

CONSUMER INFORMATION

In order to help students and families make well-informed decisions about higher education, Oak Hills Christian College (OHCC) is pleased to provide this guide to sources of consumer information, college policies, and disclosures. This list provides links that disclose specific information to comply with the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA).

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Oak Hills Christian College, in compliance with the Student Consumer Information Regulations, is required to annually disclose information to prospective students, parents, prospective staff, current students, staff and the public. These disclosures are provided in accordance with the federal regulations set forth by the Higher Education Act of 1965 as amended.

The required disclosures provided at the website listed above include, but are not limited to: specific student rights regarding education records and directory information under the Family Education Rights and Privacy Act (FERPA); Information about financial aid, accreditation, educational programs, copyright infringement policies and sanctions, student loan information, campus safety, annual campus security reports, institutional statistics such as completion, federal requirements for return of funds, graduation and transfer out rates. For a full summary of the consumer information being disclosed and descriptions of the required methods of dissemination, please see Chapter 6, Volume 2 of the Federal Student Aid Handbook.

Individuals, upon request, may obtain a paper copy of this list and information on any of the disclosures. Please contact the Financial Aid Office at ohfinaid@oakhills.edu if you require this assistance. Your request may also be referred to the area responsible for providing the information.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION:

(888)-751-8670
Fax: 218-751-8825
ohfinaid@oakhills.edu

Oak Hills Christian College
Financial Aid Office
1600 Oak Hills Road SW
Bemidji, MN 56601

STUDENT FINANCIAL AID INFORMATION

OHCC offers assistance available from Federal, State, Local and Institutional Programs – We will work with you to help determine the best possible financial aid package available to you given your unique circumstances. Please see our Academic Catalog to see more information about federal, state or institutional aid, eligibility requirements in applying for aid, frequencies of disbursements and information on Satisfactory Academic Progress. Please visit our Financial Aid information page located on our website for additional information or about the various institutional scholarship opportunities or to see instructions for applying for financial aid including student employment.

Federal Student Financial Aid Penalties for Drug Law Violations – Oak Hills Christian College will provide to each student, upon enrollment, a separate, clear and conspicuous written notice that advises the student that a conviction for any offense, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

INSTITUTIONAL CODE OF CONDUCT FOR EDUCATION LOANS

- The Higher Education Opportunity Act sets conditions for educational institutions to participate in Title IV programs and requires the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [(HEOA 487(a)(25)]
In accordance with this law, the offices, employees and agents of Oak Hills Christian College agree to this code of conduct prohibiting:
 - Revenue-sharing arrangements with any lender;
 - Directing borrowers to particular lenders, refusing or delaying loan certifications;
 - Accepting any type of consulting arrangement or contract to provide services to or on behalf of a lender or affiliate of a lender relating to education loans;
 - Accepting any offer of funds for private loans to students in exchange for promising a specific loan volume or preferred lender arrangement;
 - Requesting or accepting any lender assistance with call center staffing or financial aid office staffing;
 - Accepting any kind of compensation for consulting arrangements to provide services for or on behalf of a lender;
 - Soliciting or accepting any gift other than one of nominal value from a lender, guarantor or servicer of education loans (a gift is defined as any gratuity, favor, discount, entertainment and loan);

- Receiving any compensation or financial benefit for service other than reasonable reimbursement of expenses for any Financial Aid employee who serves on a lender’s advisory board.

OAK HILLS CHRISTIAN COLLEGE FINANCIAL AID PERSONNEL:

Strive to ensure that the information they provide is accurate, unbiased and does not reflect any preference arising from actual or potential personal gain and they will refrain from taking any action they believe is contrary to law, regulation or the best interests of the students and parents they serve.

STUDENT LOAN INFORMATION

- **Initial Loan Counseling for Student Borrowers** – Loan Entrance Counseling satisfies a federal requirement to ensure that all new OHCC student borrowers understand their rights and responsibilities for each loan program they plan to borrow through.

Exit Loan Counseling for Student Borrowers – Upon graduation, withdrawal or enrolling at less than half-time status, students are required to complete loan exit counseling for each type of loan which they have borrowed. This is NOT applicable to a student who has not borrowed a student loan.

ASSISTED LEARNING PROGRAM

Oak Hills Christian College has an Assisted Learning Program (ALP) to assist students with disabilities and to help students achieve Satisfactory Academic Progress. Students on Academic Warning will meet weekly with the ALP Advisor for academic advising. This includes the monitoring of class attendance, assignments, study habits, and time management. Additional requirements may be added if deemed helpful to the student. Students who do not comply with their ALP contract are also in danger of being academically dismissed before the end of the semester.

Students with Disabilities: Services are provided to students with disabilities under the Assisted Learning Program according to the provisions and guidelines provided in the Americans with Disabilities Act (ADA). When seeking accommodations, the student must provide documentation of disabilities. Accommodations will be determined on an individual basis according to need. This will be established by student interviews and professional recommendations included in the documentation.

COST OF ATTENDANCE

PER	SEMESTER	SEMES	ANNUAL
CREDIT			

ON-CAMPUS TRADITIONAL STUDENT

Tuition (Block Price, 12-18 Credit Hours)	\$7,950	\$15,900
Meal Plan (Full)	\$1,745	\$3,490
Room (Dorm)	\$1,163	\$2,326
Student Activity Fee	\$132.50	\$265
Total (before Financial Aid, does not include special fees, books, or personal expense)		\$21,981

ONLINE DEGREE STUDENT

Tuition (30 credits per year, 10 courses/12 months)	\$375	\$11,250
Total (before Financial Aid, does not include special fees, books, or personal expense)		\$11,250

REFUND POLICY

For students fully withdrawing from Oak Hills Christian College before the end of the semester, tuition, room, and board are refunded pro-rata according to federal and state financial aid refund policies. There are no refunds after 60% of the semester has been completed. If a student withdraws from a course (or courses) after the tenth day of the semester, but does not completely withdraw from Oak Hills Christian College then their financial aid package is NOT re-calculated. The only exception is when a student drops a course prior to the start of said course. An example would be an online course that begins mid-way through the semester.

RETURN OF TITLE IV POLICY

When a student is officially or unofficially withdrawn from the College, and the student's last day of attendance occurs before completing more than 60% of the semester, federal regulations require the College to recalculate financial aid eligibility. The funds must be returned to the following sources in a specific order until the total amount of the college's responsibility has been satisfied. The order is:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. FSEOG
7. Other Title IV Assistance

After receiving notification that a student has withdrawn, the Financial Aid Office (FAO) will perform the Return of Title IV calculation (R2T4) using the Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program Worksheet. The Student Financial Aid Office will then return the appropriate funds as determined by the R2T4 calculations. Title IV funds must be returned within 45 days of the Date of Determination of a student withdrawal. It is very unlikely that a student who withdraws from college entirely after the 10 days would receive a payout to the student who withdrew because tuition, room and board are prorated similarly to the amount of Title IV aid returned to the Department of Education.

The return of Title IV aid calculation is performed using the R2T4 calculation online found on the FAA access website. The calculation determines the amount of money that the student earned during the award year and how much money the college needs to send back to the appropriate sources of funding.

Academic Programs

BACHELOR OF ARTS

Biblical Studies

Camp Ministry and Biblical Studies

Intercultural Studies

Pastoral Ministry and Biblical Studies

Youth Ministry and Biblical Studies

BACHELOR OF SCIENCE

Addictions Counseling

Applied Psychology

Business

Sports Management

BACHELOR (ONLINE)

Business Administration

Leadership and Ministry

ASSOCIATE (ONLINE)

Biblical Studies and Ministry

ASSOCIATE IN ARTS

Associate in Arts (general)

Associate in Arts in Biblical Studies

Associate in Arts in Pre-Communication

Associate in Arts in Pre-Elementary Education

Associate in Arts in Pre-Social Work

ONE-YEAR PROGRAM

Certificate in Biblical Studies

TRANSFER OF CREDIT

General policies for the transfer of credit are as follows:

1. Credits earned through CLEP (College Level Examination Program) and AP (Advanced Placement) will be evaluated by the Registrar on a course by course basis. CLEP courses will be used to waive the course requirement and the credit requirement.
2. Credits earned at other schools with a grade of “C” or better may be transferred to OHCC and applied toward graduation, provided those credits meet the program requirements. Pass/no pass courses will transfer if the pass reflects a 70%.
3. The institution needs to be recognized by an accrediting agency or acknowledged by OHCC.
4. Students may be asked to validate equivalent subjects taken at non-accredited schools. After equivalency has been approved, the credits will be pending official approval until the student achieves a minimum GPA of 2.0. This must be done during the student’s first year at OHCC, or the transfer credits will be lost, except where an articulation agreement exists.
5. The number of credits transferred from non-accredited schools may not exceed 34 semester credits, except where an articulation agreement exists.
6. Online degree-seeking students who have completed courses in other recognized colleges or universities might receive up to 66 semester hours of credit, depending upon the major. The amount of credit, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses and the type of institution. An applicant who has attended any college or university after graduation from high school must submit an official transcript from each institution. Although the Adult & Professional Studies Program Director will do preliminary transcript evaluations, all evaluations will become official when reviewed by the Registrar.

