



Student Handbook
2016-2017

ACADEMIC CALENDAR

2016-2017 Academic Year

| | Fall 2016 | Winter 2017 | Spring 2017 | Summer 2017 |
|------------------------------------|------------------------------------|--------------------|--|--------------------|
| Registration Opens | 7/25/16 | 11/7/16 | 1/30/17 | 4/24/17 |
| Last day to apply for graduation | 8/22/16 | 12/5/16 | 2/27/17 | 5/22/17 |
| Classes begin | 9/26/16 | 1/9/17 | 4/3/17 | 6/26/17 |
| Full tuition payment due | 10/7/16 | 1/20/17 | 4/17/17 | 7/7/17 |
| Term ends (posted graduation date) | 12/11/16 | 3/26/17 | 6/18/17 | 9/3/17 |
| Holidays (University closed) | 11/11/16, 11/24/16- 11/27/16 | 1/16/17 | 4/14/17- 4/16/17 5/27/17- 5/29/17 | 7/4/16 |

2017-2018 Academic Year

| | Fall 2017 | Winter 2018 | Spring 2018 | Summer 2018 |
|-------------|------------------|--------------------|--------------------|--------------------|
| Term begins | 9/25/17 | 1/8/18 | 4/2/18 | 6/25/18 |
| Term ends | 12/10/17 | 3/25/18 | 6/17/18 | 9/2/18 |

NON-DISCRIMINATION POLICY

Marylhurst University is committed to equal opportunity and equal treatment for all qualified individuals. The university will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

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WELCOME MESSAGE FROM THE PRESIDENT

Since 1893, Marylhurst University's mission has been dedicated to providing academic excellence in a supportive, educational environment focused on student success. As Marylhurst's president, I am honored to continue the legacy and heritage of this university into the 21st century.

The success of our students is truly our primary goal here at Marylhurst. We provide a learning environment that allows for individual student attention within small classes. Our faculty care and provide rigorous, yet nurturing, educational programs that enable our students to pursue their professional goals.

Marylhurst is also a university centered on providing access to education by offering courses on-campus, online, in the evenings and on the weekends. And we provide access to students who don't fit the typical mold of a traditional college student (as in they are sometimes older, have jobs, are parents, can't attend full-time). Because our faculty members are practitioners within their fields of expertise, they understand our students' need for career-focused, quality degree programs with clear pathways to graduation.

Moving forward, I want to take Marylhurst's mission further by expanding our community college partnerships to make a four-year education even more accessible, and continue to enhance our support services for military students.

I also want to expand our educational offerings in areas in which we are already a leading institution - such as the liberal arts, music and art therapy and business education. One of the benefits of being a smaller school is that we can adapt quicker to market demand and continue to meet regional needs as we have been for more than 120 years.

Melody Rose, Ph.D.
President Marylhurst University

MISSION AND VISION

Marylhurst University is a private institution of higher learning open to men and women of any race or religion. It is dedicated to making innovative post-secondary education accessible to self-directed students of any age. Marylhurst offers coursework leading to bachelor's and master's degrees, and to other goals such as career transition, professional development and personal enrichment.

Animated by its Catholic and liberal arts heritage, Marylhurst emphasizes the uniqueness and dignity of each person, and is committed to the examination of values, as well as to quality academic and professional training. Marylhurst University seeks to aid students in advancing their goals for responsible participation in a rapidly changing world by pursuing, and encouraging its students to pursue, the ideals of competence, leadership and service.

Core Themes:

Advance Academic Quality: Marylhurst creates rigorous and relevant learning experiences. We attain academic excellence through high standards for our curriculum; support for the development of faculty and staff; and innovation and continuous improvement. We value a culture of engaged scholarship that marries theory and practice.

Foster Community and Global Engagement: Marylhurst is accessible to and engaged with the greater community. We partner with external communities to disseminate knowledge, promote creativity, nurture social justice and inspire ethical action. We value diversity and enact principles of cultural competence. We support the development of skills for navigating a globally interconnected world.

Examine and Enact Our Values: We respect the uniqueness and dignity of each person. We prepare students to pursue responsible participation in a rapidly changing world by encouraging the ideals of competence, leadership and service. This commitment is animated by our Catholic heritage and the values of the Sisters of the Holy Names of Jesus and Mary, as articulated through our ongoing envisioning process.

Promote Student Success: Marylhurst engages multigenerational students in a reflective and transformational experience that helps them successfully identify and meet their individual professional, career, spiritual and life goals. Because we are a learner-centered institution, we are dedicated to identifying and removing barriers in order to support student success. We believe success includes the development of the whole person in order to achieve lifelong learning and growth.

EDUCATIONAL PHILOSOPHY

The heart of Marylhurst University's educational philosophy is the university's heritage of the liberal arts—the foundation of all learning and professional life. Through a shared inquiry into the range of human experience, Marylhurst faculty prepare students for fulfilling lives and careers in a constantly changing world. Our students are equipped to pursue your personal and professional goals with confidence. They employ informed creativity to address problems, to choose between complex options, and to make effective and wise decisions.

A Marylhurst education emphasizes collaboration between faculty and students in an atmosphere of mutual respect. Students bring life experience and curiosity; faculty bring professional expertise and a love of teaching. Rigorous classes challenge students to reason deeply and learn broadly. Instructors integrate theory with practice, providing opportunities for intellectual engagement and professional development. They encourage students to seek out knowledge, to evaluate ideas, and to reflect with insight on society and themselves.

The university's ethical tradition inspires students to apply their education with purpose and concern. They learn to speak and write clearly and listen with a compassionate and discerning ear. The Marylhurst philosophy reaches beyond campus and career, in the belief that a successful life combines personal achievement with service to one's community and world.

THE MARYLHURST GRADUATE

The university seeks to graduate students with knowledge and skills that make them better able to serve and lead others with competence. Our graduates will demonstrate:

- Proficiency in communication.
- Critical thinking skills.
- Collaborative approach to problem solving.
- Ability to make ethical decisions.
- Awareness of a global society.
- Ability to use technology for research and communication.

In addition, Marylhurst students are asked to reflect upon the connection between their personal educational goals and the spirit of service and discernment.

CHARTER AND GOVERNANCE

Marylhurst University was established by the Oregon Province of the Sisters of the Holy Names of Jesus and Mary (the Congregation) to more fully "cooperate in the Church's mission of education. This mission aims at the full development of the human person..."

Marylhurst University is incorporated by the State of Oregon. Certain properties have been deeded to it by the Congregation, and its governance has been entrusted to a board of trustees. Degree-granting authority was bestowed on the Congregation by the State of Oregon in 1893.

ACCREDITATION AND APPROVALS

Marylhurst University is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Secretary of the U.S. Department of Education. (Northwest Commission on Colleges & Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981).

The Department of Music is accredited by the National Association of Schools of Music, a specialized accrediting body recognized by the Secretary of the U.S. Department of Education. (National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190- 5248). The university holds an institutional membership in that organization and in the American Music Therapy Association.

The Bachelor of Fine Arts in Interior Design program is accredited by the Council for Interior Design Accreditation, a specialized accrediting body recognized by the Council for Higher Education Accreditation. (Council for Interior Design Accreditation, 206 Grandville Ave., Suite 350, Grand Rapids, MI 49503-4014).

The School of Business graduate and undergraduate degree programs are accredited by the International Assembly for Collegiate Business Education, a specialized accrediting body recognized by the Council for Higher Education Accreditation. (International Assembly for Collegiate Business Education, 11257 Strang Line Road, Lenexa, KS 66215).

Marylhurst University is approved by the Oregon Higher Education Coordinating Commission - Office of Degree Authorization (1500 Valley River Drive, Suite 100, Eugene, OR 97401).

The Master of Arts in Teaching is approved by the Oregon Teacher Standards and Practices Commission (250 Division St. NE, Salem, OR 97301-1012).

The Master of Arts in Art Therapy Counseling program is approved by the American Art Therapy Association (4875 Eisenhower Ave., Suite 240, Alexandria VA 22304). The program is also approved to offer continuing education credit for counselors by the National Board of Certified Counselors.

STUDENT SUPPORT SERVICES

The resources listed below are designed to help support you in your academic success. The services range from academic advising to services for student veterans. Additional information about other university services and offices will follow this section.

