Seattle University

REDHAWK COMMITMENT
AND
CODE OF STUDENT CONDUCT

Dear Seattle University Student Scholars:

It is my pleasure to welcome you to Seattle University. You are joining an academic community of scholars who believe in offering you the best experience possible. We are committed to fostering an environment where all members of the SU community can contribute to SU's mission to the best of their abilities. Our sincere hope is that you will grow intellectually, spiritually, and personally and that you avail yourself of the many opportunities to become most fully who and what you were created to be as a leader.

Our Jesuit tradition of intellectual, moral, spiritual, and social development is the foundation of the mission of our Redhawk Commitment and Code of Student Conduct. We aim to provide all students with the tools needed for success in a pluralistic society by providing feedback about behaviors that both enhance and harm the academic community, as well as assistance and opportunities in modifying unacceptable behaviors. As a Jesuit and Catholic institution, we hold our students to the highest standard of ethical behavior both on and off campus.

The **Redhawk Commitment** and **Code of Student Conduct** contain standards of conduct that have been established to assist in building a learning community where the respect, consideration and dignity of every single one of us are an absolute priority. The spirit of what we as a community are trying to do is clear: We seek your assistance in maintaining a vital and engaged campus dedicated to the promotion of values consistent with academic and personal excellence. Please take the time to carefully review the information that follows as it is your responsibility to be familiar with all of the university's standards of conduct and our Integrity Formation Process.

Thank you for your commitment to upholding these expectations. We look forward to supporting your learning experience here at Seattle University. If you have any questions about this information or would just like to talk, please visit the Office of Student Development, call (206) 296-6066, or email me at Integrity@seattleu.edu. To learn about other exciting opportunities within the Integrity Formation program such as leadership opportunities and scholarships please visit www.seattleu.edu/integrityformation.

Sincerely,

Rev. Darrell L. Goodwin
Interim Dean of Students

SEATTLE UNIVERSITY

Mission

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

Vision

Seattle University will be the premier independent university of the Northwest in academic quality, Jesuit Catholic inspiration, and service to society.

Values

Care
We put the good of students first.

Academic Excellence
We value excellence in learning with great teachers who are active scholars.

Diversity
We celebrate educational excellence achieved through diversity.

Faith
We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community.

Justice
We foster a concern for justice and the competence to promote it.

Leadership
We seek to develop responsible leaders committed to the common good.

DIVISION OF STUDENT DEVELOPMENT

Mission Statement

Student Development engages the holistic, Jesuit educational experience of all students by cultivating the knowledge, skills and values needed to be leaders and global citizens in a diverse and changing world.

Student Development Diversity Statement

Student Development at Seattle University both celebrates and promotes safe and healthy community life for people of all races, religions, national origins, socio-economic classes, gender identities and expressions, sexual orientations, physical and learning abilities, and ages by modeling behavior and articulating expectations that we live and work together in one community, bound together by our commitment to learning and respect for one another. Excellence and diversity at Seattle University are inextricably tied. We have a deep understanding of and commitment to the fact that to be an excellent division and an excellent university we must be diverse in all aspects of our work.

INTRODUCTION TO THE REDHAWK COMMITMENT AND CODE OF STUDENT CONDUCT

You are responsible for being informed about the Seattle University Redhawk Commitment and Code of Student Conduct. The Redhawk Commitment and Code of Student Conduct is not a contract between the University and a student and it does not create express or implied contractual rights. The University reserves the right without prior notice to change the policies, regulations, or other information in the Redhawk Commitment and Code of Student Conduct. Students are responsible for accessing on-line the most current version of the Redhawk Commitment and Code of Student Conduct.

Community Standards and the Redhawk Commitment and Code of Student Conduct

Vision Statement
To provide an integrity formation experience that encourages individual accountability, promotes civic engagement, guides personal growth, and cultivates ethical development as students discern and clarify their own values.

Mission Statement
The mission of integrity formation is to promote and create opportunities for awareness, dialogue, and critical engagement with integrity, justice, and ethical decision-making. Through a holistic educational approach students will model community standards, clarify their personal integrity and actively develop their role as global citizens.

Choosing to join the Seattle University community obligates you to act in a manner consistent with these expectations. Joining the Seattle University community evidences your acceptance of these commitments and agreement to strive for their achievement. Commitment to living by these principles means that you will endeavor to uphold our Redhawk Commitment:

1. Demonstrate Respect for Self

The university values all of its students and is concerned with their total development. Therefore, it is appropriate for the university to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives. The university will routinely respond to a student engaging in self-destructive or damaging behaviors that might impede that individual's ability to enjoy the privileges of education and to fulfill his/her obligations as an educated leader. Students engaging in such behaviors are also encouraged to seek help from the university community.

2. Demonstrate Respect for Others

One value of learning lies in understanding what others bring to the community. Members of the campus community must act out of care and mutual respect to establish an atmosphere of trust, without which there is no community. It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. Therefore, Seattle University expects its members to behave toward one another with sensitivity, consideration, understanding, appreciation and an active concern for the dignity and welfare of others. This is especially important in the residence halls and other group living situations, where the sense of community is only as strong as the members make it.