ACADEMIC INTEGRITY

Oak Hills Christian College stands on the principles of truth and honesty as essential biblical principles for life. It is expected that these principles will be followed in all academic activity. Violations of academic integrity include plagiarism, cheating, unauthorized collaboration or copying, excessive revision done by someone other than the student, violating copyright laws, sabotaging another student's work, or submission of the same assignment for more than one course without prior consent of all instructors concerned. Intellectual dishonesty infractions will be confronted and may result in suspension or dismissal from OHCC.

Accreditation and Registration

ASSOCIATION FOR BIBLICAL HIGHER EDUCATION: Oak Hills Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education. They are located at 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, (407)207-0808.

PURPOSE OF ACCREDITATION: Accreditation assures students of high quality education. Accredited status is also significant in the transfer of credits. However, the transfer of credit is always at the discretion of the receiving school.

COUNCIL FOR HIGHER EDUCATION ACCREDITATION: The Association for Biblical Higher Education, an institutional accrediting body, is recognized by the Council for Higher Education Accreditation (CHEA). This affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement, and accountability expectations CHEA has established.

MINNESOTA OFFICE OF HIGHER EDUCATION: Oak Hills Christian College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

AFFILIATIONS AND MEMBERSHIPS

DENOMINATIONAL AFFILIATION: Oak Hills Christian College is interdenominational; we are not associated with any one denomination. Our students, staff, and faculty come from a variety of churches. We welcome all applicants who are personally committed to faith in Jesus Christ.

TRANSFER AGREEMENT WITH CROWN COLLEGE: Oak Hills Christian College and Crown College (St. Bonifacius, MN) have entered into a cooperative agreement regarding students who transfer to Crown College for programs not available at OHCC. Benefits include arrangements for the transfer of credits and the possibility of a cooperative grant. Contact the Admissions Office for more information. Affiliations and Memberships

FINANCIAL ACCOUNTABILITY: Oak Hills is a charter member of the Evangelical Council for Financial Accountability.

INTERCOLLEGIATE ATHLETICS: Oak Hills Christian College intercollegiate athletics are members of the National Christian College Athletic Association (NCCAA), the Northern Intercollegiate Athletic Conference (NIAC), the Association of Christian College Athletics (ACCA).

NC-SARA: Oak Hills Christian College is approved to participate in the State Authorization Reciprocity Agreement. SARA is overseen by a National Council and administered by four regional education compacts. The State Authorization Reciprocity Agreement is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state.

Oak Hills currently has **articulation agreements** with:

ECOLA Bible School

Nicolet Bible Institute

New Tribes Bible Institute

Solid Rock Discipleship Training Program

Pacific Bible College

AFLBS

Montana Wilderness School of the Bible

Jackson Hole Bible College

Vaccination Policies

Minnesota Statute 135A.14 requires the campus Health Services to retain an immunization record for all college students who reside on campus and take at least one on-campus course or who live off campus and take at least two on-campus courses. The law requires documentation of two immunizations: 1) current tetanus/diphtheria (Td) within the past 10 years, and 2) complete measles, mumps and rubella (MMR) series of two doses. The month and year of vaccination are required. Medical and conscientious exemptions are permitted with physician and notary public documentation. Students failing to fulfill the requirements of this statute may be delayed in registering for classes. The college recommends meningococcal, varicella (chicken pox) and hepatitis B vaccinations. Other vaccines associated with travel may be recommended for campus mission trips.

INSTRUCTIONAL FACILITIES

Oak Hills Christian College is located five miles south of Bemidji, MN. Oak Hills consists of the following buildings:

SCHREIBER ACTIVITY CENTER

The Welcome Center (Central Office), administrative offices, business offices, Admissions office, Athletics office, Financial Aid office, food service, facilities and maintenance offices, campus bookstore, conference room, gymnasium and fitness room are located in the Schreiber Activity Center.

FELLOWSHIP CENTER

Our chapel, classrooms, faculty offices, student lounge, computer lab, tutoring center, ALP office, archives, study rooms, and Cummings Library are located in the Fellowship Center.

TEN OAKS DUPLEX

The Oak Hills Center for Indian Ministries Offices are located in the newly renovated Ten Oaks Duplex.

Campus

SCHREIBER ACTIVITY CENTER

Central Office, administrative offices, business offices, facilities and maintenance offices, campus bookstore, conference room, Admissions Office, Financial Aid Office, Athletic Office, food service, gymnasium, and fitness room are located in the Schreiber Activity Center.

VALLEY VIEW STUDENT CENTER

The Valley View Student Center includes multiple seating areas, fireplace, flat screen TV, and pool table room upstairs. Downstairs houses a student lounge and the Student Life Offices.

CAMPUS HOUSING

Two residence halls (East / West) and an apartment building

(Acorn) house over 100 students. There are two apartment buildings (Pineview, Southgate) for married couples, families, and single parents.

PRAYER CHAPEL

The Prayer Chapel is a wonderful place to get alone with God or to meet with others to pray. It has a beautiful view of the lake and a worshipful atmosphere.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (INCLUDING COMPUTER USE AND FILE SHARING)

About Copyright

Copyright protects authors of original works and gives them control over how their works are used. These works may be books, articles, musical compositions or recordings, paintings, movies, and other forms of expression. Works need not be published to be protected by copyright law – they are covered by copyright as soon as they are written, recorded or otherwise finished.

Copyright law covers works from big-budget movies to blog posts and journal entries.

There are specific limits to the duration of copyright protections and some exceptions listed in the law to allow limited use without permission of some works (see the Fair Use section below), but in general, reproducing or distributing works covered by copyright law without permission is illegal. Downloading a song from a peer-to-peer website is considered making an unauthorized copy of that song, and breaks copyright law. Photocopying a chapter from a textbook to avoid the cost of purchasing said textbook also goes contrary to the law.

For more information about copyright, see the U.S. Copyright Office website or read their summary Copyright Basics publication.

The Fair Use Doctrine

Some exceptions are allowed in copyright law for special use of copyrighted materials that might otherwise be considered infringing. Fair Use is highly applicable in an academic situation, as it is what allows for the quotation of copyrighted works in scholarly writing.

The U.S. Copyright Office explains Fair Use on their website. There, they cite a report that gives specific examples of appropriate fair uses of copyrighted material (quoted below):

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Fair Use is defined in relatively loose terms and defines specific factors to be considered when determining if a given use falls under the Fair Use protections. These factors are (taken directly from section 107 of the Title 17 Copyright Law):

The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

The nature of the copyrighted work;

The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

The effect of the use upon the potential market for or value of the copyrighted work.

Factor four is of particular interest: distributing a photocopy of a textbook chapter, if it would negatively impact the sales of that textbook as a result, would not fall under Fair Use as a result of this criteria.

The University of Minnesota Libraries website lists a number of scenarios that may help to understand the boundaries of Fair Use.

Copyrights and Peer-to-Peer (P2P) file sharing

Peer-to-peer file sharing enables individuals to share files directly between their computers without the use of a central server. Rather than placing a file on a server, then directing another person to that centralized server, peer-to-peer services use a variety of technologies to facilitate the distribution of files directly between computers, often enabling the download of a given file from multiple hosts to increase the download speed. Though peer-to-peer technology is not inherently illegal (a number of computer game developers now use peer-to-peer technology to distribute patches, thereby reducing the load on their own servers), the technology became widely associated with “free music” as the various P2P clients became popular tools for the illegal download of music and other copyrighted works.

