the Board of Trustees, of whom a majority are required to be Baptist. The Trustees of the College possess the ultimate authority of the governance of the College.

The President of the College is a member of the Board of Trustees and Faculty, ex officio. The President is the chief and has responsibility for carrying out educational, financial, and disciplinary policies of the college as directed by the Board of Trustees. All recommendations for appointments and promotion of members of the Faculty are made to the Board of Trustees by the President.

The Faculty of the College is empowered to prescribe, subject to approval by the Board of Trustees, requirements for admission and graduation, and rules and methods of conduct for the educational work of the College. The Faculty also recommends to the board all candidates for degrees, both earned and honorary, and all prizes, scholarships, and fellowships.

The students of Linfield College have certain delegated powers for the maintenance of student affairs. The Associated Students of Linfield College, through its officers and Senate, is responsible for the student government and student publications.

For a complete listing of academic requirements, see the Linfield College Course Catalog.

Linfield College Mission Statement

Linfield College advances a vision of learning, life, and community that:

- Promises intellectual challenge and creativity
- Values both theoretical and practical knowledge
- Engages thoughtful dialogue in a climate of mutual respect
- Honors the rich texture of diverse cultures and varied ways of understanding
- Piques curiosity for a lifetime of inquiry
- And inspires the courage to live by moral and spiritual principle and to defend freedom of conscience.

Concise statement: *Linfield College: Connecting learning, life, and community*

Portland Campus Mission Statement

The Linfield College Portland Campus advances education specifically in the health professions that:

- Promotes integrity, honesty, and service to society in the context of social justice
- Honors the dignity and worth of the individual as well as the rich texture of diverse cultures and varied ways of understanding
- Promises intellectual challenge and academic excellence on a foundation of the liberal arts
- Graduates highly competent health professionals who espouse the highest degree of professionalism and commitment
- Piques curiosity for a lifetime of inquiry
- And inspires the courage to live by moral and spiritual principle and to defend freedom of conscience.

Linfield's Alma Mater

We'll be loyal to old Linfield,
With her backing never yield,
Each day will bring some victory,
One more honor to her shield.

The Old Oak gives us courage,
Keeps us steadfast on our way,
For Her we'll fight,
With all our might,
Alma Mater, we're loyal to you.

You may search all Linfield's history
For one mark of disloyalty,
Each student upholds her spirit
With her loyal faculty.

Linfield's friendships are truest,
They'll back you in each test,
For you we'll fight
With all our might,
Alma Mater, we're loyal to you!

Student Life

Student Government

Student Government at Linfield College, Portland Campus is divided into two sections, Senate and Program Board. Both meet weekly.

The student Senate is the forum from which ASLC-PC derives its legislative power. It is in Senate where changes, or additions to policies of the ASLC-PC are made. The Senate is also an informational body through which ASLC-PC officers, college administration and Senators keep the student body informed of current and upcoming events.

The Program Board was created by ASLC-PC to coordinate social, cultural, and educational events for the student body and is chaired by the Director of Student Events. The Director of Student Services advises both the Student Senate and the Program Board.

The Student Government office is located in the basement of Loveridge Hall inside the Commuter Lounge. **Our telephone number is 413-8293 and our email address is pdx-aslc@linfield.edu** (all lower case). Address letters to ASLC-PC, 2255 NW Northrup, Portland, OR 97210. All Senate and Program Board meetings are open and students are invited to attend.

If you have any questions or concerns about rules or regulations regarding student government, please ask your class representative for a copy of the by-laws.

Student/Faculty Committees

There are currently a number of working committees here on the Portland Campus. It is the responsibility of the ASLC-PC President to make sure that all of these committees have student representatives. The following are current committees on the Portland Campus:

Admissions, Progression, Honors, and Graduation Committee, Nursing Curriculum Committee, Nursing Evaluation Committee, Nursing Faculty Development, Nursing Learning Resource Center Committee, Nursing Faculty Assembly, Health Sciences Committee, Campus Safety Committee, Strategic Planning and Oversight Committee, and STRIVE.

If you are interested in finding out whom your student representatives are on these committees or are interested in being on one of these committees, please contact the current ASLC-PC President.

Campus Clubs

Campus clubs are organized for students by students who have a common interest or goal. There are currently a number of clubs here at the Portland Campus that include: Student Nurses Association, Blue Dot Society (Health Science Club), BREATHE, Holistic Health Interest Group, SPA (students who are parents also), and REUSER. If you would like information about any of these clubs or on starting a new one, please contact Student Services.

New Clubs are ALWAYS WELCOME!!

Faculty & Staff Directory

(current as of handbook printing, changes are possible)

Administration & Staff

<u>Name</u>	<u>Phone</u>	<u>Position</u>	<u>Room</u>	<u>Email</u>
Alkazin, Sally	37166	Advisor, DCE	LH 31EF	salkazi
Arnett, Derrin	36382	Dir. Computing & Educ. Media Services	LH 21AB	darnett
Buffa, Shirley	38481	Enrollment Services Assistant	LH 1 st Floor	sbuffa
Burch, Lisa	37561	Director of Student Services	LH 1 st Floor	lburch
Chew, Freddie	38102	Director Business/Finance, Fin Aid Officer	LH 34AB	fchew
Cowan, Mindy	37166	Advisor, DCE	LH 31EF	mcowan
De Clerck, Aaron	37650	End User Support Specialist II	LH 21CD	declerck
Emery, Anton	37658	End User Support Specialist	LH 23A	eemery
Gage, Matt	37696	Head of Access Services	Library	mgage
Gifford, Janet	37056	Associate DCE Director, Advising	LH 31CD	gjiffo
Gillette, Louise	37163	Administrative Services	PH 301	lgillet
Grachico, Celia	37878	Assistant Nursing Lab Coordinator	PH 101A	egrachi
Groff, David	37189	Assoc. Vice Pres. Academic Affairs/ Director of Portland Campus	PH 301	dgroff
Hamilton, Dianne	37887	Accounting Clerk, Financial Aid Assistant	LH 33B	dhamilt
Heath, Richard	36844	Assistant Director of Financial Aid	LH 32B	rheath
Henry, Deb	37816	Clinical Facilities Administrator	PH 318	dhenry
Maudsley, Georgia	38415	Nursing Lab Coordinator	PH 101A	gmauds
McCollum, Todd	37714	Director of Registration and Records	PH 312	tmccoll
Meda, Ismael	37253	HRSA Grant Assistant	PH 308	imeda
Murillo, Ninfa	37273	Director of Multicultural Programs	LH 31AB	nmurill
Ochoa, Gerardo	37243	Financial Aid Counselor	LH 33	gochoa
O'Donovan, Patrice	37820	Director of Portland Campus Library	Library	odonovan
Roberts, Brian	38480	Administrative Services	PH 303	brobert
Ross, Elaine	36101	Bookstore Manager	Bookstore	eross
Saucier, Bonnie	38080	Dean of Nursing	PH 304	bsaucie
Van Ness, Barbara	38412	Science Lab Coordinator	PH 323	bvanness
Vlahos, Janette	37212	Housing Specialist/Manager	LH Desk	jvlahos
Westhusing, Ken	38219	Director of Learning Support Services	LH 24CD	kwesthu
Woodward, Beth	37830	Director of Enrollment Services	LH 1 st Floor	bwoodwar
Younglove, April	37448	Libraryr Tech Specialist	Library	ayoungl

