

Policy Title: The Pillar College Non-Discrimination, Non-Harassment, Dating Violence, Domestic Violence and Stalking, a/k/a Pillar College Title IX Policy

Effective Date: May 6, 2016

Updated: August 23, 2018

1.0 Background Information

1.1 Policy Statement

Pillar College is committed to maintaining a safe learning and working environment for all members of the Pillar College community, including students and employees. Pillar College is committed to maintaining a campus free from illegal discrimination and harassment, including sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence and stalking.

Discriminatory harassment is a violation, not only of Pillar College policy, it is also a violation of NJ State and federal laws. Title IX, an amendment to the Higher Education Act, is predominant among several federal laws which guide this policy. Title IX states, **“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”** The College will not tolerate retaliation against any party who has complained of discrimination or harassment, or who has provided information or testimony in connection with such a complaint.

The mission of Pillar College and the Pillar College Standard of Conduct, (attached as Addendum No. 3) affirm the biblical statements that God intends sexual activity to take place within the bond of a monogamous heterosexual marriage. Sexual activity apart and/or outside a marital relationship is a violation of biblical teachings and is therefore a violation of Pillar College community standards. Students, faculty, and staff are expected to abide by the standards.

1.2 Definitions

While not all are addressed within the context of this policy, a variety of terms are used to describe investigation, implementation, and training related to sexual misconduct, harassment, sexual assault, dating violence, domestic violence and stalking. Pertinent terms and definitions are included as an Addendum to this policy. Students and employees should be familiar with these terms and their definitions.

1.3 Targets of Harassment

Discriminatory and sexual harassment can take place in many forms and be targeted in numerous directions within an institution. This could include discriminatory or sexual harassment of:

- An employee by another employee
- A student by another student
- A student by an employee
- An employee by a student

- A student or employee by a vendor, independent contractor, visitor, alumnus, board member, or other member of the College community

All members of Pillar College are urged to be guarded and sensitive in personal and professional relationships. While to be defined as harassment a particular interaction must be persistent, pervasive, or severe both to a reasonable party and to the victim, any action that is detrimental to the educational experience of the student or to the conditions of employment of the employee may be considered threatening.

1.4 Relationship of this policy to the CLERY Act

College officials are responsible under the CLERY Act to provide statistical information of all criminal activity on or near campus. Such reporting may include incidents which are reported, investigated and responded to as per this policy, but does not include personal information such as names or details.

Federal law also requires that the College officials have a “duty to warn” and must issue a timely warning to the campus community when incidents reported to facility security or local police agencies pose a serious or continuing threat to members of the College community. Warnings issued will not name victims or precise and/or personal details of previous incidents.

1.5 Relationship of this policy to the Violence Against Women Act (VAWA)

According to VAWA, acts of violence against women include domestic violence, dating violence, sexual assault, and stalking. Within the context of higher education, specific procedures and recordkeeping requirements apply when notification that such acts have occurred has been received. The procedures outlined in this policy incorporate the requirements of VAWA.

1.6 Importance of Preserving Evidence

Victims of sexual assault/violence should take every precaution to preserve all evidence of the assault and abstain from tampering with any items at the scene, changing clothing, or washing any area of their body. If clothes have been removed, place each item separately in paper bags and turn them over to the responding agency. Upon receiving a report of a sex-related crime, the Title IX officer and/or police will investigate the incident and assist the victim in obtaining support from the appropriate College site and local resource agency. In cases of sexual assault, relationship violence, and stalking, all phone calls logs, emails, text messages, and any other forms of communication or social media should be preserved.

2.0 Complaints Concerning Discrimination and/or Harassment

The College does not permit discrimination or harassment in our programs, activities or workplace. Members of the Pillar College community who believe they have been subjected to any form of discrimination or harassment in violation of this policy should follow the procedures outlined below to report these concerns. The process involves an immediate preliminary investigation to determine if there is reasonable cause to believe the Non-discrimination and Non-harassment Policy has been violated. If the Title IX Coordinator determines that reasonable cause exists, the College initiates a prompt, thorough, and impartial formal investigation. Each type of investigation is designed to provide fair and reliable determination about whether the policy has been violated. In the event that the

College determines that the policy has been violated, the College implements a prompt and effective remedy designed to end the discrimination, prevent its re-occurrence, and address its effects. The College does not tolerate retaliation against any student or employee who complains of discrimination or harassment or provides information in connection with any such complaint.

2.1 Student Reporting of Sexual Misconduct, Harassment, Assault, Dating Violence, Domestic Violence or Stalking

Students who have been sexually harassed or assaulted, or experienced dating or domestic violence or stalking, often demonstrate confusion over the person to whom they should speak and what is done with information shared in the course of a conversation. This policy allows for students who are victims of sexual harassment or assault, dating or domestic violence or stalking to choose how and to whom they should report such an incident.

Students should be aware that all employees of Pillar College, including faculty, staff, and adjunct professors, are considered Responsible Employees and cannot legally maintain confidentiality.

In the event the student desires the incident be kept confidential, students can speak with off-campus rape crisis resources, lawyers, or members of the clergy who will keep reports made to them confidential. Pillar College has identified some crisis resources which are listed on the attached Addendums 4 and 5.

