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www.linfield.edu/oece
Linfield College advances a vision of learning, life, and community that

- promotes 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: Connecting Learning, Life, and Community

Organization and Governance

Linfield College is a four-year, non-profit, coeducational, liberal arts institution historically and currently affiliated with the American Baptist Churches. All college operations are governed by administration and faculty, with ultimate responsibility resting with the Board of Trustees. The college is committed to the teaching of undergraduates in an atmosphere of academic freedom that offers intellectual rigor, creativity, and a sense of personal and social responsibility.

PURPOSE STATEMENT

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 which 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, value system, and capacity for independent judgment.

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

Linfield seeks through its curriculum and social activities to educate individuals who will be oriented toward continuous learning, emotionally able to cope with a 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.

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. 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 the Faculty, ex-officio. The President is the chief officer and has responsibility for carrying out the 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, with concurrence of the President and subject to approval by the Board of Trustees, requirements for admission and graduation, rules and methods of conduct for the educational work of the College. The Faculty also recommends to the Board all candidates for degrees 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 self-government, student publications, and operation of student campus centers.

The McMinnville Campus is the home of most of the college’s academic departments. It also houses the International Programs Office, the Office of Career Services, and the Alumni Relations Office.

The Portland Campus is the home of the Linfield-Good Samaritan School of Nursing. It also houses advisors for Online and Continuing Education.

Online and Continuing Education is headquartered on the McMinnville Campus and is primarily online.
Linfield Online offers engaging, relevant and affordable degree and certificate opportunities characterized by a focus on pedagogical excellence, innovation, and superior support for all users.

**VISION**

- Support a learning environment that reflects the college's mission, vision, and values
- Honor the rich texture of diverse cultures and varied ways of understanding
- Provide academically rigorous courses and programs that meet students' educational needs
- Provide universal design theory and implementation, to ensure access for all students
- Support faculty with appropriate professional development and opportunities to express creativity and innovation within their course offerings
- Employ proven methods for increasing student retention and overall satisfaction with eLearning courses

**VALUES**

Linfield Online and Continuing Education promotes an environment of integrity, respect, collaboration, cooperation, innovation and inclusion to foster personal and professional growth, academic excellence, and accountability.

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**ONLINE MISSION**

**WHO'S WHO AT LINFIELD**

**ADMINISTRATIVE OFFICERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Education</th>
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</thead>
<tbody>
<tr>
<td>Susan Agre-Kippenhan</td>
<td>2011, Provost/VP for Academic Affairs</td>
<td>B.S. Skidmore College; M.F.A. The School of the Art Institute of Chicago.</td>
</tr>
<tr>
<td>Miles K. Davis</td>
<td>2018, President</td>
<td>B.A. Duquesne University; Ph.D. George Washington University.</td>
</tr>
<tr>
<td>Susan Hopp</td>
<td>2010, VP for Student Affairs, Athletics, and Admission</td>
<td>B.A. Stetson University; M.S. Indiana University.</td>
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**ONLINE AND CONTINUING EDUCATION (OCE)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Education</th>
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<tbody>
<tr>
<td>LaRon Tolley</td>
<td>Interim Director of Online and Continuing Education</td>
<td>B.MGT., University of Lethbridge; MS Ed, Western Oregon University</td>
</tr>
<tr>
<td>Jane Wilde</td>
<td>SR Instructional Designer</td>
<td>B.S. Syracuse University, M.A. Antioch University</td>
</tr>
<tr>
<td>Laura Zaepfel</td>
<td>Instruction Technologist</td>
<td>BA University of Colorado, MA Oklahoma State University</td>
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**REGISTRAR**

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<tr>
<td>John N. McKeegan</td>
<td>2010, VP for Institutional Advancement and General Counsel</td>
<td>B.A. Bucknell University; J.D. University of Notre Dame.</td>
</tr>
<tr>
<td>Mary Ann Rodriguez</td>
<td>2013, VP for Finance and Administration/Chief Financial Officer</td>
<td>M.B.A. California State University, Dominguez Hills.</td>
</tr>
<tr>
<td>Diane N. Crabtree</td>
<td>College Registrar</td>
<td>B.S. University of California, Los Angeles; M.S. California State University, Fullerton</td>
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<tr>
<td>John Gallagher</td>
<td>Associate Registrar, Online and Continuing Education</td>
<td>B.A., M.A. University of Dallas</td>
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### WHO’S WHO AT LINFIELD

#### ACADEMIC ADVISOR

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<tr>
<th>Name</th>
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<tr>
<td>Janet Peterson</td>
<td>Interim Director of Academic Advisor</td>
<td>B.S. University of Southern California; M.A. California State University, Northridge; Dr. P.H. Loma Linda University.</td>
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#### FINANCIAL AID

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Keri Burke</td>
<td>Director of Financial Aid</td>
<td>B.S. Linfield College</td>
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#### STUDENT ACCOUNTS

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Tara Kleinberg</td>
<td>Student Accounts Manager/Bursar</td>
<td>B.S. Linfield College</td>
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#### POLICY IMPLEMENTATION

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<td>Susan Agre-Kippenhan</td>
<td>2011, Provost/VP for Academic Affairs</td>
<td>B.S. Skidmore College; M.F.A. The School of the Art Institute of Chicago.</td>
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#### DISABILITIES ASSISTANCE

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<th>Name</th>
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<tr>
<td>Jeff Larson</td>
<td>Program Director of Learning Support Services (LLS)</td>
<td>If a student with disabilities believes he/she has experienced discrimination from a member of the Linfield College faculty, staff, or administration solely on the basis of disabilities, he/she can contact the following:</td>
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<tr>
<td></td>
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<td>• Dean of Student Services (503.883.2278)</td>
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<td></td>
<td>• Vice President for Academic Affairs (503.883.2270), or</td>
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<td></td>
<td></td>
<td>• Program Director of LSS (503.882.2572)</td>
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#### EQUAL OPPORTUNITY

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<tr>
<td>Lynn Johnson</td>
<td>Director of Human Resources</td>
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#### ALMA MATER

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<thead>
<tr>
<th>Song</th>
<th>Title</th>
<th>Author</th>
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<tr>
<td>“We’ll Be Loyal”</td>
<td>“Words and Music by Esther Wright”</td>
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We'll be loyal to old Linfield
With her backing never yield
Each day will bring some vict'ry
One more honor for her shield.

The Old Oak gives us courage
Keeps us steadfast in our way
For her we'll fight will all our might
Alma Mater, we're loyal to you!

You may search all Linfield’s hist’ry
For one more of disloyalty
Each student upholds her spirit
With her loyal faculty

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

#### WILDCAT FIGHT SONG

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<tr>
<th>Song</th>
<th>Title</th>
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<tbody>
<tr>
<td>“On With Linfield”</td>
<td>“On Wisconsin” To the Tune of “On Wisconsin”</td>
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On with Linfield, On with Linfield
Fight right through that line
Take the ball right down the field
A touchdown’s sure this time
RAH, RAH, RAH!

On with Linfield, On with Linfield
Fight on for your fame
Fight Wildcats, fight, fight, fight!
To win this game!
Advisors are specially selected and trained to assist new students in the transition to college. Advisors work on an individual basis with their advisees to develop an academic plan, generally under the auspices of the department in which the advisee plans to complete a major. Following this academic plan ensures that you continue to make progress toward your degree and complete requirements in the proper sequence.

If you deviate from your academic plan, please notify your advisor and, if applicable, the Office of Financial Aid. This protects you from taking a course that will not meet your needs or for which you have not met the prerequisites. Each spring after you receive the list of classes scheduled for the coming year, contact your advisor to review your program.

Your advisor’s job is to provide you with current information on classes, prerequisites, policies and procedures and act as your mentor. By consulting your advisor, you can save yourself a great deal of time and frustration. Specific situations in which your advisor will help include:

- mapping out your academic plan
- explanation of prerequisites
- explanation of CLEP, ACE and credit for prior learning
- introduction to financial aid program and forms
- information on field-based classes
- problems or questions about a particular class in which you are enrolled
- assistance with internship applications

Your advisor is not responsible for class registration or withdrawal from classes.

You may call 1-800-452-4176 to contact an advisor.

**BOOKSTORE**

Textbooks may be purchased online from the Linfield College Bookstore for all OCE classes [www.linfield.bncollege.com](http://www.linfield.bncollege.com).

**BLACKBOARD**

[Blackboard Log In](http://www.linfield.edu)

Log in using your Linfield CatNet user name and password – the same as your Linfield email account and your WebAdvisor account.

**ONLINE TUTORING SERVICES THROUGH THE WESTERN eTUTORING CONSORTIUM (WeTC)**

As a Linfield College student who is registered for classes online, you have access to online tutoring services at no additional charge. Linfield is a member of the Western eTutoring Consortium, a group of colleges, each providing experienced academic tutors who work with students online to help you improve your performance in your courses.

If you need tutoring help in Accounting (Principles of Accounting and Intermediate Accounting), Anatomy and Physiology, Biology, Chemistry, Economics, Math (Intermediate Algebra, Intro to Finite Math and Calculus), Microsoft Office, Physics, Psychology, Spanish, Statistics and/or Writing, please go to [Western eTutoring Consortium](http://www.linfield.edu). As a participant in Western eTutoring, you have access to:

- Our Online Writing Lab where you can submit a draft of your paper to a tutor, ask for specific feedback, and receive your work back with a tutor’s response within 24-48 hours.
  
  **Note:** Our eTutor’s will not edit, correct, or rewrite your paper, but will help you improve your work and writing skills

- Live Tutoring where you can meet with a tutor in one-on-one tutoring sessions via a fully interactive, virtual online environment.

- Offline Questions where you can leave a specific question for an eTutor who will respond within 48 hours.

**ID CARDS**

When you are admitted you will receive notification on how to obtain your Student Photo ID Card. This Photo ID will contain a library barcode, which will give you full library borrowing privileges and entitle you to discounts at local shops.

**LEARNING SUPPORT SERVICES**

Students with documented disabilities requiring classroom accommodation should register with Learning Support Services within the first two weeks of each semester, or the first two days of January Term. When necessary, students with documented learning disabilities may petition the Academic Support Committee for substitution of courses required for graduation. This process is not automatic, nor is it always deemed appropriate. Students who intend to make such a request must notify both the Director of Learning Support Services and the Registrar no later than the completion of 45 credits. Complete documentation including the diagnosis of the student’s condition and its attendant educational implications must be filed with the Director of Learning Support Services prior to the request.
LIBRARY

The Linfield library has two physical locations: The Jereld R. Nicholson Library at the McMinnville campus and the Portland campus library. From the library’s homepage, OCE students have access to many print and electronic resources, including scholarly databases, e-books, and other online materials. Linfield belongs to the Orbis Cascade Alliance, a group of nearly 40 academic libraries in Oregon and Washington. Summit, the Alliance catalog, allows students to access to resources that they can order free of charge.