3. Demonstrate Respect for Relationships

Student relationships will be characterized by respect, honesty, equality, open communication and the nonviolent resolution of conflict. Inconsistent with this principle are behaviors that are illegal and violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, to express themselves appropriately, and to enjoy privacy.

4. Demonstrate Respect for Community

When students choose to attend Seattle University, they accept the rights and responsibilities of membership in the university learning community. As community members, students are expected to uphold its values by maintaining a high standard of conduct. Inconsistent with this is behavior that detracts from the community, is irresponsible, and compromises the health and safety of community members; it will be referred to the conduct process.

5. Demonstrate Respect for Honesty

Seattle University's educational mission reflects a commitment to the development of the whole person. As a university, love of the truth is at the center of our enterprise: this ideal is lived out through the virtues of truthfulness, honesty and personal honor. While at Seattle University, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom. These qualities, which are congruent with our community values and aspirations, are integral parts of daily life on campus. Students should demonstrate, support and celebrate these qualities through choices, actions, experiences and reflections.

6. Demonstrate Respect for Property

The mission we share depends upon the responsible use of all property, including buildings, green spaces, tangible goods such as library books, technology and equipment. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility and accomplishment. This principle requires students to respect personal and institutional property, inside and outside the Seattle University community.

SECTION 1: JURISDICTION

This Code applies to (i) all undergraduate students; (ii) all graduate students; (iii) all students in professional programs; and (iv) all recognized or unofficial student groups. The Code applies principally to conduct that occurs on University premises or at University-related activities or facilities. University premises mean all land, buildings, facilities, and other property owned or leased by Seattle University. Off-campus conduct may also subject a student to disciplinary or other administrative action when, in the judgment of University officials, the alleged conduct violates the Code.

This Code applies to students. Students are individuals who either are registered for at least one course at the University, studying abroad or engaged in service activities, or, although not officially enrolled for a particular term, have clearly manifested intent to attend, remain in attendance, or return to the University. Examples include, but are not limited to, students who are enrolled, but not taking classes because of an academic break, or medical or other personal leave; students who demonstrate the intent to enroll by attending summer/fall orientation; and/or students participating in other institutions' study abroad programs. The University retains jurisdiction over alleged violations of the Code that occur during a student's matriculation or attendance at the University.

Seattle University is located within an urban environment and surrounded by several residential neighborhoods. The University expects students to behave as exemplary citizens when present in the surrounding neighborhoods and to demonstrate respect for all members of the local community. The community standards outlined in the Code should be demonstrated by Seattle University students when they are present in the community and surrounding neighborhoods.

Any student, staff, faculty member, administrator, community member, or Campus Public Safety officer may report any perceived violation of this Code. The report may be made to the Dean of Students office and the department of Campus Public Safety.

Typically, academic dishonesty charges and charges of violations of the professional standards of a college, school, or an academic program are not adjudicated through this Code and are resolved by the academic college or school pursuant to policies administered through the Office of the Provost. The University reserves the right to invoke this Code, however, in addition to or in lieu of other proceedings if academic dishonesty charges or charges of violations of professional standards also may violate this Code.

When visiting or participating in any activities at other colleges or universities, Seattle University students are expected to abide by the behavioral standards of this Code and the rules and regulations of those institutions. Violations of published regulations on other campuses or violations of local laws and statutes while on other campuses will fall under the jurisdiction of this Code. This provision is equally applicable to international campuses for students studying abroad.

Seattle University students are responsible for informing their guests on campus of behavioral standards expected of them under this Code and for ensuring that their guests abide by those standards. Students may be held responsible for the behavior of their guests that violates this Code.

SECTION 2: VIOLATIONS OF LAW AND UNIVERSITY REGULATIONS

Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and this Code, and University Policies. Judicial procedures at the University may proceed while criminal or civil proceedings are pending and will not be subject to challenge on the grounds that criminal charges or a civil case involving the same incident have been dismissed, reduced, or not yet adjudicated. The University reserves the right to refer matters to federal, state, and local authorities or to suspend a student pending the outcome of a criminal charge.

SECTION 3: STANDARDS OF CONDUCT

Standards of conduct assist each student in the development of a responsible lifestyle rewarding to the individual student, respectful of the rights of others, and compatible with the legal norms of society. It is neither possible nor necessary to specify every instance of behavior or misconduct that could result in disciplinary action against a student. Conduct that evidences good intentions, mature consideration of the foreseeable consequences, and respect for the rights and property of others generally will not conflict with University standards.

Section 3.1: Respect for Self

3.1.1 Use, possession, providing, sale, or distribution of narcotics or other controlled substances (illegal drugs) except as permitted by law; or being in the presence of narcotics or other controlled substances in Seattle University sponsored housing. The possession or use of marijuana – for any purpose – on university property or at official university functions is prohibited. Therefore, even students with valid documentation under Washington's medical marijuana law may not possess, store, provide, or use marijuana on university property (including but not limited to residence halls, academic buildings, athletic facilities, and parking lots) or at official university functions, regardless of the location.