2.1.2 Formal Report, Internal

In the event an individual within the College community desires to make a formal report of an incident to a non-confidential person, they should be directed to:

Pillar College Title IX Coordinator
Amy Huber, V.P. of Student Engagement
60 Park Place, Suite 701, Newark, NJ 07102
Email: ahuber@pillar.edu; Phone: 800-234-9305 ext. 1104

Pillar College Title IX Deputy Coordinator
Linda Schmitt, V.P. for Strategic Initiatives and Somerset Campus Director
600 Apgar Drive, Somerset, NJ 08853
Email: lschmitt@pillar.edu; Phone: 800-234-9305 ext. 2012

Pillar College Title IX Deputy Coordinator
Michael Wattkis, Director of the Academic Resource Center (ARC)
60 Park Place, Newark, NJ 07102
Email: mwattkis@pillar.edu; Phone: 800-234-9305, ext. 1016

Reports may be directed to a Responsible Employee under which category are included faculty, adjunct faculty and staff.

When Responsible Employees are told directly or indirectly about an incident of sexual harassment or assault, dating or domestic violence, or stalking, they must report it to their immediate supervisor and to the Pillar College Title IX Coordinator.

Responsible Employees:

- Have the duty to report to appropriate officials any type of misconduct or detrimental behavior;
- Have the ability to take action to stop or prevent continued sexual harassment or assaults, dating or domestic violence or stalking;
- Are persons the student would reasonably believe have such authority or responsibility.

Responsible Employees must follow up with an immediate supervisor and the Title IX Coordinator when an incident has been alleged. It is not up to the Responsible Employee to determine the validity of any claims.

Once a report of an alleged incident has been made to a Responsible Employee, the notice is considered a Formal Complaint. The Responsible Employee will promptly report what he/she knows to their supervisor and to the Title IX Coordinator. The report does not need to be detailed or written but should include names of those involved, timing of the incident, persons who might be able to collaborate, and the basics of what is alleged. Reporting of a complaint by a Responsible Employee should be done within 24 to 48 hours, recognizing that immediate remedy or accommodations might be needed.

2.1.3 Formal Report, External

Many forms of sexual harassment, sexual assault, dating violence, domestic violence and stalking can also be violations of the Title IX rights of the student. Therefore, it should be noted that students who first make an internal report of an incident of sexual harassment or assault, dating or domestic violence or stalking and believe that the College or employees therein have not taken their report seriously can also file a report with the Department of Education.

Office for Civil Rights (OCR)
 400 Maryland Avenue, SW
 Washington DC 20201-1100
 Customer Service Hotline #: 800-421-3481
 Fax: 202-453-6012; TDD#: 877-521-2172
 Email: OCR@ed.gov; Web: <http://www.ed.gov/ocr>

2.1.4 Student Reports of Discrimination-Related Matters

2.1.4.1 Internal Reports

Students, including student workers, who wish to report a concern or complaint related to discrimination or harassment by any member of the Pillar College community may do so by reporting the concern to the College Title IX Coordinator or Deputy Title IX Coordinator:

Pillar College Title IX Coordinator

Amy Huber, V.P. of Student Engagement
 60 Park Place, Suite 701, Newark, NJ 07102
 Email: ahuber@pillar.edu; Phone: 800-234-9305 ext. 1104

Pillar College Title IX Deputy Coordinator
 Linda Schmitt, V.P. for Strategic Initiatives and Somerset Campus Director
 600 Apgar Drive, Somerset, NJ 08853
 Email: lschmitt@pillar.edu; Phone: 800-234-9305 ext. 2012

Pillar College Title IX Deputy Coordinator
 Michael Wattkis, Director of the Academic Resource Center (ARC)
 60 Park Place, Newark, NJ 07102
 Email: mwattkis@pillar.edu; Phone: 800-234-9305, ext. 1016

2.1.4.2 External Reports

Individuals with complaints of discrimination also have the right to file a complaint with the United States Department of Education:

Office for Civil Rights (OCR)
 400 Maryland Avenue, SW
 Washington DC 20201-1100
 Customer Service Hotline #: 800-421-3481
 Fax: 202-453-6012; TDD#: 877-521-2172
 Email: OCR@ed.gov; Web: <http://www.ed.gov/ocr>

2.2 Reporting Employment-Related Discrimination and Harassment (Not Involving a Student)

Under federal law, it is an employee's right and obligation to report instances of discrimination or harassment to the College. Both federal and state law and College policy protect from reprisal those who report harassment whether they, themselves, are victims of the harassment or are witness to it.

Because problems related to harassment may be of a personal or sensitive nature, there are several people within the organization with whom employees may discuss incidents of harassment. The College encourages and prefers employees to submit complaints or reports in written form so that facts may be accurately documented. However, oral reports will also be responded to promptly and given equal consideration.

2.2.1 Internal Report

Employees who feel they or a non-student coworker are being harassed in any way should report the harassment to any of the following:

- Their supervisor
- Their dean or director
- Their administrator

The Vice President of Business and Finance (VPBF) may be the initial or an alternate point of contact for reporting employment-related harassment:

Julia Perez
 VP of Business and Finance
 60 Park Place, Newark, NJ 07102
 Email: jperez@pillar.edu ; Phone: 800-234-9305 ext. 1018

2.2.2 External Report

Employees with complaints of employment-related discrimination also have the right to file a formal complaint with the state or federal government:

NJ Office of the NJ Division of Civil Rights
 31 Clinton Street, 3rd Floor
 Newark, NJ 07102
 Phone: 973-648-2700 or 866-405-3050
 Web: www.NJCivilRights.gov

3.0 Response to Complaint

3.1 Preliminary Investigation of Alleged Sexual Harassment or Sexual Assault, Dating or Domestic Violence or Stalking Involving a Student

Upon receipt of a complaint, the Responsible Employee and supervisor will inform the Title IX Coordinator, who will commence an investigation. The first step is to determine whether the alleged incident is a misconduct issue to be handled under the Ethos Statement, Standard of Conduct, and the Lifestyle Covenant or a potential Title IX violation. Not all incidents referred for Title IX investigation are Title IX violations but could still be serious violations of College policy and/or a breach of State law.