Faculty

Aepfelbacher, Lisa	37190	Assistant Professor of Nursing	LH 41AB	laepfel
Archer, Sherry	37175	Assistant Professor of Nursing	PH 326	sarcher
Bestor, Bill	38329	Associate Professor of Anthropology	LH 24EF	wbestor
Boehne, Rebecca	37870	Associate Professor of Nursing	PH 310	rboehne
Broshot, Nancy	37034	Associate Professor of Biology & Health Sciences	PH 320	nbrosho
Butell, Sue	37177	Professor of Nursing	LH 34EF	sbutell
Calixtro, Fred	37031	Assistant Professor of Nursing	LH 41EF	fcalixt
Canepa, Deborah	37176	Associate Professor of Biology	PH 322	dcanepa
Chamberlain, Ann	37174	Nursing Clinical Associate	LH 34CD	sychambe
Cruz, Maria	37879	Visiting Assistant Professor	PH 313	macruz
Epeneter, Beverly	38072	Professor of Nursing	LH 45EF	bepenet
Harris, Mary	37118	Visiting Assistant Professor of Nursing	LH 42CD	mharris2
Hubbard, Karen	37694	Assistant Professor of Nursing	PH 311	khubbar
Johansson, Noreen	37172	Professor of Nursing	LH 35EF	njohans
Joyer, Teri	37157	Assistant Professor of Nursing	PH 307	tjoyer
Keyes, Jack	37168	Professor of Biology	PH 317	jkeyes

Kinderman, Kathy	37169	Assistant Professor of Nursing	LH 44CD	kkinder
Kruse, Linda	37873	Nursing Clinical Associate	PH 319	lkruse
Langford, Cheryl	38442	Associate Professor of Nursing	PH 327	clangfor
Limandri, Barbara	38359	Associate Professor of Nursing	LH 42AB	blimand
Love, Daniel	37171	Visiting Assistant Professor of Chemistry	PH 321	dlove
May, Barbara	38096	Professor of Nursing	LH 35CD	bmay
Nitschke, Mary Lee	37914	Professor of Psychology	LH 25AB	mnitschk
O'Brien, Jeannette	37117	Assistant Professor of Nursing	LH 42EF	jobrien
Routh, Donna	37181	Associate Professor of Nursing	LH 44EF	drouth
Selliken, Jan	37624	Associate Professor of Nursing	LH 45CD	jsellik
Soderlind, Winetta	37170	Nursing Clinical Associate	LH 44AB	wsoderl
Taylor, Jana	38121	Professor of Nursing	LH 41CD	jataylor
Thomas, John	37924	Associate Professor of Philosophy/W. Studies	LH 24AB	jthomas
Tong, Vivian	37052	Professor of Nursing	LH 45AB	vtong
Weaver, Bill	37178	Associate Professor of Biology	PH 324	wweaver
Welch, Diane	37935	Associate Professor of Nursing	LH 35AB	dwelch
Wheeler, Pam	37165	Associate Professor of Nursing	PH 315	pwhelle
Wros, Peggy	37180	Associate Dean of Nursing, Professor	PH 306	pwros

College Phone Numbers

ASLC-PC	503-413-8293
Bookstore	503-413-6101
Counseling Services	503-352-2400
Fitness Center	503-413-7825
Legacy Security	503-413-7911
Legacy Security – On Campus	x37911
Library	503-413-7335
Loveridge Hall, Front Desk	503-413-7210
McMinnville Campus, Main Number	503-883-2200
Portland Campus, Main Number	503-413-7161

Other Phone Numbers

Emergency	911
Alcoholics Anonymous	503-223-8569
Ambulatory Care Center	503-413-7711
Clackamas County Crisis Hotline	503-655-8724
Portland Woman's Crisis/Rape Line	503-232-9751
Child Abuse Reporting	503-731-3100
Washington County Domestic Violence	503-469-8620

Campus Services

Student Services

Lisa Burch, Director of Student Services

lburch@linfield.edu

Lisa is a student advocate and advisor for student government. She coordinates the Orientation program, provides career and personal counseling resources, plans campus celebration and educational events, and deals with issues such as student illnesses, emergencies, non-academic student grievances, parking regulations, and student discipline. Lisa also supervises Loveridge Hall and has overall responsibility for residence life. Stop by her office on the first floor in Loveridge Hall or call 413-7561 for assistance to these or any additional matters.

Janette Vlahos, Director of Housing and Loveridge Hall jvlahos@linfield.edu

Janette manages the hall and is responsible for all room assignments or changes and maintenance requests. She is available on a walk-in basis or by calling 413-7212. Linfield students occupy floors 5-9 and a key to the elevator controls access for residents only. Resident Advisors are assigned to each floor. The first floor lobby and the Blue Room of Loveridge Hall are for use by all students at the College during the week until 6 p.m. After 6 p.m., the Blue Room is the social area for Loveridge residents and is not a quiet study area. In the basement are commuter student lockers, a lounge with vending machines, ASLC offices, a bookstore, and a breast-feeding room. NOTE: Only students living in Loveridge Hall have the privilege of assigned parking in the Green Gables parking lot.

Ken Westhusing, Director of Learning Support Services kwesthu@linfield.edu

Ken helps students develop effective learning techniques, receive the appropriate accommodations for learning disabilities, and refine English as A Second Language skills. He works with students both individually and in small groups. Ken can help you set up a study group, deal with time and stress management issues, receive tutorial assistance, and improve reading, note-taking and test-taking skills. Drop by his office on the second floor of Loveridge or phone 413-8219 for an appointment.

Ninfa Murillo, Director of Multicultural Programs nmurill@linfield.edu

Ninfa is responsible for recruiting and retaining students from communities underrepresented in nursing as well as development of student support services and community partnerships. Ninfa also plans programs on campus that raises cultural awareness and celebrates the beauty of culture.

Business and Finance

Freddie Chew, Director of Business and Finance

fchew@linfield.edu

Dianne Hamilton, Accounting Clerk

dhamilt@linfield.edu

Freddie manages the business aspects of the campus and Dianne maintains and processes student payroll and financial records for the Business Office. They are responsible for student billing, student account management, and receiving and processing tuition

payments. Their offices are on the third floor of Loveridge Hall. Freddie can be reached at 413-8102 and Dianne can be reached at 413-7887.

Computing and Educational Media Services (CEMS)

Derrin Arnett, Director of CEMS

darnett@linfield.edu

Aaron DeClerck, End User Support Specialist II

declerck@linfield.edu

Anton Emery, End User Support Specialist

eemery@linfield.edu

CEMS offices are located in the computer center on the second floor of Loveridge Hall.

