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ACADEMIC YEAR 2020-2021

Fall 2020 Semester

Aug 26 First day of Classes (16 Week and Session A 8 Week)
Aug. 29 Add/Drop Deadline (16 Week and Sessions A 8 Week)
Sept 7 Labor Day (No Classes)
Sept 28 Course Withdrawal Deadline (Session A 8 Week Courses)
Oct 20 Last Day of Classes (Session A 8 Week)
Oct 21 First Day of Classes (Session B 8 Week)
Oct 24 Add/Drop Deadline (Session B 8 Week)
Nov 2 Registration for Spring Begins
Nov 2 Course Withdrawal Deadline (16 Week Courses)
Nov 15 Last Day to Apply for Spring Commencement
Nov 23 Course Withdrawal Deadline (Session B 8 Week)
Nov 26-27 Thanksgiving Holiday
Dec 17 Last Day of Classes (16 Week and Session B 8 Week)
Dec 18 Christmas Break Begins

Spring 2021 Semester

Jan 6 First day of Classes (16 Week and Session A 8 Week)
Jan 9 Add/Drop Deadline (16 Week and Sessions A/B 8 Week)
Jan 18 MLK, Jr. Day (No Classes - 16 Week Courses)
Feb 5 Course Withdrawal Deadline (Session A 8 Week Courses)
Feb 15 President's Day (No Classes - 16 Week Courses)
Mar 2 Last Day of Classes (Session A 8 Week)
Mar 3 First Day of Classes (Session B 8 Week)
Mar 6 Add/Drop Deadline (Session B 8 Week)
Mar 8 Registration for Summer Opens
Mar 12 Course Withdrawal Deadline (16 Week Courses)
Mar 29 Registration for Fall Opens
Apr 2 Good Friday (No Classes - 16 Week Courses)
Apr 5 Course Withdrawal Deadline (Session B 8 Week)
May 4 Last Day of Classes (16 Week and Session B 8 Week)

Summer 2021 Semester

May 5 First day of Classes (16 Week and Session A 8 Week)
May 11 Add/Drop Deadline (16 Week and Sessions A 8 Week)
May 31 Memorial Day (No Classes - 16 Week Programs only)
June 4 Course Withdrawal Deadline (Session A 8 Week)
June 29 Last Day of Classes (Session A 8 Week)
June 30 First Day of Classes (Session B 8 Week)
July 5 Add/Drop Deadline (Sessions B 8 Week)
July 6 Course Withdrawal Deadline (16 Week Courses)
July 30 Course Withdrawal Deadline (Session B 8 Week)
Aug 24 Last Day of Classes (16 Week and Session B 8 Week)

Mission Statement

MISSION, VALUES AND WHO WE ARE

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

Core Values

NHCC Is A Place Where--

1. Developing servant-leaders gather to learn, grow and lead.
2. Students, faculty and staff live fully devoted to God and His Word.
3. Healthy, biblical relationships are both honored and practiced daily.
4. A resolute faith that's culturally aware and eternally impacting is both taught and consistently lived.
5. The presence of Jesus Christ is recognized and expressed appropriately, creatively and with great delight.

Who We are in the World?

1. We are a community of growing servant-leaders called to be advocates of God's eternal kingdom.
2. We live to introduce Jesus and His ways throughout the globe through preaching, teaching, service, media and any other strategic means through which the gospel can be shared.
3. We focus on winning people to Christ and discipling them into those who will reach others for Christ through evangelism, leadership training and church planting.
4. We are couriers of God's mercy and justice where poverty and oppression exist.
5. We recognize the Presence of Jesus Christ and express it appropriately, creatively, and with great delight!
6. We train to influence our society in areas like technology, commerce, the Arts and education.
7. We mobilize and encourage other Christians to partner with us in this lasting ministry.
8. We seek to live in healthy community, living out our calling locally and globally.

Character

Implicit in the NHCC Mission Statement is the goal of developing students with Christian character, personal integrity and spiritual maturity. Classroom teaching, activities, NHCC community standards, and interaction of faculty and students facilitate this growth. Our IGNITE Student Life program emphasizes and oversees this area of student life.

Degree Plan Bachelor of Science

Ministry Leadership – with Concentrations in:

Business Administration
Christian Counseling
Christian Education
Studies Interdisciplinary Pastoral Studies

Creative Arts - with Concentrations in:

Drama and Dance Music and Worship Technology and Production

“Leaders must live by higher standards than their followers.”

NHCC GOALS

To fulfill its mission, NHCC is committed to these goals:

- Recruit and retain qualified students who will benefit from the NHCC experience.
- Cultivate a dynamic campus environment in which spiritual, educational and social growth flourish together.
- Provide a quality education that complements intellectual challenge and stimulation with practical application.
- Develop students with personal integrity and Christian character while they acquire ministry and leadership skills.
- Generate adequate resources to maintain and enhance the College's ongoing development.
- Pursue and foster mutually beneficial relationships with individuals, churches, organizations and institutions in the community in which we live, effecting increased influence and accountability.

- Produce graduates who will go forth from their college experience equipped and committed to a lifetime of taking the Person and message of Jesus Christ to the world.

STEWARDSHIP

“The Lord God took the man and put him in the Garden of Eden to work it and take care of it.” - Gen 2:15

10 ways you can help NHCC care for God’s Creation:

- Turn OFF heaters when not in your room.
- Turn OFF lights when leaving your room.
- Unplug personal devices when not in use/turn off the power strip. •Use less water (showers, brushing teeth, etc.)
- Use iPads over computers when possible.
- Shut down computers/printers; don’t leave them idling.
- Go paperless when possible.
- Recycle more.
- Drive less.
- Remind others and SPREAD THE WORD!

CODE OF CONDUCT

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

The heart of NHCC’s administration is to create a college culture that is self-disciplined, where civility is embraced, and our foundational Christian beliefs are lived out in the following ways:

- Being Christ-followers guided by biblical principles that are established in a personal relationship with God;
- Personal and academic integrity;
- Respect and concern for the dignity of all persons;
- A willingness to learn from the differences of people from other cultures;
- Respect for the safety, rights and property of others;
- Taking responsibility for creating a positive and engaging environment where everyone can work, grow and succeed.
- Upholding the Bible’s moral standards of conduct as interpreted by traditionalist hermeneutics.

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

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

PLEDGE OF HONOR

All students, at first enrollment and each subsequent year, are expected to sign the College’s “Pledge of Honor” and other acknowledgements of the College’s policies, and know and observe these goals and policies. The following guidelines are consistent with the above goals, and have been established for all students. These apply to all College owned properties and/or College-sponsored functions.

1. We believe that God is worthy of our very best; therefore, we will strive to live exceptionally in the classroom, in athletic arenas, and in places of servant leadership on and off campus.
2. We will be committed to a lifestyle of consistent spiritual growth with honest accountability.
3. We will work with one another to produce a culture that is conducive to academic excellence and spiritual growth.
4. As a community dedicated to the development of Christian leaders, we will treat one another with respect and dignity avoiding bigotry, racism, sexism or any other form of negative partiality. Instead, we will learn from one another through the diversity that God is bringing to New Hope. We choose to be honor-bound. We will refrain from cheating, plagiarism, or anything else that violates the mandate or spirit of Scripture.
5. We choose to be honor-bound . We will refrain from cheating, plagiarism, or anything else that violates the mandate or spirit of Scripture.
6. We realize that genuine love is the life of every activity. Therefore, we will pledge to prioritize healthy relationships in every encounter.
7. Knowing that God has given each of us gifts to be discovered, developed, and deployed, we will participate in the life of our college in order to grow our gifts, faith, people skills, knowledge, and biblical character.
8. We pledge to keep ourselves sexually and morally pure according to Scriptural standards regardless of what our current society models. Jesus Christ will be our model and the Scriptures our guideline.

COMMUNITY STANDARDS

Jesus Christ lived the way He expects us to live. His actions, His spirit and His attitude are examples “leaving us an example to follow in His steps” (1 Peter 2:21). We intend to live as Christ has taught us to live, and if we are to fulfill the Great Commission in Matthew 28, it must begin with us. Matthew 28:19-20 reminds us of this fact:

“Therefore, go and make disciples of all nations...teaching them to obey everything I have commanded you.”

Sense and Sensitivity

We, who are called to lead, must be the first ones to observe His commandments. Remember,

“God cannot do anything through you that He has not done in you.”

-Lloyd John Ogilvie, Chaplain of the US Senate, 1995-2003

Alcohol/Controlled Substances

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

Distribution: Students who distribute alcohol, marijuana or un-prescribed/illegal drugs to other students, whether on or off campus, will be held responsible to College policy and state and federal laws.

Possession: Students who possess alcohol, marijuana or un-prescribed/illegal drugs on-campus or at a College-sponsored event (including dormitories and NHCC apartments) will be held in violation of College policy.

Consumption: Students who consume alcohol, marijuana or un-prescribed/illegal drugs or who smoke/chew or vape, whether on or off-campus, will be held in violation of College policy.

Intoxication: Drunkenness or other signs of being under the influence of alcohol, legalized marijuana and/or a controlled substance will not be tolerated. Drunkenness or being under the influence of a controlled substance is to be understood as a level of intoxication that manifests itself in some or all of the following behaviors: slurred speech, unsteadiness, loss of control such that normal functioning is impaired, aggressive behavior toward others or things, and slight to pronounced nausea.

Hosting Expectations: Students of legal drinking age who permit or allow alcohol consumption in their off-campus residences are expected to do so in accordance with NHCC community life guidelines and within the legal purview of the state of Oregon and federal laws. Students of legal drinking age who permit or allow underage students to consume or possess alcohol in off-campus settings or residences will be disciplined by the College and authorities will be notified. Legalized marijuana is never permitted.

Empty Containers: Demonstrated evidence of possession or consumption with empty alcohol containers or other substance related paraphernalia is not permitted.

SOCIAL MEDIA

Students, faculty and staff should exercise caution in the posting of information on the Internet. While the administration ordinarily will not seek this out, students can be held accountable for information found on Internet sites (i.e., Twitter, Facebook, Instagram, Snapchat, personal blogs, etc.) that is not consistent with the standards of NHCC.

If you choose to engage in the use of social media, be sure to write in the first person, making it clear that you are speaking for yourself and not on behalf of NHCC. If you are writing specifically about your time at New Hope, identify yourself as a student and realize that by doing so you are creating perceptions about NHCC to others.

SEXUAL CONDUCT

New Hope Christian College believes that sexual union must be reserved for marriage, which is the covenant union between one man and one woman, and that sexual abstinence is the biblical mandate for the unmarried.

The College believes premarital, extramarital, and homosexual forms of explicit sexual conduct to be in opposition to the teaching of Scripture. Therefore, the College expects all members of its community -- students, faculty, administrators/managers, staff, and trustees--to uphold God's highest standards in moral purity and holiness.

DRESS CODE

Student dress while attending NHCC classes should be appropriate to the educational environment and to preparation for professional ministry. Jeans or slacks and a collared shirt are appropriate dress for male students. A modest dress, or skirt, slacks or jeans with a nice blouse, are appropriate apparel for female students. IGNITE, NHCC T-Shirts, NHCC logo wear, and dress sweaters may be worn. No hats are to be worn inside the classrooms from 9am-3pm.