At the point in time at which an investigation commences, the terms “complainant” and “respondent” are used.

The Coordinator:

- Looks for any accommodations or remedial steps necessary to alleviate further contact or complaint;
- Consults with the VPBF to determine if:
 - Local, state, or federal laws have been broken
 - CLERY Act reporting requirements are applicable, including “duty to warn”
 - Evidence exists to establish that the complaint is founded
 - Evidence needs to be protected
 - Campus no-contact order should be given
- Explores, determines, and implements immediate remedies

- Begins to interview parties involved and identify any breach of policies
- Determines whether any policy has been broken and/or whether the incident was severe, persistent, or pervasive. If not, the Coordinator informs the overseeing administrator who concludes the matter with the complainant explaining the findings and the internal remedies. Informal dispute resolution is considered to constructively mediate the issue between the involved parties.
- When a preliminary investigation determines there is reasonable cause to pursue action, the individuals are informed and a charge is made. If the incident is perceived to be a Title IX violation, it is referred to the Title IX Investigators for a prompt and thorough formal judicial investigation to be commenced.

3.2 Title IX Investigations and Hearings

Pillar College has trained investigators who consistently use a systematic format of investigation for Title IX complaints. The determination of final ruling and sanctions will depend on the nature of the complaint/report, as follows:

- Sexual misconduct cases will have full investigation and be presented to a judicial hearing board for final ruling and sanctions.
- Cases which involve other types of discrimination or harassment will have full investigation and be presented to the Title IX Coordinator for final ruling and sanctions.

3.2.1 Activation of an investigation team by the Title IX Coordinator

Upon receipt of a notice, the Title IX Coordinator will assess the nature of the notice and contact Title IX investigators and, based on availability, establish and activate an investigation team.

3.2.1 The Process of Investigation is outlined on the attached Addendum No. 1.

3.3 Appeals

- 3.3.1 In the event of an appeal, the appeals officer shall put aside personal feelings of judgment which would substitute his/her own result for the case based on disagreement with the findings, acknowledging that appeals are granted only on the basis of:
- 3.3.1.1 A procedural error made during the investigation or hearing process
 - 3.3.1.2 The availability of new evidence, or
 - 3.3.1.3 Sanctions having been disproportionate to the severity of the offense.
- 3.3.2 The appeals officer is:
- 3.3.2.1 The Director of Spiritual Development if the situation involves a student
 - 3.3.2.2 The overseeing administrator if the situation does not involve a student
- 3.3.3 The appeals officer shall
- 3.3.3.1 Determine if the written appeal qualifies for consideration based on the grounds for appeal. If an appeal is granted, the appeals officer may meet with the parties involved and make a ruling, or can send the complaint back

to the hearing committee (or, in the case of employees, those evaluating the grievance) for them to reconsider the case based upon the merits of the appeal. If the case was mishandled in a significant manner, the appeals officer can ask the Title IX Coordinator to convene a new hearing committee to rehear the entire case. The results of this second hearing can be appealed only once on the same grounds for appeal.

- 3.3.3.2 Inform all parties involved of the status of the appeal and the final results of the appeal.
- 3.3.3.3 Remind the hearing participants, if the appeal has been assigned to the original hearing committee, that they do not need to re-conduct the entire hearing but should review the written documentation and/or record of the hearing to examine the grounds of the appeal.
- 3.3.4 If the original hearing committee has re-examined the case, the appeal decision made by the committee shall be final. No further appeal can be made. Likewise, if the appeals officer reviews the case, his/her decision is also considered final and no further appeal can be made.
- 3.3.5 Within two days of either the appeals officer's review of the documentation, or of the investigation committee's reconsideration of the case, the appeals officer will provide a written decision on the appeal.
- 3.3.6 It is only if a new hearing, with a new hearing committee, was ordered by the appeals officer that the respondent could once again file an appeal, and that shall be limited to one final appeal.

4.0 Resolution 4.1 Remediation

If it is determined that discrimination or harassment has occurred, prompt and remedial relief is provided for the student(s) or employee(s) at whom the harassment was directed.

4.2 Sanctions

- Appropriate disciplinary action will be taken against the harasser(s). When a nonstudent/non-employee member of the Pillar College community subjects a student or an employee to harassment in the course of interacting in connection with the College's locale, events, programs or activities, the College will take appropriate steps to notify such individual of its policies, prevent future occurrences, or prohibit the person from further such interactions as deemed necessary.
- Any student or employee determined to have been engaged in discriminatory behavior shall receive sanctions ranging from the minor to major infractions published in the Student Handbook or Employment Handbook. Sanctions are determined by the immediate incident and/or repeated incidents which create a hostile environment. Sanctions may be made more severe when taking into account previous violations, complaints, and sanctions.

- Any student or employee violating the Lifestyle Covenant standards on sexual activity, or found responsible for sexual harassment, sexual assault, dating violence, domestic violence or stalking shall receive sanctions ranging from the minor to major infractions published in the Student Handbook or Employment Handbook. Sanctions are determined by the immediate incident, yet can be made more severe when taking into account previous violations, complaints, and sanctions.
- Students found responsible of violating the policy on sexual assault are likely to face a recommended sanction of multiple day suspension, dismissal, or permanent expulsion.
- Students found responsible for sexual harassment or sexual exploitation are likely to face sanctions ranging from probation to suspension, dismissal, or permanent expulsion.