ACADEMIC ADVISING & SUCCESS CENTER

Location: BP John Administration Building second floor, south

Website: marylhurst.edu/current-students/academic-and-student-services/academic-advising/

Contact: 503.534.4050; 1.800.634.9982, ext. 4050; advisingcenter@marylhurst.edu

The [Advising Center](#) provides a centralized location to assist you with any questions you may have about degree planning, university policies and procedures, course selection, referral to specialized services, and to help troubleshoot any academic difficulties you may encounter. You can drop in during posted hours or schedule an in-person or phone appointment.

In addition to the Academic Advisors in the Advising Center, you are assigned a Faculty Advisor according to your designated major. Faculty Advisors provide advice and direction to degree-seeking students in matters related to academic programs and career preparation. Consult the [Marylhurst University Catalog](#) current at the point of admission for all official academic information.

The Advising Center is also where students can take the writing and math placement exams. Appointments are required to take the placement exams which are proctored by an Academic Advisor. Contact the Advising Center to make an appointment. Additionally, the Advising Center can assist you in being a successful student through Academic Coaching. Academic Coaches can help you improve skills in time management, study strategies, goal setting, and more. Just contact the Advising Center for more information and to set up an appointment.

ADMISSIONS

Location: Nancy Wilgenbusch (Aquinas) Hall

Website: marylhurst.edu/admissions/

Contact: 503.699.6268; 1.800.634.9982, ext. 6298; admissions@marylhurst.edu

The Office of Admissions is responsible for assisting you with application to your program and the university. This office is often the first contact you have with Marylhurst University. All incoming transcripts should be sent to the Office of Admissions. The office serves both domestic and international students.

CAMPUS MINISTRY

Location: Marian Hall, Room 202

Website: marylhurst.edu/current-students/academic-and-student-services/student-services/

Contact: 503.534.4066; campmin@marylhurst.edu

The [Campus Ministry Office](#) is a Catholic ministry supporting individual spiritual growth among people of all faiths. We offer opportunities for prayer and ritual, spiritual guidance, ecumenical and interfaith dialogue, community service and outreach. For current university ministry activities, Mass times, prayer services and events, see the university website [Calendar of Events](#).

CAMPUS SAFETY

Location: BP John Administration Bldg., ground floor north

Contact: 503.699.6262; maint@marylhurst.edu

The Office of Facilities works to ensure the physical safety of students, faculty, and staff of Marylhurst University. In an emergency, dial 911 from any pay telephone or cell phone or dial 9-911 from any campus telephone. Then, contact Main Reception at 503.636.8141 from a pay phone, cell phone or ext. 0 from a campus phone. Reception will alert security and contact other university personnel as needed.

CAMPUS STORE (The Cup & Crow)

Location: Clark Commons

Website: marylhurst.edu/current-students/campus-store/

Contact: 503.699.6245; bookstore@marylhurst.edu

The [Campus Store](#) website provides a link for ordering textbooks online. Check out the website for information on other services such as textbook buyback and textbook rentals. Additionally, there are many other services such as café offerings including espresso, hot and cold drinks, fresh grab n' go meals from a local delicatessen, and a wide variety of snacks. There is also WiFi available, as well as office and art supplies, and Marylhurst merchandise. Visit the bookstore on campus in the Clark Commons building, or shop online to purchase merchandise as well as textbooks. Items may be ordered for pick up at the store, or shipped to your home.

Through a partnership with the Organization for Educational Technology and Curriculum (OETC), Marylhurst University offers students the opportunity to purchase software at educational prices. For more information, login to My Marylhurst. Click on Software Discount under MU Life and Services. Remember, every dollar you spend at your bookstore, stays on campus.

CAREER SERVICES

Location: Marian Hall, second floor, north wing

Website: marylhurst.edu/current-students/academic-and-student-services/career-services/

Contact: 503.699.6271; 1.800.634.9982, ext. 6271; careerservices@marylhurst.edu

The [Office of Career Services](#) supports the mission, academic programs, and advancement of Marylhurst University. Within this context, the primary purpose of career services is to offer one-on-one assistance to you and members of the Marylhurst community in developing, evaluating, and/or implementing career, educational, and employment decisions and plans. Upcoming career development events and workshops are found on the [Career Services website](#). Additional resources, including job postings, internship information, job-seeking resources, and mentoring information are posted on My Marylhurst under MU Life and Services.

COPY SERVICES

There are four copiers on campus for your use. One is located on the third floor of the BP John Admin. Bldg. near the Student Lounge and three are in Shoen Library. Black and white copies are 5¢ per copy. Color copiers for student use are located in Shoen library. Color copies are 50¢ per copy.

COUNSELING REFERRALS

Location: BP John Administration Building, room 211

Contact: 503.534.4073; 1.800.634.9982, ext. 4073; jjagodnik@marylhurst.edu

There are a variety of low and no-cost counseling resources in the local area. For a list of resources, click [here](#). Additionally, the [Campus Ministry](#) office can offer spiritual guidance as well as assessment and referral to community resources and services. For additional information, contact the Director of Student Services at 503-534-4073 or jjagodnik@marylhurst.edu.

CREDIT FOR PRIOR LEARNING & ASSESSMENT (PLA)

Location: Marian Hall, second floor, north wing

Website: marylhurst.edu/degrees-and-programs/credit-for-prior-learning/prior-learning-assessment/

Contact: 503.699.6260; pla@marylhurst.edu

The [Center for Experiential Learning & Assessment](#) offers services and courses to assist students with initial educational planning, assessment of learning gained from prior experiences, and preparation to pursue academic credit for college-level experiential learning through two University programs: Prior Learning Assessment (PLA) and Credit-by-Examination.

DISABILITY SERVICES

Location: BP John Administration Building, room 211

Website: marylhurst.edu/current-students/academic-and-student-services/student-services/

Contact: 503.534.4073; 1.800.634.9982, ext. 4073; Secure Fax: 503. 697-5596; adaservices@marylhurst.edu

The [Disability Services Office](#) is committed to ensuring that students with disabilities have equal, effective and meaningful access to all programs, resources and services at Marylhurst University. Our goal is to collaborate with students to identify, reduce, or eliminate barriers to obtaining education within the most integrated settings possible.

You are eligible for support if you have a disability that qualifies you for consideration under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act. Accommodations are individualized and determined based on recommendations from your healthcare provider and in cooperation with you, with respect to your specific needs. Some examples of accommodations include: note-taking assistance, extended time for testing, books in alternative formats, interpreters, ergonomic furniture and the use of assistance technology. Please contact the Disability Services Office for more information or for assistance.

FINANCIAL AID AND SCHOLARSHIPS

Location: BP John Administration Bldg., second floor south

Website: marylhurst.edu/tuition-aid/financial-aid-and-scholarships/

Contact: 503.699.6253; finaid@marylhurst.edu

The [Office of Financial Aid](#) handles all matters pertaining to financial assistance, including grants, scholarships, loans, and student employment. The Free Federal Application for Student Aid (FAFSA) is accepted anytime throughout the school year although some funds are limited and early applicants are given priority for these funds. The FAFSA is available online at www.FAFSA.ed.gov.

Financial Aid counselors are available to assist you in applying for scholarships and financial aid and understanding your award. For a complete explanation of types of aid available, eligibility requirements, the application process, disbursement of funds, scholarship application forms and due dates, and links to valuable sites regarding all aspects of financial aid and scholarships, visit the [Office of Financial Aid](#) webpage.

FOOD OPTIONS

Cup & Crow:

Location: Clark Commons

Website: marylhurst.edu/current-students/campus-store/

At the Cup & Crow, you will find delicious espresso, coffee, tea, baked goods, salads, sandwiches, snacks; not to mention gifts, cards, office and art supplies, and other campus essentials.

Savor Café:

Location: Clark Commons;

Website: marylhurst.edu/current-students/campus-store/

Contact: 503.699.6254; bonappetit@marylhurst.edu

The Savor Café offers sustainable, local, and delicious lunch options from 11:30am-1:30pm weekdays throughout the year. You may view the weekly menu on the [café's webpage](#). The café may close or have limited hours during term breaks, holidays, summer quarter, and special events. Changes in operating hours are posted in the cafe and may be sent through email.

Vending Machines:

Location: BP John, Administration Building, Third Floor across from Student Lounge and ground floor

Vending machines offering a variety of beverages and food are located across from the Student Lounge (Admin 318) of the BP John Admin. Bldg. A beverage machine is located on the ground floor (north end) of the BP John Admin. Bldg.