FINANCIAL AID

Financial aid is available to eligible degree and certificate seeking students in the Online and Continuing Education programs. Prior to receiving a financial aid award from the Office of Financial Aid at Linfield, students must be admitted to Linfield’s Online and Continuing Education program and complete the processes outlined in the “Steps to Complete Your Financial Aid.” Take time to browse the many resources on various financial aid topics. The Financial Aid staff is here to help you.

Federal Pell Grant Program

The Federal Pell Grant amount is contingent on federal legislative funding. You will be notified on your Free Application for Federal Student Aid (FAFSA) output document if you are eligible for a Federal Pell Grant. The final amount of your Federal Pell Grant offered from Linfield is calculated each semester based upon your Expected Family Contribution (EFC) that is calculated from your FAFSA, the number of credits you are taking each semester, your program, and the cost of attendance. You are not eligible to receive Federal Pell Grant from more than one college for the same period of time. The Office of Financial Aid will utilize information from the federal government to monitor annual and maximum Federal Pell Grant eligibility. The annual amount must not exceed 100% of the scheduled award and the maximum lifetime eligibility must not exceed 600%. The Office of Financial Aid will review transfer students Federal Pell Grant history to ensure that the student stays within the annual and aggregate maximum eligibility when determining award amounts per semester. For more information regarding federal grants you may go to: www.studentaid.ed.gov.

State Grants

Visit your state’s website for state grants. Oregonians may go to: www.oregonstudentaid.gov for more information regarding the Oregon Opportunity Grant, which is awarded on the basis of financial need from the state of Oregon to undergraduate Oregon residents attending eligible Oregon colleges at least half-time (6 credits). The amount of your award is strictly an estimate and contingent on state funding.

Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)

Subsidized and Unsubsidized Federal Direct Stafford Loans are available to eligible students. Additional information can be found in the Linfield Catalog or at www.studentloans.gov. A loan is money you borrow and must pay back with interest, be sure you understand your options and responsibilities. For up-to-date information, visit the Linfield OCE financial aid site.

Scholarships

Alumni and friends of Linfield College have generously donated funds to establish scholarships specifically for students in the online program. Awards are based on academic merit and financial need and do not require repayment. If a student is already receiving financial aid, the award will be made in the context of the whole financial aid package. The overall award cannot surpass need, but most financial aid recipients have need that is not met by other forms of financial aid. Students may receive one of the scholarships only one time.

Application Deadlines: August 30 for Fall semester award. January 31 for Spring semester award.

For more information go to the Scholarships page.

IDENTITY AUTHENTICATION

Students enrolled in Online and Continuing Education courses and programs at Linfield College are required to periodically verify their identity through Ucard. This ensures that students taking classes through Online and Continuing Education are the people doing the work. The authentication process will be required at the start of each term and then at random times during the term. Instructions will be provided. For identity verification, students will need a webcam enabled computer and a legal form of picture ID (such as a driver’s license or a passport). If you have questions about or problems with the authentication process contact the OCE office at (503) 883-2447.

REGISTRAR'S OFFICE

The Registrar’s Office maintains student academic records, conducts registration, processes drop/adds, generates enrollment certification, and prints transcripts. This office also maintains student demographic information including majors, class standing, degree tracking, graduation, and related information. Students must have a current ID card to access any non-directory information. The general information number is 503-883-2211 or email the Registrar.

www.linfield.edu/oke
Linfield College operates under the assumption that all students are honest and ethical in the way they conduct their personal and scholastic lives. 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 a violation of academic integrity. Furthermore, a breach of academic integrity will have concrete consequences that may include failing a particular course or even dismissal from the college.

Violations of academic integrity include but are not limited to the following:

- **Cheating**: Using or attempting to use unauthorized sources, materials, information, or study aids in any submitted academic work.
- **Plagiarism**: Submission of academic work that includes material copied or paraphrased from published or unpublished sources without proper documentation. This includes self-plagiarism, the submission of work created by the student for another class unless he or she receives consent from both instructors.
- **Fabrication**: Deliberate falsification or invention of any information, data, or citation in academic work. Facilitating Academic Dishonesty: Knowingly helping or attempting to help another to violate the college’s policy on academic integrity.

Faculty recognize their responsibility to help students understand academic integrity and how to conduct themselves with integrity in the classroom. To this end, faculty shall include a clear academic integrity policy within their syllabus.

In dealing with breaches of academic integrity, the instructor shall have discretion as to what penalty to impose regarding the course grade. Within ten days of the discovery of an offense, the instructor must submit in writing a description of the offense to both the student and the Dean of Students or designee. This description should include the course consequences for violations of academic integrity and the penalty given in the specific case. If the student disagrees with the accusation of a breach of academic integrity, the student will use the Academic Grievance process as outlined in the section entitled Academic Grievances. In addition, it is recommended that faculty issue an academic alert for any violation of the academic integrity policy.

The Dean of Students, or designee, will maintain a confidential list of students who are reported for violations of academic integrity in order to track repeat offenses. The dean will have discretion to refer a first time offender to the College Conduct Board; however, any subsequent violations by the same student will automatically be referred to the Conduct Board. This decision on referral will be communicated in writing to the student and to the instructor(s), who has (have) a legitimate educational interest.

The Conduct Board may impose college-level penalties upon the offending student. Fundamental fairness shall be in force for all academic integrity proceedings, as outlined in the Policies and Procedures of the College Conduct Board.

### ACADEMIC GRADES

A student’s academic achievement is recorded on the permanent academic record in terms of the following grades:

- **A, A-** Excellent comprehension of the material and exceptional performance.
- **B+, B, B-** Above average capability and better than normal performance.
- **C+, C, C-** Adequate understanding of the material and acceptable performance.
- **D+, D** Marginal comprehension of the material and below average performance.
- **F** Inability to deal successfully with the material and inadequate performance.
- **M** Student has mastered the goals set forth in a course in which the instructor has opted to use mastery grading procedures.
- **S** “Satisfactory.” Acceptable understanding of the material and adequate performance. Equivalent to a C or better. There is no GPA calculation for this grade.
- **U** “Unsatisfactory.” Marginal comprehension of material and inadequate performance. Equivalent to a C-minus or poorer. Counts as zero quality points in GPA calculation.

### CHANGE OF GRADES

Once recorded on the academic record, a grade may be changed only at the request of the faculty member, by the Vice President of Academic Affairs as a result of a formal grievance process, or by the Registrar or Registration Office in order to correct a clerical error or update the transcript in the event that a course is repeated.

### 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 chair of the instructor's department or, in the case of a nursing course, the appropriate semester coordinator. After this, if the matter is still unresolved, nursing students should speak with the Dean of Nursing; OCE students should speak with the Director of Online and Continuing Education. Finally, if the matter has not been resolved by the above means, students may discuss the matter with the Vice President for Academic Affairs or designee. All grievances concerning grades must be filed by the end of the next semester after the grade is posted. In the case that a student is studying abroad the next semester, the grievance must be filed by the end of the next semester after the student returns.
ACADEMIC PROBATION

A student is placed on academic probation when his or her cumulative GPA falls below the 2.00 minimum requirement, or when in two consecutive semesters (excluding the January term and summer term) the student’s GPA falls below 2.00.

The cumulative GPA is based on the following policy for Online and Continuing Education (OCE) students:

The cumulative GPA is evaluated at the end of fall and spring semesters, Winter term, and summer term and students are notified of their academic status. Students on academic probation will have 12 semester credits (the equivalent of a full load) in which to bring both the semester and the cumulative GPA to 2.00 or greater.

For any further inquiries about the academic probation policy, students should contact the Registrar or Registration Office appropriate to their program.

Students who are provisionally admitted shall have one full year in which to establish good academic standing.

ACADEMIC SUSPENSION

Each Linfield College program evaluates academic suspension at the end of the semesters or terms listed in the academic probation policy. As established by the Linfield College faculty, students shall be suspended from the college if they fail to bring both the semester and cumulative GPA to the 2.00 minimum requirement within 12 semester credits.

Further, any full-time student whose GPA is less than 0.50 after the first semester at Linfield shall be suspended immediately. Students are notified of their academic suspension status by mail immediately after the appropriate semester or term. For any further inquiries about the academic suspension policy, students should contact the Registrar or Registration Office appropriate to their program.

ACADEMIC SUSPENSION APPEAL

Suspended students shall have the right to a Student Policies Committee review provided they submit an appeal. Students may submit an academic suspension appeal letter via the Registrar. In addition to the appeal letter, students may ask that any Linfield College faculty member or administrator submit a letter of support on their behalf. The support letters should be submitted to the Registrar or Registration Office appropriate to their program. The Linfield College Registrar will present student suspension appeal letters from all three programs to the Student Policies Committee for review. Each registration office will notify the student of the committee decision at the earliest possible date. For any further inquiries about the academic suspension appeal policy, students should contact the Registrar or Registration Office appropriate to their program.

ADDITIONAL TRANSCRIPT DESIGNATIONS

While not grades per se, the following designations are used on academic records in lieu of grades in certain instances:

I — Work incomplete. An incomplete is given at the discretion of the instructor when the quality of work is satisfactory but the course requirements have not been completed for reasons of health or other circumstances beyond the student’s control, as determined by the instructor. An incomplete must be completed before graduation.

Each incomplete assigned must be accompanied by a contract statement agreed to by both the instructor and the student and must include the following:

1. What work remains to be completed.
2. How the work is to be evaluated.
3. A deadline for completion of the work, which can be no later than the following: (a) April 15 for an incomplete given in a course taken the previous fall semester or January term, and (b) November 15 for an incomplete given in a course taken the previous spring semester or summer term.

4. Each incomplete must be accompanied by a contingency grade, in the computation of which the instructor has assigned zero points to the work not completed. This contingency grade will be the grade finally recorded for the course if the Registrar or Registration Office does not receive another grade by the contract deadline.

IP — In progress. An in-progress designation is used for thesis, research, independent study, internships, community service, and Athletic Training Professional Experience I, II, III, IV, V, VI, when a continuing project must be extended for legitimate reasons beyond the semester or term.

The extension may not exceed an additional semester without approval of the Curriculum Committee. If the work is not completed within the stipulated time, as noted by the instructor, the instructor may report a grade in lieu of the F that will otherwise automatically be assigned with failure to complete the course.

AUD — Audit signals regular attendance and participation in the course. No credit hours are earned for auditing courses.

CE — Credit earned by examination

W — Withdrawal. This designation is given when prior to a published deadline the student so requests.

No quality points are entered into the student’s GPA.

AW — Administrative withdrawal. This designation is entered on the record by the Registrar or Registration Office in the case of a student who is officially registered in a course but who has not attended the class and not requested to withdraw.