We have chosen to, in as much as it is possible for us, block all peer-to-peer technologies on campus, primarily due to copyright concerns, but also to limit rampant misuse of our network bandwidth. If an individual needs P2P technology for an academic purpose, they can contact the Director of IT. Accommodations may be made, but will likely involve some degree of monitoring of P2P usage.

Legal Alternatives

There are an increasing number of legal alternatives to peer-to-peer file sharing for acquiring copyrighted works. Educause has developed a publicly available, comprehensive list of such legal alternatives at the following website: <http://www.educause.edu/legalcontent>

Copyright Penalties

Should an individual be found to be violating copyright using Oak Hill’s network or technology resources, they will face penalties as laid out in the penalties policy.

In addition to the institutional penalties, it should be noted that civil and criminal penalties may also apply should Federal Copyright Laws be violated:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages, affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Notification to current students

All current students are expected to familiarize themselves with the student handbook which includes a summarized copy of the content of this policy.

STUDENT DIVERSITY

To view student diversity statistics, please visit the site below:

<http://nces.ed.gov/collegenavigator/?q=oak+hills+christian+college&s=MN&id=174525>

NET PRICE CALCULATOR

Please visit our Net Price Calculator to view an estimated net price of attendance:

<http://www.oakhills.edu/admissions/financial-aid/net-price-calculator>

Voter Registration

<http://mnvotesinfo.sos.state.mn.us/voters/voter-registration/>

The Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), an office of the Department of Education, is also known as the Buckley Amendment. It was enacted in 1974 to help protect the privacy of student’s educational records.

The act provides for the right of the student to inspect and review their education records, the right to seek to amend those records, and to limit disclosure of information from those records.

Students who are currently enrolled at Oak Hills Christian College or formerly enrolled students, regardless of their age or status in regard to parental dependency are protected under FERPA. Parents of students termed dependent for income tax purposes may have access to the student’s educational records. To verify a student’s dependency, a current Income Tax Return of the parent must be submitted with the student’s name on it as a dependent. Parents may also have access to educational records of their children by obtaining the signed, written consent of the student. The written request must include the date of the request, academic school year, the

name of the student, and the specific records requested must be named. Requests must be updated each school year.

With certain exceptions a student has rights of access to those records which are directly related to him/her and which are maintained by Oak Hills. Educational Records include any records in the possession of an employee, which are shared with or accessible to another individual. This would include transcripts or other records obtained from a school in which a student was previously enrolled.

Oak Hills may disclose information on a student without violating FERPA through what is known as directory information. FERPA regulations define “directory information” as information contained in an education record of a student that would not usually be considered harmful or an invasion of privacy. This generally includes a student’s name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, participation on officially recognized sports and activities, weight and height of athletes, dates of attendance, grade level, enrollment status, degrees, honors and awards received the most recent educational agency or institution attended, and other similar information. A student may restrict the release of his/her directory information by making a request in writing to the registrar.

Prior written consent is not required when disclosure is made under the following conditions.

- To the student
- To school officials who have “legitimate educational interests” (School officials are any college official such as administrators, professors, counselors, clerical staff and attorneys employed or contracted by Oak Hills to perform an official task for the institution. Legitimate educational interest would include any non-directory information given without student’s prior consent for the use of any inter-departmental needs of the institution or for any legal purposes).
- To schools in which the student seeks or intends to enroll
- To Federal, state, and local authorities involved in the audit, or evaluation of compliance with education programs
- To comply with a judicial order or subpoena
- In connection with financial aid
- To organizations conducting studies for or on behalf of educational institutions
- To accrediting organizations
- To the parents of a dependent student
- When a health or safety emergency is apparent
- When directory information is being released
- To an alleged victim of a crime of violence, the results of a disciplinary hearing may be disclosed

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the student may request a formal hearing with the Registrar. The request must be made in writing to the Registrar who, within ten days after receiving the request, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the Registrar, or a person designated by the Registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Public Disclosure Data—February 2016

From the website: http://www.oakhills.edu/_assets/docs/public-disclosure-information-for-web.pdf

Employment In a survey of OHCC students who graduated between 2003 and 2012, 97% of those desiring employment indicated that they are employed. Forty-five percent of graduates indicate that their jobs are closely related to their major field of study. (The national average is 27.3%¹) Employment statistics for individual majors are available from the Director of Institutional Research at stevenware@oakhills.edu.

Retention Data from the 2013-2014 and 2014-2015 academic years indicate that the fall-to-fall retention rate for all students was 70%; first-time freshmen in this period were retained at a rate of 59%; while all students not first-time freshmen were retained at a rate of 74%.

Graduation The 2014 Spring graduation rate for the 2008 Fall entering class was 52%. This rate is based on full-time, first-time students completing a program within 150% of the normal time required for their program. Many students opt to extend the length of study due to employment needs, family issues or academic achievement goals. The college has no statute of limitations on completing undergraduate programs.

From the Catalog:

Employment In a survey of OHCC students who graduated between 2003 and 2012, 97% of those desiring employment indicated that they are employed. Forty-five percent of graduates

¹ <http://www.washingtonpost.com/blogs/wonkblog/wp/2013/05/20/only-27-percent-of-college-grads-have-a-job-related-related-to-their-major/>

indicate that their jobs are closely related to their major field of study. (The national average is 27.3%.¹)

Employment statistics for individual majors are available from the Director of Institutional Research at stevenware@oakhills.edu.

Retention Data from the 2014-2015 academic year indicate that the fall-to-fall retention rate for all students was 67%; first-time freshmen in this period were retained at a rate of 72%; while all students not first-time freshmen were retained at a rate of 65%.

Graduation The four year average completion rate for students entering between 2005-2006 and completing within six years is 42%. Many students opt to extend the length of study due to employment needs, family issues or academic achievement goals. The college has no statute of limitations on completing undergraduate programs.

From the 2015 IPEDS (Integrated Postsecondary Educational Data System, the report of the National Center for Educational Statistics):

Fall Enrollment for Fulltime Students in a certificate or degree seeking program, 2014-15

	Men	Women	Total
Non-resident Alien	1	0	1
Hispanic/ Latino	1	3	4
Amer Indian/ Alaskan	4	1	5
Asian	0	2	2
Black, African Amer	3	0	3
Pacific Islander	0	0	0
White	47	52	99
Total	56	58	114

Fall Enrollment for New Fulltime Students in a certificate or degree seeking program, 2014-15

	Men		Women		Total	
	First-time	Transfer	First-time	Transfer	First-time	Transfer
Non-resident Alien	0	1	0	0	0	1
Hispanic/ Latino	1	0	0	1	1	1
Amer Indian/ Alaskan	0	0	0	0	0	0
Asian	0	0	1	1	0	2
Black, African Amer	2	0	0	0	2	0
Pacific Islander	0	0	0	0	0	0
White	12	3	12	3	24	6
Total	15	4	13	5	28	9

Fall Enrollment for Part-time Students in a certificate or degree seeking program, 2014-15

	Men	Women	Total
Non-resident Alien	0	0	0
Hispanic/ Latino	0	0	0
Amer Indian/ Alaskan	0	0	0
Asian	0	0	0
Black, African Amer	0	0	0
Pacific Islander	0	0	0
White	4	9	13
Total	4	9	13

Fall Enrollment for All Students 2014-15

	Degree-seeking	Non-degree seeking	Total
Exclusively online	13	3	16
Some online and traditional	10	0	10
No online	101	14	115
Total	124	17	141

Retention Rate from Fall 2013 Full-time Degree Seeking Freshmen Students to Fall 2014

Fulltime Fall 2013	21
Exclusions	0
Adjusted Fall Fulltime	21
Students Still enrolled in Fall2014	15
	71%

Program Completion for one-year Certificate within two years, 2014-15

	Men	Women	Total
Non-resident Alien	0	0	0
Hispanic/ Latino	0	0	0
Amer Indian/ Alaskan	0	0	0
Asian	0	0	0
Black, African Amer	0	0	0
Pacific Islander	0	0	0
White	1	1	2
Total	1	1	2

Program Completion for Associates Degree within three years, 2014-15

	Men	Women	Total
Non-resident Alien	0	0	0
Hispanic/ Latino	0	0	0
Amer Indian/ Alaskan	0	1	1
Asian	0	0	0
Black, African Amer	0	0	0
Pacific Islander	0	0	0
White	2	4	6
Total	2	5	7