HEALTH INSURANCE

Marylhurst University does not currently offer student health insurance. However, comprehensive medical insurance plans are available to registered students through independent sources. International students are required to have health insurance and may purchase it through HTH Worldwide. If students choose not to purchase insurance through HTH Worldwide, a waiver must be completed verifying that alternate insurance is being carried which provides reasonable coverage in the United States. NOTE: Marylhurst University does not recommend or endorse companies, organizations or websites.

HOUSING

Website: marylhurst.edu/current-students/academic-and-student-services/student-services/student-housing/

Student housing is not currently available through Marylhurst University. Please refer to the university website for [housing resources](#) and information. NOTE: Marylhurst University does not recommend or endorse listed companies, organizations or websites. The information is provided solely for the convenience of students interested in finding housing options.

INFORMATION TECHNOLOGY SERVICES (ITS) and HELP DESK

Location: Shoen Library, Third Floor

Website: marylhurst.edu/current-students/academic-and-student-services/it-and-tech-help/

Contact: 503.699.6318; helpdesk@marylhurst.edu

Technology supports many facets of your Marylhurst experience. The [ITS Help Desk](#) is your one-stop shop for technology questions. (The use of the technology provided by Marylhurst University requires that users abide by appropriate use policies detailed in the General Policies and Procedures section of this handbook.)

Email: mail.marylhurst.edu

All official Marylhurst electronic correspondence will be sent to your @marylhurst email account. It is the responsibility of all students and employees to check your university provided email account regularly for important communications. Email at Marylhurst University is hosted by Google and part of the Google Apps Core Suite. Your Google Apps account is permanent and will continue when you leave the University without interruption.

Google Apps for Education: mail.marylhurst.edu, drive.marylhurst.edu, cal.marylhurst.edu

All registered students receive their own Google Apps for Education account (this includes an @marylhurst.edu email account as well as online cloud storage in Google Drive and other services). You can activate your account and change your password at accounts.marylhurst.edu.

My Marylhurst: my.marylhurst.edu

My Marylhurst is your tool to register for classes, view your grades, download syllabi, make payments and manage finances, and order transcripts.

Canvas: learn.marylhurst.edu/

Canvas is the online home for teaching and learning. Most classes have a Canvas course site dedicated to them, and some classes do most of the work in Canvas. Technical support for Canvas is available 24 hours per day through the Canvas website.

Computer Availability

The Shoen Library has a large selection of computers available to students. These include both Mac and PC computers and printing capability. Some computers are located in the labs, which are open library hours unless reserved for a class. Note that all computers are erased each term, we recommend storing all your files on Google Drive or a Flash Drive.

Course Evaluations

Course evaluations are fully online and can be accessed via a link in Canvas or an email sent when evaluations open. We contract with a third party to ensure your anonymity; Marylhurst cannot associate your response with your identity. We value your honest feedback.

INTERNSHIP PROGRAM

Location: Marian Hall, second floor north wing;

*Website: marylhurst.edu/current-students/academic-and-student-services/career-services/
503.669.6271; internship@marylhurst.edu*

The internship program gives you the opportunity to earn credit for new learning achieved through experience. Students apply knowledge and skills learned in their major to appropriately supervised experiences in the community. Interns have the chance to explore career options, network, and demonstrate and solidify classroom learning in the "real world." Opportunities are available in business, government, and nonprofit organizations. For more information, email internship@marylhurst.edu or see [internship program](#) on the university website.

LIBRARY

Location: Shoen Library

Website: library.marylhurst.edu

Contact: 503.699.6261; library@marylhurst.edu

Shoen Library is the center for learning and scholarship for you at Marylhurst. The library includes study rooms, comfortable lounges, an art gallery, computer labs with PCs and Macs, a practice presentation room and a media viewing area, wireless access to the Internet for your personal computer, and b/w and color copiers. Laptops are available for in-library use.

- **Collections**

The library has over 98,000 print volumes and 11,000 e-books, 4,000 videos and DVDs and CDs, and current subscriptions to over 28,000 periodicals in print through the library's research databases. You also have access to over 28 million items from over 37 different academic libraries in Oregon, Washington, and Idaho through the Summit system. On campus students can initiate requests for material that will arrive within two to three days. Distance students can have books mailed to them and articles digitized and e-mailed.

- **Research Databases**

Shoen Library provides you with a selection of over 70 subject-specific and multidisciplinary research databases. Searchers can access full-text articles, business information, statistical reports, streaming classical music with scores, streaming psychology-related videos, and so forth, from on or off campus. Go to <https://library.marylhurst.edu/research/>.

- **Help with Research Papers**

Reference librarians provide in-depth one-on-one assistance:

1. In person: Monday-Thursday: 8:30am-6:30pm; Friday: 8:30am-5pm; Saturday: call for hours.
2. On the phone: 503.699.6261, ext. 3399, or 800.634.9982, ext. 3399.
3. By email: reference@marylhurst.edu
4. By online chat available 24/7: library.marylhurst.edu. Click on [Answerland](#).

- **Media Equipment**

You may check out digital still and video cameras, mobile digital audio recorders, mini-HD camcorders, headphones, webcams, cassette players, portable stereos, and tripods from the library. Equipment is available on a first-come, first-served basis. It must be picked up at and returned to the library. All borrowers assume responsibility for the equipment.

- **Study Rooms**

The library includes study rooms with LCD screens for projecting group or individual projects; these rooms can be reserved in advance for four-hour periods. In addition, the ground floor permits talking and the use of cell phones. The ground floor also has flexible furniture, white boards and easels with paper, which can all be arranged to meet group or individual needs.

MATH RESOURCE CENTER

Location: Shoen Library, ground floor

Website: marylhurst.edu/current-students/academic-and-student-services/tutoring/

Contact: 503.534.4056; math@marylhurst.edu

The [Math Resource Center](#) is a free, on-campus service to undergraduate students who need assistance sharpening math skills. Tutors are available to give face-to-face help to those who might benefit from more practice, seeing a problem from a different point of view or reviewing concepts from the text or course.

Appointments are recommended. To schedule an appointment:

- Stop by the Math Resource Center.
- Call 503.534.4046
- Email math@marylhurst.edu.

Provide the following information when requesting an appointment:

- your name,
- a call back number,
- course you need assistance with, and
- several times/dates you are available to come to the Math Resource Center.

Note: Math Resource Center staff work part time and only check emails and voice mails at times the center is open. Please allow a full 24-hour lead time when calling or emailing for an appointment.

Tutoring staff will email or phone you with an appointment time.

REGISTRATION AND RECORDS

Location: BP John Administration Building, second floor south

Website: marylhurst.edu/faculty-and-staff/offices/registrar-office/

Contact: 503.699.6267; registrar@marylhurst.edu

The [Office of the Registrar](#) is responsible for your academic records. It handles course registration; grades; transcript requests; enrollment verification; graduation applications; changes in student information including name, address, and major/minor; and petitions for exception to policy.

- **Student Records**

You are responsible for furnishing, completely and accurately, such pertinent information as required by the university so that it may perform its proper function as an educational institution. If student's circumstance changes (i.e., name, contact information), the student is responsible for informing the appropriate university officials.

- **Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), sets forth requirements regarding the privacy of student records. You will be notified annually of your FERPA rights through publication of a notification statement in the *Marylhurst University Catalog* and by email. This notification is also available on the university website at marylhurst.edu/ferpa

SERVICE PROGRAM

Location: Marian Hall 202

Website: marylhurst.edu/current-students/academic-and-student-services/student-services/

Contact: 503.534.4066; 800.634.9982, ext. 4066; serviceprogram@marylhurst.edu

The service program at Marylhurst is coordinated by the Office of Mission Integration and [Campus Ministry](#). We partner with members of the Marylhurst community interested in volunteer service with local agencies and facilitate opportunities for reflection on service. We also arrange periodic service projects for people interested in offering a day of service.

For information on service learning as part of your academic program, contact the chair of your department or your academic adviser for information.

STUDENT ACCOUNTS

Location: BP John Administration Bldg., second floor south

Website: marylhurst.edu/current-students/pay-for-classes/

Contact: 503.699.6278; cashier@marylhurst.edu

The [Office of Student Accounts](#) handles payments to and refunds from student accounts. Payment options include financial aid, scholarships, cash, personal check, bank debit card, major credit card, monthly installments through a payment plan provider, or third-party billing (financial guarantee or voucher from an employer/benefit agency required). Refunds are generated automatically.