CEMS provides support for computing and audiovisual resources on the Portland campus. The computer center has both Windows and Macintosh computers with Microsoft Office and access to online resources. Course support software is also available. Hours of operation are posted at the center and on the Portland campus website at www.linfield.edu/portland/emc

Enrollment Services

Shirley Buffa, Enrollment Services Assistant

sbuffa@linfield.edu

Beth Woodward, Director of Enrollment Services

bwoodwar@linfield.edu

The Enrollment Services office is responsible for recruiting and enrolling students to the Portland Campus of Linfield College. Any brochures about the school can be obtained from the office on the 1st floor of Loveridge Hall. If you drop out and then later plan to return, please see Beth or Colman for information on how to get re-admitted.

Financial Aid

Richard Heath, Assistant Director of Financial Aid

rheath@linfield.edu

Richard helps all students as they must reapply for financial aid each year that they wish to receive assistance. Please see him on the third floor of Loveridge Hall or call 413-6844 for assistance and appointment scheduling.

Gerardo Ochoa, Financial Aid Counselor

gochoa@linfield.edu

Gerardo assists and provides resources to students regarding information about grants, loans, and scholarships. He also handles all matters pertaining to campus employment and work-study positions. Gerardo's office is in the third floor of Loveridge Hall and he can be reached at 413-7243.

Library

Linfield Library Staff

Patrice O'Donovan, Portland Campus Library Director

odonovan@linfield.edu

Matthew Gage, Head, Access Services

mgage@linfield.edu

April Younglove, Technical Services Specialist

ayoungl@linfield.edu

Legacy Library Staff

Carolyn Adams, Good Samaritan Reference Librarian

Kelly Ferkovich, Good Samaritan Library Assistant

The Portland Campus Library is located in the Library Services Building on Northrup Street, directly across from Peterson and Loveridge Halls. The Library serves the entire Linfield-Good Samaritan Hospital community, including nurses, physicians, students, faculty, administrators and all employees. Your Linfield ID is your library card. The barcode on the back of the ID is your card number and should be presented in order to check out books.

The library's catalog is an online catalog shared with Nicholson Library on the McMinnville Campus. Holdings for both libraries may be viewed and items held in Nicholson Library may be requested via the computer using your library card. Holdings for the Good Samaritan Library are also included in the catalog.

A number of periodical indexes and catalogs of other area libraries can be accessed from the library's online catalog gateway. The library provides access to these databases and catalogs through the Internet.

Book Return

A book return box is located at the far end of the circulation counter and outside the main door to the library. Books may be placed in the outside bin when the library is closed.

Circulation

Linfield books may be checked out for 28 days; hospital books may be checked out for 14 days. Books may be renewed in person, via the library home page, or by telephoning the library at 503-413-7335. Journals and Reference Books do not circulate, but may be used in the library.

Fines

Fines are charged at the rate of \$.25 per book per day for circulating books and \$1.00 per hour for reserve materials for students. Faculty are not charged overdue fines but are strongly encouraged to honor loan periods or renew items promptly. Both faculty and students will expect to pay for any items while checked out under their name.

Interlibrary Loan Service

Interlibrary Loan service is available for obtaining needed materials not owned by the Portland Campus Library. Interlibrary Loan forms are available via the Library web page. There is no charge for obtaining items on interlibrary loan. Allow at least 1-2 weeks for materials to be received.

Library Media Collection

The library has an extensive media collection consisting primarily of audio and videotapes and DVDs. All materials are listed in the library's catalog. Audio and videotapes generally circulate for a 4 hour loan and may be used in the Library. Faculty may check these materials out for longer periods of time for use in class.

Photocopy Service

Two coin-operated machines are available for \$.05 per page. A \$1 and \$5 bill changer is located in the photocopy room.

Reference Assistance

If you need help with your research, searching the library catalog or any other library-related questions, schedule research and reference assistance between 8:00 a.m. and 4:00 p.m. Monday through Friday or stop by to ask for assistance. Email the Portland Campus Library Director at the email above or call at 5034137820.

Reserve Materials

Materials may be put on reserve at the Circulation Desk by the instructor and are available for a limited checkout period, usually one to four hours. In addition, many readings are available electronically via “e-reserve” from the Library homepage. <http://www.linfield.edu/portland/library>

SUMMIT

Books are also available through the library’s participation in the ORBIS-Cascade consortium, which included most of the major academic libraries in Oregon and Washington. The ORBIS-Cascade catalog (“Summit”) can be accessed from the main menu of the Linfield Catalog and books may be requested directly by using the “request item” menu choice on the Summit menu. Summit books circulate for 3 weeks with no renewals. Fines for overdue materials are \$.50 per day for the first 10 days and \$1.00 per day for the next 15 days, and apply to both faculty and students.

Registration and Records

Todd McCollum, Director of Registration and Records todd.mccollum@linfield.edu
The Registration and Records Office is located on the third floor of Peterson Hall.
Service hours are Monday-Friday, 8:30 a.m. to 4:30 p.m.

Academic Calendar

Students are expected to be aware of academic dates and deadlines. The academic calendar is available and kept current on the Linfield College web site as well as in this planner (subject to change).
<http://www.linfield.edu/portland/registrar/calendar.php>

Academic Policies

Students are expected to be familiar with all academic policies as outlined in the Linfield College Course Catalog and student handbooks and policy manuals relevant to the campus and program. The Course Catalog addresses grading, academic probation and suspension, degree requirements, academic progression, exceptions to academic policies and petitions, dates to enroll and withdraw from a course or Linfield College, as well as other matters of importance. Copies of the Course Catalog are available upon request for all students.

Address or Name Change

Students changing their home address, graduating, transferring to another institution, or withdrawing from the college must complete an Address or Name Change form. This will notify all campus offices of the change.

Change of Advisor

Students may, at their discretion, change academic advisors with the approval of the new advisor. A request form is available from the office.

Course Schedules and Class Syllabi

Course offerings, descriptions and syllabi are available on the Linfield College web site. http://www.linfield.edu/portland/registrar/schedules_syllabi.php

Enrollment Verification

Students requiring enrollment verification for veteran's benefits, scholarship applications, loan deferments, insurance programs, or other purposes may bring their forms in for the portion requiring completion by a school official. Please make sure all other sections are complete. Enrollment verification letters are also available.

Final Exams

The final exam schedule is available on the Linfield College web site and posted opposite the office window.

<http://www.linfield.edu/portland/registrar/finalexams.php>

Petitions

Students may obtain petition forms from the office for issues related to the Admissions, Progression, Graduation and Honors Committee or the Academic Support Committee. Questions related to the petition process may be directed to the Director of Registration and Records.

Registration

Online registration for summer term and fall semester is held in April. Registration for January term and spring semester is in November. Students are required to meet with their academic advisor in advance of registration. Registration changes may be made through the registration and records office any time before the beginning of courses. Detailed information is e-mailed to all students prior to advising and registration.

Student Records

Student records are protected under the guidelines of the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) and the Buckley Amendment of 1988 and subsequent changes. Information about FERPA and the Buckley Amendment may be found in the Course Catalog and the Linfield College Policy Handbook for Portland Campus, which defines information that is considered "Directory Information". Students may elect to further restrict the use of Directory Information.