Program Completion for Bachelors Degree within six years, 2014-15

	Men	Women	Total
Non-resident Alien	0	0	0
Hispanic/ Latino	0	0	0
Amer Indian/ Alaskan	0	0	0
Asian	0	0	0
Black, African Amer	0	0	0
Pacific Islander	0	0	0
White	5	10	15
Total	5	10	15

Bachelors Degree Completion, 2014-15

Graduates Receiving Pell Grants	16
Students receiving Stafford Loans, not Pell grant	3
Graduates not receiving Pell Grants or Stafford Loans	2
	21

Data from the Alumni Survey, taken as part of the ABHE Self-study 2013

Demographic data on Survey Respondents

Graduation Year	Men	Women	Total
2003	1	3	4
2004	4	2	6
2005	3	3	6
2006	8	3	11
2007	7	3	10
2008	3	4	7
2009	4	4	8
2010	1	7	8
2011	5	5	10
2012	5	4	9
Total	41	38	79

Demographic data on Survey Respondents

Program Completed	Men	Women	Total
Certificate	3	4	7
Associates-Bible	2	4	6
Associates-General	2	8	10
BA-Bible	0	2	2
BA-Camp Ministry	2	2	4
BA-Christian Ministry	4	2	6
BA-Intercultural	3	1	4
BA-Pastoral	9	0	9
BA-Worship Arts	2	1	3
BA- Youth ministry	7	3	10
BS-Applied Psychology	5	10	15
BS-Applied Studies	3	1	4
BS-Business	0	1	1
Total	41	38	79

Employment/ Education data on Survey Respondents (those with Bachelors Degrees)

Program Completed	Number of respondents	Employment in field	Other Employment	Graduate school
BA-Bible	2	0	2	0
BA-Camp Ministry	4	1	3	0
BA-Christian Ministry	6	1	4	1
BA-Intercultural	4	1	3	0
BA-Pastoral	9	5	3	2

BA-Worship Arts	3	1	2	0
BA- Youth ministry	10	6	4	3
BS-Applied Psychology	15	8	3	2
BS-Applied Studies	4	2	1	0
BS-Business	1	0	2	0
Total	58	25 (43%)	27 (47%)	8 (14%)*

*The Faculty Advisors for these programs say that all of the BA graduates who attended graduate schools attended seminaries. Approximately 50% of the BS graduates who attended graduate school went to seminaries and the others attended public university graduate schools.

2015 Annual Security and Fire Safety Report

Reporting dates January 1, 2012 through December 31, 2014

This Report uses **OHF** (Oak Hills Fellowship) to represent the organization, which includes Camp Oak Hills, Mokahum Ministry Center and Oak Hills Christian College.

Safety at Oak Hills Christian College

At Oak Hills Christian College the safety and well-being of our students, faculty and staff is always a priority. However, a truly safe campus can only be achieved through the cooperation of everyone. This information is a part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for you and the campus.

This information is being provided to you as part of OHCC's commitment to Safety and Security on campus and is in compliance with the Student Right to Know and Campus Safety Act of 1990, and its amendments

Campus Representatives

- Title IX Coordinator: Carol Nelson Executive Vice President
- Student Representative: Brad DeJager Dean of Student Life
- Staff/Faculty Representative: Greg Giles Academic Dean
- Camp Representative: Scott Buchan Camp Oak Hills Director
- Mokahum Representative: Zane Williams Dean of Students

Report Distribution

The Dean of Student Life (who serves as the Security Director) distributes the annual report to all students, faculty and staff via Internet. It can be found on our web page at: www.oakhills.edu Notices are given to all faculty, staff, and students by announcements placed in their mailboxes or by an email containing a link to the Security and Fire Safety Report. Paper copies of the annual report are made available to anyone who requests it. It can be picked up in the Student Life Department office.

Timely Reports

The Security Director will advise community members if and when a situation of personal risk exists, and will issue timely reports to inform all community members. Anyone with information warranting a timely warning should report the circumstances to the Security Director.

Security Alerts

If the Security Director receives information that a crime has been committed, that may pose a continuing threat to the safety of any campus member; a “Security Alert” will be issued. Security Alerts are distributed by the Security Director for the purpose of informing the campus community of a potentially dangerous condition that may affect personal safety. The alert contains information regarding an incident that will allow campus community members to take the personal safety measures to insure their individual safety. The alert withholds the names of victims as confidential and may also contain a request for information regarding an incident.

Security Alerts will be posted on bulletin boards throughout campus, and may also be communicated through emails to students and staff. Security Alerts will remain posted as long as it is determined a threat exists, or will be removed after thirty days if no similar incidents occur. Anyone with information warranting a Security Alert should report the circumstances to the Security Director, by phone (218-556-1224) or Port O’ Wild’s Security (218-766-9614).

We are committed to providing a secure and healthy campus environment. The security services at Oak Hills are a joint effort of the Facilities and Student Life Departments. Questions on security may be directed to Brad DeJager, Security Director (Ext. 1240). Personal safety on campus, as well as a secure learning and living environment, are the primary concerns when considering security issues.

There is a sense of security at Oak Hills associated with being out in the country and secluded on a picturesque dead-end highway. The reality is that people from off campus enter our buildings for various reasons and sometimes come on campus expecting to use the outdoor areas. In the past, there have been internal security issues as well.

While on campus be aware of your surroundings as you would anywhere else. Please report any suspicious behavior to Brad DeJager, the Security Director, or to the Security Guard currently on duty. Lock your vehicles at all times.

Port-O-Wild’s Security Services

Security at OHCC includes the use of Port-O-Wild's Security Services, Inc. of Bemidji. Port-O-Wild's personnel are authorized to take appropriate action on campus to assure the safety and security of all students, visitors, and staff of the college. They will contact Student Life staff concerning any inappropriate or dangerous behavior.

Property included in Report

Pursuant to the Act, the Department of Public Safety monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. The statistics are gathered from four specific geographic areas; 1) campus (including residence halls), 2) residence halls (subset of campus), 3) public property that is adjacent to campus, 4) non-campus property or sanctioned buildings or property and are submitted on an annual basis to the U.S. Secretary of Education.

Crime Prevention

If you are the victim of a crime or witness a crime occurring contact the Security Director 218-556-1224, Port-O-Wild's Security 218-766-9614, or the Beltrami County Sheriff at 218-333-9111 (non-emergencies) or 911 (emergencies).

All students, faculty, staff, and campus visitors are urged to report any crime they become aware of to the Security Director or the Beltrami County Sheriff's Dept., (non-emergency) 218-333-9111, (emergency) 911.

Individuals reporting to the Security Director who also elect to file a complaint with the Beltrami County Sheriff's Department will be provided assistance in making that contact. If the victim is unable to make a police report, the Security Director will accurately and promptly report the incident to the Beltrami County Sheriff's Department.

For on-campus emergencies, dial 911. Emergency services will immediately be dispatched from local agencies to your location, and that information will also be relayed to the Security Director.

Building Access

The residence halls and Acorn apartment building have coded security entrances. You will be given a personal security code during Orientation. Do not give out your personal code to any other person. Do not prop open a locked security door, or a regular door at any time. Violating either of these rules puts residents at risk and will result in disciplinary action.

Confidential Reporting

If you are the victim of a crime, and do not wish to pursue action within the college or criminal justice systems, you should still consider making a confidential report. With your permission, the Security Director, or their designee, may file a report that documents the details of your incident without revealing your identity. With this information, the College can keep accurate records of incidents and better identify crime trends. Reports filed in this matter are counted and disclosed in the annual crime statistics for the institution, but again are entirely confidential.

Drug Abuse

Students may not use or possess any illegal drugs. Students are also not to misuse prescription or nonprescription drugs. This is in compliance with “The Drug Free Schools and Communities Act Amendment of 1989” (Public Law 101-226). Violations of this policy will result in disciplinary action. Please see the disciplinary process for more information.

Alcohol

In Ephesians 5:18, the Bible states that drunkenness is a sin. The fact that alcohol is addictive to many people and because of biblical warnings against its dangers, we urge great caution in the consumption of alcohol. In light of this information, we believe that abstinence is the best choice. As Christian’s living in community on a small college campus, we expect students to exemplify Christlikeness. Consequently, while taking classes at Oak Hills, students are not permitted to consume alcohol. This begins the moment they arrive on campus and continues through the end of each semester, which is defined as the day a student leaves the campus and lives elsewhere for the holiday or summer break.