STUDENT ID CARDS

Location: Main Lobby, BP John Administration Bldg., second floor

Contact: 503.636.8141

Student ID cards are used for identification and serve as your Shoen Library card. To obtain a free student ID card, bring a valid form of photo identification, such as a driver's license, to the reception desk in the BP John Administration Building. Your photograph will be taken and the card will be made at the reception desk.

STUDENT ORGANIZATIONS & LEADERSHIP COUNCIL

Location: Davignon Hall, Room 220-221

Website: marylhurst.edu/current-students/student-organizations/

Contact: slc-chair@marylhurst.edu

Students bring to campus a variety of interests. Everyone is encouraged to form and join organizations which promote common student interests and support the Marylhurst mission. You are also encouraged to participate in the Student Leadership Council (SLC), the student leadership organization at Marylhurst University. The SLC represents student voices in all issues of importance in the decision-making process of Marylhurst University; supports [student organizations](#) and activities with recognition, funding, planning and sponsorship; promotes and supports student engagement through self-perpetuation and modeling.

VETERAN SERVICES

Location: Advising Center, BP John Admin. Bldg., second floor, south;

Website: marylhurst.edu/current-students/academic-and-student-services/veteran-services/

Contact: 503.534.4081; 1.800.634.9982, ext. 4081; veteranservices@marylhurst.edu

Marylhurst University thanks veterans for your service to our country and are pleased to welcome you as valued members of our learning community. Questions regarding federal and local veterans' benefits, including the Marylhurst University Military Service Scholarship, are handled by our veteran services adviser. Call or email for an appointment or just drop in. For more information, visit the university website at [veteran resources at Marylhurst](#).

WRITING CENTER

Location: Shoen Library, ground floor

Website: marylhurst.edu/current-students/academic-and-student-services/tutoring/

Contact: 503.699.6277; writing@marylhurst.edu

The [Marylhurst Writing Center](#) is open free of charge to students, faculty, and staff. Writing assistants provide feedback from a reader's point of view to help writer flesh out ideas, fine-tune concepts, and develop strategies for organizing, editing, and proofreading your work. The Writing Center also makes available resources, including the most recent updates to MLA and APA styles, on its page on My Marylhurst.

ADDITIONAL UNIVERSITY OFFICES AND SERVICES

A variety of offices and services are available to faculty, staff, and students. More information about each service is on the university website: marylhurst.edu

LINKEDIN MARYLHURST UNIVERSITY CAREER NETWORK

The Office of Career Services encourages you to join the official [LinkedIn Marylhurst University Career Network](#) that is exclusive for current students and alumni. The goal with the network is to foster networking, professional development, and to help you stay in touch with what's happening in the Marylhurst community. Contact our Alumni Network and Communications Coordinator if you have any questions.

LOST AND FOUND

To inquire about missing items, stop by Main Reception in the lobby of the BP John Admin. Bldg. or call 503.636.8141.

PARKING

Parking on the university campus is free to registered students. You are required to honor fire lanes, parking spaces with the disability logo, and all posted signs and parking restrictions. Marylhurst University is not responsible for articles lost or stolen from cars; cars should be locked and, for evening classes, parked in well-lighted areas. Cars should not be left unattended overnight without approval from the Office of Facilities. For more information, call 503.699.6262 or 503.572.4775.

POST OFFICE

Location: BP John Administration Building, ground floor south

Contact: 503.635.7265

A full-service United States Post Office is located on the ground floor, south end, of BP John Admin. Bldg. Hours are Monday-Friday, 10am-4pm. The Post Office is closed for most major holidays.

PUBLIC SAFETY AND EMERGENCY INFORMATION

See the Public Safety section of this document.

PUBLICATIONS AND INFORMATION SOURCES

- Marylhurst University Catalog

The [Marylhurst University Catalog](#) is the university's official source of information about courses, degree requirements and academic policies. It is published annually online at catalog.marylhurst.edu

- Marylhurst University Student Handbook

The university publishes this *Student Handbook*. It includes helpful information to help new students acclimate and to update current students. It also contains important university policies including student rights and responsibilities, student conduct code, grievance procedures, and policies related to the Family Educational Rights and Privacy Act and the Student Right-to-Know and Campus Security Act.

- **Marylhurst Schedule of Courses**

The schedule of courses showing current course listings is published online at my.marylhurst.edu/soc/

- **Guide to Financial Aid Services at Marylhurst University**

The Office of Financial Aid publishes a guide each year to assist you in applying for and receiving all financial aid for which you are eligible.

- **Marylhurst University Social Media**

Marylhurst University is present on several social media channels. Join the Marylhurst community online at [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#) | [YouTube](#)

- **Marylhurst University Website**

www.marylhurst.edu

Consult the website for current information on programs, events, and policies concerning the university and its students, faculty, and staff.

- **M Review**

With guidance from a faculty adviser, students plan, manage, and execute all aspects of this online literary journal. *M Review* is an annual publication of literary fiction, social and literary criticism, memoir, poetry and visual art by writers and artists from all over the world. The current issue can be found at blog.marylhurst.edu/mreview/. For information about working on the publication or submitting materials to *M Review*, contact Jay Ponteri, Department of English Literature & Writing, at 503.636.8141, ext. 4420, or email jponteri@marylhurst.edu.

- **Monthly Student E-Newsletter**

An electronic newsletter is distributed monthly to all students.

- **My Marylhurst**

The student services portal is My Marylhurst found at <https://mv.marylhurst.edu>.

- **Alumni Association**

The [Marylhurst University Alumni Network](#) endeavors to create opportunities for extending and deepening the intellectual, social, and professional relationships among those who have graduated from Marylhurst University and current students. Activities include: Marylhurst Reunion Weekend, Portland-area alumni activities, alumni gatherings throughout the United States and online opportunities to connect all alumni. Students are invited to participate in most alumni activities.

Call the Office of Alumni Relations for information about upcoming events at 503.534.4059 or email alumni@marylhurst.edu or visit the university website [Calendar of Events](#).

RECEPTIONIST

Location: BP John Administration Building, second floor

Contact: 503.636.8141; 800.634.9982; ext. 0 from a campus phone; reception@marylhurst.edu

Main Reception, located in the lobby of the BP John Admin. Bldg., offers the following services:

- General campus information
- Student ID cards
- University forms pick up (after hours), e.g., registration, admissions; student paper pick up/drop off

- First aid/defibrillator
- Lost and found
- Contacting campus safety and security personnel.

TELEPHONES

Public telephones are located in the entrance of Shoen Library, the main entrance of Clark Commons, and outside the BP John Admin. Bldg. near the Office of Facilities (ground floor, north end of the building).

TRI-MET BUS SERVICE

Marylhurst is served by Tri-Met bus line 35 which travels between Portland and Oregon City. For scheduled times, check the Tri-Met website at <http://trimet.org/schedules/r035.htm>. Tri-Met bus tickets and passes can be purchased in Student Accounts.

GENERAL POLICIES AND PROCEDURES

All members of the Marylhurst University community share the responsibility to secure and respect those conditions that are conducive to one's freedom to learn. Therefore, Marylhurst has developed policies and procedures which provide and safeguard this learning privilege, within the framework of general standards, and with the broadest possible participation of all members of the university.

CLASSROOM ETIQUETTE:

On-Ground Classes

- All students, faculty, and staff are expected to treat each other with respect and dignity
- Cell phones should be silenced during class times
- Children are not allowed in class
- Only certified service dogs that have been registered with Disability Services are allowed in class
- Inappropriate or vulgar language will not be tolerated
- Disruptive behavior or actions that interfere with or hinder the activities of the class are not tolerated

On-Line Classes

- All students, faculty, and staff are expected to treat each other with respect and dignity
- Inappropriate or vulgar language will not be tolerated in communication with faculty, staff or students either in the Canvas platform, via email, or via other means
- Disruptive behavior or actions that interfere with or hinder the activities of the class are not tolerated

INCLEMENT WEATHER AND UNIVERSITY CLOSURES

In the event of inclement weather that makes it necessary for the university to cancel classes or to close the campus, local radio and television stations will announce such closures. Also, notices will be posted on the university's website www.marylhurst.edu. The university's weather line is 503.636.8140.