No quality points are entered into the student’s grade point average (GPA).
ACADEMIC POLICIES

ACADEMIC CLASSIFICATION

First-year: Successful completion of 0 - 29.99 credit hours
Sophomore: Successful completion of 30 - 61.99 credit hours
Junior: Successful completion of 62 - 93.99 credit hours
Senior: Successful completion of 94 or more credit hours

CREDIT FOR PRIOR LEARNING

Many adults have acquired college-level learning through experiences outside the classroom. Students may earn academic credit for this learning by demonstrating knowledge and skills in the following ways: (1) a credit for prior learning portfolio for a maximum of 31 semester credits (note that the 30-semester-credit residence requirement still applies) and (2) challenge exams and CLEP exams (up to 30 semester credits combined).

You may also apply for transfer credit for training programs you completed through your employer or the military when these programs have been reviewed and accredited by the American Council on Education, a national educational research organization.

DEGREE REQUIREMENTS

To obtain a bachelor's degree, students must meet the following requirements:

- Total Credits
- Cumulative Grade Point Average
- Residency
- Linfield Curriculum (general education requirements)
- Major
- Taskstream

TOTAL CREDITS

To earn a B.A., B.S., or B.S.N. degree, a candidate must earn 125 credits. See current Course Catalog for full requirements.

CUMULATIVE GRADE POINT AVERAGE (GPA)

To earn a bachelor's degree a candidate must have achieved a cumulative GPA of at least 2.00. In addition, a student must obtain a cumulative GPA of 2.00 in courses contributing to the major. Additional majors and minors are subject to the same 2.00 cumulative GPA requirement. Departments may have additional GPA requirements. For purposes of computing the grade point average (GPA), quality points are awarded as follows:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
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<tr>
<td>B+</td>
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<td>NA</td>
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<tr>
<td>S</td>
<td>NA</td>
</tr>
<tr>
<td>U</td>
<td>0.00</td>
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</tbody>
</table>

Only grades earned at Linfield are computed in the GPA. The GPA is computed as follows: the number of credits earned in any Linfield class for which a letter grade is awarded is multiplied by the number of quality points assigned to the grade earned. The total number of points thus calculated for all graded Linfield courses is divided by the total number of credits attempted in those courses. The resulting figure is the GPA.
RESIDENCY

At least 30 credits must be from Linfield College, including 20 of the last 30 credits, 15 credits in the major, and 10 credits in the minor. Students pursuing two degrees, whether concurrently or subsequently, must earn at least 35 additional credits, including at least 15 credits in each major. Residence credits do not include credit through challenge examinations, achievement examinations, Advanced Placement, CLEP examinations, or portfolio evaluation credits.

A student with at least 30 credits earned at Linfield may, with prior approval of the Curriculum Committee, spend the senior year at a foreign university.

THE LINFIELD CURRICULUM (LC) (GENERAL EDUCATION REQUIREMENTS)

The purpose of the general education requirement, called the Linfield Curriculum, is to foster the development of wholly-educated persons by providing a coherent experience spanning the arts and humanities, natural sciences, and social-behavioral sciences. The Linfield Curriculum seeks to enable students to communicate effectively; appreciate literary, artistic, and historical works; be conversant with various philosophical and religious conceptions of humanity; understand the role of diversity both globally and nationally; analyze how human beings behave individually and socially; understand, formulate, and critique quantitative arguments; and comprehend the methods and accomplishments of modern science. Grounded in the multidisciplinary spirit of the liberal arts, the Linfield Curriculum stresses wide exposure to the ways that educated individuals, be they scientists, artists, entrepreneurs, teachers, or ethicists, engage ideas, articulate choices, and assert opinions. It encourages students to cultivate intellectual and personal flexibility, pursue independent action, and engage in responsible decision-making. The Linfield Curriculum emphasizes communication and facilitates self-discovery in personal, cultural, and academic contexts. It affirms the need to understand people and societies both nationally and internationally. In short, the Linfield Curriculum encourages inquiry, analysis, and imagination, habits of mind that provide the foundation for reasoned action, wonder, and continued learning in all aspects of life.

The Program for the Liberal Arts and Civic Engagement (PLACE) promotes innovation in liberal arts education and civic engagement through the exploration of thematic connections among modes of thinking and inquiry within the Linfield Curriculum. It has several goals:

1. To motivate experimentation in liberal education both inside and outside of the classroom.
2. To promote civic engagement and social enterprise by encouraging students to apply their knowledge and skills at all levels – local, national, and global – within the public domain.
3. To cultivate an intellectual, interdisciplinary community through the exploration of a single theme from a variety of perspectives.
4. To create a forum in which to share experiences from faculty, students, and community members and to disseminate this information.

The Linfield Curriculum consists of four major components: (1) the Inquiry Seminar; (2) the Modes of Inquiry; (3) Diversity Studies; and (4) a Writing-Intensive Requirement. Courses contributing to the Linfield Curriculum are normally a minimum of 3 semester-credits. Any single class transferred from outside institutions must be at least 3 semester-credits or 4 quarter-credits. To encourage intellectual breadth, no student may count more than two courses from a single department toward completion of the Modes of Inquiry and Diversity Studies components of the Linfield Curriculum. For the purpose of the LC requirements only, theatre and communication arts are viewed as separate departments.

THE MODES OF INQUIRY

The Modes of Inquiry offer six conceptual frames of reference central to the pursuit and construction of modern knowledge: Creative Studies; Individuals, Systems, and Societies; Natural World; Quantitative Reasoning; Ultimate Questions; and Vital Past. While resembling the traditional distributional arrangements of general education, these categories also transcend them by asking students and faculty to focus on the distinctive cross-disciplinary questions underlying each Mode of Inquiry. The Linfield Curriculum encourages intellectual breadth by introducing students to a wide variety of academic experiences. Each student must complete at least seven approved courses, one in each of the Six Modes of Inquiry and one Upper-Division course. This Upper-Division course must be at the 300-level or above, it must be in one of the Six Modes of Inquiry (Creative Studies; Individuals, Systems, and Societies; Natural World; Quantitative Reasoning; Ultimate Questions; and Vital Past), and it must be a course from outside the student’s major department. In the case of a student with multiple majors, the Upper-Division course must be from outside one of the major departments. In other words, it may not be a course which satisfies the requirements of both majors. In the case of interdisciplinary majors, the Upper-Division course must be from outside the student’s field of study.
DEGREE REQUIREMENTS

LC PORTFOLIO
To satisfy the requirement for each Mode of Inquiry and the Upper-Division course, a student must demonstrate meeting the learning objectives of that mode by choosing an assignment, or collection of assignments, to post in an online repository. The choice of these exemplars must be supported with a paragraph description. These exemplars must be posted by the last day of finals of the semester the course is taken. For the case in which a course satisfies multiple LC designations, a student may initially choose to submit exemplars and support for multiple designations; however, the student must eventually select the designation for which the course is to count and submit exemplars and support from different courses for the other LC designations. Students can receive credit for only one LC designation per course.

- What is an exemplar?
  An exemplar is a model, a sample or an example that demonstrates the student’s mastery of the learning outcomes for a course. This may be a paper, digital image of a work of art, or any other product required by the course.

- Where do I find the learning objectives for the particular mode of inquiry that I want to demonstrate?
  The learning objectives for each mode of inquiry are listed in the Linfield Course Catalog and on the course syllabus.

- Is posting an exemplar in my LC Portfolio required in order to earn the credits and the final grade in the course?
  No, your grade in the course is earned by meeting the learning objectives that the professor has established and is separate from posting an exemplar of your learning to your LC Portfolio. However, while this process does not affect your grade for the course in any way, the course cannot be used to meet an LC for degree requirements unless an exemplar and rationale are posted by the end of the semester in which the course is taken.

- Is there a deadline for posting material to meet the LC requirement?
  Yes, an exemplar and statement must be posted by the last day of finals of the semester the course is taken.

- Can I submit the same material for more than one LC?
  Yes. However, you must eventually choose which LC the course will meet.

- Will I have access to my LC Portfolio after I graduate from Linfield, and for how long?
  Yes, you may maintain your portfolio after graduation and can add other items to it over time to augment your resume. You will be required to pay a fee to renew your subscription, but you can “pack” your portfolio and take it with you before your account expires.

- Who will evaluate my completion of the LC Portfolio for each mode of inquiry in the Linfield Curriculum?
  Your LC Portfolio will not be evaluated each time you submit an exemplar. You will be required to show that it is complete before you graduate. At this time, there is no way to link the information in your LC Portfolio with the information on your Program Evaluation in WebAdvisor. Before you graduate, the two will be reconciled. Instructions for uploading exemplars and supporting work to LC Portfolio are located at LC Portfolio Instructions Page.

REQUIREMENTS FOR A MAJOR
To earn a B.A. or B.S. degree, a candidate must complete the degree requirements for all campuses. Degree programs offered through OCE may be completed on a part-time basis. Courses are taught by full-time Linfield faculty members, qualified people from the faculties of other institutions of higher learning, or practicing professionals or business people. Adjunct faculty are selected by the academic departments of the college to deliver the quality education long associated with the traditional residential program of Linfield.

CERTIFICATE PROGRAMS
OCE students may complete certificates in a variety of areas. Go here for the complete list. Each certificate program consists of a cluster of four to eight courses. No more than one of the required certificate courses may be earned by portfolio or through coursework transferred from another institution. No more than one course may be used to fulfill both certificate and major requirements.

HONORS
ALPHA SIGMA LAMBDA

Founded in 1945, Alpha Sigma Lambda is a national honor society which recognizes the achievements of adults who accomplish academic excellence while balancing competing interests of home and work. The Linfield College chapter was chartered in April 2012. New members are elected to the chapter each year from among those students seeking a bachelor’s degree in the Online Program who

1. have earned a minimum of 24 credits at Linfield
2. are in the top 20% of all online students who meet the 24-credit criterion, and
3. have a Linfield GPA of at least 3.50.
LAST DAY TO ENROLL

A student may not enroll in a course after ten class days during a semester or after the second-class day of January or summer term. Please note that enrollment beyond the second-class day in any course may only occur with the explicit approval of the instructor.

STUDENT RECORDS

Information about students fall into two general categories: that which is “public” and that which, by law, needs to remain private. Public information is often called “Directory Information” and includes name, addresses, e-mail address, telephone numbers, dates of attendance, class, previously attended institutions, major, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth. Upon careful consideration a student may ask the institution not to release such information, but then will not be listed in campus directories, on the Dean’s List, or other public pronouncements. On the other hand, information contained in student files and student transcripts is private and, in general, is released only with written permission of the student. The primary exception to this is that faculty and other campus personnel connected with a student’s educational program, curricular and co-curricular, may review information about the student, including the student’s transcript. In accordance with federal law, students over the age of eighteen may review the contents of their college files. Information gathered about students during counseling is confidential and will not be divulged without the written permission of the student. The exception to this practice arises when, in the judgment of the counselor, a student poses an immediate threat to him or herself or to another individual. College conduct process is confidential and will only be released to those at the institution on a need to know basis. Students may view their records on WebAdvisor.