The key word in NHCC's dress code is "modesty." This means having an appropriate approach to one's choices in attire, not exposing too much of one's body, being decent, not inappropriately conspicuous in appearance and modeling purity in thought and conduct. The Student Life Staff, NHCC faculty/staff, and Student Life Directors and Student Leaders will be responsible for all interpretation and enforcement of these guidelines as needed.

Footwear should also be appropriate, such as shoes, sandals or athletic shoes. No slippers or "flip-flops" are to be worn to class. Outside of class hours, students may dress appropriate to the seasons, but in each case, if apparel is inappropriate, students shall be willing and responsive to correction from faculty and staff.

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

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

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

Men:

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

Female:

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

- No hats in class and chapel.

Specific Details:

- All NHCC logo shirts are allowed.
- Sweat pants cannot be worn.
- Please do not wear shorts of any kind.
- Hats and beanies are NOT allowed during classes..
- Students wearing dresses/skirts on stage should be at knee length or longer.
- Footwear:
- No slippers or flip-flops
- Nice close toed shoes or athletic shoes are okay.
- Nice sandals may be worn by both sexes (such as Birkenstocks).

Classroom Appropriate Attire: Classroom Appropriate will be clothing that you'd wear to a job interview or to weekend church services. This applies to class, chapel and assemblies. Any T shirts that have the New Hope logos on it are appropriate. No other advertisements or logos are permitted except for brand stamped shirts (such as Nike, UnderArmor, etc). Collared shirts for men are most appropriate and blouses for women. Women may not wear tank tops or tops that expose their midriffs. No caps or hats are appropriate for classroom attire. A student will get one warning, and thereafter, a \$20 fine will be imposed prior to them returning to class.

Campus Appropriate Attire: During other hours outside the classroom (devotions, meals, and after class, special student events such as Open Mic nights or athletic events), a student may wear more casual attire that are modest and appropriate to the occasion. The Student Life staff, NHCC faculty/staff, and ResidentDirectors and Leaders will be responsible for all interpretation and accountability of these guidelines. Students found in violation of dress code will be asked to immediately return to their home/dorm/apartment and change, which may mean missing a class, Chapel or other event. Students must be willingly responsive when being held accountable to this dress code.

A Piercing Question

Students with body piercings, other than their ears, must not wear ornamentation in those piercings while on campus (this includes barbells, spikes, and barrels).

Students are discouraged from acquiring any new tattoos or body piercing while enrolled. We desire to bring attention to Jesus Christ through our actions and spirit, not to detract from Him and bring attention to ourselves. The bottom line is to dress as a representative of the King of kings and Lord of lords.

Recreational Wear

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

Church Attire

Students are to dress in accordance with the style of the majority of the people at the church of their attendance. They should also be respectful of the standard being set by the leadership of their church. Students functioning in leadership capacities should be conscientious about their choice of clothing.

Library Dress Code

Students should observe the general guidelines for appropriate dress in classes.

Special Activities

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

Students who violate the dress code will receive a warning and may be subject to redemptive discipline.

NHCC IGNITE PROGRAM

The academic program is sufficient to transfer knowledge and information, but if we want to succeed in life in ministry and in the marketplace, we need more than just information. We need a deep-seated faith in God, a relationship with Him that is central to our existence and an ever-developing character that is shaped by His Spirit. LIFE GROUPS exists to help develop a student's character, mind and soul through discipleship and serving, expanding their communication and people skills and bringing out the fullness of their God-given potential. It is the life-shaping, spiritual-formation program within our curriculum that makes New Hope Christian College so unique. Integral to LIFE GROUPS is participation in a local church while attending NHCC.

How Does LIFE GROUPS Work?

LIFE GROUPS are a type of leadership immersion program that encompasses life at NHCC and at a local Eugene area church. For example, if you enroll in a language immersion school such as a French immersion program, the moment you walk onto that campus, you speak only French. No other language is allowed. This allows for an expedited language competency and a deeper ability to communicate. LIFE GROUPS is similar. When the students walk onto the NHCC campus, they are expected to seriously pursue discipleship and to make knowing Jesus, growing in Jesus, serving Jesus and sharing Jesus priorities—both on campus and in their local church.

Life Group Leaders

All full time students are assigned to an Life Group Leader who helps mentor and disciple them over the course of the academic year. The Life Leaders are led by the Student Life Department. The Life Group Leaders and RA's experience training and evaluation on a continuing basis.

Servant / Leadership

The key to LIFE GROUPS is all about Christian discipleship and Christian leadership with underclassmen and upperclassmen. For many incoming students, College is a huge shift from high school. Life Group Leaders encourage, support and keep students accountable to the values instilled by Christ and New Hope Christian College.

DETAILING THE LIFE GROUP PROGRAM

Objectives

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

Your Ignite Grade: Each student at NHCC is given an Ignite grade which appears on their transcript. This grade, recorded as a "pass" or "fail," consists of eight components:

1. Weekly attendance and participation in a LIFE GROUP (there may be exceptions upon approval from the Student Life Department) All students assigned a LIFE GROUP are required to meet with their LIFE GROUP on Fridays at 10am.
2. Regular attendance at chapels on Wednesdays.
3. Attendance at scheduled Spiritual Leadership Conferences.
4. NHCC residents (dorms/apartments), freshman, sophomores, scholarship recipients, and student leaders are required to attend and participate in morning devotions on Tuesdays and Thursdays at 8am.

5. Attendance and participation in a local church (beginning Spring 2021 for incoming freshman) and service in a local ministry (beginning Fall 2021)

To receive a “pass” for IGNITE, a student cannot miss more than a total of six (6) combined absences a semester from the first four requirements listed above and twelve (12) for those required to attend devotions as well.

Devotions

Spending quality time with God is an important value in every Christian’s life. One way to grow in our walk with Christ is the important act of doing daily devotions. NHCC students are encouraged to use the SOAP method developed by Pastor Wayne Cordeiro and delineated in his book, *The Divine Mentor*. Devotions are done collectively two times a week (Tuesdays and Thursday mornings at 8am) and are required for NHCC residents (dorms/apartments), freshman, sophomores, scholarship recipients, and student leaders.

Exemptions

Any exemption from the IGNITE program requirement must be approved by the Student Life Department or the Academic Dean. Exemptions may include work schedule conflicts, class conflicts if dual enrolled at another local institution, etc.

STUDENT MINISTRY REQUIREMENTS

Formally serving Christ and developing ministry/leadership skills are a vital part of a student’s education and training for leadership at New Hope Christian College. Based on the belief that the most effective learning process couples knowledge with application, such enables students to learn and gain experience as they serve others in a local church or ministry. NHCC’s program includes a requirement for various levels of ministry participation as a part of all academic programs.

Each student is assigned a point person at a local church who signs off each semester that the requirement has been met.

· FRESHMAN:

Fall Semester: find a local Eugene church to attend and find a point person to work with them;

Spring Semester: only requirement is “regular” Sunday attendance which the point person verifies at the end of the semester.

· SOPHOMORE:

Fall & Spring Semesters: regular church attendance and “servant”-oriented ministry such as Levite ministry, “cleaning toilets,” etc., which the point person verifies at the end of each semester.

· JUNIOR:

Fall & Spring Semesters: regular church attendance and “Assistant Leading” responsibilities in the area of their ministry passion; if they’re seeking Marketplace ministry when they graduate, then we still want them somehow serving “as laity” in the local church.

· SENIOR:

Fall & Spring Semester: regular church attendance and “Leadership” responsibilities in the area of their ministry passion.

· NOTE—if their ministry experiences noted above are either para-church or at NHCC, then point person there signs off (we don’t want them to have to do double serving duty) BUT we will want them “regularly attending” a local church with a point person verifying attendance.

Students are asked to choose a church ministry in the local community to serve in, at various levels for the time they are students at NHCC. New and incoming students are given a semester to find a church to “plug into.” By second semester, all students should be involved in a local church. It could be a youth ministry, a children’s ministry, or any aspect of the church. Not only is this a way to support local churches, but it is also a way for our students to sharpen their skills and kindle within them the heart of a servant. By the second semester of their first year at NHCC, all students are asked to report to the Office of Student Life what local church and ministry they are serving in.

The Office of Student Life facilitates full-time students' ministry and community involvement, and maintains communication with churches and other organizations seeking ministry and assistance or volunteer help.

Students are encouraged to attend and serve at a local church of the same denominational affiliation with which they plan to align upon graduation, as post-graduation ministry placement is often only available to "those who are known."

Chapel

At NHCC chapels occur once weekly.

Summons: Students, faculty, and staff gather several Wednesdays each semester at 10am in Stewart Chapel for Summons. These corporate times of worship, ministry, "NHCC community business," messages from God's Word, etc. are part of the overall training experience for our students. All students who are degree-seeking, or enrolled for nine credits or more, are required to attend Summons each semester they are enrolled.

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

Spiritual Leadership Conferences

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

Orientation

Each year NHCC conducts a multi-day Orientation for freshmen and transfer students who are new to NHCC. All incoming students are asked to attend all Orientation meetings as a means of getting to know one another and familiarizing oneself with the guidelines and benefits of being a student at NHCC.

Living in a Covenant Community

Students who live on campus interact in close proximity with one another. Living in a covenant community is distinctly different to living singularly. NHCC's campus is a collective neighborhood and it holds different standards of conduct and behavior. Activities that took place independently and individually may now require a more interdependent cooperation. Therefore, what may be permissible for an individual's taste may be improper in a collective community.

Prayer

The most important aspect of personal development is cultivating a disciplined personal lifestyle of daily commitment to prayer and devotional reading of God's Word. Each student is encouraged to intentionally set aside time in their schedule to develop a personal relationship with God through prayer. Prayer rooms provide a place for students to be alone and quiet. These prayer rooms are not to be used for visiting or counseling in order to be available to students who wish to use them for prayer.

STUDENT COUNSELING SERVICES

Life on campus, even on a Christian college campus, will not be free from the twists and turns of life. Family problems back home, financial setbacks, academic struggles, relational hurts, and personal issues may require a prayer partner, some wise advice, biblical discipleship and/or concerted pastoral or clinical counseling.

Spiritual guidance is always available through the faculty or staff, the Office of Student Life and the Resident Directors and Student Leaders. Students are free to discuss and share whatever problems they may have with appropriately mature elders and leaders on campus.

Students may also seek non-professional counsel from their Academic Advisor, Life Group Leader or from any of their instructors.

Student in need of financial stewardship counseling may make an appointment with the Dean of students, financial stewardship director, or finance office for coaching and resources on financial matters. (For example: Budgeting, financial strategy, scholarships, jobs, grants, paying down debt, etc.)

STUDENT LIFE

The mission of the Office of Student Life is to work with the administration, faculty, and staff in developing a culture that enhances personal development, foster healthy relationships, and increases learning. We endorse NHCC's Mission by preparing students for leadership and involvement. In an increasingly diverse and technologically complex global society, we strive to keep our souls anchored to the eternal Word of God.

The NHCC Office of Student Life carries out this mission by:

- Ensuring that the campus of NHCC is fertile ground for spiritual growth
- Responding to students' spiritual, academic, and social needs
- Assisting students in responsible decision-making
- Presenting leadership opportunities and offering leadership training
- Providing an atmosphere which supports wellness in all aspects of life
- Planning campus-wide chapels, Summons and Spiritual Growth Conferences
- Ensuring that our daily devotions are consistent
- Overseeing students' involvement in a local church
- Visit us at the Office of Student Life, in Bryan Hall, or you may email us studentlife@newhope.edu

OPPORTUNITIES FOR INVOLVEMENT AND GROWTH

Students at NHCC are given several opportunities to be involved in the process of planning and governing. Student leadership opportunities include Associated Student Body Executive Council (ASB).