PRIVACY

The Marylhurst University policy on privacy is located on the Marylhurst website under About Marylhurst and can be accessed directly at this link: marylhurst.edu/current-students/expectations-and-rights/privacy-statement/. Additionally, Marylhurst adheres to the Family Educational Rights and Privacy Act (FERPA). For more information about FERPA, go to: marylhurst.edu/ferpa

RELIGIOUS/HOLIDAY OBSERVATIONS FOR STUDENTS

Marylhurst University enjoys a rich Catholic heritage and is committed to the Catholic intellectual tradition that "fuels the imagination, broadens intellectual horizons and strengthens professional expertise," and embraces the core values of our founders — the [Sisters of the Holy Names of Jesus and Mary](#). We enact these values by encouraging faculty, staff, and students of all faiths to observe important religious holidays that are within their own wisdom traditions by making the effort to accommodate class and work schedules impacted by their religious observances without penalty. This inclusion enriches and supports our community.

The following guidelines are provided to all students who wish to miss a required academic activity in order to observe a religious holiday:

- Marylhurst faculty members and staff are encouraged to show flexibility when dealing with students who are committed to observe religious holidays. If you need to be absent from class and/or make up class work for such observance, you are required to communicate your needs to instructors as soon as possible or at least 14 days ahead of time in order to make the appropriate arrangements.
- Campus Ministry at Marylhurst University will make a calendar available to you with a list of significant

holidays. You are encouraged to contact the [Campus Ministry Office](#) if you have any questions about religious holiday observances and practices.

TECHNOLOGY ACCESS, USE AND SECURITY POLICIES

The Marylhurst University policy on technology access and use as well as security is available through the ITS website: <https://www.marylhurst.edu/current-students/academic-and-student-services/it-and-tech-help/>. The policy on Technology Access and use is also available for download [here](#). The Policy on Technology Security is available for download [here](#).

Violations of Marylhurst University's policies on technology access, use or security should be reported to the Director of Student Services (for violations by students) or the Vice President for Human Resources (for violations by Marylhurst employees). Violations will be treated in the same manner as violations of other university policies meaning that disciplinary action may be taken. If violations appear to constitute a criminal offense, as defined by local, state, or federal statutes, the appropriate authorities will be notified.

STUDENT RIGHTS AND RESPONSIBILITIES

All members of the Marylhurst University community share the responsibility to secure and respect those conditions that are conducive to your freedom to learn. Therefore, Marylhurst has developed policies and procedures which provide and safeguard this learning privilege, within the framework of general standards, and with the broadest possible participation of all members of the university.

UNIVERSITY FACILITIES AND SERVICES

RIGHTS: All students have the right to make full use of the facilities and services of the university as they are available.

RESPONSIBILITIES: Students are expected to use these facilities and services responsibly and with consideration for other members of the university community.

WITHIN THE PHYSICAL AND VIRTUAL CLASSROOM

RIGHTS:

- To know in writing from the instructor the goals and content of the course, expectations for and the methods to be used for grading and evaluation.
- To be evaluated solely on the materials from, and performance in, the course.
- To know the availability of the instructor for consultation and the method for contacting the instructor on an individual basis.
- To do a written evaluation.

RESPONSIBILITIES: A student who enrolls in a course has the responsibility to observe the standards of conduct established by the instructor and the institution to ensure the freedom of the instructor to teach and the other students to learn.

To be eligible for graduation from the university, students are responsible for meeting the university's published requirements for graduation as stated in the [Marylhurst University Catalog](#) in effect at the time of admission or any subsequent catalog the student has requested to use.

OUTSIDE THE CLASSROOM

RIGHTS: Students have a right to academic advising, dissemination of information, and clarification of the university's policies and procedures. Faculty and staff are expected to be sensitive to reasonable requests made by students and to offer assistance as is necessary and feasible.

RESPONSIBILITIES: Students have a responsibility to follow university policies and procedures.

ACCOMMODATIONS

RIGHTS: Students have a right to be free from discrimination on the basis of a disability. Reasonable accommodations required under Section 504 and the Americans with Disabilities Act (ADA) are provided at no cost to students.

RESPONSIBILITIES: Students must inform the Disability Services office in a timely manner of the disability they experience and provide appropriate documentation in order to receive the necessary academic accommodations.

Any student who experiences a specific disability that qualifies them for academic accommodations and/or auxiliary aids should contact Disability Services at 503.534.4073; 1.800.634.9982, ext. 4073; Secure Fax: 503.697.5596, or email adaservices@marylhurst.edu.

CODE OF CONDUCT

STATEMENT OF PURPOSE

The Marylhurst University community supports the rights of each student to study and interact in a respectful atmosphere that supports the pursuit and acquisition of knowledge. Each member of the university community is expected to assume responsibility for creating an environment conducive to fulfilling such a goal. Therefore, the university reserves the right to initiate and enforce regulations that enhance this philosophy and when it judges necessary, to preserve the educational and spiritual mission of Marylhurst University. Members of and visitors to the university community are required to abide by all university regulations, as well as local, state and federal laws. By attending Marylhurst University, you voluntarily indicate your decision to behave within the norms set forth by the university. Any person not willing to live within these norms should expect disciplinary action by the university and/or criminal prosecution.

PHILOSOPHY

Marylhurst University is a Catholic university. The university Student Code of Conduct policy is based on academic and social rights and responsibilities. As a Marylhurst University student, you may expect freedom from personal force and violence, threats of violence and personal abuse. As a member of an academic community, you should conduct yourself within the limits established by Marylhurst University for maintaining a learning environment.

Marylhurst University facilitates the learning and development of persons within the university community. This purpose carries with it the responsibility to regulate conduct and behavior so that educational achievement and other goals are not impeded, obstructed or threatened. In matters of student conduct, university authority resides with the president of the university with delegated authority to the Provost, Director of Student Services, and/or the Title IX Coordinator as appropriate.

Student organizations and groups are expected to adhere to all applicable institutional regulations; officers of organizations are responsible for assuring compliance.

In general, the university is concerned with violations of its own rules and policies. However, if you are involved in civil or criminal infractions, and these infractions are of such a nature or severity that there is a legitimate concern for the reputation, safety, property, and well-being of the university, or the safety, property and well-being of members of the university community, then the university may impose sanctions.

Examples of unacceptable misconduct subject to disciplinary action include, but are not limited to, the following:

1. Academic dishonesty in any form. Academic dishonesty includes but is not limited to cheating, plagiarism, forgery and the use of materials prepared by another, whether published or not, including commercially prepared materials without appropriately crediting the source.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other university activity performed on university-owned or leased property, off-campus sites, and virtual sites whether intentional or negligent on the part of the student.
3. Unfair Advantage. Attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples: Gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; destroying, hiding, removing, or keeping library materials.
4. Computer/Net Crimes. Unauthorized use of a computer or the use of a computer to commit a criminal act. Examples include, but are not limited to, hacking, harassment, copyright infringement, privacy violations, the spread or promotion of offensive and/or pornographic material, deleting or altering data, the construction and/or release of viruses, or the unauthorized removal of institutional hardware and/or software programs.

5. Obstruction or disruption that interferes with the freedom of movement, both pedestrian and vehicular, on university-owned or leased property and off-campus sites.
6. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on university-owned or leased property and off-campus sites that is in contravention of law or without university authorization.
7. Harassment of any form. Harassment includes, but is not limited to, that based on an individual's gender, race, age, natural origin, color, veteran status, marital status, religion, disability, or sexual orientation.
8. Detention or physical abuse of any person, or conduct which is intended to threaten or imply a threat of imminent bodily harm or endangerment to the health of any person.
9. Malicious damage, misuse, and/or theft of university property, or the property of any person when your property is located on university-owned property or, regardless of location is in the care, custody, or control of the university. This includes any and all virtual property pertaining to the university websites or software. Malicious damage or misuse also includes knowingly endangering the university computer systems and the unauthorized download and/or misuse of intellectual property (per copyright law).
10. Refusal by any student while on university property or in a virtual space managed by the university, to comply with any university policy or an order from any authorized university official(s), including any order to leave such premises because of conduct prohibited by this code, when such conduct constitutes a danger to personal safety or property, or is disruptive to educational or other appropriate university activities.
11. Unauthorized entry to or use of university facilities, including buildings, grounds, desks, files, and equipment as well as virtual or online course or social sites managed by the university.
12. Any illegal use, possession, manufacture, sale, or distribution of drugs on university-owned or leased property and off-campus sites using virtual sites managed by the university.
13. Any violation of university policy regarding alcohol use. See page 24.
14. Knowingly providing false or misleading information to the university.
15. Alteration, forgery, or unauthorized use of university documents, records, or identification.
16. Unauthorized possession of keys to university facilities including buildings, desks, files, and equipment.
17. Inciting, advocating, or encouraging others to engage in any prohibited activity.
18. Any violation of the Marylhurst University technology access, use, and security policies. See page 19.
19. Any violation of the Marylhurst University privacy policy. See page 18.