3.1.2 Use, possession, providing, sale, or distribution of illegal drug paraphernalia;

3.1.3 Use, possession, providing, sale, or distribution of alcoholic beverages except as permitted by law and by University policy; or being in the presence of alcohol under the age of 21 in Seattle University sponsored housing.

3.1.4 Being publicly under the influence of alcohol and/or any prohibited or illegal substance;

3.1.5 Behavior that threatens or causes harm to the health, well-being, or safety of the individual student or that evidences an inability to function safely and independently within the University community.

3.1.6 Being in possession of a common source of alcohol. A common source of alcohol is considered to be the equivalent or more than one 30-pack (30 12-ounce bottles or cans) of beer or malt liquor, more than 1.5 liters of wine, more than 750ml of liquor, or any combination of alcoholic beverages with a total amount that exceeds the quantities listed above. Kegs, beer balls and boxed wine are also considered common sources.

Section 3.2: Respect for Others

3.2.1 Assault, physical abuse, verbal abuse, threats, intimidation, harassment, or other conduct that threatens the health or safety of any person;

3.2.2 Harassment or discrimination on the basis of race, color, religion, sex, national or ethnic origin, age, marital status, gender identity, sexual orientation, political orientation, veteran status, or disability;

3.2.3 Violation of University sponsored housing regulations as outlined in the contracts, handbooks, and other documents governing those living facilities; such as visitation hours, quiet hours, guest policies, pet policy and our cohabitation policy.

3.2.4 Involvement in hazing of any form;

3.2.5 Failure to comply with the directions of a University official or Campus Public Safety officer or hindering such an official in the performance of his/her duties;

3.2.6 Excessive noise that interferes with the rights of others to sleep or study or that creates a disturbance for other members of the University community; and

3.2.7 Obscene or vulgar behaviors that demonstrate a lack of respect for others.

Section 3.3: Respect for Relationships

3.3.1 Threatening or causing physical harm or abuse to another person. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person's will, and holding or transporting an individual against his or her will.

3.3.2 Threatening or causing non-physical abuse of or behavior toward another person or group, including, but not limited to, verbal or written statements that constitute a form of expression unprotected by law, such as obscenity, fighting words, or defamation. Non-physical abuse means psychological abuse or abusive behavior through oral or written statements that are intended or could reasonably be foreseen to cause disruption, embarrassment, humiliation, shame, fright, grief or intimidation.

3.3.2 Any actual or threatened non consensual sexual act.

3.3.3 Stalking, which is defined here as willfully, and repeatedly following, contacting, e-mailing, text messaging or harassing another person or series of people in a manner that would cause a reasonable person to feel frightened, intimidated, threatened or harassed.

3.3.4 The exposure of one's body, especially one's genitals, in a public place and in a way considered offensive to established standards of decency.

Section 3.4: Respect for Community

3.4.1 Possession, use, or display of firearms, fireworks, air guns, explosives, ammunition, or other weapons, real or simulated;

3.4.2 Failure to cooperate with authorities during a fire alarm or drill, or failure to follow fire drill or other emergency procedures;

3.4.3 Smoking in a non-smoking area in or around campus buildings;

3.4.4 Behavior that threatens the health or safety of other community members or that evidences an inability to function safely and independently within the University community.

3.4.5 Interference with or disruption or obstruction of classroom activities, teaching, research, administration, disciplinary proceedings, or other University activities and functions;

3.4.6 Failure to observe the established closing hours of a building, or obstruction of access to, use of, or egress from University facilities;

3.4.7 Disorderly or disruptive conduct on University property, at University sponsored functions, or while attending activities off campus.

3.4.8 Violation of Housing and Residence Life community standards and policies;

3.4.9 Violation of any other University policy, regulation, or rule;

3.4.10 Violation of the terms of any disciplinary sanction imposed in accordance with this Code;

3.4.11 Violation of University policy, regulation, or rule by a student club or organization;

3.4.12 Actions of one's guest(s) that violate University policies (hosts will be held responsible for the actions of their guests);

3.4.13 Conduct in violation of local, state, or federal law.

3.4.14 Any other behavior that disrupts or impairs the educational mission of the University.

Section 3.5: Respect for Honesty

3.5.1 Cheating and plagiarism in circumstances not covered by the Seattle University Academic Honesty Policy or the School of Law Academic Integrity Code;

3.5.2 Forgery, alteration, or misuse of any University documents, records, identification, or access device;

3.5.3 Fraud or other deception, including passing bad checks, to acquire University services or the use of University property;

3.5.4 Misappropriation of student organization funds;

3.5.5 Misrepresenting or furnishing false information, or failing to disclose relevant information, to any University official or office, whether orally or in a written communication;

3.5.6 Use, possession, sale or distribution of fake or false identification cards;

3.5.7 Theft or misuse of computer time, passwords or computer accounts, including file sharing and downloading content from the World Wide Web when such activity violates the law or University policy;