Student Council & ASB Representatives

The Associated Student Body of New Hope Christian College is represented in College government by elected executive officers from the student body and by other student representatives.

ASB Representatives

Elected ASB officers represent students in liaison roles with NHCC President's Cabinet, on the Accreditation Steering committee, and by representation on several standing committees. These five ASB offices include:

President—the ASB President serves the student body as the executive authority for all ASB activity and as the liaison between the ASB and the President's Cabinet, faculty and staff.

Vice President—the ASB Vice President serves the student body as the support and accountability to the ASB President. They are specifically in charge of overseeing and supporting Student Council

Campus Culture Director—the Campus Culture Director serves the student body by supporting the community's pursuit of character through connecting students, empowering students, and creating community activities in such a way that students' voices are heard and they are encouraged to grow spiritually.

Communications Director—the Communications Director serves the student body as the head of communications. The communications director is responsible for the recording of minutes in every meeting maintaining consistent updates to the ASB Advisor and any Faculty and Staff needed.

Activities' Director—Activities' Director serves the student body by listening to the students' desires, having a pulse of campus tone and planning, organizing, and executing campus events to fit the desires of the student body.

D-Crew Captain—comes up with themes for athletic games and activities as well as rally the students, fans, and staff and faculty for athletic home events. The D-Crew coordinator serves the student body by promoting the core values and by representing them in matters of our Athletic events.

To Text or Not to Text?

When is it appropriate to send a text? Use this "rule of thumb." Would you pull out a crossword puzzle and do it at this time and place? If not, it might be wise to put your phone away until a more opportune time.

Ideas and Concerns

Student concerns may be submitted to their IGNITE Team Leaders or Student Council. Also, faculty and administrators are always available and willing to personally hear student concerns or input. These times of discussion and new ideas make NHCC an even better college for the sake of Christ. Appealing to those in authority is a skill that all students should learn to develop. In this way, we stay on the same team, honor Christ and build not only a better college, but we build biblical character.

The following are persons to contact in various departments of the College:

Dean of Students: Aaron Cordeiro (aaroncordeiro@newhope.edu)

Academics: Donald Grafton (donaldgrafton@newhope.edu)

Counseling: Mary Gross (marygross@newhope.edu)

Financial Aid: Sayaka Mearig (sayakamearig@newhope.edu)

Finance Office: Elaine Naulu (elainenaulu@newhope.edu)

Director of Student Life: Paul Wright (paulwright@newhope.edu)

Creative Arts: Scotty Mearig (scottymearig@newhope.edu)

Administration: Lori Higashi (lorihigashi@newhope.edu)

Facilities: TJ Kelley (tristankelley@newhope.edu)

Athletics: Thomas Kirst (thomaskirst@newhope.edu)

Enrollment/Admissions: Leslie Kiriakos (lesliekiriakos@newhope.edu)

New Hope Christian College is accredited by the Association for Biblical Higher Education. Students who desire to file a complaint against the College relating to its compliance with the ABHE standards may use the following address: ABHE, 5575 South Semoran Blvd., Suite 26/Orlando, FL 32822-1781.

STUDENT OUTREACH OPPORTUNITIES

Ministry Teams

At NHCC, we host several ministry outreach teams. Each of these ministries is a distinct sound with one clear message: to proclaim the Good News of Jesus Christ in creative ways. Our ministry teams present the story of Christ in churches and events nationally and internationally through preaching, dance, music, choir, drama, film, and multimedia.

NHCC Touring Team

This team is a dance, multimedia, and musical team that represents the College at churches, camps, banquets and other outreaches.

Dramas and Musicals

At NHCC, drama is based on telling the story of Jesus Christ in a new and different way. Although drama is an entertaining medium, it is also a great tool for outreach, community awareness, illustrating truths, and leading individuals to worship and helping them understand God's love. These things can be accomplished through drama in a non-threatening, enjoyable and interesting, yet heart-hitting manner. Drama at New Hope Christian College is varied and far-reaching, and it is incorporated into outreach events through chapel services and the bi-annual Spring play and/or musical which varies in its format each year.

COLLEGE RESIDENTIAL LIFE

The goal of the College is to provide a maturing experience that extends beyond its obvious academic role. Therefore, its distinctive differs from that of a secular college campus. The desired total experience includes developing spiritual, social, emotional, and vocational areas of the student's life in directions consistent with the objective of the College. Deliberate planning provides the context in which these areas of life can be nurtured. By asking students to participate in a community living situation, the College presents students with opportunities for continual development of communication skills, responsibility, leadership, and interpersonal relationships. The areas of concern listed here reflect the philosophy that each student has the need to receive a total educational experience while training for ministry.

Christian Growth

Christian growth is facilitated in part through group living experiences in ways which cannot occur as effectively in any other context: (1) interacting with people whose differing values, beliefs, and ways of doing things causes evaluation and reflection while bringing about the exercise of the fruit and gifts of the Spirit day-by-day; (2) sharing time, space and resources gives opportunity to grow in love, selflessness and patience; and (3) taking advantage of the many opportunities which exist for perceiving and responding to needs in the campus community can broaden concepts and experiences of ministry.

Leadership Development

As upper-class students grow in leadership roles, they naturally serve as models to new and younger students on campus.

Cohesive Oversight

Cohesive Oversight: The College is better able to meet the needs of its students and encourage each individual's personal development when the student is a campus resident. Attrition studies indicate campus residents are more likely to complete their college education if they receive timely help as needs arise.

Living Arrangements

NHCC makes every effort to keep housing reasonable by charging rates at or below what similar accommodations would normally cost. We also offer varied meal plans for dorm residents/apartments/off-campus students.

Unity and Age Policy for Dorm Living

Campus unity is attainable at a higher level when students live in community. In view of this rationale, residence in the dorms will be a requirement for all single students under the age of 21 and the minimum age is 17 1/2 by August 15. Exemptions may be given to students living with family, Armed Forces veterans, part-time students (6 hours or less) or students with Junior/Senior status, even if under age 21. If any student has a need to live off-campus and does not meet any of the above qualifications, they can submit a written petition for an exemption. This petition needs to be submitted to the Dean of Student Services. The maximum age to live in the dorms is 27 unless approval is given by the Student Life department.

RESIDENCE HALL GUIDELINES

The following guidelines for dormitory residence have been established in the best interest of all students. Most of these guidelines also appear on the Dormitory Resident's Agreement form. No one will be allowed to move into College housing without payment of a \$320.00 deposit. This is an annual payment that must be paid before the beginning of the semester if the student chooses to live in the dorms. \$270.00 of this deposit is conditionally refundable to the student, and \$50.00 is a non-refundable carpet cleaning deposit.

Gender Respect

All areas in the dorms, except the main entrance lobby/kitchen, community lounge are off limits to the opposite gender. The Student lounge has specific open and closed hours. Please be respectful of these rules.

Curfew

Students residing in the dorms are to be in their respective residence halls each night Sunday thru Thursday 12am and Friday thru Saturday by 2am. Lights out will be at the discretion of each dorm room. Everyone is asked to be courteous at all times concerning noise. Quiet time begins at 10pm and ends at 7am. No one is permitted to do laundry after curfew.

If you are staying overnight somewhere, please get advance approval from the RA.

NOTE: Off campus guests must be out of the dorms by midnight unless approved by the RA.

Residential Meetings

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

appropriate Student Resident Director prior to the meeting. The presence and input of all residents is regarded as important.

Conduct When Living in a Campus Community

The atmosphere in the on-campus residences should be conducive to individual study at all times. Each student living on campus must comply with the conditions of assignment to residence halls and the regulations established for a particular hall, as well as those established for the apartment community. Student and non-student visitors must follow all campus-housing regulations. Students are responsible for the conduct of guests

(For example, make sure your car stereo is turned down to a level that will not disturb others while in class, in the dorms, or in the apartments when driving on campus.)

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

DORM RESIDENTIAL POLICIES

- Student policies will remain enforced throughout holidays and vacations for all NHCC residents, with the exception of curfew.
- Dorms are closed at the end of each term. The final cafeteria meal will be served on the Friday evening of the last day of the exam week.
- Checkout arrangements are to be made through the Student Resident Directors. This includes a thorough cleaning of one's room, turning in assigned keys, and signing the Room Condition Report. Failure to follow all the necessary procedures will result in a charge being assessed against the room deposit. Be sure to check with your Student Resident Director if you have any questions.
- New and returning students must obtain permission from the Office of Student Life for early arrival before the dorms are officially opened.
- Students placing ads on Craigslist or in local newspapers are not to give NHCC's phone number.
- Students must be enrolled and maintain enrollment eligibility for dorm residency.

Dorm Violations & On-Campus Discipline Fines

If a student fails to comply with NHCC standards and policies regarding dorm living, curfew hours, or residential cleanliness and chores, the Student Resident Directors will discuss the non-compliance. If the student is found in violation, fines and/or additional disciplinary action will be taken. The following is a representative but not exhaustive list of community offenses—

- Moving college furniture without permission (Including dorm and lobby furniture)
- Inappropriate displays of affection
- Violating quiet/courtesy hours
- Lost residence hall key
- Messy room or common area
- Reckless behavior
- Inappropriate media content
- Pranks
- Being in unauthorized areas
- Going in and out of windows
- Removing window screens
- Propping open exterior doors/using fire only doors

- Open flames (candles, etc.)
- Tampering with fire safety equipment/smoke detectors
- Tampering with security equipment
- Possession of fireworks or weapons
- Dress code violations
- Parking violations
- Lanyard violations
- Failure to keep dorm/apartment free of mold

NOISE

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

Cooking

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

Cleanliness of Room

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

Supplies

- Students are responsible for purchasing their own cleaning supplies for personal areas. Common supplies include: garbage bags, toilet paper, toilet cleaner, shower spray, hand soap, sponges and glass cleaner. However, cleaning supplies will be provided for the community areas.
- Students are responsible for purchasing their own toilet paper. However, NHCC will have toilet paper available for purchase from the Student Resident Directors.

Keys

- You are responsible for any key issued to you. If you lose a key, notify your Student Resident Director so that it can be replaced. There is a \$100.00 fee for lost keys.
- Doors should be locked when you are gone from your room. All students must obtain keys if using College housing.

APARTMENT POLICIES

- Apartments have a curfew of 12am Sunday through Thursday and 2am Friday thru Saturday.
- Visitors of the opposite sex are allowed till curfew (12am Sunday through Thursday and 2am Friday thru

Saturday) with a third-party present.

- Apartment residents that are freshmen or Sophomores are required to attend morning devotions every Tuesday and Thursday at 8am.
- Apartment residents are required to attend residential meetings.
- Apartment parking is limited so make sure that you and your guest are parking only in your assigned spots. All parking violations are subject to fines and/or towing at the owner's expense.
- All freshmen and sophomores dwelling in the apartments are subject to routine apartment checks.
- There is absolutely no drinking alcohol, smoking/vaping (marijuana or tobacco) or any other narcotic that is not prescribed. Violation of this is subject to immediate discipline from Student Life that can result in immediate eviction and/or expulsion.
- Quiet hours are from 10pm till 7am, this includes all campus grounds (Laundry room, parking lots, apartments etc.)