Depending on the nature of the policy violations, penalties can range in severity from warning or written reprimand to dismissal from the institution.

SPECIAL CATEGORIES OF CODE AND SPECIAL CONDITIONS RELATED TO THE STUDENT CODE OF CONDUCT:

1. ACADEMIC HONESTY CODE

Because Marylhurst University is a Catholic university, the pursuit of knowledge and the development of ethical

principles are of utmost importance. A commitment to ethical academic integrity is essential. Every member of the university community is responsible for upholding the highest standards of honesty at all times. As a member of this community, you are also responsible for adhering to the principles and spirit of academic honesty. Violation of honesty standards can result in denial of credit (F or NP grade) for an assignment and/or an entire course. Penalties are given at the discretion of the faculty member in consultation with the department chair or the provost.

If a faculty member suspects a student has engaged in academic dishonesty, including plagiarism, the faculty member will:

- Contact the department chair and discuss the evidence.
- Contact the student and discuss the evidence.

If the case warrants further action, the faculty member has three options based on the severity of the case and will consult with the chair on which of the following actions is appropriate:

- Ask the student to redo the assignment, with reduced grade, if the academic dishonesty seems to arise from lack of understanding or knowledge of what constitutes academic dishonesty.
- Fail the student on the assignment, as the student seemed to willingly and knowingly engage in academic dishonesty, but did it minimally and with some excuse.
- Fail the student for the course, if the student's actions were blatant and extensive -- for example engaged in plagiarism across more than one assignment or on a final project or paper.

Depending on the severity of the case, and the penalty needs to go beyond the failure of the course, the case will be referred to the chair and the Director of Student Services for further action. Severe cases of academic dishonesty may result in suspension or expulsion (expulsion will require a code of conduct hearing).

In cases where the student disagrees with the faculty's sanctions, the student can appeal to the chair of the department and director of student services. In cases where the student disagrees with the chair and director of student services' decision, the student can appeal to the Provost. In cases where the student's academic dishonesty led to a code of conduct hearing, the student can appeal to the Provost. The Provost's decision will be final.

• Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following definitions (Additional non-academic examples of inappropriate behaviors are specified throughout the Student Code of Conduct section of this *Handbook*):

1. Cheating. Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. Examples: Using a cheat sheet in a quiz or exam; altering a graded exam and resubmitting it for a better grade.
2. Plagiarism. Using the ideas, data, or language of another without specific and proper acknowledgment. Examples: Misrepresenting another's work (paper, lab report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate.
3. Fabrication. Submitting contrived or altered information in any academic exercise. Examples: Making up data for an experiment; false manipulation of data; citing non-existent or irrelevant articles.
4. Multiple Submissions. Submitting, without prior permission, any work submitted to fulfill another academic

requirement. Example: Submitting the same paper for two different classes without the instructor's express prior approval.

5. Misrepresentation of Academic Records. Misrepresenting, tampering with, or attempting to tamper with any portion of an academic transcript or record, either before or after coming to Marylhurst. Examples: Forging a registration form or a change of grade slip; tampering with academic computer records.
6. Facilitating Academic Dishonesty. Knowingly helping or attempting to help another violate any provision of this code. Example: Working together on a take-home exam or other assignment intended to be an individual project without the instructor's express prior approval.

2. DIVERSITY

Diversity of views, cultures, and experiences is critical to the academic mission of higher education. Such diversity enriches the intellectual lives of all, and increases the capacity of Marylhurst University to serve the educational needs of its community.

Marylhurst University is also equally committed to academic freedom and free speech. As members of an institution of higher learning, respecting these rights requires that we tolerate expressions of opinion that differ from our own or that we may find abhorrent.

These values of free expression justify protection of speech that is critical for diversity and other principles central to the university's academic mission. Acts of intolerance that suppress alternative views through intimidation or injury undermine the values of free expression. As members of an institution of higher learning, the university must stand against any assault upon the dignity and value of any individual through any and all harassment that substantially interferes with her or his educational opportunities and other "protected interests."

Marylhurst University seeks to ensure a community free of abusive or unwelcome intrusion by others. Harassment of any kind, whether based on an individual's gender, race, age, religion, disability, sexual orientation, or any other protected class, will not be tolerated. If you learn of, or are subjected to, any form of harassment by anyone including faculty, staff, students, or visitors, you should report it immediately to the Director of Student Services or the Title IX Coordinator. All complaints will be treated with sensitivity and confidentiality to the extent possible.

3. RETALIATION

Marylhurst University will take appropriate action against any student, faculty member, staff member, or administrator who retaliates against any person that reports alleged harassment, files a complaint of harassment, or that testifies, assists, or participates in any investigation, hearing, or proceeding related to such harassment.

4. ALCOHOL/DRUG POLICIES

Marylhurst University is committed to providing a safe, drug-free workplace and environment for students. In accordance with federal, state, and local law, the illegal use, possession, manufacture, sale, or distribution of drugs by students while on campus or at any campus-sponsored event is prohibited. Although Oregon's Measure 91 went into effect on July 1, 2015, marijuana is still illegal under federal law and not allowed on campus.

The university prohibits the unlawful use, abuse, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of drugs by students and employees on university property or as part of any university activity. The possession or use of alcohol by students and employees on campus is also prohibited except when approved for a university-sponsored event. In such instances, alcohol may not be served to or be consumed by any person who is under the age of 21 or any person who appears to be intoxicated.

• Sanctions for Violations

In addition to penalties imposed under state and federal law, students who are alleged to have committed any of the prohibited actions described above are subject to Marylhurst University's Student Code of Conduct

disciplinary actions. The official response can range from a verbal reprimand to full dismissal.

- **Treatment and Assistance**

Students experiencing instances of substance abuse are urged to seek assistance. A variety of local programs are available to provide individuals the support and encouragement they need. Please see the Director of Student Services for confidential support and referral.

5. USE OF TOBACCO PRODUCTS

No use of tobacco products is permitted in any building on the Marylhurst University campus or within 25 feet of any building. This includes the use of e-cigarettes and devices used for vaping.

6. SEXUAL HARASSMENT AND/OR MISCONDUCT

Marylhurst University will not tolerate sexual aggression in any form. The university is committed to an environment that is free from the emotional and physical threat of sexual harassment and/or assault. Any student, staff, administrator, or faculty member charged with sexual misconduct can be prosecuted under Oregon criminal statutes and/or disciplined under the university's policy. Marylhurst University affirms that those who bring charges forward — whether administrators, faculty, staff, or students — will be supported and treated with respect.

Victims are strongly encouraged to report sexually abusive behaviors to the university staff members identified below and throughout university publications. These staff members are trained and available to support students. (Please make a report as soon as possible after the incident).

The university will respond to all reports of sexual misconduct with the utmost seriousness. When responding to reports of sexual misconduct, support for the victim will be the university's first priority. Victims of sexual misconduct will be referred to the appropriate persons for assistance and support. Victim confidentiality will be protected to the extent possible. <https://www.marylhurst.edu/current-students/expectations-and-rights/title-ix/>

- **Staff**

Joan Jagodnik, Director of Student Services, 503.534.4073; jjagodnik@marylhurst.edu

Rod Johnson, Chief of Staff and Title IX Coordinator, 503.699.6266; rjohnson@marylhurst.edu

7. INVESTIGATION OF ALLEGED VIOLATIONS OF THE CODE OF CONDUCT

Any member of the university community may present an allegation to the Director of Student Services or the Title IX Coordinator that a student has engaged in conduct prohibited by the Student Code of Conduct. The Director of Student Services and Title IX Coordinator will investigate to find probable cause that the allegation is well founded. If probable cause is not found, the allegation will be dismissed and a letter will be sent to the complaining party indicating the decision made. No file will be created in this instance.

Allegations of misconduct that do warrant further investigation will be handled by the Director of Student Services and/or the Title IX Coordinator depending upon the violation, and will include an opportunity for a conversation with the alleged violator of the code of conduct. If there is clear and convincing evidence (amounting to more than probable cause) that the allegation is true, the student will be notified in writing of the appropriate action that will be taken. Examples of appropriate action can include verbal warning, written reprimand, or placement on disciplinary probation or suspension. If the violation warrants consideration of more substantial penalties a formal hearing is required. Specifically this is true whenever penalties of dismissal or restitution may be imposed.