3.5.8 Unauthorized removal of library books, periodicals or other library materials; and

3.5.9 Theft, alteration, or misuse of a Campus Card.

Section 3.6: Respect for Property

3.6.1 Misuse of or tampering with fire alarm systems, fire extinguishers, or other safety or security equipment;

3.6.2 Attempted or actual theft, damage, or vandalism of property belonging to the University, a student organization, a member of the University community, a party contracting with the University, or a visitor;

3.6.3 Unauthorized entry into or use of University facilities or property, including computer hardware and software;

3.6.4 Disruption of or improper access to University or other computer systems;

3.6.5 Violation of the University's Computer Acceptable Use Policy; such as abuse of listservs and social media;

3.6.6 Unauthorized possession or duplication or use of keys or access devices to University buildings, facilities, or property;

3.6.7 Fires, arson, or abuse of flammable substances on University property.

SECTION 4: University Policies and Procedures

Section 4.1: ALCOHOL/DRUG POLICIES

Seattle University takes seriously its commitment to provide a drug-and-alcohol-free community. The manufacture, sale, possession, distribution, dispensing, consumption, or use of either alcohol or drugs is subject to Washington State and federal laws as well as regulations established by university administration. In response to the Drug-Free Workplace Act of 1988 and amendments to the Drug-Free Schools and Communities Act of 1989, Seattle University has developed the Substance Abuse Policies and Prevention Program brochure that revised and published annually for students, faculty, and staff. There is also an Alcohol Policy, which is a part of Seattle University's Event Policy, specifically outlining how alcohol may be dispensed at an event on campus.

Students are responsible for conducting themselves as responsible members of the academic community in accordance with the policies listed above. Violations of state or federal law or of any university policy or regulation may result in disciplinary sanctions described under the Code of Student Conduct. Copies of any of the policies mentioned are available in the Office of the Vice President for Student Development, the Event Support Services office, Human Resources, and the Counseling and Psychological Services department.

Section 4.2: REDHAWKS CARE POLICY

At Seattle University, the health, safety, and welfare of our students and community are paramount concerns. All Seattle University students are expected to inform appropriate officials in the event of any health or safety risk or emergency – specifically those involving alcohol or drug abuse even if violations of the Redhawk Commitment may have occurred in connection with such a risk or emergency. Because the University understands that fear of possible disciplinary action may deter requests for emergency assistance, the University has adopted the following Redhawks Care Policy to alleviate such concerns and promote responsible action on the part of students.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected to:

- contact Public Safety by calling 5-911 and/or 911 to report the incident on-campus and 911 off-campus,
- remain with the individual(s) needing emergency treatment and cooperate with emergency officials, and
- meet with appropriate University officials after the incident and cooperate with Integrity Formation procedures following the incident.

The Office of Integrity Formation will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged policy violations by the reporting student in the risk or emergency situation. The policy does not preclude or prevent action by police or other legal authorities when appropriate.

A student's failure to take responsible action in a risk or emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations or policies.

Section 4.3: SEATTLE UNIVERSITY NON-DISCRIMINATION POLICY AND PROCEDURES

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices.

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Assistant Vice President for Human Resources and Equal Opportunity Officer.

Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity may contact any one of the following Title IX coordinators:

Gerald Huffman
Assistant Vice President for Human Resources
University Services Building 107 (206) 296-5869
huffmaje@seattleu.edu

Dr. Alvin Sturdivant
Associate Vice President for Student Development
Student Center 140B (206) 296-6066
sturdial@seattleu.edu

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

Discrimination Complaint Resolution Procedure and Options for Students
At Seattle University we value and celebrate a diverse educational community. We are united in the common goal of teaching and learning, educating for values, preparing for service, and fostering the holistic development of persons. Consistent with our mission and the law, Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a Vietnam-era or special disabled veteran in the administration of any of its education and admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs and employment related polices and activities.

A student who has a concern about possible discriminatory treatment experienced in connection with University programs, services, facilities or activities is encouraged to discuss those concerns with a member of the University community who is trained and able to assist.

It is a violation of the University's non-discrimination policy to discriminate or retaliate against any student because he or she has opposed any discriminatory practice proscribed by University policy, or because the student has filed a complaint, testified, assisted, or participated in any manner in any University procedures designed to resolve an allegation of discrimination.

Discrimination Complaint Against the University, a Member of the Faculty, Staff or Administration in Connection with a University Program, Service or Activity
A student who believes that he or she has been discriminated against by the University or by a member of the faculty, staff or administration in connection with a University program, service, facility or activity should bring the concern to the attention of Darrell Goodwin, Interim Dean of Students, 296-6066; or Alvin Sturdivant, Associate Vice-President for Student Development, *296-6066*. They will assist a student to assess the situation and to determine the next course of action. Although some situations can be worked out informally, this is not always the case. Some situations should receive a formal review to determine the most effective course of resolution. In those instances, a student can make a formal complaint of discrimination, and the situation will be investigated by the University and a determination made. In some instances, the University may decide to conduct an investigation even if the student does not wish to make a formal complaint.