Student ID Cards – The NHCC Proximity Card

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

Uses Include:

- Library privileges
- Photocopy and Printing Services
- Meals in the cafeteria
- Purchasing cafe items
- Entrance to sporting events
- Entrance into residence hall
- Attendance verification at chapels, devotions, and campus wide meetings

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

Oregon Landlord/Tenant Law

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

Of paramount importance is the Oregon regulations governing on time payment of rent.

- All rents are due the 1st of each month.
- You are granted a “grace period” through 5pm on the 5th day of each month. (NOTE—you are allowed one exception...the first month following the beginning of each semester you will be given an extended grace period. This is because we realize that rent payments are often paid by Federal Aid and Federal Aid is not always here by September 1 or February 1.)
- If payment IN FULL (we cannot by law accept partial payments) is not posted to your account by 5pm on the 5th of the month, you will be assessed a \$50 late fee and the morning of the 6th (or first working day following the 6th should it fall on a weekend or holiday), you will receive an email from Student Accounts notifying you of the \$50 late fee and giving you until the 20th of the month at 5pm to pay in full.
- If payment in full is not received by 5pm on the 20th of the month, a 72 hour Eviction Notice will be executed the following morning (or the morning of the first business day thereafter). You will have up to 72 hours to either pay in full or vacate the premises.

- If after 72 hours you have neither paid in full NOR vacated the premises (removing all of your belongings), a Civil Eviction notice (FED) will be filed with the Lane County courts and a judge will determine appropriate action, which can include forcible removal by the authorities.

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

Safety and Fire

- Proximity Cards must be worn on campus M-F from breakfast through dinner. These cards are a visible safety check to help all of us recognize who may be an unauthorized person on campus. If you are seen not wearing your Proximity Card, you will be issued a \$10 fine for each infraction.
- No open flame is permitted in the residence halls. This includes the burning of candles or incense.
- Irons and appliances (with the exception of a mini fridge) are not permitted in dormitory rooms. Ironing is to be done in the laundry rooms only. Irons should be unplugged after use, and the area left clean.
- Students should be familiar with the emergency procedures that are posted in each dormitory.
- No firearms or ammunition are permitted on campus. If for any reason you have these in your possession, they must be registered with the Campus Security and locked in a safe. All firearms must be clearly tagged.

Fire Drills and Emergencies*

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

The designated assembly points are as follows:

- Bryan Hall.....Cross Plaza Parking Lot
- Hornshuh Hall.....Parking Lot by the pond
- Hunt Building.....Hunt Building Upper Parking Lot
- Library.....Cross Plaza Parking Lot
- Lower Flint.....Cross Plaza Parking Lot
- Meyer Hall.....Cross Plaza Parking Lot
- Rexius.....Parking Lot by the pond

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

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

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

Lock-Down

In the event of natural disasters, life threatening situations, or chemical spill/dangers, a lock-down procedure will be enacted during which all students, staff, and faculty will stay inside the building, moving away from all windows. Once a lock-down is in place, no one will enter or leave the building for any reason until an official “all clear” is given. An emergency texting and email notification system will place the entire campus on alert and will inform the campus community of the type of lock-down.

Student Belongings

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

Summer/Christmas Dorm Policy

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

Getting Around

Getting from home to class (or anywhere else) Eugene is pretty easy. Walking and biking are quite popular here if you haven't noticed already. However, another option when you want to go out in the Eugene community is to take the bus! You can visit the Lane Transit District (LTD) website to view routes and rates even to purchase a pass. Below is a resource of other agencies that provide transportation in Eugene and to and from airports. However, you travel, be safe.

Lane Transit <http://www.ltd.org> Lane Transit provides bus transportation throughout Eugene and surrounding cities. Visit their site to find bus stops, route information and rates. Their telephone number is: (541)687-5555.

OmniShuttle <http://www.omnishuttle.com/>

OmniShuttle provides shared ride door-to-door ground transportation to the Eugene/Springfield metropolitan area. The shuttle provides a safe, comfortable and timely ride between your home, office, or any other location and the airport. There is also a list of taxi services for Eugene. Their telephone number is: (541)461-7981

Amtrak <http://www.amtrak.com>

Find routes and rates with amtrak train services. Local Eugene station is located at 433 Willamette Street.

Greyhound <http://www.greyhound.com>

The local Greyhound bus station is located at 987 PEARL ST Eugene, OR 97401. Their Telephone number is: (541)344-6265.

Information Technology / Help Desk

Information Technology (IT) provides leadership and support for the effective use of technologies to support teaching and learning. This includes supporting both on-campus and distance learning activities, management of instructional technologies, and other technology related activities.

In addition, IT provides key system wide support in the areas of Helpdesk, web development, and managing the WiFi network. Students can submit online requests for help at: <http://www.newhope.edu/help>.

NHCC Email Account

A newhope.edu email account is offered to all students and it will be a regular way in which students will receive official College communication. A user account (username and password) is required for you to use this service. For NHCC, this user account is called your NHCC Username. After your NHCC username is activated by the IT Department, your email address is your NHCC Username with @newhope.edu (e.g. John Smith's email address will be johnsmith@newhope.edu) and will be referred to as your NHCC Email Account. Your NHCC Email Account (username@newhope.eduaddress) is used for important campus news and updates, as well as the primary means of communication with your professors and should be checked daily.

Guarding Your Heart

As a Christian college, we are committed to the goals of personal growth spiritually, intellectually and socially. Much of the content in television programs, movies and computer entertainment is directly opposed to these goals. Since what we see with our eyes becomes the food for our thoughts, we need to strive to take into our lives only that

which is edifying. Therefore, New Hope students are expected to avoid media which as a rule make light of Christian principles, and/or programs that endorse ideas that are contrary to biblical lifestyle, such as excessive violence, the occult or illicit sex. Students are expected to use discretion and good judgment at all times, both on and off campus. No rated R, TV-MA or X rated material should be viewed in the common areas. Misuse of any medium (TV, VCR, DVD, computer, phone, internet, etc.), including exposure to inappropriate material, may result in the loss of privileges on campus or other disciplinary action.

On-Campus Movies & Media

Media (VHS, DVD, computers, games, TV) viewing in dorms, the Student Center, computer lab or other on-campus location is subject to the approval of the Office of Student Life which includes the Dean of Student Services and the Director of Men/Women. Students using computers to access inappropriate media, such as porn, illegally downloading entertainment files or the playing of certain games, will be disciplined or may lose the privilege of computer use. All inappropriate material must be removed.

Shall We Dance?

Students should use discretion at all times and are encouraged to be a positive Christ-like influence wherever they go. Any New Hope student who wishes to be involved in planning a dance activity must obtain prior approval from the Student Life staff.

Approved occasions for dancing:

*Worship * Church-sponsored activities *School banquets/proms * Cultural dances *Dance classes

Dating and Engagement

If a couple decides to date while attending New Hope Christian College, NHCC encourages the couple to seek a mature mentor at their church or in the New Hope community who can help define Christian guidelines and boundaries while providing accountability to the couple. The Student Life office or any faculty/staff member can assist you in connecting with a wise, mature mentor. If the relationship progresses to engagement and plans for marriage, we strongly encourage all couples to have at least six sessions of premarital counseling before the ceremony, conducted by recommendation of the officiating minister.

CORRECTION AND DISCIPLINE

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

Off-Campus Misconduct

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

Discipline Procedure

The Dean of Student Services and/or his designee will review any and all allegations to determine the appropriate course of action.

1. Anyone may file a report alleging that a student violated the Code of Conduct. Any report should be submitted as soon as possible after the event takes place and will be directed to the Dean of Student Services.
2. The Dean of Student Services will meet with the student accused of the violation in a Disciplinary Conference. The Disciplinary Conference is an informal, non-adversarial meeting intended to allow the College to examine the complaint, listen to the student, discuss circumstances regarding the incident, and address student questions. Notes will be kept in this initial meeting to begin documentation of the conversation and process.

3. The College may conduct an investigation to determine if charges are appropriate. If the acquired information reasonably supports a Code of Conduct violation, the College will outline the options to the student of next steps. If the acquired information does not reasonably support charges, then the case will be closed without charges.
4. If the charges involve any form of sexual misconduct, including but not limited to those specifically addressed under VAWA, drug or alcohol charges or any federal/state illegal activity, the proceedings for dealing with the infraction, including possible sanctions, will be conducted by the Dean of Student Services and his designees, including (as needed) the Title IX Director, Director of Campus Safety, law enforcement and President's Cabinet.
5. In the case of all other offenses, the student will be given the option of their charges being handled by the Dean of Student Services and his designees OR by the College's Judicial Review Committee consisting of three peers and three faculty members (all selected by the College).

Sanctions

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

DISCIPLINARY WARNING: A disciplinary warning is a warning to a student that their conduct was inappropriate and that further misconduct will result in more severe disciplinary action. The warning is maintained as part of a student's disciplinary record.

DISCIPLINARY PROBATION: Disciplinary probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision-making. Additional conditions and/or educational programs (including professional counseling at the student's expense or participation in a 12 Step type group) may be assigned as a component of the probation. Future misconduct, failure to comply with any conditions and/or to complete any assignments may lead to a more severe disciplinary action, including suspension or expulsion. Disciplinary probation may be recorded on the official College transcript due to the serious nature of the offense or when a student's disciplinary history is significant, and the College determines a notation is merited.

RESTITUTION: Restitution requires a student to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to other sanctions.

LOSS OF PRIVILEGE: Loss of Privilege involves the withdrawal of the use of service, participation in an activity, or withdrawal of privileges consistent with offense(s). Loss of privilege may be imposed separately or in addition to other sanctions.

DISCIPLINARY SUSPENSION: Disciplinary suspension from the College is assigned for a specified period of time. A suspended student is precluded from registration, class attendance or participation, and residence on campus. In addition, the student is prohibited from using or visiting College facilities unless special permission is obtained from the Dean of Student Services or designee. During the period of the suspension, a notation will appear on the student's official College transcript.

INDEFINITE EXPULSION: Indefinite expulsion from the College is for a period of not less than one calendar year. The Dean of Student Services and the Academic Dean must approve re-enrollment. During a period of indefinite expulsion, a student is precluded from registration, class attendance or participation, and residence on campus. In addition, the student is prohibited from using or visiting College facilities unless special permission is obtained from the Dean of Student Service or designee. If a student wishes to return to the College after the period of their indefinite expulsion, they must request re-enrollment (in writing) to the Dean of Student Services or designee. During the period of the expulsion, a notation will appear on the student's official College transcript.

EXPULSION: Expulsion of a student from the College is permanent. A student is precluded from registration, class attendance or participation, and residence on campus. In addition, the student is prohibited from using or visiting College facilities unless special permission is obtained from the Dean of Student Services or designee. Expulsion requires administrative review and approval by the President and/or the President's Cabinet. The sanction of expulsion is permanently noted on a student's official College transcript.

EDUCATIONAL SANCTIONS: Educational sanctions are sanctions that the College reserves the right to assign to students in lieu of, or in addition to, administrative sanctions.

OTHER SANCTIONS: The College reserves the right to impose alternative sanctions instead of or in addition to those listed above. For example, a student may be removed from College housing for violations of the "Code of Conduct" or the housing contract conditions that they agreed upon when choosing to live in the student dorms or campus apartments.

