

POLICIES ON STUDENT PRIVACY, STUDENT SAFETY, GRIEVANCE PROCESS, DISABILITY, AND HARASSMENT (INCLUDING SEXUAL HARASSMENT)

RCU has considered the complexity of the need for privacy, transparency, and protections against several types of abuse, put in place the following policies:

Privacy Rights of Students

Students are notified of their rights to privacy under the Federal Education Rights and Privacy Act (FERPA) and must fill out appropriate consent forms prior to admission to the university.

The University reserves the right to release directory information without the student's consent. Any student who does not want directory information disclosed must submit a written request to the Office of the Registrar within ten days of registration. The following information is directory information at Regional Christian University: name, address, telephone number, date and place of birth, enrollment status, degree program, and degrees received.

Regarding any student, Regional Christian University shall not permit access to, or the release to any party of any information in the educational records that is personally identifiable, other than directory information, without the written consent of the student.

Provision has also been made for the protection of students and staff from unwelcome sexual advances. RCU is aware of the need to address safety and on-campus crime, and provision for redress of harassment (including sexual harassment) that might be experienced by institutional stakeholders.

Sexual Harassment

Sexual harassment is a form of misconduct that is not permitted at Regional Christian University. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature to which students are required to submit to secure favorable treatment or better grades, etc. It is also considered sexual harassment if the conditions substantially interfere with the student's work performance or study environment. Disciplinary action for sexual harassment could lead to termination of the offender's position at the school. If you feel that you have been a victim of sexual harassment, immediately contact the Dean of Students, or the Office of Student Affairs.

Grievance Process

It is the desire and goal of Regional Christian University that students be fulfilled and happy as they pursue their educational and spiritual goals. Occasionally, it is possible that concerns may

arise, either due to misunderstandings, or misconduct on the part of someone else. If students feel that they have been disrespected or denied their rights, or if they believe they have been mistreated or misunderstood, or for whatever reason are not entirely satisfied with their RCU experience, they are encouraged to make their grievance known to the Dean of Students, or the Office of Student Affairs so that appropriate intervention can be made.

The aggrieved party ("the Aggrieved") should pay particular attention to the Matthew 18 principle and to Colossians 3:12-13: "Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humbleness, meekness, longsuffering; forbearing one another, and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do you." For interned students, the order of authority is as follows:

- Student to Dorm Leader
- Dorm Leader to Dean of Students
- Dean of Students to Chief Student Officer

For day-school students, the order of authority is as follows:

- Student to Professor
- Professor to Dean of Students
- Dean of Students to Chief Student Officer

The Aggrieved shall first go to the source of the grievance in order to resolve the grievance. Many times grievances can be resolved at this level. If the issue cannot be resolved, then the aggrieved should take the complaint to the appropriate person at the next level who will then take the matter to the Dean of Students and lastly to the Chief Student Officer. The Chief Student Officer may consult with the President's Cabinet about a policy problem. When dealing with a grievance, the Aggrieved and source (the one causing the offence) should adhere to the following guidelines:

Prayer - Pray together for God's wisdom--James 1:5

Discussion of the Complaint - Discuss the grievance only with those that are part of the problem or part of the solution.

Openness - Be open, friendly, willing to listen, and teachable.

Understand the Complaint - Make certain the complaint is understood and all circumstances surrounding the grievance are clarified. Both parties should have the facts.

Resolution - Come to some type of resolution of the problem even if the agreed resolution is that you will proceed to the next higher authority.

Implement the Solution - If there has been a solution, allow adequate and reasonable time for the solution to be implemented (at least two weeks) before proceeding to the next higher authority.

Using Mediation

An independent third party or Christian mediator can sometimes help resolve grievance issues before it is necessary to invoke a formal procedure. Mediation is a voluntary process where the

mediator helps two or more people in dispute to attempt to reach an agreement. Any agreement comes from those in dispute, not from the mediator. The mediator is not there to judge, to decide who is right or wrong, or to tell those involved in mediation what they should do. The Christian mediator seeks to monitor the process of seeking to resolve the problem in a fair and loving manner in hopes of achieving a God honoring outcome.

Regional Christian University will seek to identify employees or local affiliate pastors who have been trained in mediation who can act as internal mediators. When this is not appropriate the University will source an external mediation provider. Mediators will work individually or in pairs as co-mediators.

There are no hard-and-fast rules for when mediation is appropriate, but it can be used:

- for conflict involving colleagues of a similar job or grade, or between a professor and a student, or a student employee and his or her manager
- at any stage in the conflict as long as any ongoing formal procedures are put on hold
- to rebuild relationships after a formal dispute has been resolved
- to address a range of issues, including relationship breakdown, personality clashes, communication problems and bullying and harassment.

Mediation is not part of RCU's formal grievance procedure. However, if both parties agree to mediation, then the grievance procedure can be suspended in order to resolve the grievance by that means. If mediation is not successful, then the grievance procedure can be re-convened.

Rights of Disabled Students

Regional Christian University attaches particular importance to the needs of disabled people.

Under the terms of this policy, faculty is required to:

- make reasonable adjustment to support the studies of a student who becomes disabled, for example, training, provision of special equipment, adjusted study hours and assignments. (NB: faculty is expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled students in University);
- include disabled students in training/development programs;
- give full and proper consideration to disabled students who apply for on campus jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.