WITHDRAWAL FROM COURSE

Official withdrawal must be made using the online add/drop form, and refunds are calculated by the date of submission.

<table>
<thead>
<tr>
<th>TERM</th>
<th>SEMESTER DATES</th>
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<th>75%</th>
<th>50%</th>
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</tr>
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<td>9/15/19</td>
<td>9/22/19</td>
<td>9/29/19</td>
<td>10/6/19</td>
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<tr>
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<td>1/11/20</td>
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<tr>
<td>Summer 2020</td>
<td>6/15/20 – 8/14/20</td>
<td>6/19/20</td>
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<td>7/3/20</td>
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</tbody>
</table>

WITHDRAWAL FROM LINFIELD

Students may voluntarily withdraw in good standing from the college at any time if there are no disciplinary actions pending against them and if their financial obligations have been satisfied. The withdrawal (W) designation will be posted on the Linfield transcript based on Academic Calendar registration policies as follows: When a student withdraws from the college on or prior to the last day to drop, no course will be posted on the transcript.

When a student withdraws from the college after the last day to drop a course, a W is assigned to all courses and posted on the transcript. Notification of withdrawal must be made in writing to the Registrar. A withdrawal from Linfield College form is available from the Registrar and must be completed with the required signatures. Transcripts will not be forwarded or furnished until the Controller of the college has certified to the Registrar the fulfillment of all financial obligations.

CANDIDACY FOR GRADUATION

To become a candidate for graduation, each student must submit a degree application via WebAdvisor. All Students should apply one year prior to the degree completion semester.

Applying to graduate by the appropriate deadline will provide students sufficient opportunity to make any necessary class schedule adjustments for a timely completion of degree requirements. The above deadlines are also critical to: (1) the administrative processing necessary for correct presentation of the student’s credentials and name at commencement; and (2) verification of the student’s completed degree requirements. Failure to meet the deadline can potentially delay participation in graduation and/or timely receipt of the diploma.

In the event a student may not complete all degree requirements by the planned completion date, the student may be eligible to participate in the commencement ceremony. Students should submit a Petition to Participate in Commencement form to the Registrar or Registration Office for presentation to the Student Policies Committee by April 1st for participation in the spring commencement. Eligibility to participate is based on the policy explained below.
CANDIDACY FOR GRADUATION

Students who have not met all requirements are eligible for participation in commencement if they lack only some combination of:

1. Credits in courses in which they are currently enrolled at Linfield or elsewhere (or)
2. Non-course requirements that can reasonably be expected to be satisfied prior to commencement (and)
3. No more than six credits to be earned.

Where non-Linfield courses are involved, written documentation of such enrollment must be provided. In cases where successful completion of current courses will not suffice to meet all requirements, evidence must be provided of the student’s intention to enroll in the immediately following Linfield College summer term for the needed credits. Where non-course requirements have not been satisfied, appropriate evidence must be provided that they will be satisfied by commencement.

For any further inquiries about candidacy for graduation or eligibility to participate in commencement, students should contact the Registrar or Registration Office appropriate to their program.

SEXUAL MISCONDUCT

In keeping with its mission, Linfield 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. Linfield’s expectations of civility among community members exceed those applied to the public at large. It is the policy of Linfield College that no member of the College community shall engage in sexual misconduct or relationship violence 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 reporting party and pursue sanctions against the responding party. To this end, the College shall annually apprise its students, faculty, administrators and staff of this policy, and inform them about the meaning and effects of sexual misconduct and relationship violence. For the protection of the community, the College may take action against those who commit such misconduct. In taking action, the college will make every attempt to provide as much anonymity for the reporting party(s) and the responding party(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 reporting party. The Linfield College Sexual Misconduct and Relationship Violence Policy, while prohibiting offenses forbidden by Oregon law, also prohibits conduct that may not be a crime under Oregon law. As a result, Linfield requires a higher standard of conduct for members of the Linfield community than those applied to the public at large. Law enforcement agencies contacted about sexual misconduct or relationship violence at Linfield will follow Oregon law, not Linfield College’s Sexual Misconduct Policy.

Linfield’s Definition of Sexual Misconduct and Relationship Violence:

a. Non-consensual sexual contact
   i. any intentional sexual touching,
   ii. however slight,
   iii. with any object or body part,
   iv. by any person upon any other person, v. without consent.

b. Non-consensual sexual intercourse:
   i. any sexual intercourse (anal, oral, or vaginal),
   ii. however slight,
   iii. with any object or body part,
   iv. by any person upon any other person, without consent.
SEXUAL MISCONDUCT

ACADEMIC POLICIES

SEXUAL MISCONDUCT

SEXUAL MISCONDUCT

c. Forced sexual intercourse:
   i. Any unwilling or non-consensual sexual intercourse (anal, oral or vaginal),
   ii. however slight,
   iii. with any object or body part,
   iv. that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition.

d. Sexual Exploitation:
   Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct or relationship violence offenses. Examples of sexual exploitation include, but are not limited to:
   i. Prostituting another student;
   ii. non-consensual video or audio-taping of sexual activity;
   iii. going beyond the boundaries of consent (such as letting
   iv. your friends hide in the closet to watch you having consensual sex);
   v. engaging in Voyeurism;
   vi. knowingly transmitting an STD or HIV to another.

e. Sexual Harassment:
   Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student’s or employee’s work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
   i. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually oriented request.
   ii. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually oriented request.
   iii. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually oriented request. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
   iv. Displaying pornographic or sexually oriented materials.
   v. Engaging in indecent exposure.
   vi. Making sexual or romantic advances toward a student or employee and persisting despite the student or employee’s rejection of the advances.
   vii. Physical conduct such as assault, touching, or blocking normal movement.
   viii. Retaliation for making harassment reports or threatening to report harassment.

OPTIONS FOR REPORTING AND/OR PRESSING CHARGES

- We encourage you to report this incident to one of the college staff members listed in this handbook whether you choose to involve the police or not. The counselors in the Linfield College Counseling Center, the College Chaplain or staff in the Student Health Center will keep your report confidential. These staff members will file an anonymous report with the Director of College Public Safety for statistical reporting.
- If the alleged respondent is a student of the College, you may choose to report this incident to one of the individuals listed below and ask them to investigate and take appropriate action based on that investigation. Specific procedures are listed below. While promptness in reporting is desirable, the case may be investigated as long as the respondent continues to be a student at the College.
- You can report what has happened to the local police. We strongly recommend that you provide all relevant information and evidence to the police as soon after the assault as possible. The police forward their report to the prosecutor's office. The prosecutor then determines whether or not there is sufficient evidence to proceed with the case. Their 24-hour number is 503-434-6500.
- The College's complaint procedure provides for immediate, thorough, and objective investigation of all claims of sexual misconduct or relationship violence. If sexual misconduct or relationship violence has occurred, the College will take appropriate remedial action that is commensurate with the severity of the offense.
- The College strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.
ACADEMIC POLICIES

SEXUAL MISCONDUCT

RETALIATION DEFINED:
Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and follow-up of the report.

TITLE IX
Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in educational programs which receive federal financial assistance. Title IX can apply in areas such as athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are forms of unlawful discrimination under Title IX.

Linfield has established a committee, consisting of a Title IX Coordinator and Deputy Coordinators, each of whom have specific knowledge to respond to concerns in the areas described above. Inquiries related to this policy can be directed to the following:

Title IX Coordinator: Susan Hopp, Vice President of Student Affairs and Athletics/Dean of Students
Title IX Deputies: Brenda DeVore Marshall, Professor Theatre & Communication Arts
Mary Ann Rodriguez, Vice President for Finance and Administration/CFO
Amy Dames Smith, Assistant Athletic Director/Senior Woman Administrator (SWA)
Jeff Mackay, Associate Dean of Students/Director of Residence Life

ADDITIONAL INFORMATION
If you are the victim of sexual misconduct or relationship violence or know someone who has been subjected to sexual misconduct or relationship violence, the material in the following pages provides information about
Who can help you and how to contact those individuals,
Where to seek medical assistance and why,
Your options regarding what type of report, if any, you may wish to file, and information about the Linfield College conduct review process.

WHAT TO DO IF YOU HAVE BEEN ACCUSED OF SEXUAL MISCONDUCT OR RELATIONSHIP VIOLENCE
Do not attempt to contact the reporting party(s)! The Dean of Students or the Associate Dean of Students will contact you and inform you about Linfield's Policy and Procedures. We encourage you to speak with a counselor in the Linfield College Counseling Center or the College Chaplain during this process.

LINFIELD COLLEGE SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE REVIEW PROCEDURES:
General Information

• Any member of the College community may initiate a case by filing a complaint with one of the following people:
  – Susan Hopp, Title IX Coordinator/Dean of Students, Melrose 110, (503-883-2278)
  – Jeff Mackay, Deputy Title IX Coordinator/Assoc. Dean/Director of Residence Life, Melrose 110, (503-883-2436)
  – Brenda DeVore Marshall, Deputy Title IX Coordinator, Ford Hall 105 (503-883-2290)
  – Mary Ann Rodriguez, Deputy Title IX Coordinator, Melrose 105A, 503-883-2458
  – Amy Dames Smith, Deputy Title IX Coordinator, HHPA Complex 205E (503-883-2372)
  – Dennis Marks, Director of College Public Safety, Cozine (503-883-2602)

• You may choose to have a friend, advisor, professor or administrator assist you in filing a complaint. Advisors have been designated by the college to provide information about procedures and resources at Linfield and in the community. These individuals have been trained to assist you and can accompany you through the process should you choose to file a complaint. You may contact any of them directly. They are not protected by the legal definition of client/patient privilege, which does apply to professional counselors and clergy, but can give you information in person or over the phone. These individuals are listed in this policy guide.

• If you wish, the College will attempt, where it is reasonably possible, to change the living and/or academic situation of the reporting party or the reporting party to avoid a continuation of contact between the individuals.

• Sexual Misconduct and Relationship Violence Review Procedures are the same as noted in the policy guide, which apply to other alleged infractions of the Student Code of Conduct.
SEXUAL MISCONDUCT

STANDARD FOR DETERMINING RESPONSIBILITY:

The standard used to determine accountability will be by a preponderance of the evidence: whether it is more likely than not that the alleged perpetrator has violated the Sexual Misconduct and Relationship Violence Policy. All members of the College community found to have violated this policy will be disciplined up to dismissal from the College. Sanctions will not be lessened because the offense was committed with an acquaintance or on a date.