Parent Notification of Disciplinary Actions

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

When an NHCC student feels they have been wronged or misunderstood by a faculty or staff member

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

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

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

ACADEMIC INFORMATION

Only information that is considered essential to the student's understanding of regular classroom/academic routine is reproduced in this Handbook. Additional academic information not included in the NHCC catalog but considered of importance to the student is also included in this section. It is important that each student be familiar with all of the information that will have a bearing on their academic success.

The Academic Affairs Committee coordinates academic programs for the College and makes recommendations to the Faculty on academic standards, policies, plans and programs. The Academic Affairs Committee is the Academic Dean and faculty representatives.

Orientation

Before the beginning of each semester, special sessions are provided to acquaint new students with the culture, traditions and objectives of New Hope Christian College. Sessions are presented by the President, Student Life Director, members of the staff and faculty, and members of ASB. Social events may also be planned to assist students in becoming better acquainted with each other and with faculty and staff. Entrance examinations, including the Bible proficiency exam and the English placement exam, are administered to all new students during Orientation. Results of these exams become part of the student's record and are used for placement and academic advising.

Registration

Registration dates are announced on the Academic calendar. Students must complete registration on the dates assigned. Late registrants are assessed a fee. After five school days, registration is not permitted. Class absences accrue beginning the first day of class.

Students may not enroll for more than 20 semester hours of academic credit in any one semester without the express permission and approval of the Dean of Academic Affairs.

Academic Advisor

Each student is assigned an academic advisor and is encouraged to communicate with their advisor often. They can ask questions concerning their academic program or progress at any time during their enrollment at NHCC. It is of utmost importance to each advisor to help make each student's experience at New Hope beneficial.

Class Load

The average number of academic hours for a full-time student each semester is 15-16 hours exclusive of the Physical Education requirement. Those who plan to graduate in four years must average 15-16 hours each semester. Students registering for 12 hours or more are classified as full-time. Students carrying fewer than 12 are classified as part-time.

Working at a job that requires too many hours can have an adverse effect on a student's learning experiences. The following suggested ratio of class to employment hours should be given careful consideration:

Semester Credits	Employment Hours
15-17	15-20
10-12	20
<10	24-30+

Change of Class Schedule /Withdrawals and Refunds

Any student contemplating withdrawal from the College should first discuss the matter with their advisor or with the appropriate student personnel counselor. A withdrawal form may be obtained from reception in Bryan Hall. Refunds are made on tuition and dormitory room charges only, based on the starting date of the semester and according to the following schedule; all other fees and charges (including application fees) are non-refundable.

Changes to a student's course schedule are based upon calendar dates starting with the first day of the semester.

Calendar Days	1-3: Add/drop 100% tuition refund
	4-6: Withdrawal 75% tuition refund
	7-9: Withdrawal 50% tuition refund
	10-13: Withdrawal 25% tuition refund

After the thirteenth calendar day, no refunds will be given. Students may withdraw from a course through the end of Week 5 of either session. A grade of "W" will be recorded on the student's record. Students on federal financial aid are refunded according to Department of Education formulae.

Auditing

Persons not wishing academic credit for a course may arrange to audit through the Registrar's Office. Regular class attendance, completion of assignments, and taking examinations are not required of audit students nor does the instructor have any obligation for evaluation. No records are kept and no grades issued. Auditing fees are listed in this handbook under financial information.

Policy for Independent Study and Private Lessons

Registration for Independent Study and private lessons must be completed during the registration period. Independent Study courses are reserved for students who are Juniors and Seniors (at least 90 hours of credit toward a degree) who have a minimum 3.0 cumulative grade point average.

Grades and Grade Point

The following symbols are used to indicate the evaluation of coursework:

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	59-below

P	- Pass
NP	- No Pass
W	- Withdrawal (see below)
I	- Incomplete (see below)
R	- Course Repeated

Incomplete Grades Policy

An “I” (incomplete) grade may be assigned for a student who fails to complete a course due to a personal health emergency or family emergency. A student’s failure to plan or business does not constitute grounds for an “I.”

When a faculty member believes a student should receive an “I” they recommend such to the Academic Dean. The Dean considers the request and makes the final determination.

When the Dean approves the Incomplete, the faculty member prepares a document which specifies the coursework to be completed, the date on which coursework must be completed, and the grade the student will earn if they do not complete the course.

Students have eight weeks from the end of the semester to complete an Incomplete grade. If the course is not finished by the end of eight weeks, the student will be assigned the grade that the faculty member listed on the Incomplete form.

Grade Point Average Requirements

Those wishing to participate in extracurricular activities such as deputation teams, Creative Arts groups, and athletic teams are required to maintain a 2.00 grade point average (“C” average). Student leadership positions (Associated Student Body, Student Council and IGNITE Team Leaders) require a GPA of at least 2.50.

Certificate of Completion

Students who complete the graduation requirements of their study program, but who fail to maintain at least a 2.00 cumulative GPA, receive a Certificate of Completion.

Graduation Information

All candidates for the Bachelor’s degree must meet the following requirements:

1. Complete at least 124 semester hours (some programs higher) that satisfy the requirements of the declared program of study with a GPA of at least 2.00.
2. Evidence of a consistent and genuine Christian life.
3. Demonstrate compliance with all College rules, policies, and standards.
4. Satisfy the student ministry requirements.
5. Satisfy the Physical Education requirement.
6. Earn their final 30 semester hours from NHCC. ***In order to count toward the degree requirements transfer credits, including CLEP, must be transferred in to NHCC prior to the start of the semester in which the student plans to walk.***
7. Pay all obligations to the College. Nonpayment of any financial obligations to the College (tuition, room and board, rent, etc.) will prevent a student from graduating with their class.

In order to graduate, a student must earn a C or above in all required upper division professional education courses. For students in the Interdisciplinary Studies concentration and all Creative Arts concentrations, this requirement would be for all professional education courses.

Career Planning

Faculty academic advisors assist students in planning programs so that career opportunities are clarified and options opened for them. Internships and Field Service are another valuable avenue for gaining employment. We encourage our students to pick their internships and Field Service wisely as they could lead to employment in the church or marketplace.

Satisfactory Academic Progress

Students are given every help and encouragement to earn satisfactory grades. Because a 2.0 cumulative GPA (C average) is the minimum academic requirement for eligibility for a degree, the following policy is offered to facilitate remedial assistance and reduce frivolous student debt.

Academic Probation

Students whose term GPA falls below the 2.0 minimum will be placed on Academic Probation; they will be required to participate in ACE for one year and will be limited to 13 credit hours the subsequent term. (ACE will not count toward the 13 credit hours.)

Such students may be reinstated to regular status by achieving the minimum 2.0 term GPA.

Students whose term GPA falls below the 2.0 minimum after a total of two terms of Academic Probation (a third term below the minimum 2.0 term GPA) must reduce their credit hours to six or fewer for the subsequent term. (ACE will not count toward the six credit hours.) Students with a cumulative GPA of 2.0 or higher can appeal to the Academic Affairs Committee for one additional term of up to 13 credit hours.

Students whose term GPA falls below the 2.0 minimum after three terms of Academic Probation (a fourth term below the minimum 2.0 term GPA) must subsequently discontinue enrollment for at least one semester. Students temporarily academically disqualified for enrollment may appeal to the Academic Affairs Committee to request readmission after an absence of one semester. Upon returning, students will be on Academic Probation; they will be required to participate in ACE for one year and will be limited to 13 credit hours. (ACE will not count toward the 13 credit hours.)

Students whose term GPA falls below the 2.0 minimum after returning from being temporarily academically disqualified for enrollment must take at least a full year off and then re-apply to enroll. Students reinstated after a year off have their number of terms of Academic Probation reset and are treated as if they had never been on probation. The new applications would determine whether or not ACE would be required.

Implications of Satisfactory Academic Progress for Federal Financial Aid are detailed in the Academic Catalog available online.

Student Academic Appeal Policy

Instructor

- The student must make significant effort to solve the problem by direct and detailed discussions with the instructor regarding the disputed final grade. Several meetings between the student and instructor may be necessary. Both the student and instructor should keep specific notes, dates, and times of the meetings.
- The instructor should provide specific information regarding awarding and process for determining the final grade.
- It would be acceptable for the student and/or the instructor to have another person present for a discussion about the disputed grade but only as an observer. It would be inappropriate for such a person to participate in the discussion or resolution of the grade dispute.

Academic Affairs Committee

The student has the right to officially appeal in writing to the Academic Affairs Committee to resolve the problem if both the instructor and the student have followed the above mentioned process and a resolution to the grade dispute is apparently not possible at that level. The student must submit the official appeal in writing to the Academic Dean within thirty days after the last day of final exams for the quarter in which the grade was given. Requests will not be received after the thirty day period.

The student's written appeal to the Academic Affairs Committee must include detailed information about the dispute including:

1. Official letter detailing the concern
2. Originals of all disputed assignments
3. Dates and times of each meeting the student had with the instructor
4. Notes from each meeting the student had with the instructor
5. Detailed information regarding the specific area(s) at which the student disagrees with the instructor's evaluation of the assignment(s) in question

6. Other information as deemed relevant to the dispute

The instructor will supply all needed grade(s) and grading procedure utilized for the grade(s) in question.

The Academic Affairs Committee will appoint a three-member faculty committee to resolve the grade dispute. The student will have the opportunity to suggest two current faculty members to serve on the committee. Neither the instructor involved in the grade dispute or the Academic Dean will be considered potential members of the committee.

The student and the instructor understand that the decision from this committee to the Academic Affairs Committee will be final.

ACE - Achieving College Excellence

Achieving College Excellence (ACE) is a program designed to help students on academic restriction achieve and maintain the required academic standing. Students in this program will be assigned an upper level classmate (tutor) to help the student learn the skills necessary for college. The cost for a student to be in the ACE program is \$50.00 per semester. Tutors and students will meet twice a week to assure that all class work is being done and turned in and that the student is following a plan to be off of academic restriction by the end of the semester.

ACE is mandatory for full-time students with an incoming GPA below 2.5 and recommended for any student with an incoming GPA of 2.6 – 3.0. For returning students, participation in ACE becomes mandatory if a student is on academic probation or academic restriction. The GPA for probation depends upon class standing. Please see the academic catalog for details.

Withdrawal

Any student contemplating withdrawal from the College should first discuss the matter with his or her academic advisor. If the student chooses to proceed, a withdrawal form may be obtained from the Office of the Registrar. The student must obtain appropriate signatures from several offices before the withdrawal is official. Official withdrawals will receive a grade of “W,” “WP,” or “WF” for each class dependent upon the academic standing in the class and/or the exact “change of registration” period at that point in the semester. Students who do not complete the withdrawal process will be assigned a grade of “UWF” (unofficial withdrawal failure) for each class.

Dorm students who withdraw from the College must complete the Room Condition Report and return it to the Business Office. No refund from the Business Office will be given until the Room Condition Report is complete.

Refund schedule from the beginning of the semester:

1st week 90% 5th week 50%

2nd week 80% 3rd week 70% 4th week 60%

6th week 40% 7th week 30% 8th week 20%

Tuition refunds for students who change registration from full-time to part-time within their program are based on the difference between rates for the hours taken. Through the eighth week of the term 100% of the difference is refundable; thereafter no refund is made. Students on federal financial aid are refunded according to Department of Education formulae.