5.0 Prevention of Sexual Misconduct, Harassment, Assault, Dating and Domestic Violence, and Stalking

The College employs intentional strategies to teach and inform the College community of the expectations surrounding harassment, sexual misconduct, dating and domestic violence, and stalking. Pillar College works at communication and prevention through, but not limited to, the following:

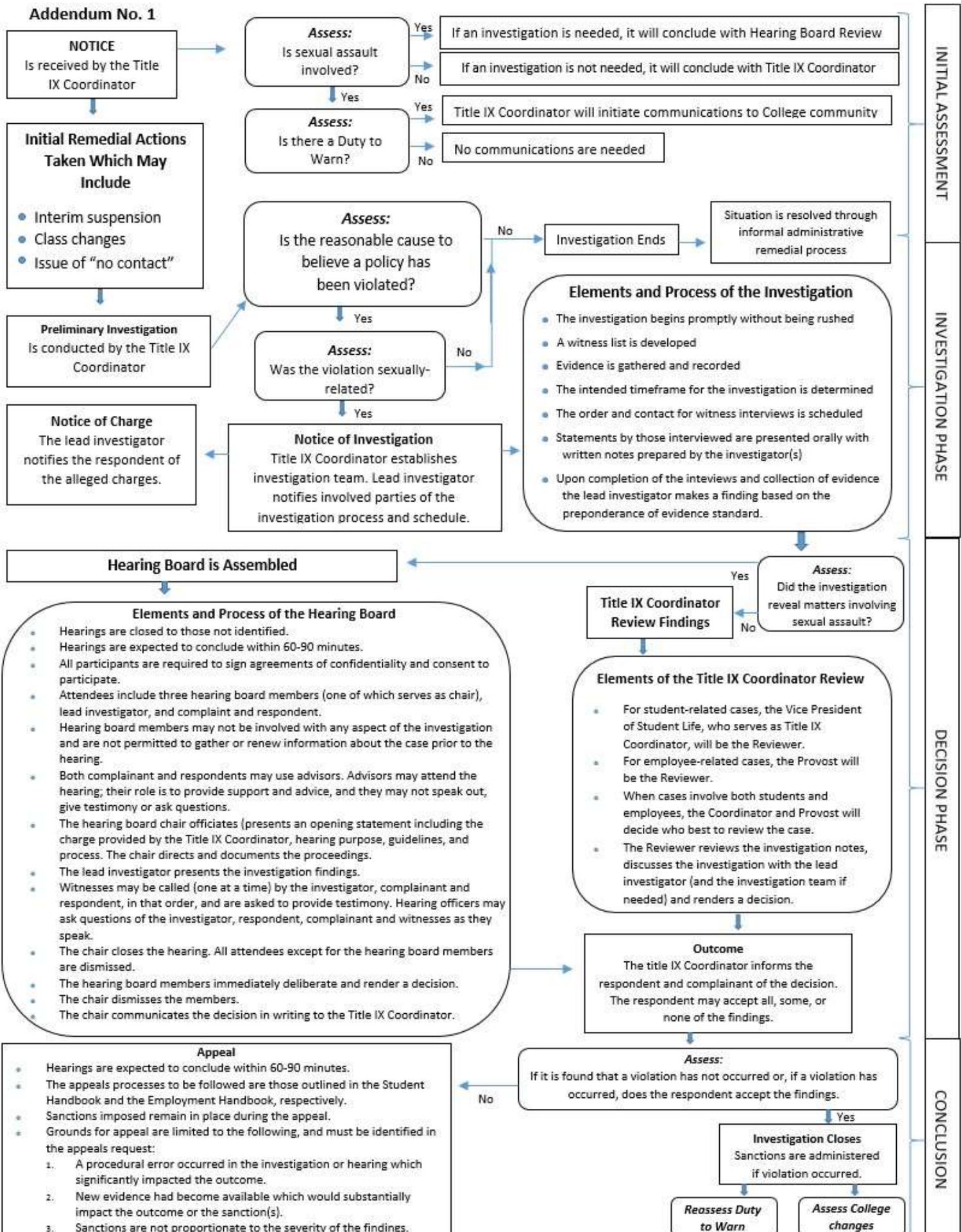
Pillar College Employees

1. Employees receive orientation training through the Human Resource Office within the first days of employment. This training provides the employee with the Employment Handbook, and at that time pertinent details are shared on the expectations of proper relationships with other employees and with students.
2. Employees take part in periodic training. Topics are wide-ranging and include many of the policies and procedures involved in anti-discrimination, harassment, and sexual assault.
3. At established intervals, employees go through mandatory training. This is done for specific employees working in settings where compliance and knowledge of the law is required as a College, state or federal expectation.
4. Employees are provided with a copy of the CLERY report and are made aware of their responsibility regarding issues of sexual harassment, assault and rape for their own well-being as well as that of students.

Pillar College Students

All students are notified annually of Title IX training via online video presentations that cover the following content areas:

- a) The Basics (terminology)
 - b) Behaviors and Norms
 - c) Practicing what to look for and What to do
 - d) From Awareness to Empathy
 - e) Primary Prevention and Bystander Intervention
- f) Students are made aware of the annual CLERY report and of the resources available to students on campus and off campus.
 - g) The College posts a guide to resources for students reminding them of counseling services



Addendum No. 2

DEFINITIONS ADDENDUM

While not all are addressed within the context of this policy, following are terms used in the investigations implementation, and training of matters related to sexual misconduct, harassment and assault. Students and employees should be familiar with these terms and their definitions.

Allegations

Accusations or claims of discrimination, misconduct, or harassment

Appeal

In Title IX investigations, appeal may be made when a respondents rejects the results of an investigation or a hearing.

Assault

Threatening behavior in the form of physical contact, and/or nonphysical behavior such as verbal threats, intimidations, and indecent exposure, intended to cause an apprehension of harmful or offensive contact.