Furthermore, students, staff and guests may not consume or possess alcoholic beverages on Oak Hills property or at any Oak Hills function. Possession or consumption of alcohol by anyone under age 21 or providing alcohol for a minor is a criminal offense in Minnesota. Violations of this policy will result in disciplinary action.

EMERGENCY PROCEDURES

Life-threatening Emergencies: Call 911

Your Location:
Your Fire Evacuation Site:
Your Severe Weather Shelter:

Medical Emergency

In the event of a serious injury or life-threatening situation

- Call 911 immediately
- Call Security Director at 218-556-1224 so they can direct emergency services.
- Do not move the person unless his/her life is in danger in the existing location. Administer first aid/CPR. Make the person comfortable until emergency personnel arrive.

Tornado/Severe Weather

- When sirens or other notification occurs, move to a secure weather shelter area.
- Stay away from windows.
- Make sure all doors are closed and keep corridors clear of objects.
- Wait for the "all clear" to return to other campus areas.

Fire

- Activate the nearest fire alarm pull station
- Evacuate the building, assisting people with disabilities or special needs.
- Close the doors as you leave.
- Call 911 and Security Director (218-556-1224) and/or Facilities Director ext. 1244 (218-751-8670)

Evacuation Information

Call 911 and Security Director (218-556-1224)

- Describe the emergency (fire, medical, crime, etc.)
 - Give location of emergency and your phone number.
 - If possible, without endangering yourself, observe and report the situation. The observations may be crucial to responding emergency personnel.
- Calmly evacuate the building using the nearest exit.
 - Assist persons with disabilities or special needs.
 - Gather in nearest parking lot.

Suspicious/Hostile Person

- Do not confront the person physically or block the person's access to an exit.
- Call Security, provide as much information as possible about the person and his/her direction of travel.

Suspicious Object

- **Do not touch** any unidentified packages or objects.
- Evacuate Area/Building.
- Contact Security Director (218-556-1224) and/or Facilities Director ext. 1244 (218-751-8670).

All Emergencies:

- Dean of Student Life: 218-556-1224
- Port-O-Wild's Security: 218-766-9614
- Facilities Director: ext. 1244 or 218-444-6048

Emergency Lockdown

There are a number of emergency situations where an evacuation of a building and/or office area is not advisable (e.g., in the event of a hostile intruder, hazardous release outside, terrorist attack outside the building). These threats may require lockdown procedures to be executed. **DO NOT** evacuate.

An emergency lockdown may be initiated by public address or verbal instruction in each building. It is the responsibility of each person to be familiar with these procedures.

Lockdown procedures for when the threat is outside the building:

- Security will order and announce "Campus Lockdown: There is a threat outside the building."
- Bring all people inside the nearest building.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep away from windows.
- Do not leave the building until "all clear" is given.

Lockdown procedures for when the threat is inside the building:

- Security will order and announce "Campus Lockdown: There is a threat inside the building."
- Immediately direct all people into the nearest classroom or secured space.
- Persons outside the building **SHOULD NOT** enter the building
- Lock classroom doors.
- Move away from windows and doors. Turn off lights.
- **DO NOT** respond to anyone at the door until an "all clear" is given.
- Gather in the nearest parking lot.

Mechanical Emergency

Hazardous Material: Emergency procedures should be followed in the event of the release of a hazardous material that includes one or more of the following:

- May require evacuation of any people;
- Creates an atmosphere that is immediately dangerous to life or health;
- Creates the potential for a fire or explosion;
- Contact Security Director,

Electrical Emergency: Contact Facilities Director.

Oak Hills Christian College Policy on Sexual Discrimination

This policy outlines the philosophy and standards practiced by Oak Hills Christian College in regards to harassment, definitions and safeguards, and the approved process for complaints and subsequent investigations regarding harassment.

Oak Hills Christian College will not tolerate any physical threats, intimidation, hazing, assault, or violence against another person *on the basis of race, color, national or ethnic origin, sex, disability, age, status with regard to public assistance or other applicable protected class status*. Such conduct is grounds for immediate disciplinary action, including dismissal, termination, fines, or arrest.

SEXUAL HARASSMENT

Sexual harassment by any member (this includes all students, staff, faculty, or any other person) of the Oak Hills community will not be tolerated. Sexual harassment may be defined as sexual advances, requests, humor, or demands for sexual favors, as well as other physical, verbal, or visual conduct of a sexual nature for the purpose or intent of:

- Interfering with an individual's academic/employment performance.
- Creating an intimidating, hostile, or offensive work, living, or learning environment.
- Using the submission to or rejection of sexual advances, requests, or demands by an individual as a basis for academic decisions.
- Making submission to such conduct, explicitly or implicitly, a term or condition of an individual's employment/student status.

Anyone practicing sexual harassment will be subject to disciplinary action. Any student, staff and/or faculty who feels subjected to such harassment, or becomes aware of sexual harassment, should report the incident immediately, either verbally or in writing, to the Title IX Coordinator.

SEXUAL VIOLENCE / ASSAULT

Acts of sexual violence, assault, or abuse such as rape, acquaintance rape, child abuse, other forms of non-consensual sexual activity, or threat of sexual violence are criminal behaviors. These behaviors should be reported immediately to the Title IX Coordinator or Dean of Student Life and will be investigated on an individual basis to subject disciplinary actions, as well as referral to the appropriate law enforcement agencies. The Bemidji Area Sexual Assault Program may be contacted at 444-9524 or 24 hour Crisis Line 1-800-708-2727.

Additional Definitions

Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

- *Sexual assault* means an actual, attempted or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under OHCC

Student Handbook standards, and employee disciplinary standards. Sexual assault includes, but is not limited to:

- Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
- Involvement in any sexual act when the victim is unable to give consent.
- The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
- Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.
- *Dating and relationship violence* includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.
- *Stalking* is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.
- *Consent* is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.
- *Non-forcible* acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.
- *OHF property* means the facilities and land owned, leased, or under the primary control of Oak Hills Christian College, Camp Oak Hills, and Mokahum Ministry Center
- “*Employee*” means any individual employed by OHF, including student workers.

SEXUAL ASSAULT AND THE LAW

Sexual Assault is a felony and carries substantial penalties under Minnesota Law. In addition, the Minnesota Criminal Sexual Conduct Law:

Classifies criminal sexual conduct into four degrees depending on the degree of force, whether or not there has been penetration, and the nature and extent of injury to the victim.

Stipulates that the victim's testimony need not be corroborated.

Provides that the victim need not prove resistance.

Provides the medical costs arising from examining the victim for purposes of gathering evidence be paid by the county in which the offense was committed.

Provides that, as a general rule, evidence of the victim's prior sexual behavior is not admissible in court.

WHAT ONE CAN DO IF ASSAULTED

We urge you to talk to someone you trust for support. We recommend an immediate call to the Law Enforcement Center (218-751-9111) and/or the Title IX Coordinator: (office:218-751-8670)

The Title IX Coordinator will provide support as well as information regarding the actions which can be taken. Upon the student's/employee's request the Title IX Coordinator/Student Life Department will provide assistance and will accompany her/him throughout the process of taking action.

Some of the choices that face a victim of assault include:

1. Reporting the assault with local law enforcement (we recommend doing this)

This does not obligate the victim to prosecute

2. Having a medical examination

They will conduct a physical examination for your protection and health, and to determine the presence of physical injury, sexually transmitted diseases or pregnancy. They are also equipped to conduct the proper collection of physical evidence.

3. Preserving evidence

It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet or change clothing. If the assault occurred on a bed or other area with bedclothes, or loose fabrics, do not discard or wash them.

4. Call your RA or close friend, or other trusted person who can be with you for support. You do not need to go through this alone.
5. Make a formal complaint to Title IX Coordinator
6. Contact a member of the Student Life Department

We will assist you in any way possible. Potential options are crisis counseling services, medical treatment, safe-shelter options, and assistance with legal issues.

7. Participating in prosecution (pressing criminal charges)

The Sexual Assault Program in Bemidji (Support Within Reach) is also available to assist victims of such crimes (218-444-9524 or 1-800-708-2727)). They will immediately provide an advocate who will offer emotional support and assist you with questions and decisions to be made.

Confidentiality

All complaints will be kept as confidential as possible, though Oak Hills Christian College cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to receive and respond to the charges, particularly if discipline is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

COMMITMENT TO VICTIMS OF ASSAULT

OHF will provide prompt assistance to any student or employee who is a victim of assault in order to notify the appropriate law enforcement authorities and campus disciplinary authorities. OHF recognizes the need for a victim to have a safe and secure environment and will therefore take appropriate steps to provide for that need.