Absence Policy

Regular punctual attendance is required in all classes and required IGNITE functions. Students should never miss a class/IGNITE function except for illness or unavoidable emergency situations. A student may have two weeks of unexcused absences from class without penalty. However, if unexcused absences exceed three weeks of class sessions, the student automatically fails the class. Instructors should list in their syllabi their policies for absences totaling more than two weeks but less than four weeks. Students entering the classroom within 15 minutes after attendance check are recorded as tardy. Every three tardy entries are counted as one absence. A student will not be penalized for absences which have prior approval by the Academic Dean. These should be entered as “Excused” in Populi.

EXCUSED ABSENCES

The Academic Dean is responsible for administering the excused absence policy and for notifying instructors when absences are excused. The three most common excused absences are:

- 1) College-sanctioned events representing the College for an athletic contest,
- 2) College-sanctioned events representing the College for Admissions (often Creative Arts teams)
- 3) Extended illness, confirmed by a doctor's note.

For school-related trips, the sponsoring department should contact the Academic Dean three days in advance with the type of event, dates involved, and a list of student names. The Academic Dean will notify the faculty.

EXAMPLE for a 3 hour class meeting three times a week:

Unexcused Absences 1-6 = no penalty, by campus policy

Unexcused Absences 7-9 = instructors may penalize, as listed in their syllabi
Unexcused Absence 10 = student fails course

Late Assignments and Examinations

The acceptance of late assignments is at the discretion of each instructor. Depending upon the situation, the instructor may or may not permit a student to submit work that is not completed on time. When such work is accepted, the student is subject to a grade reduction. All announced examinations must be taken when scheduled. A student who is absent from such an exam for any reason must arrange to take it at the discretion of the instructor who may or may not choose to administer it depending upon the reason for the absence. If the exam is administered, a reduction of their grade may be assessed.

A student, who, because of an unavoidable emergency, wishes to take a final exam before the regularly scheduled time, must obtain an early exam petition from the Academic Dean. There is a cost for the administration of early exams of \$10.00 per exam. For each early exam, a petition must be submitted at least one week prior to the examination date. If the Academic Dean approves the petition, the student must arrange for the exam with the respective instructor, pay the \$10.00 fee to Financial Services, and present a copy of the approved petition and receipt of payment to the instructor at the time the examination is given.

Student Academic Dishonesty

Policies relating to dishonesty in academic work reflect the belief of the College faculty and administration that moral uprightness and personal integrity are essential both to spiritual vitality and to meaningful academic work for the student. It is, therefore, consistent with the goals of the College to maintain and enforce such policies against the moral offenses of dishonesty and plagiarism.

Plagiarism: Plagiarism, the conscious and obvious attempt to convince others that words or concepts unique to another writer are one's own, constitutes verbal theft. As such, it is a serious matter and may result in academic penalties.

Acts of Academic Dishonesty: A student who is guilty of dishonesty in academic work may be suspended or dismissed from the College. It is expected that all material submitted as part of any class exercise be the actual original work of the student whose name appears on the material. Unless an instructor otherwise indicates, it is considered dishonest for a student to use for preparation of coursework any tests, notebooks, papers and/or assignment of other students who have previously taken a course. Students are cautioned against the possession of unauthorized material during any examination or quiz.

Academic Freedom Policy

New Hope Christian College recognizes freedom of expression and pursuit of truth as essential to the goals of collegiate education. All faculty and students are free to research and explore ideas appropriate to various disciplines and to express ideas and views without fear of reprisal. Within the boundaries of their commitment to the doctrinal statement, mission and objectives of New Hope Christian College, faculty members are given the right and responsibilities of academic freedom. Faculty and students have freedom of expression in the classroom but should avoid using the classroom as a forum for personal agendas not relevant to the discipline or to the objectives of the course.

Transcripts

(Request form located on the web at www.newhope.edu)

Official transcripts of the student's records can be issued directly to the individual or sent to the institution for which the request has been made for a fee of \$10.00. Unofficial transcripts can be obtained from the student's Populi profile.

Confidentiality and Disclosure of Records

All students have access to their official records and may examine them during regular business hours by request to the College Registrar. Such records are confidential and may not be accessed by persons other than faculty and administration except through explicit permission of the individual student. A student who believes that an error exists in their records has the right to challenge the alleged error. To do so, students may appeal in writing to the Academic Affairs Committee through the Registrar. If unsatisfied with the outcome of that appeal, students may appeal in writing to the Academic Dean. If a student still disagrees with the final ruling of the Academic Dean, they may submit a rebuttal in writing, which will be included in the student's permanent file.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their education records.

1. The right to inspect and review a student's personal education records within 45 days after the day the College receives a request for access. The student should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the time and place where the records may be inspected. If the records are not maintained by the College, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. A student may ask the College to amend a record that they believe is inaccurate or misleading. In a request submitted to the College Registrar, the student should clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Hope Christian College to comply with the requirements of FERPA. Complaints may be addressed to the following office that administers FERPA. U.S. Department of Education/Family Policy Compliance Office 400 Maryland Avenue, SW Washington, DC 20202-4605

FERPA RELEASE OF INFORMATION POLICY

1. Personal Requests:

If a student or former student requests a transcript or other personal records to be released and they are known to be the person whose information is being requested, the request will be honored. If the student is not known, the person receiving the request must ask for personal identification to verify that it is indeed the person seeking their own records. The identification should include name and social security number, date of birth, dates of attendance, or any other identifying information that only the student is likely to know.

2. Telephone Requests:

Personally identifiable information may be released to the student via telephone only if the school official is certain that the party requesting the information is indeed the student. In order to insure record security, the school official must ask ALL of the following:

- Student's complete name while in attendance

- Student's social security number
- Student's date of birth
- Student's dates of attendance at New Hope Christian College

3. Requests for Release of Information over the internet:

Transcript requests are processed through newhope.edu under the "Resources" tab.

4. Parents or Legal Guardian:

The parents of students or former students have the right to request and receive educational records of their legally dependent children. The parent or guardian must prove that the student or former student is legally dependent by providing proof that they are dependent according to the Internal Revenue code of 1954 Section 152. Without such proof, the student must sign a release form before the parent or legal guardian can be allowed access to the student's educational records.

5. Courts, Crime, Victims, Health or Safety Officials:

The law allows the release of educational records to certain government agencies for certain allowed circumstances. The law will be followed for any requests from such agencies. The student will be notified in a timely manner if any such records are released pursuant to a court order or other government request.

6. Release of Directory Information:

Directory Information is considered to be public information unless you notify the Registrar in writing that it must be kept confidential. New Hope has designated the following as Directory Information:

- Name
- Date and place of birth
- Local address
- Permanent address
- Telephone number
- Email address (newhope.edu only)
- Current enrollment status
- Dates of attendance
- Class level
- Denomination
- Number of credit hours
- Previous institutions attended
- Major field of study (Concentration) -Degree(s) in progress or conferred
- Date of graduation
- Past and present participation in varsity sports
- Personal athletic statistical data
- Photographs

Students should take into consideration that choosing not to allow the release of Directory Information restricts the College from responding to requests from legitimate outside parties (insurance or loan companies, pre-employment verification agencies, etc.) who may need to verify degrees or credits earned, enrollment status, dates of attendance and other information from the student's educational record. To restrict the release of Directory Information, notify the College Registrar in writing. The restriction will become effective one business day after the request is received and processed by the Registrar.

FLINT MEMORIAL LIBRARY

If you want to succeed in your studies, you'll beat a path to the library. Statistics show that library users get better grades and are more likely to stay in college. We are here to help you.

The library has over 30,000 books and DVDs on site and students can also request books or articles from hundreds of libraries across the country via interlibrary loan. To assist you in your research, we provide access to electronic databases, including over 50,000 journal titles and millions of articles and over 125,000 ebooks. Our catalog and databases are accessible from any internet connected device (PC, laptop or smartphone).

The library maintains a whisper quiet study atmosphere. To assist in this, two group study rooms are available. They may be reserved via a link on the library's web site. Exceptions to the quiet policy are kept to a minimum, but occasionally, classes will come to the library to work and the instructor or the librarian may give a verbal presentation during their session. Other students are welcome during these sessions and their understanding regarding the noise level is appreciated. A student ID card is required to check out materials. See the link to our full policy manual on the library's web site. Questions should be directed to library@newhope.edu or speak to the librarian directly.

* The library is closed 10:00 am – 11:00 am on Wednesdays for chapel. The library also reserves the right to close for campus-wide events and home games. If classes are canceled for holidays or inclement weather, the library is closed as well.

Honors

At the conclusion of each semester, NHCC compiles a list of all full-time students whose GPA for the semester is 3.50 or above. The list is posted at the college. Graduation honors are granted on the following basis to students who have been in residence for at least 60 semester hours:

3.50 GPA - Cum Laude- Honors

3.70 GPA - Magna Cum Laude - High Honors

3.90 GPA - Summa Cum Laude - Highest Honors

FINANCIAL AID INFORMATION

This section of the Handbook contains information on finances, scholarships, and employment opportunities. Complete information about room, board, tuition, fees and operational policies in regard to payment and refunds is contained in the NHCC catalog. Additionally, information about financial aid availability can be obtained from the Office of Financial Aid.

FREQUENTLY ASKED QUESTIONS ABOUT STUDENT FINANCIAL AID:

Q. Do I have to pay all charges at the start of the semester?

Yes, but most forms of financial aid are applicable at the start of the semester as well. To help ensure that your aid is ready before classes start we encourage you to start the financial aid process as soon as possible.

Q. Is a payment plan available?

We recognize that even with large amounts of aid it can be hard to come up with the entire semester's charges all at once. If that is the case, a payment plan can be arranged by seeing the student accounts office. All payment plans must pay the balance in full by the end of the semester. Any student without a payment plan or who misses their monthly payment will be assessed a fee up to \$250 each month and will only be allowed limited access to the college's POPULI student interface.

Q. How can I make sure that my aid is ready before classes start?

The best way to make sure that your aid is ready before classes start is to complete the financial aid process as early in the year as possible. The FAFSA can be filed as early as January 1 of each year and the new VFAO interview is usually available by April. If the financial aid office contacts you to request additional documentation please respond as quickly as possible.

Q. What kinds of financial aid are available?

Financial aid generally falls into one of two categories Gift Aid and Loan Aid, and can come from various sources including the government, the college, and organizations outside the college.

Gift aid is aid that does not have to be repaid; it is often need-based but can also be merit based. Examples of gift aid include the Pell Grant, State Grants, and Talent Grants, to name a few of the most common.

Loan aid is aid that must be repaid at some point, usually after completing or withdrawing from studies. Loan aid can come from a variety of sources and includes Subsidized and Unsubsidized Direct Loans, Parent PLUS Loans, and Alternative or Private Loans.

More detail about the different types of aid is available in the Financial Aid Office.

Q. If I am forced to withdraw from the college for emergency reasons, will I receive any refund?

When you withdraw from the college according to the withdrawal policy outlined in the current academic catalog you may be eligible for a refund. The refund schedule is listed along with the withdrawal policy and is based on how much of the semester has passed. No refunds are given on fees or tuition discounts and credits. If you receive Federal Financial Aid some of that aid may be required to be returned to the U.S. Department of Education based on their "R2T4" formula. If the amount of federal aid required to be returned exceeds the amount of any tuition refund the student will owe the balance to the school.