Bystander Intervention

An expectation that students and employees would be willing to step into a situation where one individual might be taking advantage of another individual for sexual gratification whether that person is incapacitated or not

Complainant

An individual who makes a statement or claim about another person's actions and is seeking for the action to stop and the incident(s) to be investigated. Often (or sometimes) also seen as the victim. Person(s) alleging discrimination or another victim. A complainant may also be referred to as the victim.

Complaint

A complaint is a notice or report of alleged sexual misconduct, sexual harassment or assault, or other type of discriminatory or illegal activity given directly or indirectly to a Responsible Employee. A complaint may be made by a complainant, a witness, or concerned person.

Coercion

Unreasonable pressure on a person to perform an action or force the person to cooperate with advances. This can be in the form of threats both implied and stated. The lack of physical resistance on the part of the coerced person is not the measure of whether force or coercion has taken place.

Consent

Communication that is voluntarily expressed through words or actions making it clear that permission is given to engage in sexual activity.

- Consent is obtained or denied through clear expression of "Yes, I want to do this" or "No, I don't want to do this."
- Silence is not a guarantee of consent.
- Consent to one activity or one event in time does not imply consent to future sexual actions.
- In order to give consent, one must be of legal age.
- A person cannot give consent when mentally or physically incapacitated.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim. This violence includes but is not limited to sexual, physical abuse, or abusive taunting and threats.

Discrimination

Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's gender, race, color, age, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, or other protected status.

Discriminatory Harassment

Includes verbal or physical conduct designed to belittle, threaten, intimidate, or coerce an individual. These actions prevent students from participating or benefitting from the college's educational program or activities and interfere with (or prevent, or hinder) employees ability to do their jobs. Harassment can include, but is not limited, to actions such as:

- Hostile, threatening or intimidating actions or gestures
- Physical interference with normal work or movement
- Slurs
- Taunting
- Verbal Abuse
- Display of derogatory objects, cartoons, postings, drawings, or pictures in print or electronic form
- Degrading comments or jokes
- Creating a hostile environment that prevents participation in academics or interferes with the work place

Domestic Violence

Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child, or by a person who is cohabitating with or has cohabitated with the victim

Duty to Warn

Under the Title IX and the CLERY Act, the legal requirement for colleges and universities to promptly alert the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. A duty to warn is determined by the Director of the Office of Safety and Security and the Title IX Coordinator or Deputy Title IX Coordinator.

Finding

A conclusion reached by using the Preponderance of Evidence standard (see below).

Grounds for Appeal

Pillar College's policy on judicial appeals allows for appeals when one or more of the following grounds exist:

- A procedural error occurred in the investigation or hearing which significantly impacted the outcome.
- New evidence has become available which would substantially impact the outcome or the sanction(s). □
Sanctions are not proportionate to the severity of the findings.

Incapacitated Person

A person who is impaired due to drugs, alcohol, injury, illness, sleep, physical restraint, or the taking of medications. Such person is not able to give consent.

Informal Dispute Resolution

In the context of Title IX, the mediation method used to resolve a complaint that does not involve a violation qualifying as an assault. Informal dispute resolution requires the cooperation and participation of the complainant(s) and respondents.

Investigation

A systematic format followed to gather and assess information once notice is received of an alleged violation. Investigations conclude with Findings.

Judicial Appeal

The process by which a respondent after receiving notice of findings of and sanctions for a violation. The respondent may appeal the decision provided that grounds for appeal exist.

Judicial Investigation

A systematic, formal investigation used for Title IX and other types of student complaints when informal dispute resolution is not possible or practical.

Non-Consensual Contact

Any intentional sexual touching, however limited or slight, with any object, by a man or woman upon a man or woman, that is performed without consent being given, or by force. This would include intentional contact with the breasts, buttock, groin, or genitals, or touching a person with these body parts, or making a person touch another or themselves with these body parts. This can also include touching that does not involve these specific body parts but is done in an overtly sexual manner.

Non-consensual Sexual Intercourse

Any sexual intercourse, however limited or slight, with any object, by a man or woman upon a man or woman, that is without consent being given, or by force. This would include penetration of any orifice or genital area by a body part or any object, no matter how slight or limited the contact.

Notice

See Complaint.

Preponderance of Evidence

In the context of Title IX, a finding that a violation took place is based upon a preponderance of evidence which leads one to conclude that there was a greater than 50% chance, that the violation took place.

Remedy; Remedial Steps

Steps taken to alleviate further contact between complainant(s) and respondent(s) prior to and during an investigation, or following the conclusion of an informal dispute or a formal investigation.

Report

See complaint.

Respondents

Individual(s) accused of a violation. May also be referred to as “accused” or “investigated person(s).”

Responsible Employees

In the context of Title IX, Individuals who 1) have the duty to report any type of misconduct or detrimental behavior to appropriate officials; 2) have the ability to take action to stop or prevent continued harassment, and/or 3) would be someone a student would reasonably believe has such authority or responsibility.

Retaliation; Retaliatory Harassment

Any adverse action taken against an individual because they have alleged harassment, supported a party bringing a grievance, or assisted in providing information relevant to a claim of harassment or civil rights grievance.

Sanctions

Consequences imposed on individuals found to have been in violation of a rule or standard. Sanctions may be minor or major such as probation, suspension, dismissal, permanent expulsion, and termination of employment. Sanctions are made considering both the immediate incident and previous violations.

Sexual Assault

The actual, attempted, or threatened unwanted sexual act, whether by an acquaintance or by a stranger, accomplished (1) against a person's will by means of force (express or implied), violence, duress, menace, dare or fraud, or (2) when a person is incapacitated or unaware of the nature of the act, due to unconsciousness, sleep, and or intoxicating substances.