THE GENERAL RIGHTS OF COMPLAINANTS AND RESPONDENTS / THE COMPLAINANT’S RIGHTS:

The Reporting Party’s Rights:

a. An explanation of available options for redress, Freedom from harassment by the accused (or the supporters),
b. Use of all available internal and external support services in dealing with the aftermath of the offense,
c. Ability to speak on their own behalf during the conduct proceedings, including making a "survivor impact" statement to a College Conduct Board,
d. The presence of one advisor from the College community and/or a support person during the hearing, or the presence of one non-campus advisor who can observe and support the complainant but cannot speak for the complainant and may not question the board, witnesses or other participants,
e. The opportunity to present witnesses who can speak about the charges, character witnesses excluded,
f. Attend the entire conduct hearing except for the deliberation phase,
g. Testify on his/her own behalf,
h. Freedom from having irrelevant sexual history discussed during the conduct hearing,
i. Information about the outcome of the conduct hearing and
j. Opportunity to appeal the outcome of the hearing.

The Responding Party’s Rights:

a. An explanation of the charge(s),
b. Freedom from harassment by the complainant (or supporters),
c. An explanation of the College conduct system,
d. The presence of one advisor from the College community, or the presence of one non-campus advisor who can observe and support the respondent but cannot speak for the complainant and may not question the board, witnesses or other participants,
e. Testify on his/her own behalf,
f. Present witnesses who can speak about the charges, character witnesses excluded,
g. Attend the entire conduct hearing except for the deliberation phase,
h. Freedom from having irrelevant sexual history discussed during the conduct hearing,
i. Information about the outcome of the conduct hearing and
j. Opportunity to Appeal the outcome of the hearing.

The Office of the Dean of Students is responsible for:

a. Ensuring that both the complainant and the respondent accused of misconduct, harassment, or retaliation are aware of the seriousness of the complaint.
b. Explaining the College’s sexual misconduct and relationship violence policy and investigation procedures.
c. Making referrals to the Counseling Center for counseling and referral services, if appropriate
d. Discussing with the complainant the option of notifying the police if criminal activities are alleged
e. Conducting or arranging for an investigation of the alleged prohibited conduct.
f. Preparing or overseeing any reports, recommendations, or remedial action(s) that are needed or warranted to resolve any prohibited conduct.
g. Assuring that each complaint will be assessed and resolved individually

THE HEARING PROCESS:

If a complaint is filed with the Dean of Students office, the process for adjudication is as follows. This procedure applies to complainants of sexual misconduct or relationship violence as well as respondents of sexual misconduct or relationship violence.

1. The respondent(s) shall be notified by an appropriate official of the College that s/he is accused of violating the sexual misconduct and relationship violence policy.

2. The student(s) shall be notified that s/he may elect one of three courses of action:
   a. The student(s) may admit the alleged violation and request that the Dean of Students take whatever action seems appropriate.
   b. The student(s) may admit the alleged violation, and request a hearing before the College Conduct Board.
   c. The student may deny the alleged violation, in which case a hearing will be held by the College Conduct Board.
3. During the hearing, the reporting party(s) and the responding party(s) may be separated physically. Typically, a physical barrier may be used to eliminate any visual contact if requested by any party. Video conferencing may also be used as a way to attend the hearing electronically.

4. Both reporting party and responding party shall be entitled to an expeditious hearing of the case.

5. 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.

6. Following notification prior to the hearing both the reporting party and the responding party 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 respondent(s) to prepare a defense,
   c. a copy of the procedures as outlined here.

7. Both the reporting party(s) and the responding party(s) shall be entitled to appear in person, to present their view of what took place to the College Conduct Board, and may call witnesses in his/her/their behalf. Either of these persons may also elect not to appear before the College Conduct Board. Should she/he elect not to appear, the hearing shall be held in their absence.

8. Both the reporting party(s) and the responding party(s) shall be entitled to assistance from one member of the College community (faculty, staff, or student) or one off-campus advisor who may observe and support but cannot speak for the responding party or the reporting party and may not question the board, witnesses or other participants.

9. Both the reporting party(s) and the responding party(s) or their on-campus advisor shall be entitled to ask questions of the conduct review body or any witness.

10. Both the complainant(s) and the respondent(s) shall be entitled to refuse to answer questions.

11. An audio record of the hearing shall be made and provided to the Dean of Students for the purpose of hearing appeals and will be destroyed following all appeals.

12. Both parties and all other non-members of the conduct review body shall be excused when the Board deliberates on its decision. That decision will be presented in writing to the Dean of Students, who will in turn notify both parties in writing of the conduct review decision. Notification of decision shall be accomplished by requesting that each party appear separately at an appointed time at the Dean’s office. If either party does not appear at the appointed time, notification will be accomplished by mail.

SEXUAL MISCONDUCT APPEALS:
Any student having been accused of sexual misconduct or relationship violence and having had a hearing before the College Conduct Board may appeal the decision. The reporting party may also appeal the decision. Any student wishing to appeal must lodge a statement in writing to the Dean of Students. Such an appeal must be lodged within seven days of notification of the original decision. The written appeal should present specific information as to the reason for the appeal. Appeals maybe submitted under two conditions.

1. The conduct procedures outlined in the Student Handbook were not followed during the student’s original hearing, or
2. New and significant evidence is available which was unknown and could not have been known at the time of the hearing.

The severity of sanction is not considered a legitimate ground for an appeal. Only one appeal is allowed per student involved. The Dean of Students will review the written appeal and other pertinent information and will notify the student in writing of the Dean’s decision.

GUIDELINES FOR THE SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE HEARINGS:
In order to provide equity and efficiency in the administration of conduct review procedures, the following guidelines have been created. These guidelines should be interpreted in light of the philosophy and procedures stated above. If there is more than one reporting party or more than one responding party for a specific incident, the cases may be considered separately.

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

1. The chair person shall inform all parties involved of the procedure to be followed at the hearing.
2. The chair person shall then read the charges against the respondent and shall ask that individual if they understand the charges and whether or not they concur with them. If the responding party concurs, the College Conduct Board shall then consider the charges as accurate and hear any information that the respondent may present in mitigation or explanation.
3. If the responding party does not concur, the College Conduct Board shall then hear the evidence in support of the charges. The reporting party may present these or may ask an Advisor to do so in their behalf. After presentation of the evidence in support of the charges the responding party 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. Both the reporting party (or their proxy) and the responding party may ask questions of the College Conduct Board members. Members may ask questions of the student charged as well as of any witness testifying at the hearing. Off-campus advisors may not enter into discussion, ask questions or make comments during the hearing.
5. The students and all other non-members of the College Conduct Board will be excused, except the Dean of Students or designee who is to be consulted concerning penalty.
6. The College Conduct Board will deliberate and formulate its findings and recommendations.

FINDINGS AND RECOMMENDATIONS:
The standard of proof required in student discipline cases is based on the preponderance of the evidence. After hearing a case, the College Conduct Board 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 Board may impose a number of sanctions, individually or in a combination, including:
   a. warning: an official reprimand in writing, delivered to the accused student and placed in the student's file;
   b. probation: a condition that stipulates that any further violations of regulations may result in a suspension. Length of probation will be specified;
   c. probation with terms: a condition that adds to regular probation stipulations that may deny the accused student certain privileges or requires certain action of the student;
   d. recommendation for suspension: separation from the College for a definite or indefinite period of time;
   e. recommendation for dismissal: permanent separation from the College; and/or
   f. other action that may seem appropriate for any given case. Sanctions against groups include those listed above in a-f, and also deactivation, loss of all privileges, including college recognition, either temporarily or permanently.

RESPONSIBILITIES OF THE CHAIRPERSON:
The chairperson of the College Conduct Board or the Dean of Students' designee has the following responsibilities:
1. To notify both the reporting party and the responding party of charges brought and to provide each party with a copy of the College’s Sexual Misconduct and Relationship Violence Policy and Procedures;
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 assistant to the Dean of Students);
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 College Conduct Board, and to deliver them to the Dean of Students within 72 hours of the hearing.

POST HEARINGS:
The findings and recommendations of the College Conduct Board will be presented in writing to the Dean of Students within 72 hours.
SEXUAL MISCONDUCT

CONFIDENTIALITY

- Both the content and the outcome of a hearing shall be considered confidential and no member of the College Conduct Board shall discuss a student’s role in an incident except with other members of the College Conduct Board.
- The right of the College community to have knowledge of the work of the Board shall be met through the releases of summary outcomes of cases that 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 guilt may bring attention to a case, but this does not alter the confidentiality of the conduct review proceedings.

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LINFIELD COMMUNITY STANDARDS

STUDENT BEHAVIOR /CIVILITY REQUIREMENTS

Linfield College is part of the McMinnville Community. All students have an obligation to behave in a manner that creates good relationships with our neighbors. Behavior on campus and off is subject to college policy and to the same rules, regulations and laws as apply elsewhere in the city, and local police have jurisdiction both on and off the campus. Anyone approached by campus or local authorities:
- should be courteous,
- should show identification upon request,
- should be truthful, and
- should comply with requests made by those acting within their scope of their authority while doing their duty.

Every faculty member and student have 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, and 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.

LINFIELD DRUG & ALCOHOL POLICY

In keeping with the mission of the college, Linfield is committed to providing an environment that is safe and fosters excellence in learning for its students and in work performance for all of its employees. Therefore, the misuse and illegal use, possession, transportation, distribution, manufacture, or sale of alcohol and other drugs is not permitted on property owned or controlled by the College, or while representing the College on business or in other college sponsored activity. The use of alcohol on college owned or controlled property or at events associated with Linfield programs is restricted to those of legal drinking age in that locale.

- Those under 21 years of age may not consume alcohol (except in foreign locations with permission from the on-site director and within the laws of that location).
- Providing alcohol to minors or providing a location where minors can consume alcohol is prohibited and is a violation of the alcohol policy.
- Those 21 and over may consume alcohol on campus only in the private rooms or apartments of those 21 and over with the door closed. All other areas of the college, indoor and out are considered public areas.
- Alcohol is not permitted in public unless such use is specifically authorized in writing by the President or the President’s designee.
LINFIELD DRUG & ALCOHOL POLICY

- Public consumption of alcohol or public Possession of an open container of alcohol anywhere on campus is a violation of Linfield policy and McMinnville City Ordinance regardless of a student's age. College apartment balconies are considered public areas.
- Kegs, beer bongs and other large containers of alcohol are not permitted in college owned or affiliated properties and will be confiscated and will not be returned.
- If minors are present where alcohol is being consumed, all persons there may be held in violation of the college alcohol policy unless the minors can demonstrate that they consumed no alcohol. This can only be done by volunteering for a breathalyzer, administered by College Public Safety. It is each student’s right and responsibility to request a breathalyzer by contacting CPS. Because alcohol misuse is a very common hindrance to success in college, the college will treat any verifiable violation of any state or local alcohol laws on or off campus by students as a violation of the college alcohol policy.

For students, minimum responses to alcohol policy violations are as follows:

- First violations result in a meeting with a representative from the Dean of Students’ Office and a requirement to complete an education program, which may be at the student’s expense.
- Second violations result in a meeting with a representative from the Dean of Students Office to determine the need for an educational response and/or referral to a Certified Alcohol and Drug Counselor (both at the student’s expense).
- Third violations result in an automatic recommendation for suspension from the College.