Q. Does the college have any scholarships for which I am eligible?

Details on scholarships offered by the college are available in the Financial Aid Office. Students interested in pursuing any federal or institutional financial assistance should contact the financial aid office concerning his or her eligibility and the procedure for initiating an application. All students in financial need are strongly encouraged to apply for the various scholarships that are available.

Q. Who should I see about assistance in obtaining employment?

A. A limited number of on-campus student jobs are available through the Student Employment Program. Approximately 30% of the student body was employed in a similar program for 15-16. Applications are available in the Student Life Office.

B. The Student Life Director supervises all positions relating to dormitory leadership. Students selected as IGNITE Team Leaders are compensated with a tuition scholarship and a credit toward their room and board charges. Applications for these positions are made available each Spring for the following year.

FOR MORE INFORMATION REGARDING FINANCIAL AID, FAFSA AND SCHOLARSHIP AVAILABILITY SEE THE FINANCIAL AID PACKET AVAILABLE FROM THE FINANCIAL AID OFFICE.

CAMPUS SECURITY

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

Search and Seizure Policy

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

Assistance for Students with Disabilities

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

Civil Rights & Nondiscrimination Policy

The policy of NHCC is to provide equal opportunity in its educational programs and activities, consistent with its religious mission. The College does not discriminate on the basis of race, color, national or ethnic origin, age, biological sex, or disability, in its admission policy, scholarship and loan programs, athletics, and other activities. NHCC is a religious educational institution and reserves the right to exercise its legally protected religious freedom in the operation of the institution.

Harassment Policy

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

Drug and Alcohol Policy

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

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

The Bible prohibits drunkenness (Proverbs 31:4-5; Galatians 5:21)

The Bible teaches being sensitive to the impact of drinking and smoking on Christians who may hold a different perspective than you (Romans 14)

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

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

Serenity Lane 616 East 16thAve, Eugene, OR (541)687-1110

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

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

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

Drug Abuse Treatment 24 hour Center 877-479-6777

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

STANDARD OF CONDUCT:

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

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

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

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

Federal Laws—possession and trafficking in controlled substances is regulated by federal law. The federal codes provide for fines plus imprisonment for possession (21USC844); forfeiture of real and personal property used to possess or facilitate possession (21USC853, 21USC881); forfeiture of vehicles, boats, aircraft, etc, used to transport

a controlled substance (21USC884); civil fines and denial of federal benefits (21USC854); and ineligibility to purchase or receive a firearm (18USC922).

Drug and Alcohol Facts

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

Short-term effects of alcohol use include:

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

Long-term effects of heavy alcohol use include:

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

Cigarette Smoking

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

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

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

Risks associated with smoking cigarettes:

- diminished or extinguished sense of smell and taste
- frequent colds
- smoker's cough
- gastric ulcers
- chronic bronchitis
- increase in heart rate and blood pressure

- premature and more abundant face wrinkles
- emphysema
- heart disease
- stroke
- cancer of the mouth, larynx, pharynx, esophagus, lungs, pancreas, cervix, uterus, bladder

Cocaine and Crack

Cocaine is a white powder that comes from the leaves of the South American coca plant. Cocaine is either "snorted" through the nasal passages or injected intravenously. Cocaine belongs to a class of drugs known as stimulants, which tend to give a temporary illusion of limitless power and energy that leave the user feeling depressed, edgy, and craving more. Crack is a form of cocaine that is smoked and has been chemically altered. Drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Cocaine and crack are highly addictive. This addiction can erode physical and mental health and can become so strong that these drugs dominate all aspects of an addict's life. Some users spend hundreds or thousands of dollars on cocaine and crack each week and will do anything to support their habit. Many turn to drug selling, prostitution, or other crimes. Cocaine and crack use have been a contributing factor in a number of drownings, car crashes, falls, burns, and suicides. Cocaine and crack addicts often become unable to function sexually. Even first time users may experience seizures or heart attacks, which can be fatal.

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

- increases in blood pressure, heart rate, breathing rate, and body temperature
- heart attacks, strokes, and respiratory failure

Psychological risks:

- violent, erratic, or paranoid behavior
- hallucinations and "coke bugs"--a sensation of imaginary insects crawling over the skin
- confusion, anxiety, and depression
- hepatitis or AIDS through shared needles
- brain seizures
- reduction of the body's ability to resist and combat infection
- loss of interest in food or sex
- "cocaine psychosis"--losing touch with reality, loss of interest in friends, family, sports, hobbies, and other activities

Inhalants:

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

Using inhalants even one time can put you at risk for:

- sudden death
- suffocation
- visual hallucinations

Short-term effects of inhalants include:

- heart palpitations
- breathing difficulty

Prolonged use can result in:

- headache, muscle weakness, abdominal pain

- decrease or loss of sense of smell
- nausea
- nosebleeds
- hepatitis
- violent behaviors
- severe mood swings
- numbness and tingling of the hands & feet
- dizziness
- headaches
- irregular heartbeat
- liver, lung, and kidney impairment
- irreversible brain damage
- nervous system damage
- dangerous chemical imbalances in the body
- involuntary passing of urine and feces

Marijuana

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

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

Short-term effects of using marijuana:

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

Long-term effects of using marijuana:

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

Methamphetamine

Methamphetamine is a stimulant drug chemically related to amphetamine but with stronger effects on the central nervous system. Street names for the drug include "speed," "meth," and "crank." Methamphetamine is used in pill form, or in powdered form by snorting or injecting.

Crystallized methamphetamine known as "ice," "crystal," or "glass," is a smokable and more powerful form of the drug. Methamphetamine is an increasingly popular drug at raves (all night dancing parties), and as part of a number of drugs used by college-aged students. Marijuana and alcohol are commonly listed as additional drugs of abuse among methamphetamine treatment admissions.

The effects of methamphetamine use include:

- increased wakefulness; insomnia
- increased physical activity
- decreased appetite
- respiratory problems
- Extreme Anorexia

Hypothermia, convulsions, and cardiovascular problems, which can lead to death euphoria irritability, confusion, tremors anxiety, paranoia, or violent behavior can cause irreversible damage to blood vessels in the brain, producing strokes drug users who inject the drug and share needles are at risk for acquiring HIV/AIDS.

Source: The <http://www.health.org/govpubs/rpo884/>

National Clearinghouse for Alcohol and Drug Information, 05/24/2001 – excerpts from

State of Oregon Laws (ORS) Concerning Drug and Alcohol Use— State of Oregon Laws (ORS) Concerning Drug and Alcohol Use—

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

Title IX, Clery and Violence Against Women Policy

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

Rationale

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

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

Scope

This policy applies to all NHCC students (both campus residents and commuters) and employees. It also applies to third parties involved in an act of sexual misconduct by or upon a NHCC student or employee. It applies whether the

act of sexual misconduct was committed on or off campus, regardless of whether or not the sexual misconduct is the subject of a criminal investigation.

Non-Discrimination Policy

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

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

Direct questions concerning the non-discrimination policy should be addressed to the Academic Dean, (541) 485-1780, 2155 Bailey Hill Road, Eugene, OR 97405.

Other inquiries related to Title IX may be referred directly to the U.S. Department of Education’s Office for Civil Rights at 800-421-3481 or ocr@ed.gov.

Sexual Misconduct Definitions

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

Sex Discrimination

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

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

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It has been defined by the Equal Employment Opportunity Commission (EEOC) as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment [or education], (2) submission to or rejection of such conduct by an individual is used as the basis for employment [or educational] decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic] performance or creating an intimidating, hostile, or offensive working [or educational] environment.

Source: Equal Employment Opportunity Commission (EEOC) regulations, 29 C.F.R., Section 1604.11(a). Sexual

Sexual Assault

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

Sexual Violence

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

Stalking

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

Dating Violence

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

Domestic Violence

Domestic violence means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Sexual Exploitation

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

Gender-based Harassment

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

Indecent Exposure

Indecent exposure means exposing or exhibiting one's sexual organs in public or on the private premises of another, or so near thereto as to be seen from such private premises, in a vulgar or indecent manner, or to be naked in public. It also includes transmitting electronic images of one's sexual organs through email, text messaging, or other forms of social media.

Any other illegal sexual conduct that is not explicitly defined above. Other Related Definitions

Consent

Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent.

Incapacitation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the person from having the capacity to give consent.

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

Hostile environment caused by sexual harassment

"[A] hostile environment has been created ... if sexually harassing conduct by an employee, another student, or a third party is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program based on sex."

(p. 5, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, published January 2001).

Intimidation

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

Responsible Employee

A "responsible employee" is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty to report to appropriate college officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. Responsible employees include college administrators, Student Services personnel (including Housing Managers), and Human Resources personnel.

Retaliation

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

Title IX Coordinator

The lead Title IX Coordinator is Lori Higashi, Campus Safety/HR, (541)485-1780, 2155 Bailey Hill Road, Eugene, OR 97405.

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

Rights of Complainant and Respondent

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

- The right to investigation and appropriate resolution of a credible complaint of sexual misconduct made in good faith to College administrators;
- The right to be treated with respect by College officials;
- The right to have College policies and procedures followed without material deviation;
- The right to be fully informed of the nature, rules, and procedures of the campus conduct process;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint, except in cases where College officials are required to make a timely warning to the campus community;
- The right to be notified of available counseling, mental health, or student services, both on campus and in the community;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused for compelling safety reasons (this exception does not include the name of the alleged victim/complainant, which will always be revealed to the accused);
- The right to a hearing closed to the public;
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
- The right to a conduct panel comprised of representative of both genders;
- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right for the same opportunity to have another person present, in a support or advisory role, during a College disciplinary hearing to accompany and assist in the College hearing process, according to student conduct hearing policies and procedures;
- The right to have the College compel the presence of student, faculty, and staff witnesses, and the opportunity to ask questions of witnesses (indirectly through and at the discretion of the hearing chair), and the right to challenge documentary evidence;
- The right not to have irrelevant prior sexual history admitted as evidence in a College hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the conduct body in determining its sanction;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the College.

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

- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;

- The right to be informed by college officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by college authorities in notifying such law enforcement authorities, if the victim so chooses. This also includes the right not to report to law enforcement authorities, if this is the victim's desire;
- The right to notification of options for, and available assistance in, changing academic, living, transportation, or working situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available. No formal complaint or investigation, either campus or criminal, need occur before this option is available.
- Accommodations may include:
 - Change of a student resident's housing to a different on-campus location; ○ Assistance from College support staff in completing the relocation;
 - Arranging to dissolve a housing contract and pro-rating a housing refund; ○ Exam or assignment rescheduling;
 - Taking an "Incomplete" grade for a course;
 - Transferring to a different course section;
 - Temporary withdrawal;
 - Alternative course completion options;
 - Change in working location and/or supervisor;
 - Change in work duties and/or responsibilities.
 - The right to preservation of privacy, to the extent possible and allowed by law;
 - The right not to have released to the public any personally identifiable information about the accuser/complainant, without his or her consent;
 - The right NOT to have any complaint of sexual assault mediated (as opposed to adjudicated);
 - The right to a College no-contact order against another student who has engaged in or threatened to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining student, witnesses, or others;
 - The right to give testimony in a College hearing by means other than being in the same room with the accused;
 - The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
 - The right to be present for all testimony given and evidence presented before the conduct body;
 - The right to be informed of the outcome and sanction(s) of any disciplinary hearing involving sexual assault, usually within 24 hours of the decision being made.