If the case requires no formal hearing, and once the student has been informed of the decision, the student has a period of 14 calendar days to appeal the decision to the provost. The appeal must be in writing and must cite the basis of the appeal. (Appropriate bases for appeal include: acts or omissions by the Director of Student Services or Title IX Coordinator that violate the student's rights or evidence offered that was unavailable at the

time of the decision). The provost will consider the student's appeal and the evidence obtained from the investigating offices and issue a final written decision to the student within two weeks of reception of the appeal. The decision of the provost is final.

If the Director of Student Services or the Title IX Coordinator determines that a formal hearing is required, a statement of charges will be prepared and addressed to the student that states the following:

- the authorization of the proceedings by the Student Code of Conduct.
- the matter(s) charged, with reference to the specific prohibition involved.
- the student's right to a formal hearing and a description of the procedure to be followed.
- the student's option to waive a formal hearing in writing, the period in which such a waiver must be made (determined in each case), and a description of the procedure to be followed if the formal hearing is waived.

The Director of Student Services or the Title IX Coordinator will deliver the charges to the student, either by hand delivery or by certified mail. If the student charged waives the right to a formal hearing within the specified time, the same procedures described in cases that do not require a formal hearing will be utilized. If the student charged does not waive a formal hearing within the time specified, the matter will be referred to a disciplinary hearing committee. The disciplinary hearing committee (see description below) will be responsible for the conduct of further proceedings in the matter.

The Director of Student Services will appoint the disciplinary hearing committee. Membership will include one academic department chair or director, one faculty member, two students, the Director of Student Services and the Title IX Coordinator. The student charged may challenge the membership of the committee with a written appeal to the Director of Student Services.

The committee will elect a chairperson from among its members. The elected chairperson will be responsible for assuring that all subsequent actions of the committee are in accordance with the requirements of the code of conduct, any applicable constitutional or statutory provisions, and for making all procedural rulings during the hearing. The chairperson is a voting member of the committee. The disciplinary hearing committee, if requested will be provided with counsel who will assist the chair in deciding procedural matters and other issues of law. The counsel will not advise the committee on any factual determination nor participate in the committee's deliberations at the conclusion of the hearing except as requested by the chairperson, and only for the purpose of clarifying procedural and legal matters. The committee may not act unless all members are present. In the event of illness, accident, or other incapacity of a member, the Director of Student Services will appoint a replacement. Decisions, other than evidentiary and other procedural rulings by the chairperson of the committee, will be controlled by majority vote of the committee. The chairperson will notify the student in writing of the committee's decision. If the decision goes against the student, the letter will also inform the student that he/she has a period of seven calendar days to appeal the decision to the provost. If the student does not appear before the committee, he/she waives all rights to an appeal of the committee's decision.

The student's appeal must be in writing and must cite the basis of the appeal. The provost shall consider the appeal and the evidence obtained from the committee, and within two weeks, will issue a final written decision. Pending resolution of the charges, the student will be entitled to all the rights and privileges of a student in good standing, unless the Director of Student Services and/or the Title IX Coordinator determines that a student's presence at the university constitutes a threat to the safety of the university community. If such a determination is made, the student may be suspended from the university temporarily or until the charges are resolved.

8. DEFINITION OF SANCTIONS

- **Reprimand**

This sanction may be given orally or in writing. A reprimand is a warning that any further conduct that violates the student code of conduct may result in increasingly severe sanctions.

- **Disciplinary Probation**

This sanction permits the student to remain at the university only upon condition that he/she avoids further

conduct that violates the prohibitions of this code. In appropriate cases additional conditions may be imposed when the circumstances of the student's misconduct do not warrant suspension or dismissal.

- **Suspension**

This sanction suspends an individual's rights as a student for a period of time not to exceed two calendar years from the date of suspension. The individual may resume active status as a student at the university at the expiration of the period of suspension provided that he/she has complied with established admission and registration procedures, has met any other readmission stipulations imposed at the time of the suspension, and has received approval from the Director of Student Services to be reinstated.

- **Dismissal**

This sanction terminates, from the date of dismissal, the individual's rights as a student within the university.

- **Restitution**

This sanction may be imposed in connection with the other sanctions provided in the code in cases involving damaged, stolen, or misappropriated property or stolen or misappropriated money.

STUDENT GRIEVANCE POLICY

The Student Grievance Policy provides individuals or groups of students the opportunity to grieve decisions and/or actions taken by university personnel that they allege are violations of your student rights. You may file a grievance if you feel that your rights as a Marylhurst student have been violated by a student, faculty, or staff member.

INFORMAL GRIEVANCE PROCEDURE

You should always address any concerns and/or complaints directly to the person with whom you have a concern. If this action proves unsatisfactory or is impossible for some significant reason, you should then direct your concern to the department chair or director who oversees the area where the issue exists. The Director of Student Services is available to counsel and prepare you for this process. The department chair or director will work with you and the staff involved in the grievance to find a mutually agreeable solution. If a resolution is not accomplished by using the Informal Grievance procedure, you may file a formal grievance following the steps below.

Grades are not grievable. Violation of the norms established on a syllabus are grievable.

FORMAL GRIEVANCE PROCEDURE

A. You must complete a *Grievance Form* (available from the Director of Student Services or [download here.](#))

The *Grievance Form* must be submitted to the Director of Student Services within 90 days of the date of the event of the grievance. The written petition must include:

1. Specific details of the situation including dates, times, and all persons involved.
2. The specific right believed to have been violated. (Grades are not grievable)
3. Submission of all evidence they wish to have considered.
4. A requested remedy to the grievance.
5. A statement that explains what attempts were made to resolve the grievance with the person(s) involved.

B. Within seven business days after receiving a petition, the Director of Student Services or a designee will determine if the situation is or is not grievable.

- If the situation is determined to not be a grievable issue, the student will be notified and the case will be closed (examples of non-grievable activities include all grading, academic dishonesty decisions, admissions decisions, and petition committee decisions).
- If the situation is grievable, the Director of Student Services will attempt to settle the issue directly with all the parties involved within 10 business days.
- If the situation is grievable and the Director of Student Services cannot settle the issue directly or determines that it should not be handled by his/her office, he/she will form a student grievance committee to handle the case.

C. The student grievance committee will be established as follows:

1. One person selected by the grieving student.
 2. Two people selected by the director of student services.
 3. One person selected by the individual being grieved.
 4. Director of Student Services (chair of the committee).
- All parties will have three business days following notification that a student grievance committee is being formed to provide the Director of Student Services with the names of your selected committee members. A

copy of the petition will be provided to each member of the student grievance committee.

- Within seven business days of receiving the petition, the student grievance committee will meet to review the petition and schedule a hearing to be held within the next seven business days. All parties will be notified of the date and time of the scheduled hearing. If the student(s) does not appear at the hearing, the grievance will be dismissed.

NOTE: The grievance hearing is not a legal adversarial proceeding, but a formal process of listening to and sorting out the details of a situation so that the selected committee panel can come to a recommended solution to the situation. All parties involved in the grievance can bring supporters and advocates but not counsel.

- The grievance hearing will be conducted by the Director of Student Services and will include a presentation of the situation and the gathered evidence. Also included in the hearing will be a statement by the student presenting the grievance and a statement from the person being grieved.

Following the presentation, members of the committee will have the opportunity to question both parties and discuss the presented material. Once the committee members have reviewed all the presented material, they will adjourn to executive session and make a decision resolving the case.

- Within seven business days following the completion of the hearing, the chair will prepare a written document of the committee's decision and inform all the affected parties.

D. You have the right to present a written appeal of the committee's decision to the provost within seven business days after receiving the decision of the student grievance committee.

E. Within seven business days of the receipt of the written appeal, the provost will consider your request and issue a written decision. The decision of the provost is final.

MARYLHURST WRITING STANDARDS

Writing is one of the central activities through which students learn, communicate, and demonstrate learning. Academic writing differs from other forms of writing in that it usually:

- is appropriately narrow in focus,
- presents an argument based on sound critical thinking,
- draws upon and properly acknowledges the work of others, and
- presents new understanding in an organized fashion

Unless otherwise indicated by the instructor, all writing in Marylhurst University classes, from blogs, to online discussion, to personal essays, to formal research papers, will be evaluated on the basis of Standard American English, quality, creativity, effectiveness of argumentation and reasoning, and accuracy of information. In addition, academic writing will be evaluated on the selection and use of appropriate supporting material.