Students have the right to review their records under the supervision of a registration and records staff member. Records may be viewed, but not copied or removed. Requests should be made in writing. For more details, contact the Director of Registration and Records.

Transcripts

Official transcripts are issued by the McMinnville Campus registrar's office. Requests must be made in writing. (No phone or email requests.) A request form is available from the Portland Campus registration and records office or the Linfield College web site. The fee is \$5 for the first transcript, and \$1 for each additional transcript ordered at the same time. Requests may be submitted to the Portland Campus office for delivery to McMinnville. Please allow ten days for processing. Official transcripts will not be issued for students with unmet financial obligations to Linfield College.

Unofficial transcript information is available through WebAdvisor or the Portland Campus registration and records office without charge.

<http://www.linfield.edu/portland/registrar/transcripts.php>

Web Advisor

Students may access grades and transcript information online through WebAdvisor.

Campus Resources

Ambulatory Care Clinic

The Ambulatory Care Clinic at Legacy Good Samaritan Hospital offers basic health care services at no charge to Linfield students. They will diagnose and treat health problems for acute illnesses such as colds, flu, sore throat, ear infections, bronchitis, urinary tract infections, skin problems, minor trauma, sexually transmitted diseases, and headaches, abdominal or other pain. To make use of these services at no extra charge, you must go to the Ambulatory Care Clinic during its regular hours. If you go at other times you will be referred to the Emergency Room and you or your insurance company will be charged. The Ambulatory Care Clinic phone number is 413-7711 and the hours are as follows:

Monday thru Friday	9:00 a.m. to 9:00 p.m.
Saturday thru Sunday	10:00 a.m. to 8:00 p.m.

Bookstore

The Linfield Bookstore serves students, faculty, and staff on the Portland Campus. We offer school supplies, course books, trade and reference books, scrubs, and a variety of Linfield clothing and gifts for children and adults. We also offer computers, computer accessories, peripherals, and software with unbeatable educational discounts. The Bookstore is located in the Commuter Lounge and has posted hours of operation. Phone: 413-6101

Breastfeeding Room

There is a private room in the basement of Loveridge Hall available for any member of our community who is breastfeeding. The room is available all hours.

Cafeteria and Food Service

LoveJoy Station, Good Samaritan's hospital cafeteria, is located on the first floor of the hospital and provides food services seven days a week for students, employees, and the public. Pre-paid meal cards may be purchased from a cafeteria cashier or from the Director of Housing.

Career Services

The Director of Student Services has numerous career resources, such as resume books, that can be lent to students. The office is also responsible for hosting the Fall and Spring Nursing Career Fairs as well as assisting Health Science students with their Internships.

Commuter Lounges

Loveridge Hall has two lounges that commuter students can use during their time on campus. The Blue Room (on the first floor) has comfortable couches, two side rooms perfect for studying in, and a ping-pong table and more for letting that stress out! The Commuter Lounge (basement of Loveridge Hall) has a tv, couches, and tables and chairs for student use. This space also has food and beverage vending machines, microwaves,

and utensils for student use. Two refrigerators for commuter students can be found in the Commuter Student Locker Room, also located in the basement of Loveridge Hall.

Commuter Student Lockers

A limited number of lockers are available for commuter students in the basement of Loveridge Hall. ASLC-PC is responsible for locker assignments and will post emails/signs when lockers become open. Personal locks left on lockers of graduated students will be cut beginning one week after commencement.

Counseling Services

Psychological counseling is free for students of Linfield College, Portland Campus through a contract with Psychological Service Center at SW 10th and Alder. The number of free visits is limited, but charges for additional visits may be established via a sliding scale. Brochures regarding this service can be found by student docketers or from the Director of Student Services. Call 503-352-2400 for an appointment.

Dockets

Each student is assigned a hanging file folder (“docket”) in the third floor of Peterson Hall in which to receive campus mail. Faculty and staff place time-sensitive materials, assignments, and other information for you in these docketers so it is important to check them often.

Fitness Center

Student membership at the Legacy Fitness Center is covered through student fees. Students wanting to join the center must meet fill out a membership form (available from Student Services) and pay a \$10 refundable fee for a gym keycard. The center is open 24 hours a day, seven days a week. Several classes are offered at no charge including biking, yoga, pilates, total body conditioning, muscle toning, interval step, and cardio-kickboxing. Students may also use the gym and swimming pool at the Emanuel Fitness Center on the east side of the river. The Legacy Fitness Center is located one block from campus, on Overton between NW 21st and NW 22nd. Call 413-7825 to make an appointment to drop off your application.

Health Insurance

All students attending Linfield College are required to have health insurance coverage. Students must either purchase a student health insurance policy through Linfield or sign a waiver indicating that an insurance policy is provided by the student, spouse, or parent. The College insurance policy is billed along with tuition each semester unless a waiver is filed in the accounting office. Linfield College health insurance claim forms are available from a wall pocket near student docketers or from the Accounting office.

Learning Support Services

Assistance is available for students needing help developing and refining the necessary skills for successful completion of the nursing and health sciences curricula. Services available include setting up and conducting effective study groups, note-taking, reading

comprehension, test taking, proofreading and editing, and time and stress management. The office also provides tutorial assistance for many classes, individual and small group strategy sessions, liaison with faculty to ensure appropriate accommodations for students with learning disabilities, and referrals for learning disability testing.

Students with documented physical, psychiatric, and learning disabilities are welcome to contact the Director of Learning Support Services for reasonable support and educational accommodations.

The Office of Multicultural Programs

The Office of Multicultural Programs is part of Student Services and is staffed by the Director of Multicultural Programs. Services include student facilitated exam reviews, lecture notes taken by students, and the Ayudando Podemos peer mentorship program. Opportunities include work study and volunteering for community events. Contact the Director of Multicultural Programs for more information.

Nursing Lab

All nursing students will have scheduled experiences in the Nursing Lab during their study at Linfield. The Nursing Lab provides equipment, materials and opportunities for simulated clinical learning experiences that support nursing skills development. The Lab Coordinator keeps the nursing students' medical records and handles specialized testing in Peterson Hall 101 and 107.

Parking

All Linfield students, faculty, and staff are assigned to parking lots by the Director of Security & Parking at Legacy. Parking space and free shuttle service are provided by Legacy from the lot at the corner of 20th and Raleigh, where all commuters are asked to park. Loveridge students are assigned to Green Gables lot, and Linfield faculty and staff are assigned to the Loveridge Lot. *Commuters are not to use Green Gables and no students may use the Loveridge lot.*

Adherence to parking regulations is the most important facet to our relationship with Good Samaritan Hospital. Legacy reserves the right to change the parking regulations at any time they deem necessary. For questions about parking, please see the Director of Student Services.

Rules and Responsibilities of Parking at Legacy Good Samaritan Hospital:

Legacy Security Services is charged with the responsibility of enforcing the policy on parking. In its enforcement effort Security will take the following steps:

1. Vehicles parked illegally will be cited. Vehicles may receive up to two violations during the academic year before further actions are initiated.

2. With the third violation Security will contact the Director of the Portland Campus who will write a warning to the offending member of the faculty, staff, or student body.
3. If a fourth violation occurs, the offending vehicle will be immobilized and the owner required to pay the towing company a fee to remove the immobilization unit.