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

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

Confidentiality

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

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

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

Title IX and Clery Grievance Procedures

Implicit in the following Title IX grievance procedures is a provision that allows the complaining party to avoid her or his immediate work supervisor or faculty advisor if that person is the source of the problem. It is understood, of course, that formal channels may not be needed except when earlier attempts at private and informal resolution fail.

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

Reporting Procedures

Formal reporting procedures include the victim or eyewitness of an act of sexual misconduct initiating a criminal complaint, an institutional complaint, and/or a report to a responsible employee (including the Title IX Coordinator). Alternative reporting options include a victim's or eyewitness' privileged or confidential disclosures to a professional or pastoral counselor.

A victim or eyewitness of sexual misconduct by or upon a NHCC student or employee must first go to a place of safety and then immediately report the incident to a responsible employee, regardless of the time of day or night. The complaint will then be turned over to the Title IX Coordinator for investigation and processing through to conclusion.

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

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

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

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

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

The College is obligated under the federal Clery Act to report certain crimes that occur on campus, in a non-campus building or property, or on public property within the reasonably contiguous geographic area of the institution on its annual campus crime report provided to the Department of Education. The College is also obligated to issue timely warnings to the campus community about certain crimes that have already occurred but may continue to pose a serious or ongoing threat to students and/or employees.

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

Investigation Procedures

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

A victim of sexual misconduct may elect to have the investigation proceed through the criminal justice system, the College's disciplinary process, or both.

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

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

A prompt and equitable resolution of a sexual misconduct complaint will be made using a preponderance of the evidence standard to evaluate the complaint (i.e., it is more likely than not that sexual misconduct occurred). "In each case, the issue is whether the harassment rises to a level that it denies or limits a student's ability to participate in or benefit from the school's program based on sex."

(p. 5, U.S. Department of Education, Revised Sexual Harassment Guidance). This standard would be applied to the workplace in the case of an employee.

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

- 1 day to initiate the process,
 - 1-28 days to thoroughly investigate the incident,
 - 2-9 days to conduct a disciplinary hearing (if necessary),
 - 1-6 days to reach a fair and equitable decision,
- 1-2 days to concurrently provide written notification to the complainant and the alleged perpetrator of the final outcome of the complaint, and
 - 2-14 days to allow time for an appeal (if applicable).

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

Appeal Procedures

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

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

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

Awareness and Prevention Programs

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

Drug and alcohol training will be conducted for employees annually during their August back to school workshop. New employees will receive this information with their new employee handbook. Students will receive annual drug and alcohol abuse prevention training the first two weeks of each Fall semester and during New Student

Orientation each January. A copy of this drug and alcohol policy will be included in the NHCC Student Handbook, the NHCC Employee Handbook, in a link on the NHCC Website and in the NHCC Annual Security Report. A printed copy of this policy is also available upon request from Reception or Campus Safety personnel.

Victim Services and Resources

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

Womenspace (541)767-3879 1340 Birch Ave, Cottage Grove, OR info@womenspaceinc.org
www.womenspaceinc.org

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

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

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

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

Immediate Assistance:

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

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

Ongoing Assistance:

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

On campus contacts:

Director of Men: Thomas Kirst (530)415-1168

Director of Women: Leslie Kiriakos (808)627-5409

Student Life Director: Paul Wright (541)520-0394

Campus Safety Director: Jordan Flowers (541) 961-5676

Work Study Night Watch Personnel: Campus Safety cell phone (541)505-6456

Off campus contacts: Police/Fire 911

Non-emergency Police line (541)682-5111

Possible Disciplinary Sanctions

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

Possible disciplinary sanctions for students include the following:

- Issuance of disciplinary points, verbal or written warning, and/or monetary fine;
- Mandatory meeting with the Director of Student Life or his/her designee;
- Mandatory counseling or other professional intervention;
- Disciplinary hearing;
- Discretionary sanctions (i.e., revocation of any student privileges, community service, disqualification from awards or representing the college, loss of institutional financial aid, etc.);
- Housing suspension or expulsion;
- Disciplinary probation for a specified period of time;
- Institutional suspension, administrative withdrawal, or expulsion.

Possible disciplinary sanctions for an employee include the following:

- Issuance of verbal or written warning, recorded in the personnel file;
- Mandatory meeting with the appropriate college administrator or his/her designee;
- Mandatory counseling or other professional intervention;
- Disciplinary hearing;
- Discretionary sanctions (i.e., revocation of any employee privilege, campus housing suspension or expulsion, community service, disqualification from awards or representing the college, etc.);
- Employment probation for a specified period of time;
- Suspension from or termination of employment.

Additional Considerations—

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

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

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

HEALTH SERVICES

General Health Care Information

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

Medical Emergencies

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

If a student encounters a medical emergency, the first response should usually be to find or call an RD, or staff/faculty member. They will assess the situation and either transport the student in need to Urgent Care – West Eugene (3321 W. 11th Ave. Eugene, OR 97402; phone 541.222.7200) or to the River Bend Hospital Emergency Room (3333 River Bend Dr., Springfield, OR 97477; phone 541.222.7300). In the case of a life-threatening situation the RD, ITL, or staff/faculty member will call 911.

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

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

Student Accident Insurance Policy

All full-time traditional degree program students enrolled at NHCC are covered under a group policy for accidental injury only. The accident insurance is in effect from August 1 through July 31 of the following year. All bills from a doctor, hospital, or prescriptions

covered by the insurance are to be filed by the student with the student insurance carrier. It is the student's responsibility to initiate the process and provide the bills for prompt processing.

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

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

Contact any LIFE GROUP Leader for first aid. If necessary, they will call 911 or transport the injured or ill student to an appropriate medical facility.

Places for a student to go for medical help:

- Urgent Care (PeaceHealth) – 3321 W. 11th Ave. (near Fred Meyer) 541-222- 7200
- Urgent Care – 598 E. 13th Ave (13th & Patterson) 541-636- 3473
- Sacred Heart-Riverbend - 3333 Riverbend Dr. 541-222- 7300
- River Bend Emergency 541-222- 6931
- Riverbend Urgent Care 541-222- 6005
- PeaceHealth Check-up Wellness - 67 W 29th St (walk-in inside Market of Choice) 541-222- 7190
- Emergency - 1255 Hilyard St. 541-686- 6931
(Sacred Heart University District)
- White Bird Clinic - 1400 Mill St. 541-687- 6279
- Community Health Centers of Lane County – 541-682- 3550
- Charnelton Community Clinic (sliding scale) 541-685- 1800

The Charnelton Community, White Bird, and Volunteers in Medicine are walk-in clinics, with a sliding fee scale depending on income. Call the clinics for hours of service. Students without medical insurance will find this facility a helpful resource.

Measles Immunization

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

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

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

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

MAIL COLLECTION

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

No Soliciting

A college campus is often considered good selling territory by a wide variety of sales persons. In order to be fair to everyone and to avoid potential problems, all soliciting and selling not distinctly sponsored by an authorized group is prohibited everywhere on our campus.

MOTOR VEHICLE POLICY

Driver's License

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

Automotive Regulations

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

1. All automobiles, motorbikes and bicycles must be registered at the time of registration. Vehicles brought to campus afterwards are to be registered within three days.
2. All students, including local residents, married students and commuters, must be insured for public liability, property damage and medical coverage. No uninsured vehicles may be operated on campus.
3. Vehicles are to be operated at all times in a safe and conscientious manner. All posted campus traffic regulations are to be obeyed. Maximum campus speed is 20 mph. Motorized vehicles are to be driven only on roadways. Improper driving may result in a fine and/or the loss of driving privileges on campus.
4. Motor oil cannot be changed on campus, including the apartment lots.
5. The following policies apply to vehicle parking on campus:
 - All vehicles and bicycles that are parked on campus must be registered with Campus Safety. \$5 annual fee.
 - Parking of vehicles shall be on a first-come first-serve basis.

Violations For Which Penalties Apply

- Parking in the wrong parking space or lot (e.g., visitors, faculty, handicapped, other than your assigned apartment spot).
- Parking illegally (not within lines, blocking other cars, in front of red curbs, etc.).
- Not displaying a NHCC parking tag in properly on rearview mirror.
- Speeding – any driving exceeding 20 mph on roadways and 5 mph in parking lots.
- Any driving, for any reason, that would endanger the lives of others will be subject to a fine and revocation of driving privileges on campus.
- In case of vehicle breakdown, the vehicle cannot be left on campus roadways. After 24 hours, the vehicle will be towed away at the owner's expense. Similarly, broken down vehicles may not be left in campus parking lots for more than 48 hours.
- Other violations that are not covered in the above list but are areas of misconduct will also be subject to a fine. Students should be aware that the basic rules from the Oregon Department of Transportation rules apply to driving on campus.
- All parking violations are \$25 with the exception of illegally parking in handicap spots or red zones (\$50).

NHCC Owned Vehicles Policy

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

- Must be approved by department manager.
- A current, valid driver's license.
- A clean record for 3 years (no accidents or violations) or approval by the President's Cabinet. This is verified using a screening agency. College vehicle use is limited to functions that are sanctioned and sponsored by an officially recognized department or organization of the College.

CAMPUS FOOD SERVICES

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

On Campus Students

The room and board fees include payment for all meals served on campus. Credit is not given for meals missed by a student. Meals are not transferable to other students, guests, family members, or faculty/staff. Meal plan options are available.

Off Campus Students

Non-dorm students and visitors are welcome to purchase meals in the cafeteria with the cashier or add money to their Proximity Card by going online to www.newhope.edu/id. One meal ticket may be purchased at the cost of a meal.

Serving Schedule (Times are subject to change)

Weekdays Weekends

Breakfast M/W/F T/TH

Lunch M-F Dinner M-F

Special Diets

8am-9am; Sat 10am-noon 7:00-8am

12:00pm-1 pm

5pm-6 pm Sat/Sun 5pm-6pm

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

Sack Lunches

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

Removal of Food and Equipment

Students must not take dishes or utensils from the dining room at any time without permission from the Food Services Director including trays, glasses, mugs, silverware, tables or chairs. Violations are subject to a \$10 ticket per infraction. Students are not allowed in the kitchen area, unless assigned to work. Students may be held financially responsible for any breakage or loss resulting from carelessness.

Conduct and Attire

Students are expected to exhibit conduct and manners conducive to a pleasant atmosphere in the dining room at all times. Rowdy conduct is to be avoided. Courtesy toward the kitchen staff, as well as consideration to guests, is expected. Classroom dress is appropriate Monday through Friday. Work clothes are permitted at evening meals when work schedules and dining room schedules are in conflict. It is never appropriate for students to enter the dining room without shoes or shirts. It is the responsibility of the students to arrive for meals on time. Please keep the dining room atmosphere pleasant by adhering to these policies.

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

Intramural and Intercollegiate Sports

An Intramural Sports (IS) program, under the supervision of the Athletic Programs Manager, exists to meet the physical education needs of the students. The outdoor and indoor soccer team(s) participate in local city leagues. Students participating in any given quarter can fulfill their physical education requirement for that quarter. All students are encouraged to actively support the basketball, volleyball, and track & field "Deacons" by attending as many games or meets as possible. The College maintains an academic requirement of a cumulative GPA of 2.0 for participation in any extracurricular activities, with the exception of required Independent Study.