Sexual Exploitation

Persons sexually exploit other persons when they take non-consensual sexual advantage of others to gain their advantage or the advantage of a third party. This behavior would not normally fall under the defined terms of sexual misconduct or assault. Examples could include:

- Invasion of sexual privacy
- Non-consensual video or audio-taping of sexual activity involving another person
- Engaging in voyeurism or exhibitionism
- Exposing one's genitals, breasts, or buttocks, or inducing another person to expose their own genitals, breasts, or buttocks
- Stalking of a sexual nature where the conduct is aimed at a person or group or people, is unwelcome, and causes the victim(s) to have reasonable fear for their safety.

Sexual Harassment

Any unwelcome, gender based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, limiting, or denying a student the ability to participate in or benefit from the College's educational program, or denying an employee the ability to perform his or her job in a safe environment. The unwelcome behavior may be based on threats or promises from someone in a position of power or authority, the creation of a hostile environment, or retaliation for reporting misconduct.

Sexual Misconduct

Any form of sexual contact between two or more individuals that is considered to be outside of the parameters of a healthy and appropriate sexual relationship described in the Bible; that being a relationship described between a married man and woman.

Stalking

Engaging in a course of conduct directed at a person that would cause a reasonable person to fear of his or her safety or the safety of others, or suffer substantial emotional distress.

Title IX

The 1972 amendments to the Higher Education Act of 1965 which provide that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Title IX Coordinator; Deputy Coordinator

The Coordinator is the person at Pillar College responsible to oversee Title IX matters and investigations. The Coordinator is the primary lead on investigations involving students; the Deputy Coordinator is the primary lead on investigations involving non-student employment-related discrimination. Except where specifically delineated, the Coordinator's responsibilities are assumed by the Deputy Coordinator when needed.

Title IX Investigator

One of several individuals specifically trained to lead or assist in an investigation of an alleged Title IX violation.

Violation

A finding, based on a preponderance of evidence, that a behavior breached a rule or standard.

Witness

Any person who is able to provide first-hand information regarding a complaint, allegation, or dispute.

Addendum No. 3

(Excerpt from the Pillar College Student Enrollment Application)

ADMISSIONS REQUIREMENTS

In reviewing applicants for admission to the college, Pillar personnel will consider the applicant's previous academic records, including grade point averages, standardized test scores (if applicable), extra-curricular activities, experience, and character.

MISSION STATEMENT

Pillar College **educates, inspires, and equips** students for excellent scholarship, service, and leadership. Rooted in and committed to Christian faith and love, Pillar fosters intellectual, spiritual, and social development among its diverse student population at various instructional sites.

ETHOS STATEMENT

Pillar College is a community of people who recognize the claims of Jesus Christ as Savior and Lord. It is a community where persons seek to live out the model of Christ in lives of sanctity at both the personal and social level in accordance with Scripture. Students, faculty, staff, and administrators seek to develop and nurture relationships in mutual respect. They exercise their responsibilities within certain policies and structures that make it possible for the institution to fulfill its mission. Members of the Pillar College family bear witness to the authentic Christian faith by living and working in true Christian discipleship. Personal integrity, purity, and love for one another are the hallmarks of this discipleship which in turn influences the entire community. Through shared experiences in classes, study, chapel services, meals, small groups, and prayer meetings, the members of this community encourage one another to find wholeness in Christ and fitness for service in the church and other vocational settings. Based on these general principles outlined in the Pillar Ethos, a standard of conduct emerges.

STANDARD OF CONDUCT

At Pillar College, we strive to bring all of life under the Lordship of Jesus Christ. We believe that a personal faith in Jesus Christ is the foundation for social, intellectual, and spiritual growth; further, the College believes that as ethical principles of the Christian faith are applied to life, certain actions are beneficial and others are detrimental to the development of Christian character. Spiritual discernment and restraint are needed in seeking to lead a holy life; this includes what you allow your eyes and ears to be exposed to. God's Word specifically states that some actions such as stealing, the use of slanderous or profane language, occult practices, and inappropriate sexual behaviors such as premarital sex, marital infidelity, and homosexual behaviors are unacceptable; actions motivated apart from love and faith are dishonoring as well. The use of illegal drugs and other substances that are harmful to the temple of the indwelling Spirit are prohibited.