Pharmacy

The pharmacy is located on the first floor of the Comprehensive Cancer Center on the corner of NW 22nd and Northrup. Linfield students with valid student id cards can get a 10% discount on over-the-counter items and prescription medications.

Public Transportation

Discount Tri-Met passes for current students can be purchased from the Director of Student Services. Emails will be sent to pdx-student of when they are available to purchase each month. Student Government subsidizes a portion of these tickets so they are only available to current students.

Security

Legacy Good Samaritan Hospital security is available 24 hours a day. To contact the security office, call 503-413-7911. Security can provide escorts at night and jump your car battery if needed.

Severe Weather Closures

In the event of snow or ice, it will be the responsibility of the Campus Director to decide whether campus will be closed or open. In the absence of the Director, the Dean of Nursing will make the decision.

The Director or Dean will make a decision about closure or late opening by 6:00am. If the decision is to close or open late, this information will be reported to local radio and television stations (including KXL AM, KEX AM, KOPB FM, KOIN TV, and KGW TV among others) for diffusion. IF the media do not explicitly report that Linfield College, Portland Campus will be closed or will open late, then campus will open at normal time.

Information about campus closures or late openings may also be found on the web at:

<http://www.flashalert.net/news.html?id=35>

Just scroll down to the list of colleges and click on Linfield College, Portland Campus.

In the event of closure, check with the Loveridge Hall Desk (503-413-7210) for information regarding reopening.

Unless otherwise noted, Adult Degree classes will conform to the Portland Campus pattern.

Writing Skills Center

Students needing assistance with writing and editing can make an appointment with a peer tutor in the writing center. The writing center is in the basement of Loveridge Hall; hours of operation vary and are posted outside the center.

Campus Policies and Standards of Behaviors

Linfield College has established policies and standards of behaviors that are expected of all members of the community. Further information about these policies, standards, rules, and regulations can be found in the Linfield College Course Catalog or from appropriate campus offices. The following are key regulations currently in effect and it is **your responsibility** to know **ALL** campus policies and standards of behaviors found in the course catalog.

Absences from Class

When situations beyond a student's control, such as illness, result in a student missing a portion of a course's grade base, the student is responsible for contacting each professor or leaving a voice mail message, if necessary. It is the prerogative of individual instructors to determine if a student should be allowed to make up tests or assignments. Therefore, a student who misses class due to such circumstances should consult, as soon as possible, with each instructor to determine potential make up procedures.

Academic Dishonesty

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Academic dishonesty includes:

Cheating – Using or attempting to use unauthorized materials, information, or study aids in any academic work submitted for credit.

Plagiarism – Submission of academic work for credit that includes material copied or paraphrased from published or unpublished works without documentation.

Fabrication – Deliberate falsification or invention of any information or citation in academic work.

Facilitating Academic Dishonesty – Knowingly helping or attempting to help another to violate the College's policy on academic dishonesty.

Procedure to be used in dealing with academic dishonesty:

Students responsible for such acts are subject to disciplinary action. In dealing with academic dishonesty the instructor shall have discretion as to what penalty to impose regarding the course grade. Instructors are **required**, when discovering a case of academic dishonesty, to inform the Director of Student Services, as well as the student, in writing of the incident within ten days of the discovery of the offense. The Director of Student Services is responsible for referring all cases involving more than one offense by the same student directly to the College Judicial Council. The Judicial Council may impose College-level penalties upon the offending student. Students may also appeal a decision of an instructor to the Judicial Council.

Proper due process shall be enforced for all academic dishonesty proceedings, as outlined in the Policies and procedures of the College Judicial Council.

Academic Grievances

Academic grievances concerning teaching and learning should be settled as close to the level of student-faculty contact as possible. If students believe they have been treated arbitrarily or capriciously by an instructor in a grade assigned or other ways, they should first talk to the instructor. If the matter remains unresolved, they should speak with the chairperson of the instructor's department or, in the case of a Nursing course, the appropriate course coordinator. If, after this, the matter is still unresolved, Nursing students should speak with the Dean of the School of Nursing. Finally, if the matter has not been resolved by the above means, students may discuss the matter with the Director of the Portland Campus.

Alcohol Policy

Linfield's basic alcohol policy is Oregon State Law. Those under 21 years of age may not consume alcohol under any circumstances. Those over 21 may consume alcohol only in their own private rooms, with the door closed. College policy prohibits alcoholic beverages in public areas, whether inside or outside of residence halls. Kegs and other similarly large containers are not permitted on campus. Students who have a drinking problem, or potential for such a problem are encouraged to seek assistance from the Director of Student Services or the Psychological Service Center.

It should be emphasized that Oregon State Law prohibits the consumption or possession of alcoholic beverages by a person under 21 years of age. *Minimum* responses to policy violations are as follows:

1. First Violations result in a meeting with the Director of Student Services
2. Second Violations result either in a requirement to attend an alcohol education class or a requirement to see a Certified Alcohol and Drug Counselor (CADC)
3. Third Violations result in an automation recommendation for suspension.

Animal Policy

The following policy applies to dogs and other animals on the Portland Campus of Linfield College. Animals are not permitted in College owned or controlled buildings. Animals are allowed on College owned or controlled property provided the animals are on a leash (6 foot max.) and under the control of a person capable of controlling the animal. Animals may not be left unattended on campus for any length of time, nor may they be tied or attached by a leash to any object on College owned or controlled property. All animals on campus must meet current license requirements. Exceptions to this policy include assistance animals and animals used by College staff for the purpose of research, teaching, or other academic endeavors.

Anti-Harassment and Sexual Harassment Policy

It is the policy of Linfield College to maintain a work and academic environment free from harassment for its employees, students, visitors, and vendors. Discriminatory

harassment, including sexual harassment, is a violation of state and federal law. No form of discriminatory harassment, including sexual harassment, will be tolerated by Linfield College. Any and all complaints or allegations of harassment, including sexual harassment, will be investigated promptly. Appropriate, corrective action will be implemented based upon the results of the investigation in the event harassment in violation of this policy is found to have taken place.

As a college that prides itself on fostering academic freedom, including freedom of speech and freedom of conscience, Linfield especially recognizes these values insofar as the classroom and learning environment is concerned. Faculty members and students should refer to the section “Anti-harassment Protection and Academic Freedom” in the Faculty Handbook for consideration of the importance of academic freedom, freedom of speech, and freedom of conscience.

If an individual believes he or she is the victim of harassment or sexual harassment or retaliation, he or she is encouraged to report such complaint immediately. The college has designated the Director of Human Resources to receive all employees’ complaints, verbal or written, of harassment on behalf of the college.

An alternate choice for reporting a complaint directly to the Director of Human Resources is to contact the Dean of Faculty, Director of Student Services, or a department director who will inform the Director of Human Resources. Once the college has knowledge of the complaint, the college is obligated to investigate the allegation.