Immediately upon knowledge of an alleged assault, the Title IX Coordinator will investigate the complaint. Disciplinary action to be taken against a student/employee will be decided by the Dean of Student Life/President in consultation with the Executive Committee.

The victim of an assault and the accused has the right to the presence of a supportive person who has had no legal training as she/he participates in any campus disciplinary proceeding related to the assault complaint.

The victim of an assault and accused will be simultaneously informed in writing of the outcome of the campus disciplinary proceedings.

In the event that law enforcement authorities conduct an investigation of an assault incident, OHF authorities will cooperate fully and assist with obtaining, securing and maintaining evidence under the direction of the law enforcement authorities. However, OHF has the right to respond to an incident pending investigation results.

OHF authorities will cooperate with the appropriate law enforcement authorities to shield the victim from the alleged assailant at the request of the victim. Every possible measure will be taken to provide the victim with as safe and secure environment as possible.

Resolution

Oak Hills Christian College is committed to quick resolution of any incident that involves sexual harassment and/or assault. This process includes several steps but is not limited to proceed in order listed

1. Mediation:
2. Arbitration:
3. Accountability:

Additional options to be considered for victim

Academic: different class schedule, online class, wave classroom attendance policy

Residential: offer additional housing options, new room, off campus housing

No contact orders

Formal Complaint Process

A complaint is made by the submission in writing of complete documentation of the incident(s) to the appropriate OHF authorities. Documentation must include: date(s) and time(s) of the alleged incident, location and people involved in the alleged incident, specific details of what happened and resulting effects related to the incident, and any action taken following the incident. Even if a complaint is not filed, the college reserves the right to investigate independently any allegations of harassment that are brought to its attention.

PERSONS INVOLVED IN THE COMPLAINT PROCESS

1. Complainant and Accused

For the purpose of reference, the person(s) filing the complaint will be referred to as “the complainant(s).” The person(s) named in the complaint are alleged to have been involved in unacceptable behavior occurring in specific incident(s) and/or by specific action(s) and will be referred to as “the accused”.

Both the complainant and accused parties are expected to participate in and cooperate with OHF authorities as they investigate the complaint. The Investigation Committee (see point 2 for Investigation Committee makeup) will request participation from both parties and will conduct meetings involving each party as appropriate. Cooperation with the Investigation Committee is regarded as critically important to the investigation process. Failure to cooperate with the Investigation Committee will be considered a serious matter and may be grounds for disciplinary action.

2. Investigation Committee

Once a student or employee has submitted a **written** complaint, a committee will be assembled as soon as reasonably practical to investigate the complaint. The Investigation Committee is comprised of appropriate OHF authorities, representative of both genders. The OHF authorities

participating in the investigation of an alleged harassment complaint will depend upon who is involved in the alleged harassment.

If an incident involves an employee, the investigation committee will be appointed by the Title IX Coordinator, and generally will include an appointed member from the Executive Committee and other employees as appropriate.

If an incident involves a student, the investigation committee will be appointed by the Dean of Student Life, and will include an appointed member from faculty or Student Life and other employees as appropriate.

If the alleged incident involves students and employees, representatives for employees and students will be assembled to comprise the investigation committee.

The investigation committee chairperson will be determined and given the responsibility to assemble the committee and oversee the investigation process. Members of the investigation committee will generally be active members of OHF, unless otherwise directed as being necessary and appropriate by the chairperson of the Investigation Committee.

Depending upon the incident and the parties involved, a same-sex employee will be appointed by the Investigation Committee chairperson to be available as a contact/support person for each complainant and each accused party. These persons will be requested to be available to accompany designated party at meetings, provide information and updates regarding the process as directed, and communicate any questions, concerns or requests to the Investigation Committee chairperson throughout the process of the investigation.

3. Advocates

Both the complainant and the accused have the right to choose a member of the OHF community to serve as an advocate for them. The following considerations are recommended in the selection of an advocate: a colleague or peer who is well acquainted with the person and/or incident in question, a trusted friend or colleague, a person who is able to appropriately handle confidential information; a person who is able to accompany the individual at meetings requested by the investigation committee.

Responsibilities of an Advocate

The advocate may or may not be asked to: participate in discussion at meetings or provide information in writing on behalf of the person they represent. An advocate may decline from making a statement in a meeting or in writing. An advocate will not be included in a meeting with an individual if deemed inappropriate by the Investigation Committee for reasons of confidentiality.

4. Witnesses

Both the complainant and the accused are permitted to request that members of the Oak Hills community serve as witnesses on their behalf. A witness should be selected based upon their knowledge of the person or of the incident. The number of witnesses that will meet with the

Investigation Committee for both the complainant and the accused will be determined by the committee and communicated to both parties. Witnesses may be requested to document information in writing and submit this information to the Investigation Committee.

Complaint Investigation Process

After the Investigation Committee has been appointed and had an opportunity to review the complaint, the assembled Investigation Committee will meet with the complainant within a reasonable timeframe (generally within 1–5 working days) to review and discuss the complaint of alleged harassment.

The Investigation Committee will review the written complaint with the complainant. The committee reserves the right at this time to remove any sensitive or compromising information regarding others (i.e. students, employees) prior to forwarding the complaint on to the accused. Informal discussions will be an integral part of this phase and will continue throughout the process.

In every case, a designated staff member will be available to be with the complainant at any and all meetings.

The complainant has the right to ask any member of the OHF community to bear testimony on their behalf. It is the responsibility of the complainant to clearly communicate this request in writing to the Investigation Committee chairperson, with a listing of the names of requested individuals. The chairperson may limit the number of witnesses permitted to an appropriate number as determined by the committee.

1. A copy of the complaint will be forwarded to the accused within a reasonable timeframe after the Investigation Committee meets with the complaining party (generally within 1–5 working days). Upon receiving the complaint, the accused will have a maximum of three (3) working days from his/her receipt of the complaint to submit a written response addressing all allegations in the complaint to the Investigation Committee. A shorter response time may be required in appropriate circumstances. A cover letter, from the Investigation Committee, will provide information on the response deadline and to whom the accused should deliver his/her response. Failure to respond will be considered a neglect of responsibility and disciplinary action may be recommended.

OHF reserves the right to suspend the accused when a complaint is made.

2. When the accused has submitted a written response to the complaint, the Investigation Committee will meet with the accused within a reasonable timeframe (generally within 1–5 working days) to discuss the written complaint and the written response. Informal discussions will be an integral part of this phase and will continue throughout the process.

The accused has the right to ask any member of the OHF community to bear testimony on their behalf. It is the responsibility of the accused to clearly communicate this request in writing to the investigation committee chairperson, with a listing of the names of requested individuals. The

chairperson may limit the number of witnesses permitted to an appropriate number as determined by the committee.

3. After initial interviews with the complainant and the accused, the Investigation Committee will further investigate the complaint as appropriate and, unless more time is warranted and appropriate, will conclude the investigation within a reasonable timeframe (generally within 5–10 working days after step 1 and 2). It is the responsibility of the Investigation Committee to conclude the investigation by determining the validity of the complaint and process the appropriate response.

Guidelines for appropriate responses include:

- a. Dismiss the complaint as being without merit.
- b. With the written agreement of the complainant and the accused, arrange a meeting of the parties involved in an effort to resolve their differences. Terms of an agreed resolution will be put in writing and signed by all parties. Violations of this agreed upon resolution will result in disciplinary action.
- c. Conclude that the accused did act in violation of the policy on harassment and thus recommend disciplinary action. Disciplinary action may include termination of employment, living arrangement or enrollment.
- d. Conclude that it is unable to conclude that the accused did act in violation of the policy on harassment. In such cases, the investigation committee will determine an appropriate response to both parties in consideration of the evidence presented and any other pertinent information available.

The findings of the investigation committee will become the decision of OHF, and the investigation committee will determine what appropriate disciplinary action will be taken and will implement such action immediately.

The investigation committee will communicate their findings to both parties in writing.

4. If one or both of the parties (complainant or accused) is not in agreement with the final decision of the investigation committee, that party may submit written comments to the Dean of Student Life or their designee (if a student) or the Title IX Coordinator or their designee (if an employee) within two (2) working days from his/her receipt of the decision. The Dean of Student Life or their designee or the Title IX Coordinator or their designee has the right to uphold the findings and decision of the investigation committee or request a review of the process.