Documentation Style:

Any information not original to the student must be cited in a recognized format—for example, APA, MLA, or Chicago — appropriate to the academic discipline.

Preventing Plagiarism:

Plagiarism is a form of academic dishonesty that occurs when a student uses information or material from outside sources without proper citation. Plagiarism is grounds for disciplinary action at Marylhurst. It is a student's responsibility to understand plagiarism and its consequences. You should consult your instructor, your department chair, the Writing Center, or staff at Shoen Library if you have any questions about preventing plagiarism.

Plagiarism occurs if:

1. The student doesn't cite quotations and/or attribute borrowed ideas.
2. The student fails to enclose borrowed language in quotation marks.
3. The student doesn't write summaries and paraphrases in his/her own words and/or doesn't document his/her source.
4. The student turns in work created by another person (for example, another student, downloaded from the Internet, and so forth).

Other Forms of Academic Dishonesty:

Students who submit or use their own prior work for a current course or work from one current course in another course without express permission from their professors may also be guilty of academic dishonesty.

Consequences:

If it is determined that a student has plagiarized or engaged in other forms of academic dishonesty, the student will likely fail the assignment and possibly the course, despite points earned through other work. Acts of academic dishonesty are reviewed for disciplinary action by the Provost. Engaging in plagiarism and other forms of academic dishonesty can result in dismissal from the university. For additional information, see "Academic Honesty" in the Student Code of Conduct section of this *Handbook*.

Writing Resources:

Marylhurst has adopted Diana Hacker's *A Writer's Reference* as the writing handbook of choice for undergraduate classes. Copies can be found in the [bookstore](#), at the [library](#) and at the Writing Center. Check out our tip sheets on My Marylhurst — there's even a "comma rules" tip sheet for the comma-challenged among us!

Writing help is also available at the [Marylhurst Writing Center](#) that is located on the ground floor of Shoen Library. Call for an appointment at 503.699.6277 or email writing@marylhurst.edu.

PUBLIC SAFETY

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY

The following policies are in compliance with Title II of Public Law 101-542, the Student Right-to-Know and Campus Security Act.

Marylhurst University encourages anyone with knowledge of crimes occurring on campus to report these crimes directly to the Lake Oswego Police by dialing 911 (if using a campus phone, 911 must be preceded by a 9 to access an outside line). In addition, crimes occurring on campus should be reported to the executive vice president for finance and administration. Crimes reported to the executive vice president will be investigated and, if appropriate, adjudicated by the vice president, his designee, or a campus committee.

Most buildings on campus are open between 7:30am and 10pm, Monday through Friday, and between 7:30am and 7pm on Saturday and Sunday. Main Reception in the BP John Administration Building is open from 8am – 10pm, Monday through Friday, and between 8am and 7pm on Saturday and Sunday. Building and Reception hours vary during holiday and academic breaks.

Marylhurst University has security staff on site to assist with emergencies. Security personnel are not law enforcement officers and have no authority to act on behalf of the police. To reach security, contact Main Reception at 503.636.8141 from a cell phone or ext. 0 from a campus phone.

The university encourages all students and employees of Marylhurst University to be responsible for their own security and the security of others. Being responsible includes reporting crimes and taking basic safety precautions such as locking cars, not leaving purses, wallets, backpacks, or other valuables unattended. After dark, walk with a companion or ask security for an escort.

In the event that a violent crime occurs on campus, Marylhurst University will provide notice through the university emergency notification system (see section below). An alert notice may be sent with the intent to warn, educate, and aid in the prevention of similar occurrences. The safety of the campus community is paramount.

EMERGENCY CONTACTS FOR AMBULANCE, FIRE, OR POLICE

Campus Phone: dial 9-911 (9 to access an outside line) plus 911(for emergency response)

Pay phone or cell: dial 911

Also, notify the Marylhurst University Main Reception at 503.636.8141 from a cell phone or by dialing **0** from any campus phone.

University facilities employees and security personnel have been trained in First Aid and CPR. The receptionist will contact trained individuals for assistance.

Automated External Defibrillators (AEDs) are located in BP John Admin. Bldg., Clark Commons, and Shoen Library for use in CPR emergencies. See First Aid section below for exact locations.

- **Reporting Accidents/Injuries/Incidents**

You are required to immediately report all accidents, injuries, fires, thefts, and property damage to Main Reception in the BP John Admin. Bldg. (call 503.636.8141 from a cell phone or by dialing 0 from any campus phone) and complete an *Accident/Incident Report* form. *Accident/Incident Report* forms are available from Main Reception.

- **Emergency Notification System**

An emergency notification system is in place to alert you to an unforeseen event that would threaten the safety of individuals on campus. Immediate notification of a campus emergency would be delivered to your email account and phone number listed in Marylhurst's student information system. You are responsible for keeping your contact information up-to-date through My Marylhurst.

FIRST-AID SUPPLIES AND EQUIPMENT

Self-help first-aid kits and AEDs (Automatic External Defibrillators) are located in the following places. The kits contain basic first-aid supplies including bandages, antiseptic wipes, chemical ice packs, and CPR masks. The kits do not contain aspirin, acetaminophen, or other medications. (Pain relief medicines may be purchased at the University Bookstore.)

| Building | First-Aid Kits | AED | Eye wash stations | HazMat Shower |
|--------------------------|---|--|---------------------------------|---------------|
| BP John | Reception (second floor, main lobby) Office of Facilities (first floor, north) Distribution Office (first floor, south) | Central stairwell (second floor) | Facilities (first floor, north) | |
| Shoen Library | Staff room (main floor) Main floor (opposite elevator) | Far wall (opposite circulation desk; in case with fire extinguisher) | | |
| Clark Commons | Café kitchen University Bookstore | Foyer (entrance to dining area) | | |
| Flavia | Both science labs (first floor) Staff room (second floor) | — | Science Labs | Science Labs |
| Mayer | Art and interior design office Sculpture room, woodworking and welding shops. | — | | |
| St. Catherine's | Music office | — | | |
| Marian | Staff break room (second floor) | — | | |
| Davignon | Art therapy counseling office | — | | |
| Aquinas | Staff break room (main floor) | — | | |
| Villa Maria | Near main entrance | — | | |
| Baxter | Baxter Lounge | — | | |
| Balogh Performance Shell | Call Security – they have a mobile first aid kit | — | | |
| St. Anne Chapel | Foyer (inside fire extinguisher cabinet) | — | | |

CAMPUS DIRECTORY

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|-------------------------------|--|--|
| Advising Center | Academic advising – Resources, advising, course offerings, transferable coursework | Email: advisingcenter@marylhurst.edu Phone: 503.534.4050 |
| Career Services & Internships | Career development workshops, webinars, job-seeking support, internships, resume/cover letter resources, career management and preparing for graduate school courses | Email: careerservices@marylhurst.edu Phone: 503.699.6271 |
| Disability Services | Registration of disabling condition, intake/accommodation assessment, ADA services | Email: adaservices@marylhurst.edu Phone: 503.534.4073 |
| Financial Aid | Applying for financial aid, scholarships, FAFSA, work study eligibility, tuition and fees, SALT program | Email: finaid@marylhurst.edu Phone: 503.699.6253 |
| ITS Helpdesk | The central point of contact for the technology needs of the Marylhurst community. | Email: helpdesk@marylhurst.edu Phone: 503.699.6318 |
| Library Reference Desk | Research databases, online catalogs, interlibrary loans, digital media resources, research strategies and tutorials, RefWorks, citation guides | Email: reference@marylhurst.edu Phone: 503.534.7040 |
| Math Center | Face-to-face help to those might benefit from more practice, seeing a problem from a different point of view or reviewing concepts from the text or course. | Email: math@marylhurst.edu Phone: 503.534.4046 |
| Registration & Records | Course registration, transcript requests, graduation applications | Email: registrar@marylhurst.edu Phone: 503.699.6267 |
| Student Organizations | Student Leadership Council -- Student Leadership Council meetings and events, joining or organizing student groups | Email: slc-chair@marylhurst.edu |
| Veteran Services | Scholarships, VA benefits, credit for prior learning / experience, disability services, veteran resources | Email: veteranservices@marylhurst.edu Phone: 503.534.4081 |
| Writing Center | Assistance with all forms of written communication. Available for online or face-to-face support. | Email: writing@marylhurst.edu Phone: 503.699.6277 |

For a complete, up-to-date directory of departments and staff, see

marylhurst.edu/about/contact-us

CAMPUS MAP