Employees who become aware of potential harassment of others which may be in violation of this policy are encouraged to report such conduct. Supervisors have an obligation immediately to report any potential instances of harassment involving employees or others to the Director of Human Resources

The complete anti-harassment and sexual harassment policy can be found at <http://www.linfield.edu/policy/>

College Vehicles

Clubs and organizations recognized by the College or by ASLC-PC may arrange to use the Portland Campus van for events (within 400 miles) to which all members of the club or organization are invited. The van must be reserved through the Director of Student Services. Drivers must turn in required documentation and have completed a driving safety course provided by the Facilities Department. Neither alcohol nor tobacco are permitted in any College vehicle.

Damage/Vandalism Billing

Should student damage or vandalism occur, every effort will be made to bill the responsible party. Failing that, larger groups may be billed.

Drugs

Linfield College is a drug-free workplace. Any member of the College community who manufactures, possesses, has under his/her control, sells, furnishes, or facilitates the use of a narcotic or dangerous drug on College property, in a College residence hall, in an off-campus house, at a College sponsored function, either on or off the campus, is subject to disciplinary action up to and possibly including separation from the College. At a minimum all non-alcohol drug infractions are reported to the police and are referred to the College Judicial Council.

Furthermore, a person who manufactures, possesses, sells, distributes, or facilitates the use of narcotics or dangerous drugs, or who is found under the influence of narcotics or dangerous drugs, is in violation of the law and can be subjected to severe penalty by a criminal court.

Federal Law Guidelines

In accordance with the Higher Education Act of 1965, you have the right to know certain information about Linfield College including a variety of services for students with disabilities, student right to know and various other policies. As part of our compliance with this regulation, we direct you to www.linfield.edu/policy/linpolicy.pdf.

Fund Raising

All fund raising, if on campus, must be approved by the Director of Student Services.

Donations – Any solicitation of donated funds by a group associated with Linfield College must be approved by the Director of the Portland Campus.

Charity Tie-Ins – Soliciting funds for groups by tying them to charity fund raising is not acceptable. For example, a club or organization may not solicit funds giving half to a charity and keeping half for their own purpose, even if so advertised.

Pledge-Based – Events like Bowl-a-thons, Jog-a-thons, endurance tests and the like will be considered. These are not as desirable, however, as projects in which a customer or client receives some service or product for their money. These events need to be approved in advance by the Director of the Portland Campus.

Gambling – Activities that contain elements of gambling as a fund raising device are not acceptable. This includes selling chances, 50/50 splits, running raffles, and the like. This does not prohibit door prizes where fees to attend an event are at a fair price for all who attend.

Sales – Sales of products by Linfield students, where there is no undue pressure to buy, and where the products are sold for a reasonable price are acceptable. Candy, bake, or shirt sales would be examples. Auctions would also be acceptable. Such sales are acceptable as fundraisers for clubs and organizations, but not as an individual entrepreneurial activity.

Contracted Sales – Linfield clubs and organizations may contract with outside vendors for on-campus sales subject to approval by the Director of Student Services where such sales are consistent with guidelines publicized by that office. Each club or organization is limited to one such contracted sale per year. Sales of insurance or credit cards are NOT permitted.

Services – The most desirable fund raisers, and the likeliest to find favor, are service projects in which students are paid for services rendered and in which the fee is a normal one for the service provided. Running a car wash, for example, would have students provide a service for a fair fee which is then donated to the project.

Clinics – This type of fund raising is acceptable. Use of facilities, however, must be cleared through the Director of Student Services.

Public Presentations

Public presentations are an integral part of college educational activity. The College is responsible for what is taught, displayed, or presented in the institution; not in the sense of content approval so much as with respect to educational value and public relations potential. The presentation of an event does not indicate College endorsement of program content or philosophy, even though the College bears costs and provides facilities.

Faculty members should confer with and have the approval of their departments or divisions with respect to the nature of presentations. ASLC-PC recognized student groups may sponsor presentations with Senate approval. All sponsors must take responsibility to complete prior arrangements for time and place and to respond to inquiries, complaints, and compliments. To the extent that controversy can be anticipated, faculty members and students are responsible for pointing out the controversial nature of the program in advance and including such considerations in their requests for Senate or departmental approval. Events involving the public must be scheduled through the Director of Student Services.

The College administration reserves the rights to cancel or prevent certain public events with potential to arouse anti-social or irrational behavior; however, a careful adherence to policy guidelines will minimize the probability of such action.

Sales and Solicitations

Linfield College prohibits on campus sales, in any form, of goods or services not contracted for the College, ASLC-PC, or their officially recognized clubs and organizations. Any Linfield organization may sponsor only one such sale per academic year. The vendor must post a sign at the point of sale indicating the sponsor organization. All authorized sales must be approved by the Director of Student Services.

Sexual Assault

In keeping with its mission, Linfield College commits itself to providing an environment which is safe and which fosters excellence in learning for its students and in work

performance for its employees. It is the policy of Linfield that no member of the College community shall commit a sexual assault against another member of the College or larger community and that, should this occur, the College will, to the extent it is able, support the victim and pursue sanctions against the perpetrator. To this end, the College shall annually appraise its students, faculty, administrators and staff of this policy, and inform them about the meaning and effects of sexual assault. For the protection of the community, the College may take action against those who commit such an assault. In taking action, the College will make every attempt to provide as much anonymity for the victim(s) and alleged perpetrator(s) as possible. In fulfilling this policy and its procedures, the College shall seek to avoid creating a climate or taking actions that could, in themselves, have the effect of further harming a victim of sexual assault. Linfield College's policy and procedures for dealing with sexual assault is distributed annual to all students and employees in the Linfield College Policy Handbook and can be found at anytime at <http://www.linfield.edu/policy>.

Smoking

Smoking is not permitted in any building on the Portland campus of Linfield College nor in the courtyard between Loveridge and Peterson Hall. There is a designated smoking area directly across the street on Legacy property. Outdoor smoking is not permitted at public gatherings for major College sponsored events.

Student Behavior

Every faculty member and student has the right to conditions favorable to teaching and learning both in and out of the classroom. To foster and maintain such conditions, students have the responsibility to conduct themselves individually and in groups, in a manner which promotes an atmosphere conducive to teaching, studying, and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior which is harmful to themselves, other persons, or property. Faculty have the right and responsibility to foster an environment conducive to teaching and learning, and should this be threatened by student behavior, faculty are authorized and encouraged to initiate the following steps:

1. A private discussion with the student during which the faculty member describes the unwanted behavior, explains why it is inappropriate, and specifies expectations for future student behavior.
2. Initiation of a formal meeting with the student, the student's academic advisor, and /or the Dean of Students or the Dean's designee.
3. Request, through the Dean of Students, that the student be withdrawn from the class.
4. Initiation of other disciplinary action, in coordination with the Dean of Students, by means of the appropriate judicial processes.

The above faculty action steps may be taken in order, and/or initiated at any level. It is important for faculty to notify students of potential disruptive behavior consequences at each level throughout the faculty action step process. Consequences may include: progressive faculty action steps, student referral to counseling, and/or formal behavior contracting. Faculty are encouraged to resolve disruptive student behavior issues at the

earliest step possible. Finally, as a further point of clarification, for the purposes of this policy, faculty are defined as any instructional personnel employed by the college.