If alcohol consumption results in a health risk or hospitalization, the college may notify parents/guardians.

- Additional sanctions may be imposed for situations including among others:
  - Violations of state or local alcohol laws
  - Hosting a function which involves any alcohol violation
  - Furnishing alcohol to underage minors
  - Disruption of community
  - Unreasonable or excessive noise
  - Lack of respect for or cooperation with responding authorities
  - Providing false ID or misrepresentation of age or name
  - Physical or verbal abuse of staff or police
  - Leaving without first providing identification

Additional sanctions may include, but are not limited to:

- Community restitution hours
- Educational programs
- Fines and/or
- Exclusion from College residence halls or apartments.

Students who have issues with alcohol consumption, or who develop a potential for such problems are encouraged to seek assistance in the Counseling Center in Walker Hall 105 or the Wellness Coordinator in Walker Hall 102. Employees should seek assistance through the EAP via the Human Resources Office.

All Residence Life and/or College Public Safety staff members shall investigate any situation in which they have reason to believe there may be a policy violation. Neither Residence Life nor CPS need a student complaint to investigate a possible violation of policy. However, physical evidence, observed actions, comments, loud noise, large gatherings of students, etc., may give sufficient cause to investigate further.

DRUGS

Linfield College is a drug-free workplace. These regulations are part of the Federal Drug-Free Schools and Communities Act. The regulations require that, as a condition for receiving federal financial assistance, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities. Any member of the College community who uses, is under the influence of, manufactures, possesses, has under his/her control, sells, furnishes, or facilitates the use of a narcotic or dangerous drug or drug paraphernalia or misuses prescription medication, is subject to disciplinary action up to and possibly including separation from the College. This includes the possession or use of marijuana, marijuana oil, food products, etc.

Because drug use is a hindrance to success in college, the college will treat any violation of any college policy, state or local drug laws on or off campus by students as a violation of the college drug policy. McMinnville Police Department may be contacted at the College’s discretion.
LINFIELD COMMUNITY STANDARDS

LINFIELD DRUG & ALCOHOL POLICY

For students, minimum responses to drug policy violations are as follows:

- First violations result in a meeting with a representative from the Dean of Students’ Office and a requirement to complete an education program, which may be at the student's expense.
- Second violations result in a meeting with a representative from the Dean of Students' Office to determine the need for an educational response and/or referral to a Certified Alcohol and Drug Counselor (both at the student's expense).
- Third violations result in an automatic recommendation for suspension from the College.

If drug use results in a health risk or hospitalization, the college may notify parents/guardians. Additional sanctions may be imposed for situations such as:

- Violations of local, state, or federal drug laws
- Hosting a function which involves any drug violation
- Furnishing drugs
- Tampering with smoke detectors
- Disruption of community
- Unreasonable or excessive noise
- Lack of respect for or cooperation with responding authorities
- Providing false ID or misrepresentation of age or name
- Physical or verbal abuse of staff or police
- Leaving without first providing identification

Sanctions may include, but are not limited to:

- Community restitution hours
- Educational programs
- Fines and/or
- Exclusion from College residence halls or apartments.

Students who have a drug problem, or who develop a potential for such a problem are encouraged to seek assistance in the Counseling Center in Walker Hall 105 or the Wellness Coordinator in Walker Hall 102. Employees should seek assistance through the EAP via the Human Resources Office.

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 subject to severe penalty by a criminal court.

RESIDENCE LIFE AND CPS RESPONSE

Steps used by staff when responding to possible policy violations may include (Depending on the specific circumstances, the order of these steps or the entire process may change as the situation warrants):

- Staff will knock on the door and announce who they are. Those residents present need to respond and answer the door. Failure to respond in a timely manner will result in an additional knock and an announcement that ResLife will be entering the room or apartment.
- Students that live in the room or apartment will be asked to turn down the music and to speak with a Residence Life or CPS staff member. It will be explained to them that there is a concern that there may be a possible violation of policy.
- Students will be informed that they are responsible for all individuals in their room or apartment (including the balcony) and that all college policies (including alcohol) must be followed.
- If alcohol and/or drugs are present or staff believe that other policies may be in violation the room or apartment may be searched at this time. In drug cases students can work with the College or the police.
- The police will be called in to help search a room if students are not cooperative or if the College feels additional assistance is needed.


**LINFIELD DRUG & ALCOHOL POLICY**

- Student IDs and driver’s license (if alcohol is present) will be checked in an orderly fashion. If no ID is available students will be asked to wait until the staff finishes with everyone else, the student will then be accompanied to their room/apartment to see proper ID.
- A student’s entire room or apartment (all rooms) will be searched during the ID check process to make sure that all students are properly checked for ID.
- If all present are of legal drinking age, students will be informed that the staff will be returning to check on the apartment/room and if at that time noise is still a problem the staff will ask that all non-residents leave the room or apartment.
- If any illegal substances are present, staff will collect all names of people present and the illegal substances will be confiscated and turned over to the police.
- IF MINORS ARE PRESENT...Staff will collect all names of people present. If minors wish to volunteer for a breathalyzer CPS will be called and the students will be asked to wait to submit to the test. IF YOU ARE A MINOR: YOU MUST REQUEST A BREATHALYZER OR YOU WILL BE ASSUMED IN VIOLATION.
- If all minors present can demonstrate that they have not consumed alcohol, students will be informed that the staff will be returning to check on the apartment/room and if at that time noise is still a problem the staff will ask that all non-residents leave the room or apartment.
- If any minor does not take the breathalyzer or if any minor does not pass the breathalyzer then all non-residents of the room or apartment will be asked to leave and one of the two following actions will occur:
  - If all residents of the room or apartment are of legal drinking age (21) then all open containers will be dumped and any unopened containers of alcohol will be allowed to remain in the apartment or room.
  - If any resident of the room or apartment is under the legal drinking age (under 21) then all containers of alcohol will be confiscated and dumped down the most convenient drain. All alcohol bottles will be recycled when possible.
- If an alleged policy violation has occurred all students’ names will be sent to the Associate Dean of Students for determination of the appropriate conduct review process. Students can find a copy of the Conduct Review Process in the Student Handbook.

**DRUG-FREE SCHOOL AND COMMUNITY ACT**

Linfield College is required by federal law (the Drug-Free School and Community Act) to publish the following: Driving Under the Influence of Intoxicants (DUII). It is illegal to drive in Oregon with a Blood Alcohol Count (BAC) of .08% or more, or under the influence of intoxicants (alcohol and other drugs). DUII is a Class A misdemeanor that can carry a maximum fine of up to $5,000. You may be found guilty at a lower BAC reading - or even without a breath test if you show visible signs of physical or mental impairment.

**OTHER DRUGS AND DRIVING**

Oregon’s DUII law states that it is illegal to drive under the influence of either intoxicating liquor or a controlled substance (over-the-counter, prescription or illicit drugs), or a combination of both.

**OPEN CONTAINER LAW**

In Oregon, it’s against the law to drink any alcoholic beverage in a car on a public highway, and it’s illegal for the driver or passenger to have an open container in the car on a highway, moving or not.

**IMPLIED CONSENT LAW**

This law provides that anyone (whether licensed in this state, some other state or unlicensed) is deemed to have given consent to a blood alcohol count (BAC) test when arrested for driving under the influence (DUID on a public highway or premises open to the public.

**HOST/SERVER LIQUOR LIABILITY ORS 471.410**

In Oregon, it’s against the law to serve or to make available an alcoholic beverage to a visibly intoxicated individual. Whether you are a host in your home or a server in a licensed establishment, you could be held liable for damages. Penalty: Maximum $2,500 fine plus one year in jail.

**MINOR IN POSSESSION (MIP) ORS 471.430**

If you are under 21 years of age, it is against the law for you to:

- Purchase, attempt to purchase, or acquire alcoholic beverages.
- Have personal possession of alcoholic beverages.
- Enter or attempt to enter any portion of licensed premises posted or otherwise prohibiting use of minors.

Penalty: you could be fined up to $250 for any of the above offenses.

If you are under 18 and violate the MIP laws pertaining to alcohol or controlled substances, you may lose your driver’s license for at least one year. If you are not yet licensed to drive, your right to apply for a driver’s license may be suspended for one year or until you are 17, whichever is longer.
LINFOEL DRUG & ALCOHOL POLICY

FURNISHING ALCOHOL TO A MINOR

Making alcohol available to a minor is a crime. This would include presenting a gift of alcohol, sharing a drink, collecting party donations, or purchasing alcohol for the minor. Selling (collecting party donations) alcohol to a minor is also illegal.

Penalty: The mandatory minimum fine for a first offense is $350. The maximum which could be imposed is a fine up to $2,500, or one year in jail, or both.

IDENTIFICATION

If you are 21 or older and attempt to purchase alcoholic beverages or enter an establishment where liquor is served, you must be able to produce a driver’s license, or, if the license doesn’t have your photograph, an identification card issued the Motor Vehicles Division.

It is against the law for you to:

• Loan your license or ID card to someone else.
• Attempt to use a card belonging to someone else or attempt to use a falsified ID card.
• Make a written statement of age that is false in whole or in part, or produce any evidence that would falsely indicate your age, either in trying to enter a bar or when applying for an ID card from the Motor Vehicles Division.

Penalty: Violations involving ID cards are considered criminal offenses (class A misdemeanors) and carry a fine of not more than $2,500 or one year in jail or both.

Under Oregon law, the charge and penalty you face for possession of drugs depends on the drug you were caught with. The chart below represents some of the more common possession charges and their maximum sentences:

- Medical Clemency Policy
- STUDENT SAFETY COMES FIRST! IN ANY EMERGENCY INVOLVING ALCOHOL OR OTHER DRUGS, CALL 911 IMMEDIATELY FOR EMERGENCY MEDICAL ASSISTANCE.

Linfield College is strongly committed to the health, safety, and wellbeing of all its students. Students are encouraged to look out not only for their own health and wellbeing but also for that of their peers. When someone’s health or safety is threatened or appears to be at risk, students should take immediate action to prevent injury, illness, or danger. Medical Clemency is a policy that allows students to seek help for themselves or others, involved in a drug or alcohol related emergency, without being referred to the formal conduct process.

Linfield College is deeply concerned that, in a medical emergency involving alcohol or other drugs, some students may consider refraining from calling for help because of fear that doing so might subject them to disciplinary action. To address this concern, the following protocol will be used for addressing possible disciplinary consequences when medical emergencies result from the use of alcohol or other drugs. A student may only claim Medical Clemency prior to any report or discovery of an alcohol or drug violation by Residence Life or CPS staff.