APPLICANT SIGNATURE: _____ DATE: _____

Addendum # 4**COUNSELING RESOURCES**

1. **CareNet Christian Counseling, LLC;**
Lani M Moore, MA, LPC, NCC; Address: 1056 Stelton Rd, Suite 7 Piscataway, NJ 08854 Phone: 732.873.8844 x 2 ; Website: carenetchristiancounseling.com
2. **Cathedral Counseling Center**
Dr. Deniece Reid; Address: 205 Smith Street, Perth Amboy, NJ (732-585-4040)
2nd Location: 1400 Grand Avenue, Asbury Park, NJ (732-775-1696)
Phone: [732.826.5293](tel:732.826.5293); Website: <http://www.thecathedral.org/resources/counseling>
3. **Christian Counselors in Newark, NJ** <http://www.theravive.com/therapy/christian-counseling-newark-nj>
4. **Christian Wellness Center of NJ**
Address: Clyde Road, Suite 201, Somerset, NJ 08873
Phone: [732.873.2777](tel:732.873.2777); Website: <http://www.cwcnj.org/>
5. **Heart to Heart Counseling Center**
Rev. Deborah Skomba; Address: 1130 Route 202 South, Bldg. E, Suite 5, Raritan, NJ 08869
Phone: 908.864.0573; Email: revdeb@h2hcc.org ; Website: www.h2hcc.org
6. **In Him Counseling Services, LLC**
Harry Martin Luther BA, CADC, Christian Counselor
Address: 30 W. Somerset St., 2nd Floor, Raritan, 08869
Phone: 908.300.6377 ; Email: inHimcounseling@gmail.com;
Website: www.inHimcounseling.com
7. **Life Changing Christian Counseling, Inc.**
Dr. Lois, Christian Counselor
Address: 721 Route 34, 2nd Fl. Matawan, NJ 07747
Phone: 732.858.4030. Toll Free: 877.637.8304; Email: info@lifechangingchristiancounseling.com
Website: lifechangingchristiancounseling.com
8. **Light the Way Counseling**
Location: Midland Park (Primary Office); Verona, Fort Lee and New Brunswick
Primary Address: 317 Godwin Avenue, 3rd floor, Midland Park, NJ 07432
Phone: 201.444.8103; Website: <http://www.lightthewaycounseling.com/>
9. **Well Spring Counseling**
Location: NJ and NY
Address: 22-08 Route 208 South, Suite 16, Fair Lawn, NJ 07410
Phone: 201.956.6363 (NJ); 845.496.6311 (NY) ; Website: <http://www.wellsprings.org/counseling>

10. **Zarephath Christian Church**

Jennifer Olszyk, Counseling Coordinator

Address: Zarephath Christian Church, Life Center Conference Room, 2 Chapel Dr, Zarephath, NJ 08890

Phone: 732-356-0102

Grief Share Support Group Zarephath Christian Church

Contact: Eloise Russo, 732-356-0102 x5105; Website: www.zarephath.org

Disclaimer: We always recommend meeting with your Pastor first if appropriate before reaching out to a counselor. While the above list of counseling services is neither an endorsement nor a referral by Pillar College or its Staff, we do hope you find the list helpful as a resource for you. Please use caution, wisdom and common sense in finding the right counselor. If you are in an emergency situation, then please dial 911.

Addendum No. 5

Resources in /near Newark --- Resources in/near--- Somerset --- --Multiple Locations-- ---- Resources via ---- ----- Phone Only -----	Service and Support	Phone	Web	Address
Access Newark	The Newark Family Engagement Directory is a comprehensive database with information on sources available to Newark families and residents including child care, financial assistance, childrens services, health care, employment and other services. There is also a free app.	(973) 744-4050	www.Accessnewark.com	crr@pprogramsf.org parents.org
Alcohol Treatment	Alcohol and underlying issues. Treatment while dealing with legal issues, court dates, probation violations.	(855) 273-8255	www.thetreatmentcenter.com/newjers www.campusblues.com	
Ambulance Emergency	Ambulance	(973) 7337489		
Animal Control	Report a problem with animals and they will pick up.	(973) 7339264		
Apostles' House, INC Attn: Judy Bennett	Shelter, Substance abuse treatment, food pantry	(973) 4820625	apostleshouse@gmail.com	24 Grant St, Newark NJ 07104
Babyland Family Services, INC.	Domestic Violence Program			490 4 th Ave W, Newark NJ 07107
CDC-INFO Center Disease Control-INFO (Hotline)	Info about all types of diseases as ADHD, Arthritis, Asthma, Influenza, Birth defects, Diabetes, Epilepsy, etc. Help to find health Center for them.	(800) 2324636	www.cdc.gov	
City Clerk's Office	Info about Newark Municipal Court, Educational Convention and any other related to the Clerk office.	(973) 7333844		
Covenant House of NJ Attn: Mr. Washington	Shelter for homeless ages 18-21, pantry, clothing.	(973) 6218705	covenanthouse.org	14 Williams St., Newark NJ 07102
Dental Care	Affordable dental care, either free or on a sliding scale. Visit site for list of 10 Newark Care Clinics.		www.freedentalcare.us/ci/nj-newark	
Domestic Violence (Newark)	Women's shelter, family shelter, transitional housing, residential treatment centers and other residential services for women.	(973) 759-2154 (862) 438-8045	www.womenshelthers.org/cit/njbloomfield	P.O.Box 1887, Bloomfield NJ 07003

Domestic Violence (Somerset)	Help for those victims with domestic abuse. Provide legal advocacy, outreach counseling, protection, community education, and resources as well.	(866) 6851122	www.resourcecenterofsomerset.org	427 Homestead, Hill Borough NJ 08844
Elizabeth Avenue Weequahic Presbyterian Church	Provides food; church services; Pastoral counseling.	(973) 9235655		761 Elizabeth Avenue, Newark NJ 07112
Fire Department – Division of Inspection and Enforcement	Emergency Management; fire prevention and public education.	(973) 7335187	www.ci.newark.nj.us/government/departments/firedepartment/	1010 18 th Ave, Newark NJ 07102
Newark Training Institute	Provides ESL Class and job training for immigrants.	(973) 2688900		341 Roosevelt Ave, Newark, NJ
Heat Hotline – Division of Inspection and Enforcement	Provides help to whoever needs help when there is no heat in apartments during winter	(973) 7336471		
Humane Society	Animal sheltering society	(973) 8247080	www.ahscares.org	
Isaiah House Attn: Zammeha Gibson	Shelter, HIV/AIDS Programs.	(973) 6785882	isaiahhouse.org	238 North Munn Ave, East Orange NJ 07107
La Casa de Don Pedro	Programs promote family well-being, healthy child development, educational achievement, employment opportunities, home ownership, financial self-sufficiency, energy conservation, etc.		www.lacasanwk.org	
Legal Services	Housing, Family law and domestic violence, Immigration	(888) 5765529	lsnjlawhotline.org	
Liberation in Truth Open Door Drop-in Center Attn: Tristan Smith	Help for Lesbian, bisexual and homosexual	(973) 4249555		11 Hall Halsey St, Newark NJ 07102
Mayor's Office	Provides help to different resources such as jobs, free community education, health and community wellness, fire departments, housing, law, police departments.	(973) 7336400	ci.newark.nj.us	920 Broad St, Suite 200, Newark NJ 07102
Missionaries of Charity	Food Pantry	(973) 4830165		60 Jay Street, Newark , NJ
Mount Carmel Guild Behavior Health (Drug or	Provides program for elderly; education program for children with need; adoption services; job training; emergency services; psychological and psychiatric help for those	(973) 5964100	ccannj.com	58 Freeman St, Newark NJ 07105