Student ID Cards

All students will be issued a student id card free of charge at orientation. Each year, a date sticker is added to update the card. If a student body card is lost, a new card can be purchased for \$10.00. Pictures for new cards are taken by appointment with the Director of Student Services.

Changes in Policies and Regulations

Changes in any College policies are made through participation in the organized channels of the College, e.g., the ASLC-PC, the faculty, and the Board of Trustees. If you have a concern, suggestion, or complaint about something at Linfield, speak out! Some avenues for the expression of these issues are already established.

If your concern pertains to academics, and you are unable to discuss the matter with your professor, share it with the department chairperson. If the department chairperson happens to be the professor involved or doesn't handle the situation to your satisfaction, consult the Director of the Portland Campus.

If you have a complaint about an administrative department, contact the head of that department and the Director of Student Services.

If you feel an injustice is occurring and do not wish to be personally involved or would like student support contact an ASLC-PC officer.

Web Site Policy

The Web site of Linfield College primarily serves two purposes in support of Linfield's mission. It is a tool to encourage and allow internal and external constituencies to interact with the college and to further the mission of the college and enhance resources. Secondly, it is a tool to deliver current information and services to the Linfield community including students, faculty, staff, and alumni. Please see <http://www.linfield.edu/support/policy.php#4> for the complete Linfield College Web Site Policy.

Campus Judicial Process

Philosophy

The entire concept of discipline in an educational institution is meaningful only when it is relevant to the generic purposes and functions of that institution. As an institution of higher learning, Linfield engages in judicial actions and processes which are vital to its basic concerns and for what it is designed.

In the broadest sense, Linfield exists to create a special environment for learning and pursuits of knowledge. It is an instrument for the development of the intellectual resources of its constituents. The College may be both a quiet sanctuary for contemplation and research and a forum for free discussion of contemporary issues. It is a place where the human spirit may be propelled toward a new discovery and deeper. Students, faculty members, administrators, staff, trustees, and alumni all share in the obligation to protect the integrity and promote the continuous growth of the College. All who benefit from it are indebted to it; differences lie only in the frequency and intimacy of contact with it.

The relationship of the College with the student, therefore, is in the essential nature of a contract involving a set of rights and obligations, reflecting both the purposes of the College and those of the students in attendance. Such a contract commits the College to insure maximum availability to each student of its specific educational and environmental resources. It does not imply that the College provide services or exercise authority regarding matters unrelated to college functions. Such a contract also commits the student to full and meaningful participation in the endeavors in education and has a basic obligation not to commit or tolerate any impingement on the rights of others.

The College, therefore, exercises its authority over students in terms of the mutual interests of both parties and in terms of their contract with each other.

Student Code of Conduct

Students are expected to conduct themselves in accordance with the rules and regulations of the College. The faculty of the College is responsible for investigating all cases of misconduct by students and advises the President and the Deans, who are responsible for the administration of discipline. (See section on the College Judicial Council.)

Students of the College have certain delegated responsibilities for self-discipline within the residence hall governance structure.

Students, like all members of the College – trustees, faculty, administration, and staff members – assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the College. These standards apply both on and off campus.

Examples of misconduct which renders a member of the College liable for discipline, up to and including separation, may fall into the following categories:

1. Dishonesty, including cheating, plagiarism, fabrication, and facilitating academic dishonesty (see entry on Academic Dishonesty).
2. Forgery or the alteration and/or unauthorized use of College documents, records, or forms. Knowingly providing false information to College officials or officers of instruction or administration.
3. Unauthorized possession, use, or duplication of College keys or identification cards. Facilitating such use.
4. Intentional disruption, obstruction, or interference with the process of instruction, research, administration, student discipline, or any other service or activity provided or sponsored by the College.
5. Damage, destruction, theft or unauthorized use of personal property located on the College campus or property owned or controlled by the College.
6. Unauthorized entry into or use of College property, including facilities, residence halls, equipment, or resources (including, for example, library materials).
7. Unauthorized entry into College-related living units that disrupts sleep or study or that damages the physical facilities in those units.
8. Attempted or actual theft of and/or damage to property of the college or property of a member of the College community or other personal or public property.
9. Uncivil, disrespectful, or intolerant behavior based on race, color, age, religion, sex, sexual orientation, national origin, or physical handicap or other disabling condition.
10. Physical abuse, verbal abuse, or threats, intimidation, or harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, of any member of the College or any person on College property or at a College-sponsored/supervised activity.
11. Disorderly conduct (including that resulting from drunkenness), unreasonable noise or behavior that results in unreasonable annoyance.
12. Lewd or indecent conduct on College property or at College-sponsored or supervised activities.
13. Unwanted sexual behavior, that is, sexual behavior directed toward an individual.
14. Hazing or initiation rites involving physical abuse or mental anguish.
15. Illegal activities involving controlled substances.
16. Violation of the College policy on alcohol and other drugs (see section on drugs in this handbook).
17. Possession, use or threatened use of firearms, ammunition, explosives, dangerous chemicals, or any other objects used as weapons on College property or at College-sponsored or supervised activities.
18. Tampering with fire-fighting equipment or alarms, turning in a false alarm or engaging in other behavior that constitutes a significant fire hazard.
19. Failure to comply with the direction of College or public officials acting in the performance of their duties on College owned or controlled property or at College-sponsored or supervised activities.
20. Conduct which adversely affects the member's suitability as a member of the College community or which interferes with the rights and privileges of another member of the College community.

21. Failure to comply with rules, regulations, or standards or conduct approved by the College, provided they have been published, distributed, or posted in such a manner as to furnish adequate notice to students.
22. The willful commission of any act which is a crime under the laws of the state of Oregon or of the United States which results in a criminal charge and conviction in any competent jurisdiction.
23. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of students conduct.
24. Contempt of adjudicative proceedings, including impairing or interrupting the due course of proceedings of college judicial bodies.

Initiating a Case

Any member of the College community may refer a case to the Residence Life Judicial Board or to the Director of Student Services. Such referral must be made in writing, and must specify the regulation which has allegedly been violated, the person or persons against whom the charge is brought, and witnesses, if any.

Cases brought to the residence hall judicial system may be adjudicated there or be sent by the Residence Life Judicial Board or Director of Student Services to the College Judicial Council. The College Judicial Council may refuse to hear a case referred to it if it deems that case to be the proper business of a living unit judiciary, and may refer that case to such a judiciary.

Procedures

Any student accused of violating a regulation shall appear before one or more duly constituted judicial persons or bodies. However, the College reserves the right to respond immediately in situations in which the College or its representatives believe that because of a student's behavior, there exists a threat of imminent danger to the student or others, significant disruption of the ability of other students to study or sleep, or significant damage to College property. Such response may include a temporary removal of the student from his or her living situation on campus or from the campus as a whole. Return to campus will be based on a decision by the Director of Student Services that the student is able to function safely as a member of the academic community. Appeal of a decision by the Director of Student Services will be to the Director of the Portland Campus.