- Any individual who seeks campus or medical assistance on behalf of another student during an alcohol or other drug-related emergency will meet with the appropriate college official(s) to discuss the incident, but will not be subjected to disciplinary proceedings through Linfield College’s conduct review process for possession or consumption of alcohol or other drugs.
- The recipient of medical clemency will not be required to resolve the matter through Linfield College’s conduct review process if she/he agrees (1) to participate in a referral to an appropriate campus or community resource, and (2) to comply with any possible recommendations set forth by that resource. If the recipient of medical attention does not comply with provisions one and two then he or she will be sent through the normal conduct review process. (3) Because the safety and wellbeing of our students is such a concern, students with multiple Medical Clemencies may be asked to seek a professional evaluation regarding their alcohol and/or drug use.
- If an individual or representative of an organization hosting an event calls for medical assistance, this act of responsibility will alleviate any conduct review sanctions against the individual or organization that might arise from the possession or consumption of alcohol or other drugs. This condition will apply in isolated incidents only and will not excuse or protect those individuals or organizations that flagrantly or repeatedly violate the Linfield College Alcohol and Drug Policies. Similarly, failure to call for campus or medical assistance in an alcohol or drug related emergency will be considered an “aggravating circumstance” and may affect the conduct review resolution against the individual or organization, if violations of the Linfield’s Student Code of Conduct have occurred. This protocol refers only to incidents occurring at college and fraternity housing.

The responsibility for determining applicability of this protocol rests solely with the Office of Student Conduct and Community standards. This protocol is not intended to address possible violations of criminal laws or their consequences outside the Linfield campus.

www.linfield.edu/oe
STATE CLEMENCY POLICY:

A person under 21 years of age is not in violation of, and is immune from prosecution under, this section if:

- The person contacted emergency medical services or a law enforcement agency in order to obtain medical assistance for another person who needed medical assistance due to alcohol consumption and the evidence of the violation of this section was obtained as a result of the person’s having contacted emergency medical services or a law enforcement agency; or
- The person needed medical assistance due to alcohol consumption and the evidence of the violation of this section was obtained as a result of the person’s having sought or obtained the medical assistance. Paragraph (a) of this subsection does not exclude the use of evidence obtained as a result of a person’s having sought medical assistance in proceedings for crimes or offenses other than a violation of this section.

SECTION 2. The amendments to ORS 471.430 by section 1 of this 2014 Act apply to conduct occurring on or after the effective date of this 2014 Act.

ALCOHOL AND CONTAINER POLICY:

Residents of any age cannot publicly display empty containers, full containers, and/or advertise alcohol in public spaces (entry door, balconies, patios, and windows). Residents who are found displaying or advertising alcohol publicly will be charged $50 and/or will be assigned community restitution hours (determined by the Residence Life Peer Conduct Board or the Director of Residence Life). Public possession of an open container of alcohol or public consumption of alcohol is a violation of Linfield Policy and McMinnville City Ordinances regardless of a student’s age.

RESIDENTS UNDER 21 YEARS OF AGE:

Cannot have any alcohol containers whether full or empty in their residence hall room. Residents who are found with empty containers in their room will be charged $50 and/or community restitution hours, as determined by the Peer Conduct Board. Residents who are found with full containers in their room will be charged $50 and/or will be assigned with community restitution hours along with disciplinary action related to the Alcohol Policy (as determined by the Residence Life Peer Conduct Board or the Director of Residence Life). All containers of alcohol will be removed and dumped down the most convenient drain. All alcohol bottles will be recycled when possible.

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 college policies. As part of our compliance with this regulation, we direct you to visit the Linfield College Policy Handbook.

FILE SHARING & COPYRIGHT USE

Access to all shared files on a user’s computer must be secured by a password. It is illegal to share or use files, software and other work creations that are protected under copyright law, without explicit permission from the copyright holder. This includes, but is not limited to, all copyrighted audio, video and game files, and published software that is licensed. Users who violate copyright laws may be subject to Linfield disciplinary action and/or prosecution under State and Federal guidelines.

The college policy on file sharing and copyright use is set forth at Linfield College Compliance with the Higher Education Opportunity Act (HEOA) Peer-to-Peer File Sharing Requirements.

MEDICAL REVIEW & INVOLUNTARY WITHDRAWAL

The Dean of Students (in collaboration with at least one of the following: Associate Dean of Students, the college health center, professional counselors, outside medical professionals or anyone else deemed necessary) may withdraw or temporarily suspend the student from the college when a student engages in any behavior that:

- Poses a risk to the well-being of others;
- Prevents effectively pursuing his or her academic work; or
- Is detrimental to others in his/her living environment, or academic environment.

If involuntary withdrawal of the student is necessary, readmission to Linfield is dependent upon approval by the Dean of Students and the Director of the Counseling Center. The process of readmission may include psychological evaluation, and review of the student’s compliance with a recommended treatment plan.
ANTI-HARRASSMENT

POLICY STATEMENT

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 will be investigated promptly.

Appropriate, corrective action will be implemented based upon the result 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. Students should refer to the section “Anti-harassment Protection and Academic Freedom” in this handbook for consideration of the importance of academic freedom, freedom of speech, and freedom of conscience.

ANTI-RETAILIATION STATEMENT:

Any form of retaliation against those who in good faith bring forward complaints or allegations, or who participate in an investigation of discrimination or harassment, is strictly prohibited.

False Allegations Made in Bad Faith:

If the investigation reveals that a complainant, or witness has made a knowingly false allegation in bad faith, disciplinary or other appropriate action against this person may be imposed.

DEFINITION OF HARASSMENT:

Harassment is verbal, physical or other (including electronic) conduct that demeans or shows hostility, or aversion, toward an individual because of his/her race, color, religion, sex, gender, national origin, age, sexual orientation, or disability, or that of his/her relatives, friends, or associates and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive environment; or
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance or living environment; or
3. Otherwise adversely affects an individual’s academic opportunities.

Harassing conduct includes, but is not limited to the following:

4. Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person’s race, color, religion, sex, gender, national origin, age, sexual orientation, or disability.
5. Any material or action which demeans or shows hostility or aversion toward an individual or group because of race, color, religion, sex, gender, national origin, age, sexual orientation, or disability and is posted on walls, bulletin boards, e-mail, social media or elsewhere.

The terms intimidating, hostile and offensive are interpreted according to legal standards as determined by the law, and are looked at from the viewpoint of a reasonable person in similar circumstances as the complaining party.

COUNSELING:

The college recognizes that students may wish to seek counseling and discuss circumstances relating to possible harassment without initiating a complaint. Under these circumstances, students are encouraged to seek counseling in the Offices of Student Health, Wellness and Counseling in Walker 104 or the College Chaplain in Melrose 110. Portland Campus students may contact the Psychological Service Center. Online students should utilize local resources in their community.

State-licensed counselors and the college chaplain by state order are immune from being compelled to divulge confidences. Any communication with a state-licensed counselor or the college chaplain is not a complaint.

REPORTING A COMPLAINT:

If an individual believes he or she is the victim of harassment or retaliation, he or she is encouraged to report a complaint immediately. If the complaint is from a student making an allegation against a college employee then the student may either contact the Dean of Students Office, Dean of Faculty, or the Director of Human Resources. When the allegation is against a college employee the procedure as outlined in the common chapter of the employee handbook will be followed. If the harassment is student to student, students are encouraged to report it to the Dean of Students Office or the Title IX Officer at which time an investigation will begin.

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 to immediately report any possible instances of harassment involving employees, students or others to the Director of Human Resources or other appropriate persons as indicated above. Once the college has knowledge of the complaint, the college is obligated to investigate the allegation.
Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in educational programs which receive federal financial assistance. Title IX can apply in areas such as athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are forms of unlawful discrimination under Title IX.

Linfield has established a committee, consisting of a Title IX Coordinator and Deputy Coordinators, each of whom have specific knowledge to respond to concerns in the areas described above. Inquiries related to this policy can be directed to the following:

Title IX Coordinator: Susan Hopp, Vice President of Student Affairs and Athletics/Dean of Students
Title IX Deputies: Brenda DeVore Marshall, Professor Theatre & Communication Arts
Mary Ann Rodriguez, Vice President for Finance and Administration/CFO
Lisa Macy-Baker, Women’s Tennis/NCAA Compliance Officer
Jeff Mackay, Associate Dean of Students/Director of Residence Life

INVESTIGATION PROCEDURES:

1. The Dean of Students or designee is responsible for documenting the complaint and determining, with consultation as he or she deems appropriate, who will conduct the investigation.
2. The Dean of Students or other designated investigator will provide both parties the opportunity to present their side of the incident. The investigation will include separate interviews with the complainant, the accused, and any other relevant witnesses as appropriate under the circumstances.
3. Before a final decision is made or corrective action is taken against the accused, a written summary of the allegations upon which the corrective action is based will be delivered to the accused for his/her opportunity to respond (within a reasonable time to be determined by the Dean of Students or designee) if he/she so chooses.
4. As appropriate during and following the investigation, the College will inform students who have reported alleged harassment about the status of the investigation.
5. Upon resolution of the investigation, all investigative reports, notes, evidence, and records will be maintained within the student’s file maintained in Student Affairs as needed to investigate and respond to other complaints, or as compelled to produce the files through legal process.

CONFIDENTIALITY:

In its own actions and the actions of its official representatives, the college will maintain the confidentiality of all harassment investigations to the extent possible, consistent with the college’s need to conduct an adequate investigation and to take prompt corrective action to rectify any harassment in violation of this policy which is found to have taken place. However, the college cannot guarantee that confidentiality will be maintained by other employees or students who may need to be questioned about the allegation, or the parties directly involved in the investigation, although the college will advise all concerned to keep investigative matters confidential and not to discuss them elsewhere.

CORRECTIVE ACTION:

Appropriate corrective action will be initiated whenever the evidence warrants it. Violation of Linfield College’s anti-harassment policy will subject a student to sanctions up to and including separation. Students against whom corrective action is taken may appeal to the College Conduct Board as outlined in the student handbook.

ANTI-HARASSMENT PROTECTION AND ACADEMIC FREEDOM:

Academic freedom and freedom of inquiry are values to which Linfield College subscribes and which it protects by prescribing boundaries on the extent to which college officials may regulate discourse, speech, and the articulation of conscientiously held beliefs. So long as an opinion is delivered in a civil manner that invites and respects argument to the contrary, academic freedom demands that the college protect its expression. Maintaining academic freedom requires an atmosphere of trust and mutual confidence such that dishonesty, intimidation, harassment, exploitation, and the use or threat of force are incompatible with the preservation of this freedom. Accordingly, substantiated charges of sexual or other kind of discriminatory harassment must be sanctioned both for the reasons articulated in the college’s anti-harassment policy as well as for the protection of academic freedom itself.