alcohol addiction)	with mental illness			
Mount Zion Baptist Church; Attn: Dr. White		(973) 4821915	mountzionbaptistnewarknj.org	208 Broadway, Newark NJ 07104
National Dating Abuse Helpline	Provides help with violence between partners; safety planning; 24/7; multilingual.	(866) 3319474	Loveisrespect.org or text the word "love" (22522)	P.O. Box 161810 Austin, TX 78716
National Sexual Assault Hotline	Short-term crisis intervention and support; basic information about medical issues; information for family and friends of victims and survivors.	(800) 6564673 talk (202) 544 3064 office	online.rainn.org	
National Suicide Prevention Hotline	Provides information on different illnesses either over the phone or online; also provides places where students can get group therapy.	(800) 2738255 (800) 993-3869	www.ulifeline.org or christiantherapist.com	
Newark Emergency Services for Families Attn: Mr. Darwall Jenkins	Homeless services, food pantry, clothing; Safety net offers life skills training, benefits counseling, referrals to job readiness program; Services for free eye screening and corrective eye lens vouchers to eligible customers; fatherhood and grandparent's support	(973) 639-2100	nesfnj.org	982 Broad Street, Newark NJ 07102
NJ Family Care (Formerly NJ Kid Care)	Low cost Medicaid Managed Care w/HMO benefits or children under 19	(800) 7010710	njfamilycare.org	
Resource Center of Somerset	NJ women's shelter to help women who find themselves victims of domestic abuse	(908) 3590003	www.resourcecenterofsomerset.org	427 Homestead Rd #2, Hillsborough, NJ 08844
Runaway & Homeless Youth Shelter	Working to halt the cycle of homelessness for runaway and homeless youth in Union County	(908) 3543040	www.Caunj.org	80 West Grand St. Elizabeth, NJ 07202
Saint Mary's Church Attn: Sister Linda	Food pantry; pastoral counseling.	(973) 6434800		528 Martin Luther King Blvd., Newark NJ
Salvation Army's Canteen	Provides hot meal, clothing, personal care and information how they can access services in the area	(973) 6235959	www.salvationarmynewark.org	45 Central Avenue, Newark NJ 07102
Samaritan Homeless Interim Program/ Emergency Shelter Rent Assistance	Provides help to the poor and disadvantaged of Somerset County	(908) 7253260	www.ship908.com	87 E High St, Somerville, NJ 08876

Senior Citizens Services Attn: Iris Álvarez	Email: alvarei@ci.newark.nj.us	(973) 733-4392 (973) 733-5330	www.onaging.com	94 William St, Newark NJ 07102
Small Claims Court	Provides services for all legal forms, documents, jury duty and others.	(973) 693-5529 (973) 693-5728	njcourtsonline.com	50 West Market St, Newark NJ 07102
Somerset County Social Services Emergency Assistance	Provides services for clothing and household furnishings for homeless persons; also for victims of domestic violence	(908) 5268800	www.socialservices.co.somerset.nj.us	73 East High Street Somerville, NJ 08876
Somerset Home for Temporarily Displaced Children	We give homeless youth a home and a hopeful future.	(908) 5266605	somersethome.org	49 Brahma Avenue P.O. Box 6871 Bridgewater, NJ 08807
St. Bridget's AIDS Support Network	Shelter for all who are HIV/AIDS and in need	(973) 7990484	catholiccharities.com	404 University Ave, Newark NJ 07102
Substance Abuse Treatment	Closed for-addicts-only-meetings for those who have major problem with drugs; Opento-the-Public.	(800) 9920401	narcoticsanonymousnj.org/meetings	
Treatment Referral Hotline/Substance Abuse	Provides resources as to where to go for Substance Abuse and Mental Health Services	(800) 6624357	www.findtreatment.samhsa.gov	
University Behavior of Health/Mental Health and Addiction	Provides 24hr. hotline help for Psychiatry and Suicide Problems.	(973) 6232323		150 Bergen St, Newark NJ 07101
Urban Renewal Corporation	Individuals with HIV/AIDS; individuals over 50; medically and released prisoners.	(973) 4832882		53 S. Hackensack Ave, Kearny NJ 07032
Veterans' Suicide Prevention lifeline or Contact We Care Incorp.	Provides Support and Prevention Suicide Hotline	(855) 6546735	njhopeline.com	
Wellness Respite Services	Peer-based mental health care facility for residents of New Jersey who are 18 years of age and older and who are in crisis from mental health and/or substance abuse.	(732) 3544403	www.cspnj.org/#!/wellness--recovery-initiatives/c14i1	For a complete list of locations: www.cspnj.org/#!/contact/c7jn
YMWCA of Newark/Vic	Health, housing, recreation, education and social direct.	(973) 6248900	newarkymca.org	600 Broad St, Newark, NJ