If a student is not satisfied with the resolution of a complaint, the student may seek further review from the Vice President of Student Development or Provost as appropriate to the situation.

Discrimination Complaint Against a Student, Student Group or Student Organization

A student who believes that he or she has been discriminated against by a student or student group or organization should bring the concern to the attention of Darrell Goodwin, Interim Dean of Students, 296-6066, who will assist the student in evaluating options to address the situation. The informal and formal procedures for a student to address a concern about discrimination by students or student groups or organizations are described below.

Informal complaint procedure
The informal complaint procedure seeks to achieve a resolution upon which both the complainant and the respondent(s) agree. An informal complaint may be oral or in writing, and should be brought to the attention of the Dean of Students.

Informal complaints will give the complainant an opportunity to discuss the matter with a neutral third party to clarify whether discrimination may be occurring and to determine his or her options, including the pursuit of more formal action. In some cases, the complainant may ask the Dean of Students or designee to act as a mediator to talk to the other party to determine whether an informal resolution of the issue can be reached. If resolution by this process is reached, no further action will generally be taken, and the matter will be considered closed. There may be some allegations of discrimination, however, that the University will investigate further despite a request for an informal resolution.

In all cases, the Dean of Students will keep a record of the complaint and its resolution.

Formal complaint procedure
A student can make a formal complaint without first using the informal complaint procedure. The formal complaint should be in writing and delivered to the Dean of Students. The formal complaint should include: the offending party's name(s); the times, dates, places, and circumstances surrounding the allegation of discrimination; and the name(s) of any witness(es) to the incident(s). A representative from the Office for Student Development may, upon request, assist a complainant in preparing a formal complaint.

After a review of the formal complaint, the Dean of Students or designee will review relevant student files or records and consult with the complainant, the person(s) against whom the complaint is made, any witnesses, and, as appropriate, with other individuals in an attempt to resolve the matter and determine whether further investigation is warranted. The Dean of Students may investigate further if deemed appropriate. The Dean of Students has the authority to end a formal investigation at any time.

Upon completion of the investigation, the Dean of Students will determine if the complaint merits adjudication and will notify the complainant and respondent(s) in writing of the findings and recommendations. Even where discrimination is not found, the Dean of Students may determine that the conduct is inappropriate or otherwise violates the Code of Student Conduct or University policy. A complainant or respondent dissatisfied with the findings or recommendations may submit a rebuttal statement for inclusion in the investigative file. In cases warranting adjudication, the Office of the Dean of Students retains the right to determine whether the review will be conducted by the conduct review board, the peer review board, or by an administrator designated by the Dean of Students. The proceedings will be conducted in accordance with the Code of Student Conduct.

Section 4.4: BIAS-RELATED HARASSMENT
Seattle University values and celebrates the diverse backgrounds, cultures, experiences, and perspectives of our community. By encouraging and protecting diversity, we create an environment that promotes freedom of thought and academic excellence.

It is a violation of University policy and the Code of Student Conduct to engage in bias-related conduct that has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive educational, living, or working environment. The term "bias-related" conduct refers to language or behaviors that demonstrate bias against persons or groups because of race, color, ethnicity, religion, faith, national origin, political orientation, or sexual orientation. These categories are examples and are not an exhaustive list of attributes or characteristics protected under this policy.

A student feeling unsafe or threatened because of bias-related harassment should always seek help from a responsible member of the University community who is trained and able to assist. The University offers informal and formal procedures for processing and responding to concerns of hostile or unwelcome behavior.

The following individuals are available to assist students:

Darrell L. Goodwin
Interim Dean of Students
PAVL 180A (206)-296-6066
goodwind@seattleu.edu

Dr. Alvin Sturdivant
Associate Vice President for Student Development
Student Center 140B (206) 296-6066
sturdial@seattleu.edu

Dr. Monica Nixon
Interim Assistant Vice-President and Director of Multicultural Affairs
Student Center 320 (206)-296-6070
mnixon@seattleu.edu

Kathleen Baker
Director of Housing and Residence Life
Campion 100 (206)-296-6305
bakerkat@seattleu.edu

Ruth Donohue
Manager of Human Resources
Rianna Building 200 (206)296-5865
donohue@seattleu.edu

Students may also make formal or informal complaints using the procedures contained in the Sexual Harassment Complaint Procedure for Students or in the case of allegations involving a member of faculty, staff or administration, students may also contact the Office of Human Resources at (206) 296-5870 to make a complaint or discuss a concern.

Section 4.5: SEXUAL HARASSMENT POLICY

Seattle University seeks to promote and maintain an environment free from harassment of any type. Sexual harassment can interfere with a student's academic performance and emotional and physical well being.

Preventing and remedying sexual harassment at Seattle University is essential to ensuring a nondiscriminatory environment in which students can learn. A complete copy of the Policy and Complaint Procedure Relating to Sexual Harassment of Students by Students is available in the office of the Vice President for Student Development.