5. In the event that the Dean of Student Life or their designee or the Title IX Coordinator or their designee requests that a review of the process be made, a review board will be assembled within a reasonable timeframe (generally within 1–5 working days). The review board will be made up of four members of OHF, representing both genders equally and appointed by the Dean of Student Life or their designee or the Title IX Coordinator or their designee.

The review board will meet within a reasonable timeframe (generally within 5–10 working days after receiving review request), with the task of reviewing the report(s), response(s), and findings of the investigation and to determine whether they support the initial recommendation made by the Investigation Committee or if a modified or alternate conclusion is warranted. If the review board concurs with the original recommendation, the recommendation of the Investigation Committee will be upheld. Because the review board reviews the process and not the complaint, there will be no need to meet with either the complainant or the accused. The final decision of the review board will be communicated in writing to all parties involved within a reasonable period of time.

6. Upon resolution of the complaint, a separate, confidential file will be retained to include a copy of the written complaint, a copy of the written response provided by the accused, a report from the Investigation Committee including the investigative process followed, findings and actions taken, and copies of any agreements signed by the involved parties. The confidential file will be kept in an appropriate place as directed by the Dean of Student Life or Title IX Coordinator or their designee. Such a file shall be treated as confidential information and will not be revealed to anyone unless it is necessary in connection with any legal or administrative proceedings.

7. In regards to OHF employees, this investigation procedure does not alter the at-will employment status.

What rights does one have?

1. The accused has a right to receive a copy of the original complaint, a right to respond to it in writing by a determined deadline, a right to be interviewed by the Investigation Committee, a right to concur or disagree in writing with OHF decision or actions, and a right to know what records are being kept in what office, for what duration.

2. Both the complainant and the accused have the right to have an advocate for them. The complainant and the accused have the right to request that the advocate attend all meetings for support. If either party chooses to not have an advocate, OHF may assign a member of the college community as an advocate.

3. Both the complainant and the accused have the right to have any member of the OHF community bear testimony for them before the investigation committee in accordance with guidelines set forth by the committee.

4. Justice requires that the rights and concerns of both parties be fully assured. OHF shall make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them.

5. In determining whether alleged conduct constitutes harassment, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances, such as the nature of the behavior and the context in which the alleged incidents occurred.

6. Suggested time frames are provided throughout the policy to assure a thorough yet efficient investigation that treats each incident with the attention it deserves. In some circumstances (e.g. allowing for college breaks, scheduling challenges, etc.) the time-lines may have to be adjusted.

7. The complainant has a right to request to review the written response submitted by the accused, a right to be interviewed by the Investigation Committee, a right to concur or disagree in writing with the OHF's decision or actions, and a right to know what records are being kept in what office, for what duration.

8. OHF reserves the right to modify or alter this policy. OHF retains the sole discretion to interpret the provisions of this policy and to depart from those provisions if OHF determines that such action is appropriate. The provisions of this policy supersede the provisions of all such previous policies, and all such previous policies are expressly revoked.

Retaliation

No retaliatory action will be taken against any person who in good faith reports conduct that he or she believes may violate this policy. No retaliatory action will be taken against any individual for assisting or participating in an investigation, proceeding or hearing related to a harassment complaint. Any person who violates these provisions may be subject to discipline, up to and including termination of employment or student status.

Local Resources

<u>On Campus</u>	<u>218-751-8670</u>
Title IX Coordinator	218-209-8891
Dean of Student Life	218-556-1224
Associate Dean of Women	218-760-2821
Security Director	218-556-1224
Port-O-Wild's Security Services	218-759-7615 or 218-766-9614

Off Campus

Bemidji Police Department	911
Bemidji Police Non-Emergency	218-333-9111
Sanford Regional Hospital	218-751-5430
Support Within Reach	218-444-9524 or 1-800-708-2727
Evergreen Community Services	218-751-8223

Education/Training/Prevention

Distribute this document annually to staff/faculty/students

Community events

Annual Training of Employees *Support Within Reach*

Community awareness: Chapel by Support Within Reach, Nefarious DVD, participating in Sexual Assault Prevention 5k

RA training

New Student Orientation: Freshman Seminar

Annual Staff Training

Investigation Committee

Title IX Coordinator: Carol Nelson

Staff/ Faculty Representative: Greg Giles or appropriate designee

Student Representative: Brad DeJager or appropriate designee

Campus Community and Registered Sex Offenders

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Oak Hills Christian College is providing a link to the Minnesota State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Minnesota, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police.

The Minnesota Predatory Offender Registration and Tracking Program are available via Internet pursuant to MN Statute 243.166 Session updates. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited.**

Follow the link below to access the Minnesota Bureau of Criminal Apprehension website.

[Bureau of Criminal Apprehension MN](#)

Additional search cites

[Minnesota Department of Public Safety](#)

National Sex Offender Public Website

Family Watchdog

Missing Student Notification

Students who reside in campus housing managed by the Oak Hills Christian College are subject to certain missing student notification procedures. Anyone suspecting that a student has been missing for the past twenty-four hours must immediately notify the Student Life Department. The Security Director will respond to your report and begin an immediate investigation. The response will include notification to the Bemidji Police Department and/or the Beltrami County Sheriff's Dept. if the investigation confirms the subject is missing. If the missing student is under 18 years of age and not emancipated, Oak Hills Christian College will notify the custodial parent or guardian.

As a resident student, you may identify a contact person(s) who the institution will notify if you become missing. Oak Hills Christian College will notify this person if we determine you are missing. This contact person information should be communicated to the Student Life Department as a part of your Registration process. The information provided will be kept confidential by the department and will be accessible only to authorized campus personnel and law enforcement involved in the missing person investigation.

STATISTICS CONCERNING CRIMINAL OFFENSES [Ref. CSA 668.47(a)(6) & (8); (f) and Appendix E]

Oak Hills Christian College believes that an informed community is a safety-conscious community. The annual report includes all criminal reports made to the Security Director. It also includes criminal reports made to the Bemidji Police Department and the Beltrami County Sheriff's Department. The Crime Awareness and Campus Safety Act of 1990 defines the term "campus" as:

“(1) Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

(2) Any building or property owned or controlled by a student organization recognized by the institution.

(3) Any building or property controlled by the institution, but owned by a third party.”

Oak Hills Christian College does not recognize any off campus student organizations.

The following statistics are provided in compliance with the Crime Awareness and Campus Safety Act of 1990 and its amendments. If you have any questions, please contact Brad DeJager, Dean of Student Life/Security Director at braddejager@oakhills.edu or call 218-751-8670 ext. 1240.

Criminal Offenses—On Campus	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	X	X	0
Fondling	X	X	0
Sex Offenses – Non-forcible	X	X	X
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	X	0	0
Dating Violence	X	0	0
Stalking	X	0	0

Criminal Offenses—On Campus Student Housing Facilities	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	X	X	0
Fondling	X	X	0
Sex Offenses – Non-forcible	X	X	X
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	X	0	0
Dating Violence	X	0	0
Stalking	X	0	0

Criminal Offenses—Public Property	2012	2013	2014
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Rape	X	X	0
Fondling	X	X	0

Sex Offenses – Non-forcible	X	X	X
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	X	0	0
Dating Violence	X	0	0
Stalking	X	0	0

Hate Crimes – On Campus	2012	2013	2014	Rac e	Reli gio n	Sexu al Ori entati on	Gen der	Gen der Ide ntit y	Dis abil ity	Eth nici ty	Nat ion al Ori gin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0
Rape	X	X	0	0	0	0	0	0	0	0	0
Fondling	X	X	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	X	X	X	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	X	0	0	0	0	0	0	0	0	0	0
Dating Violence	X	0	0	0	0	0	0	0	0	0	0
Stalking	X	0	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus Student Housing Facilities	2012	2013	2014	Rac e	Reli gion	Sexu al Ori entati on	Gen der	Gen der Ide ntit y	Dis abil ity	Eth nici ty	Nat ion al Ori gin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0
Rape	X	X	0	0	0	0	0	0	0	0	0
Fondling	X	X	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	X	X	X	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	X	0	0	0	0	0	0	0	0	0	0
Dating Violence	X	0	0	0	0	0	0	0	0	0	0
Stalking	X	0	0	0	0	0	0	0	0	0	0

Hate Crimes – On Campus	2012	2013	2014	Rac e	Reli gion	Sexu al Ori entati on	Gen der	Gen der Ide ntit y	Dis abil ity	Eth nici ty	Nat ion al Ori gin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0
Rape	X	X	0	0	0	0	0	0	0	0	0

Fondling	X	X	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	X	X	X	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	X	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	X	0	0	0	0	0	0	0	0	0	0	0
Stalking	X	0	0	0	0	0	0	0	0	0	0	0

Arrests – On Campus	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – On Campus Student Housing Facilities	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Arrests – Public Property	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus Student Housing Facilities	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – Public Property	2012	2013	2014
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Total Unfounded Crimes	2012	2013	2014
	X	X	0

CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82.