Anti-harassment policies are not intended to limit the free exchange of opinions or the vigorous debate over ideas, except when harassment and intimidation preclude the very possibility for maintaining an atmosphere of academic freedom. All members of the college are entitled to use speech to convey disagreement, agreement, inquiry, or commentary in keeping with the principles underlying constitutionally protected free expression. In particular, speech that is related to or uttered in connection with academic affairs or the expression of non-anonymous opinions in classrooms, open forums, papers, newspapers, or pamphlets will not constitute discriminatory harassment unless it is so severe or pervasive as to interfere unreasonably with an individual’s work or academic performance or unreasonably create an intimidating, hostile, or offensive work or academic environment.
INFORMATION TECHNOLOGY POLICIES

Information technology policies and guidelines have been designed with existing laws and other policies as well as the following guiding principles in mind:

6. Primary vs. Secondary use: Information technology resources are provided primarily to support and enhance the educational and scholarly mission of Linfield College. Linfield College encourages the use of information technology resources for this primary activity and supports such activity to the extent resources permit. Other activities are considered to be secondary. As such, they are not necessarily prohibited or even discouraged. However, should such secondary activities in any way interfere with primary activities, they may be terminated immediately whether or not such activities are explicitly detailed in the information technology policy statements.

7. Individual rights: Linfield respects and promotes individual rights to privacy, equitable and fair access to resources; intellectual, real property, and civil rights. Activities which threaten these rights are discouraged and/or prohibited and may be terminated immediately whether or not such activities are explicitly detailed in the information technology policy statements.

8. Impediments to community use: Activities that are detrimental to community access to information technology are prohibited.

Such activities may be terminated immediately whether or not such activities are explicitly detailed in the information technology policy statements.

PROCEDURE:

If you suspect violations of this policy, contact the Chief Technology Officer, Virginia Tomlinson, at (503) 883-2575 or vtolmins@linfield.edu or any other member of the ITS Staff.

Violations of this policy will ordinarily result in an educational process and a warning. Serious or repeated violations may result in denial of access to College owned information technology, which normally means disabling userID access to campus servers and will be reported to the appropriate dean or vice president.

For the full set of ITS Policies please visit the ITS web site: http://www.linfield.edu/it/policies.html

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, 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, discuss the matter 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 Vice President of Academic Affairs, Melrose 201.

If you have a complaint about an administrative department, contact the head of that department and the appropriate vice president of that division, or contact the Dean of Students for assistance.

STUDENT CONDUCT 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 conduct 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 knowledge. 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 CONDUCT PROCESS

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in accordance with the rules and regulations of the College. 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 campus and online.

By enrolling in the College, students accept the responsibility to become fully acquainted with the College’s policies and student code of conduct and to comply with the College’s authority. The College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and College policies.

The term “student” includes all persons taking courses at Linfield, either full-time or part-time. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with Linfield or who have been notified of their acceptance for admission are considered “students” as are persons who are living in Linfield College Housing, although not enrolled in Linfield.

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 Academic Integrity).
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, gender, national origin, or physical handicap or other disabling condition.
10. Physical abuse, verbal abuse or other conduct which threatens or endangers the health or safety of any person.
11. Threats, intimidation, harassment, stalking, bullying, coercion or other conduct which threatens or endangers the health, safety, personal property or academic success of any person.
12. Disorderly conduct (including that resulting from drunkenness), unreasonable noise or behavior that results in unreasonable annoyance.
13. Lewd or indecent behaviors include, but are not limited to the following: profanity, indecent exposure, lewd or obscene expressions, disrespectful statements toward College personnel, public urination, etc.
14. Violation of the college’s Sexual Misconduct and Relationship Violence Policy.
15. Hazing or initiation rites involving physical abuse or mental anguish.
16. Illegal activities involving controlled substances.
17. Violation of the College policy on alcohol and other drugs.
18. Possession, use or threatened use of firearms, ammunition, explosives (including fireworks), dangerous chemicals, or any other objects used as weapons on College property or at College-sponsored or supervised activities.
19. Tampering with fire-fighting equipment or alarms, turning in a false alarm or engaging in other behavior that constitutes a significant fire hazard.
20. Failure to comply with the direction of College or public officials acting in the performance of their duties.
21. 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.
22. 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.

23. The 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.

24. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of students conduct.

25. Contempt of adjudicative proceedings, including impairing or interrupting the due course of proceedings of college conduct bodies.

INITIATING A CASE

Any member of the College community may refer a case to the Office of Student Conduct and Community Standards. Such referral must be made in writing, and identify if possible the person or persons involved in the incident, and witnesses, if any.

Cases sent to the Peer Conduct Board may be adjudicated there or be sent by the Peer Conduct Board to the College Conduct Board. The College Conduct Board may refuse to hear a case referred to it if it deems that case to be the proper business of the Peer Conduct Board, and may refer that case to the Peer Conduct Board.

PROCEDURES

Any student accused of violating a regulation shall appear before one or more duly constituted conduct persons (the Dean of Students, Associate Dean of Students or a college conduct officer) or boards. 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 Dean of Students that the student is able to function safely as a member of the academic community.

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

1. The student shall be notified in person or via campus e-mail by an appropriate official of the College 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, that the Dean of Students 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 conduct board; (c) The student may deny the alleged violation, in which case a hearing will be held by the appropriate conduct board.

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) Notification of the time and place of the hearing; (b) 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 conduct board, and may call witnesses in his/her behalf. The student may also elect not to appear before the conduct board if they have notified the appropriate board. 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 conduct board or attend the hearing.

8. The student shall be entitled to ask questions of the conduct board or any witness, subject to any other policies.

9. The student shall be entitled to refuse to answer questions.

10. A record of the College Conduct Board hearings shall be made; a summary of Peer Conduct Board hearing shall be made.

11. The student and all other non-members of the conduct board shall be excused when the council deliberates on its decision. That decision will be presented in writing to the Dean of Students, who will in turn notify the student of the conduct decision. Decisions made by the Peer Conduct Board will be sent to students via e-mail.
PEER CONDUCT BOARD

Any student having had a hearing before the Peer Conduct Board may appeal the decision to the Student Conduct and Community Standards Office at conduct@linfield.edu. Such an appeal must be lodged within seven days of notification of the original decision. The written appeal should present specific information as to the reason for the appeal.

Appeals may be submitted under two conditions.

1. The conduct procedures outlined in the Student Handbook were not followed during the student’s original hearing, or
2. New and significant evidence is available which was unknown and could not have been known at the time of the hearing.

The severity of sanction is not considered a legitimate ground for an appeal. Only one appeal is allowed per student involved.

The Student Conduct and Community Standards Office will review the written appeal and other pertinent information and will notify the student in writing of the office’s decision.

COLLEGE CONDUCT BOARD

Any student having had a hearing before the College Conduct Board may appeal the decision to the Dean of Students. Such an appeal must be lodged within seven days of notification of the original decision. The written appeal should present specific information as to the reason for the appeal. Appeals may be submitted under two conditions.

1. The conduct procedures outlined in the Student Handbook were not followed during the student’s original hearing, or
2. New and significant evidence is available which was unknown and could not have been known at the time of the hearing.

The severity of sanction is not considered a legitimate ground for an appeal. Only one appeal is allowed per student involved.

The Dean of Students will review the written appeal and other pertinent information and will notify the student in writing of the Dean’s decision.

CONDUCT OFFICER

Any student having had a hearing before a college conduct officer may appeal the decision to the Dean of Students. Such an appeal must be lodged within seven days of notification of the original decision. The written appeal should present specific information as to the reason for the appeal. Appeals may be submitted under two conditions.

1. The conduct procedures outlined in the Student Handbook were not followed during the student’s original hearing, or
2. New and significant evidence is available which was unknown and could not have been known at the time of the hearing.

The severity of sanction is not considered a legitimate ground for an appeal. Only one appeal is allowed per student involved.

The Dean of Students will review the written appeal and other pertinent information and will notify the student in writing of the Dean’s decision.

CONDUCT OF THE COLLEGE CONDUCT BOARD HEARING

In order to provide equity and efficiency in the administration of conduct procedures, 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 chair of the College Conduct Board shall inform the student of the procedure to be followed at the hearing.
2. The chair 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 Board 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 Conduct Board 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 Dean of Students who is to be consulted concerning penalty.
6. The Board will deliberate and formulate its findings and recommendations based on a preponderance of the evidence standard.

POST HEARING

The findings and recommendations of the Board will be presented in writing to the Dean of Students within 48 hours. Students are obligated to pick up results of the hearing from the Dean of Students office, Melrose 110, within 48 hours of hearing. If the student does not meet this obligation, the results will be emailed to the student.
FINDINGS AND RECOMMENDATIONS

After hearing a case, the Board 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 for suspension: separation from the College for a definite or indefinite period of time.
   h. recommendation for expulsion: 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 CHAIR

The chairperson of the College Conduct Board has the following responsibilities:

1. To decide all procedural matters during the hearing in accordance with established written guidelines and normal due process.
2. 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.
3. To prepare or cause to be prepared in writing the findings and recommendations of the Board, and to deliver them to the Dean of Students within 48 hours of the hearing.

CONFIDENTIALITY

Except as specifically authorized under applicable law, both the content and the outcome of a hearing shall be considered confidential and no member of the Board shall discuss a student’s role in an incident except with other members of the Board.

The right of the College community to knowledge of the work of the Board 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 conduct proceedings.

PRESIDENTIAL PREROGATIVE

As the final administrative authority for the College, the President has and must have the authority to act without consultation with any other person or conduct board. The President has the authority to suspend or expel 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.
## ACADEMIC CALENDAR 2019-2020

### Fall Semester
- September 3: First Class Day (OCE)
- September 16: Last Day to Add Courses (OCE)
- September 20: Last Day to Drop Courses with No Record (OCE)
- October 28: Registration begins for 2020 JA/SP term
- November 8: Last day to Withdraw from a Course with a W on Transcript (OCE)
- November 28-29: Thanksgiving Break (OCE)
- December 6: Last Class Day
- December 10-13: Final Exams
- December 13: Semester Ends
- December 20: Grades Posted

### January Semester
- January 6: First Class Day
- January 7: Last Day to Add Courses
- January 10: Last Day to Drop Courses with no record
- January 24: Last day to Withdraw from a course with a W on transcript
- February 4: Last Class Day (OCE)
- February 5: Final Exams
- February 5: Semester/Term Ends
- February 10: Grades Posted (OCE)

### Spring Semester
- February 17: First Class Day (OCE)
- February 28: Last Day to Add Courses (OCE)
- March 6: Last Day to Drop Courses with no record (OCE)
- April 24: Last day to Withdraw from a course with a W on transcript
- May 22: Last Class Day (OCE)
- May 25: Memorial Day
- May 26-29: Final Exams (OCE)
- May 29: Semester Ends
- May 30-31: Commencement Weekend (Baccalaureate and Commencement)
- June 5: Grades Posted

### Summer Semester
- June 15: First Class Day (OCE)
- June 16: Last Day to Add Courses (OCE)
- June 19: Last Day to Drop Courses with no record (OCE)
- July 4: Independence Day
- July 24: Last day to Withdraw from a course with a W on transcript (OCE)
- August 14: Last Class/Final Exam Day (OCE)
- August 17: Grades Posted (OCE)
- August 20: Term ends