Otherwise, hearings shall adhere to the basic fundamentals of fairness as stated below:

1. The student shall be notified in person or via campus mail by an appropriate official of the College or the living unit that he/she is accused of violating a regulation.
2. The student shall be notified that he/she may elect one of three courses of action:
 - a. The student may admit the alleged violation and request, in writing, that the Director of Student Services or other appropriate college official take whatever action seems appropriate.
 - b. The student may admit the alleged violation, and request a hearing before the appropriate judicial body.
 - c. The student may deny the alleged violation, in which case a hearing will be

held by the appropriate judicial body.

3. The student shall be entitled to an expeditious hearing of the case.
4. The hearing shall be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.
5. Following due notification of the hearing the student shall be entitled to the following:
 - a. Written notification of the time and place of the hearing.
 - b. Written statement of the charges of sufficient specificity to enable the student to prepare his/her defense.
 - c. A copy of the procedures as outlined here.
6. The student shall be entitled to appear in person and to present his/her defense to the judicial body, and may call witnesses in his/her behalf. The student may also elect not to appear before the judicial body if they have notified the appropriate body. Should he/she elect not to appear, the hearing shall be held in his/her absence.
7. The student shall be entitled to assistance from any member of the College community: faculty, staff, or student. If a lawyer is to be consulted, such a person may give any advice she/he believes pertinent, but she/he may not enter into the proceeding of the judicial body or attend the hearing.
8. The student or his/her advisor shall be entitled to ask questions of the judicial body or any witness.
9. The student shall be entitled to refuse to answer questions.
10. A record of the hearing shall be made.
11. The student and all other non-members of the judicial body shall be excused when the council deliberates on its decision. That decision will be presented in writing to the Director of Student Services, who will in turn notify the student of the judicial decision. Notification of decision shall be accomplished by requesting the student to appear at the appointed time at with the Director of Student Services. If the student does not appear at the appointed time, notification will be accomplished by mail. Cases heard by living unit judiciaries which involve possible violations of living unit regulations only (as opposed to all-college regulations) will be filed with Director of Student Services, but decisions may be communicated in writing directly to the student.

Appeals

Any student having been accused of violation of a College regulation and having had a hearing before a judicial body may appeal the decision to a second judicial body as follows:

1. A decision arrived at following a hearing by a Residence Life Judicial Board may be appealed to the Director of Student Services or to the College Judicial Council. Such an appeal must be lodged in writing with the Director of Student Services within seven days of notification of the original decision, and must specify the reasons for which the appeal is made.
2. A decision arrived at following a hearing by the Director of Student Services but not having a previous hearing by a living unit judiciary, may be appealed to the College Judicial Council. Such an appeal must be lodged in writing with the chairman of the

Council within seven days of notification of the original decision, and must specify the reasons for which the appeal is made.

3. A decision arrived at following a hearing by the College Judicial Council but not having a previous hearing, may be appealed to the Director of Student Services. Such an appeal must be lodged in writing with the Director of Student Services within seven days of notification of the original decision, and must specify the reasons for which the appeal is made.

Conduct of the College Judicial Council Hearing

In order to provide equity and efficiency in the administration of judicial procedures, especially in light of the problems of continuity and consistency that are created by the annual turnover on the College Judicial Council, the following guidelines for the operation of the Council have been created. These guidelines should be interpreted in the light of the philosophy and procedures stated above.

The hearing shall be conducted in accordance with the following general format:

1. The chairman of the College Judicial Council shall inform the student of the procedure to be followed at the hearing.
2. The chairman shall then read the charges against the student and shall ask the student if he/she understands the charges and whether or not he/she concurs with them. If the student concurs, the Council shall then consider the charges as accurate and hear any information which the student may present in mitigation or explanation.
3. If the student does not concur, the Council shall then hear the evidence in support of the charges. After presentation of the evidence in support of the charges the student shall have the opportunity to:
 - a. present evidence in refutation of any or all the charges.
 - b. present any other relevant information.
 - c. question witnesses testifying in support of the charges.
4. The student may ask questions of the Judicial Council members. Members may ask questions of the student charged as well as of any witness testifying at the hearing.
5. The student and all other non-members of the council will be excused, except the Director of Student Services who is to be consulted concerning penalty.
6. The Council will deliberate and formulate its findings and recommendations.

Post Hearing

The findings and recommendations of the Council will be presented in writing to the Director of Student Services within 24 hours unless the decision is a recommendation of suspension, which must be made to the President, again within a 24-hour period.

Findings and Recommendations

The standard of proof required in student discipline cases is based on the strength of credible evidence (in contrast to the standard of proof required in criminal matters which is defined as beyond a reasonable doubt.)

After hearing a case, the Council may decide as follows:

1. Not responsible for a violation: No violation of a regulation has been proved.
2. Responsible for a violation: A violation of a regulation has been proved. In this case, the Council may impose a number of sanctions, individually or in a combination, including:
 - a. warning: an official reprimand in writing, delivered to the student and placed in the student's file.
 - b. probation: a condition which stipulates that any further violations of regulations may result in a suspension. Length of probation will be specified.
 - c. probation with terms: a condition which adds to regular probation stipulations that may deny the student certain privileges or requires certain action of him/her.
 - d. restitution or reimbursement: for damages or misappropriation of property.
 - e. fines: monetary penalties billed to the student's account or otherwise specified.
 - f. assigned work: educational exercises or physical labor.
 - g. recommendation to the President for suspension: separation from the College for a definite or indefinite period of time.
 - h. recommendation to the President for dismissal: permanent separation from the College.
 - i. Other action that may seem appropriate for any given case.

Sanctions against groups include those listed above in a-f, i, and also deactivation: loss of all privileges, including college recognition, either temporarily or permanently.

Responsibilities of the Chairperson

The chairperson of the College Judicial Council has the following responsibilities:

1. To notify the student of charges brought against him/her and to provide him/her with a copy of the College's judicial procedure.
2. To make all arrangements for the hearing, including time, place, notification of persons involved, and a record of the hearings. Secretarial support will be provided by the executive secretary to the Director of Student Services.
3. To decide all procedural matters during the hearing in accordance with established written guidelines and normal due process.
4. To control the conduct of the hearing with authority to exclude any person who refuses to comply with the rules or determinations of the chairperson.
5. To prepare or cause to be prepared in writing the findings and recommendations of the Council, and to deliver them to the Director of Student Services within 24 hours of the hearing.

Confidentiality

Both the content and the outcome of a hearing shall be considered confidential and no member of the Council shall discuss a student's role in an incident except with other members of the Council.

The right of the College community to knowledge of the work of the Council shall be met through the releases of summary outcomes of cases which do not mention the names of individuals.

In certain cases, the public nature of the violation of regulations or the student's own public admission of responsibility may bring attention to a case, but this does not alter the confidentiality of the judicial proceedings.

Presidential Prerogative - Dealing with Emergencies

As the final administrative authority for the College, the President has and must have the authority to act in emergencies without consultation with any other person or judiciary. The President has the authority to suspend any student who is acting in a manner which the President feels is contrary to – and of a dangerous character to – the College as an institution, or to persons belonging to, or associated with, the College Community.