If a student has a concern about harassment by another student or group of students, this should be reported to the Office of Public Safety, the Dean of Students, or any of the Contact Persons listed below. If a student has a concern about harassment by a member of the faculty, staff or administration, or by anyone in an employment or teaching situation, this should be reported to Human Resources and is governed by the Seattle University Policy on Sexual Harassment.

Definitions
Sexual harassment is defined as any unwelcome, offensive behavior of a sexual nature; unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic admission or advancement;
- Submission to or rejection of such conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment can occur between or among supervisors, managers and subordinates, faculty and staff, or students, peers, vendors, subcontractors, visitors, and employees or students, and any combination thereof. The harasser is often, but not always, in a more powerful position than the person being harassed. In such situations, sexual harassment is particularly serious because it may unfairly exploit the power inherent in a supervisor's or faculty member's position. All forms of sexual harassment are violations of the University's policy and will not be tolerated.

Contact Persons
Students may consult informally or make a complaint with one of the following designated contact persons:

Darrell L. Goodwin
Interim Dean of Students
PAVL 180A (206)-296-6066
goodwind@seattleu.edu

Dr. Alvin Sturdivant
Associate Vice President for Student Development
Student Center 140B (206) 296-6066
sturdial@seattleu.edu

Because sexual harassment is a form of sex discrimination, it can be a violation of Title IX of the Education Amendments of 1972. In addition to the sexual harassment Contact Persons listed above, the University has designated three individuals responsible for coordinating the University's Title IX compliance. Students with concerns or complaints about harassment on the basis of sex in an education program or activity may also contact any one of the following Title IX coordinators:

Gerald Huffman
Assistant Vice President for Human Resources
University Services Building 107 (206) 296-5869
huffmaje@seattleu.edu

Dr. Monica Nixon
Interim Assistant Vice-President and Director of Multicultural Affairs
Student Center 320 (206)-296-6070
mnixon@seattleu.edu

Dr. Alvin Sturdivant
Associate Vice President for Student Development
Student Center 140B (206) 296-6066
sturdial@seattleu.edu

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education.

Confidentiality
Those persons responsible for consulting about, investigating, and resolving complaints of sexual harassment will make efforts, to the extent possible, to protect the privacy of both the complainant and the respondent.

Sexual Harassment Complaint Procedures for Students
Any student who believes that he or she has been a victim of sexual harassment by another student or group of students and wishes to report or discuss the matter may use either a formal or informal complaint procedure.

No individual shall be penalized or retaliated against in any way by a member of the University community for his or her participation in this complaint procedure.

Informal Complaint Procedure
The informal complaint procedure seeks to achieve a resolution upon which both the complainant and the alleged harasser agree. An informal complaint may be oral or in writing. It should be brought to one of the contact persons listed above.

Informal complaints may have several outcomes. The person raising the issue may only want to discuss the matter with a neutral third party to clarify whether harassment may be occurring and to determine his or her options, including the pursuit of more formal action. In such a situation, the contact person will give assistance and offer suggestions on how the issue might be resolved, without drawing a conclusion as to whether harassment has occurred.

In other cases, the contact person may be asked to act as a mediator, to talk to the other person(s) to see whether an informal resolution of the issue can be reached. If resolution is reached by this process, no further actions will be taken, and the matter will be considered closed.

The Dean of Students will keep a record of the complaint and its resolution, including the names of the involved parties. Issues not so resolved may require that further inquiries be made and/or that the University take a more active role in finding a solution to the problem. If a satisfactory resolution cannot be

reached, the formal complaint procedure may be used at the option of the complainant, the respondent, or the University.

Formal Complaint Procedure
A complainant may make a formal complaint without first using the informal complaint procedure. A formal complaint should be in writing and submitted to the Associate Vice President for Student Development. The formal complaint should include: the alleged harasser's name; the times, dates, places, and circumstances surrounding the allegation of harassment; and the names of any witnesses to the incident(s). The complainant may request assistance from a contact person in preparing a written complaint.

A formal complaint can be initiated by any of the contact persons, including the Dean of Students. The President, Provost, Vice Presidents or Deans may request that the Office of the Vice President for Student Development conduct an investigation or conduct a review without a formal complaint from any one individual.

After receipt of the formal complaint, the Dean of Students or his/her designee will review student files and will consult with the complainant, the person against whom the complaint is made, any witnesses, and appropriate faculty, staff, and students, in an attempt to resolve the matter and/or to determine whether further investigation is warranted. A copy of the formal complaint will be provided to the individual against whom the complaint is made. A formal investigation can be terminated at any time, e.g., if a satisfactory resolution is agreed to before a written finding is made, or if an appropriate resolution is implemented.

Upon completion of the investigation, the Dean of Students will determine if the complaint merits adjudication and will notify the complainant and respondent, if any, in writing, of the findings and recommendations. Even where prohibited harassment is not found, the Office of the Vice President for Student Development may determine that the conduct is inappropriate or otherwise violates the Code of Student Conduct. A complainant or respondent dissatisfied with the findings or recommendations may file a rebuttal statement with the Dean of Students for inclusion in the investigative file. In cases warranting adjudication, the Office of the Vice President for Student Development retains the right to determine whether the review will be conducted by the faculty/student review board, the peer review board, or by an administrator designated by the Vice President for Student Development. The proceedings will be conducted in accordance with the Code of Student Conduct.