The following definitions are to be used for reporting the crimes listed in § 668.47 in accordance with the Federal Bureau of Investigations Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

MURDER

The willful (non-negligent) killing of one human being by another.

MANSLAUGHTER

The killing of another person through gross negligence.

ROBBERY

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. (Including attempts)

AGGRAVATED ASSAULT

The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)(Includes attempts)

BURGLARY

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. (Excludes vehicle burglary)

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)(this is without the consent of the owner with the intent to either permanently or temporarily deprive the owner of the vehicle) (Includes attempts).

ARSON

The willful or malicious burning or attempt to burn (w/o the intent to defraud) a dwelling, house, public building, motor vehicle or aircraft, or personal property of another. (Includes attempts)

WEAPON LAW VIOLATIONS

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG LAW VIOLATIONS

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

(Drunkness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

SEX OFFENSES-FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

SEX OFFENSES-NONFORCIBLE

Unlawful, nonforcible sexual intercourse.

A. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82. Chapter 6 Appendix B

DOMESTIC VIOLENCE

Crimes of violence committed by a current/former spouse of the victim; person with whom the victim shares a child in common; person who is cohabitating with or has cohabitated with the victim as a spouse; or person similarly situated to a spouse of the victim.

DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others; or suffers substantial emotional distress.

HATE CRIMES

Separate statistics will be available for these categories (plus simple assault, larceny-theft, intimidation and destruction/damage/vandalism) when it is determined that specific reports manifests evidence of prejudice based on race, religion, gender, sexual orientation, disability, ethnicity or national origin as defined by the Hate Crimes Statistics Act (28 U.S.C. 534.)

LARCENY-THEFT

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Oak Hills Christian College Emergency Action Plan

This plan is for the protection and safety of all members of the Oak Hills Christian College community, including students, faculty, staff, and campus visitors. During any emergency, proper actions saves lives and helps prevent injuries. The plan applies to fires, explosions, toxic material releases, civil disturbances, and any other emergency on campus. For your safety and the safety of others on campus, please familiarize yourself with this plan.

In addition, all employees should familiarize themselves with the Campus Emergency Procedures Guide for responding to particular emergencies, as well as emergency phone numbers.

As a basic principle of emergency response on campus, all calls for emergency response should be made to 911 and the Director of Security.

Evacuation Emergencies

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Oak Hills, all persons in the affected premises must evacuate. You will be notified of a fire or other evacuation emergency by fire alarm signal, which may be a bell or horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communication (voice mail) if appropriate.

If you discover a fire or smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the Security Director. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuable, medicines, purses, wallets and keys. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his

or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close window and doors behind you. Use the nearest safe exit. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge. If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and the Security Director at 218-556-1224 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing, or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building.

Leave the building and assemble in the Commuter Parking lot, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Security Director or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for the Security Director or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, occupant will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, the Security Director will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family member(s).

Fire Prevention

The use of candles, oil lamps, incense, matches, lighters, and any open flame in residence halls is prohibited by Minnesota state fire laws. For the safety and well-being of the college community, the possession or use of fireworks, potato guns, or any other explosive devices on campus is prohibited. Flammable materials such as gasoline, kerosene, propane, and Coleman fuel products may not be stored in the residence halls or any on-campus dwelling.

Before having a campfire or bonfire on campus, students must get permission from Student Life or Facilities. There are designated areas for campfires and bonfires. All DNR fire bans will be posted outside the Central Office and must be abided by. The campfire tower may be used for small campfires without special permission, unless posted otherwise.

Fire Emergency Plan

We prepare for a fire emergency by explaining fire safety and fire escape plans. We also have periodic fire drills without prior notification. All students are required to participate in these drills. Resident students will receive fire escape plans and building fire code numbers from the Student Life staff.

If you detect a fire: Don't panic—think!

Small Fire: Use fire extinguisher to put the fire out.

Fire extinguishers are located near the building exits.

Larger Fire:

- Step #1: Pull any alarm.
- Step #2: Get everyone out and away from the building to safety.
- Step #3: Call 911 (on OHCC phone: 9-911)
- Step #4: Notify Oak Hills staff

Daytime: Call Central Office, ext. 0

Evening, Night, or Weekend: Contact a staff member.

Chuck Allen 218-444-6048

Brad De Jager 218-556-1224

Port-O-Wild's Security 218-766-9614

Please assist with fire prevention by contacting Facilities, Student Life, or Security if you detect any potential fire hazard—electrical short, smoke, burning smell, or other emergency safety concerns.

Training

All students will be provided with copies of this plan, which is also available online on the OHCC website www.oakhills.edu. Students will be trained on fire safety procedures at the start of the academic year by Student Life personnel. Fire/evacuation drills are conducted each semester under the direction of the Dean of Student Life.

Fire extinguisher training and fire safety is provided for our student leaders by the Bemidji Fire Dept. during student leadership training week.

All new employees or other regular building occupants, including full and part-time, permanent and temporary staff and faculty, will be provided with copies of this plan and receive training on its contents. Drills will be conducted on a regular basis by the Security Director.

Fire Safety Systems- On Campus Housing Facilities

	Fire Detection System	Fire Suppression System	Fire Extinguishers Present	Redundant Monitoring System	Fire Drills Each Year
Acorn Apartments	Yes	No	Yes	No	2
East Hall	Yes	No	Yes	No	2
PineView Apartments	Yes	No	Yes	No	2
Southgate Apartments	Yes	No	Yes	No	2
Ten Oaks	Yes	No	Yes	No	2
West Hall	Yes	No	Yes	No	2

Fires – On-campus Student Housing Facilities					
	2012	2013	2014		Injuries/Death/Property Damage \$
Acorn Apartments	0	0	0		
East Hall	0	0	0		
PineView Apartments	0	0	0		
Southgate Apartments	0	0	0		
Ten Oaks	0	0	X		
West Hall	0	0	0		

Fires – Summary									
	2012	2012	2012	2013	2013	2013	2014	2014	2014
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Acorn	0	0	0	0	0	0	0	0	0
East	0	0	0	0	0	0	0	0	0
PineView	0	0	0	0	0	0	0	0	0
Southgate	0	0	0	0	0	0	0	0	0
Ten Oaks	0	0	0	0	0	0	X	X	X
West	0	0	0	0	0	0	0	0	0

Fire Statistic Log 2012							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
PineView	0						
Southgate	0						
Ten Oaks	0						
West	0						

Fire Statistic Log 2013							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
Pine View	0						
Southgate	0						
Ten Oaks	0						
West	0						

Fire Statistic Log 2014							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage Amount in Dollars
Acorn	0						
East	0						
Pine View	0						
Southgate	0						
Ten Oaks	X						No longer used as student housing
West	0						

Future Upgrades

There are no plans within the next year to upgrade any of the residential facilities fire safety systems or procedures.

We are currently in the process of fund raising to build new dorms. The current proposed building date is 2016/2017.

The Annual Fire and Security Report

Oak Hills Christian College reserves the right to change without notice any of the materials (information, requirements, regulations, procedures) published in this report. Revisions are publicized to the College community by the Student Life Department through email and take precedence over information in the printed edition. It is the responsibility of members of the College community to take note of publicized changes on the website. This report is not regarded as a contract and is subject to change without notice.

ATHLETIC DEPARTMENT INFORMATION:

Director of Athletics: Jeremy R. Anderson
 NCCAA DII
 717-342-1048

The U.S. Department of Education provides the public with The Equity in Athletics Data Analysis Cutting Tool to retrieve necessary data and compare it among other institutions. A summary has been provided below and you can see the full report on the [Department of Education's website](#). If you have trouble logging in the site please contact the Athletic Director at the number provided above.