Section 4.6: SEXUAL OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE and STALKING POLICY

Seattle University affirms respect, responsibility, and care between all persons. Conduct constituting domestic violence, dating violence, stalking or a sexual offense whether forcible or non-forcible such as non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation or sexual assault, will not be tolerated. Behavior of this nature is inconsistent with Seattle University values, and is a violation of the Code of Student Conduct, University policy and state and federal law. Students committing a sexual offense in any form can be prosecuted under the Washington State Criminal Code (RCW 9A) and/or disciplined under the Code of Student Conduct.

"Sexual offense" is sexual conduct that constitutes sexual abuse or sexual conduct or contact by force, incapacitation or threat. "Dating Violence" is violence committed against a person who is or has been in an intimate or romantic relationship with the offender. "Domestic violence" is violence committed against a current or former spouse, co-parent or someone in a similar type of relationship to the offender. "Stalking"

is conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others or suffer substantial emotional distress.

What is Consent?

Consent A central concept to understanding what constitutes a sexual offense under this policy is consent.

Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement in accordance with age of consent laws. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in sexual offenses. Consent cannot be given if a person is unable to resist or consent because of a mental or physical condition or incapacitated due to drugs or alcohol or a reasonably perceived power differential that substantially impacts the person's ability to resist the sexual contact. Providing alcohol or drugs to facilitate sexual activity is a violation of this policy. Use of alcohol or other drugs will not excuse behavior that violates this policy.

The University will not recognize consent if the complainant is:

- unconscious or asleep,
- frightened,
- physically or psychologically pressured or forced,
- intimidated,
- incapacitated because of a psychological condition,
- incapacitated by use of drugs or alcohol

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or previous consent do not imply consent to future sexual activity. In the absence of mutually understandable words or actions, it is the responsibility of the initiator or the person who wants to engage in the specific sexual activity to make sure that he/she has the consent from the other person(s). Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction. The requirements of this policy apply regardless of the sex, sexual orientation and/or gender expression or identity of individuals engaging in sexual activity.

Under applicable Washington law, the Washington State Criminal Code, RCW 9A.44.010(7) Definitions, "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

Where can I file a report?

Anyone who has experienced dating violence, domestic violence, stalking or a sexual offense is strongly urged to report it to University officials, local law enforcement or both. Reports to University officials may be directed to:

Darrell L. Goodwin
Interim Dean of Students
PAVL 180A (206)-296-6066
goodwind@seattleu.edu

Dr. Alvin Sturdivant
Associate Vice President for Student Development
Student Center 140B (206) 296-6066
sturdial@seattleu.edu

Department of Public Safety
USB 102, (206) 296-5990 ((206) 296-5911 for emergency)

All sexual offenses and incidents of dating violence, domestic violence and stalking involving a member of the University community should be reported regardless where or when they occurred. The University's ability to take action may depend on a number of factors such as where or when the misconduct occurred, but the misconduct should be reported regardless.

What happens if I report?

When you report, University officials will provide you with information regarding what services, assistance and support are available, including how to file a complaint with local law enforcement if you choose, and how to get assistance, counseling and support services regardless of whether or not you choose to proceed. University officials will discuss what disciplinary and complaint procedures are available and provide you with written information about those procedures, possible sanctions, support assistance and other important topics. You will receive information about preserving evidence and certain protective orders that may be available. Other next steps will depend on the situation and your needs.

If you report to Public Safety, Public Safety will notify University officials who have a need to know, they will collect information in an impartial manner and will help to preserve relevant evidence. The steps Public Safety takes may vary depending on the circumstances and your needs.

May I make an anonymous report?

The survivor of a sexual offense, dating violence, of domestic violence or stalking or a third party may make a report without identifying themselves or providing the name of the person who experienced the incident. Anytime the University receives such a report or any other similar report that does not identify those involved, the University is obligated to investigate and take appropriate action, which could include disciplinary action against the alleged offender. However, the University's ability to act may be more limited than when it receives a more complete report. The University strongly urges anyone with knowledge of a sexual offense, dating violence, domestic violence or stalking to report. In addition to alerting the University to what occurred, such a report gives the University information it can use to make services and assistance available to the survivor and may provide information that is important to protect the community at large.

Will my report be Confidential?

The University will treat information it receives as part of University reporting procedures as confidential to the extent permitted. That means that only those within the University with a legitimate need to know will have knowledge of the victim's name and what occurred. If requested by the victim and to the extent possible, the name of the individual who experienced the sexual offense, dating violence, domestic violence or stalking will not be disclosed. Any warnings required to alert the campus community to security and safety threats will not include the victim's name. If the University decides its obligation to provide a safe and nondiscriminatory environment for all students requires it to proceed in a way that may allow the victim's identity to be known, the University will inform any student who has requested her or his personally

identifiable information not be revealed that it cannot ensure confidentiality.

What if I'm afraid of retaliation?

Retaliation because a person has filed a good faith complaint alleging a sexual offense, dating violence, domestic violence or stalking or participated in an investigation or other related procedure related to such a complaint is strictly prohibited. The University will respond promptly to investigate any claims of retaliation.

Examples of retaliation include, but are not limited to: harassment or bullying by the accused student or the accused student's friends or peer group; pressure on the complaining student to drop the complaint; making a negative education decision against a person who has filed a complaint; or threatening a person with physical harm or legal action. Anyone who engages in the above conduct may be found responsible for retaliation and sanctions imposed.

Any person who believes he or she has been the target of retaliation may file a complaint with:

Darrell L. Goodwin
Interim Dean of Students
PAVL 180A (206)-296-6066
goodwind@seattleu.edu

Dr. Alvin Sturdivant
Associate Vice President for Student Development
Student Center 140B (206) 296-6066
sturdial@seattleu.edu

Overview of Student Conduct Process

Seattle University's integrity formation conduct process for sexual offense, dating violence, domestic violence and stalking complaints will be prompt and equitable and conducted in consultation with Public Safety. Informal Resolution is not appropriate for sexual offense, dating violence, domestic violence or stalking cases. The University will investigate all complaints of sexual offense, dating violence, domestic violence and stalking in a prompt, adequate, reliable and impartial manner. The nature and scope of an investigation will depend on the specific circumstances and may include a review of statements obtained from the complainant and the respondent, interviews with both parties, interviews with witnesses, and review of relevant documentation and physical evidence.

Except in extraordinary circumstances, the University will conclude its investigation and conduct process within sixty (60) calendar days following receipt of a complaint. Timelines within this process may be delayed temporarily if they would compromise a law enforcement investigation but in no instance shall the investigation be delayed pending the outcome of law enforcement investigation and charging procedures. The University will provide both the complainant and the respondent a thorough explanation of the procedures to be followed during the course of the conduct process. The procedures will follow those that are set forth in the Redhawk Commitment and Code of Conduct, but to the extent that anything set out in those sections is inconsistent with this policy, the process set out in this policy shall apply. These procedures include:

A. Both parties will be advised that the resources listed in this policy are available.
B. The Dean of Students or his/her designee may issue a written "no contact order" order to any parties involved in an alleged sexual offense, or incident of dating violence, domestic violence or stalking.
C. The University will utilize a pool of conduct officers (referred to herein as the "Sexual Offense Review Board") trained to hear allegations of sexual offenses, dating violence, domestic violence and stalking. Efforts will be made to ensure that the members selected to sit on the Sexual Offense Review Board represent the diverse campus community.
D. All sexual offense, dating violence, domestic violence and stalking cases will go before the Sexual Offense Review Board.
E. All Sexual Offense Review Board members will receive training specific to 1) sexual offense cases dating violence, domestic violence and stalking, 2) applicable confidentiality requirements and 3) conducting the hearing process and any investigative processes in a way that protects the safety of victims, is sensitive to the needs of survivors and promotes accountability with appropriate training conducted prior to the beginning of each academic year and refresher training prior to a hearing.
F. The Title IX Coordinator will be informed of and provided all information regarding a sexual offense, dating violence, domestic violence and stalking complaint and investigation and any subsequent conduct process.
G. The Sexual Offense Review Board will determine responsibility using a preponderance of the evidence standard, i.e., more likely than not a sexual offense did or did not occur.
H. All parties will be treated equitably during the hearing process. Both the complainant and the respondent will be treated equally, including having the same right to an advisor, witnesses, and the right to appeal. Respondents and complainants will have equal chances to meet with the Sexual Offense Review Board and other University officials involved in the process and will be given equal opportunity to review the material that will be considered by the Sexual Offense Review Board.
I. The importance of physical presence at a Sexual Offense Review Board will be discussed with the complainant and respondent.
J. The hearing location will have separate waiting rooms available for the complainant and the respondent. Neither the complainant nor the respondent will be permitted to question witness or the other party directly.
K. Complainants and respondents will be informed simultaneously in writing of the Sexual Offense Review Board's determination to the extent permitted by law.
L. Either party may appeal the decision. Complainants and respondents shall be notified simultaneously of the opportunity and procedures to appeal, any appeals by the other party, any change to the results prior to the final outcome and when the outcome becomes final, complainants and respondents shall be notified simultaneously. Appeals must be made in writing and submitted to the Office of Integrity Formation within 3 business days following receipt of the official notification of the findings and sanctions. Except in extraordinary circumstances, appeals will be resolved within thirty (30) calendar days following receipt of the request for appeal.
M. Decisions may be overturned only if the original decision was based on 1) factual errors or material information unavailable at the time of the Sexual Offense Review Board's decision, 2) material procedural error that affected the outcome or 3) lack of substantial evidence before the Sexual Offense Review Board to support the decision. Substantial evidence is evidence that supports the decision if a reasonable person could reach the same decision based on the evidence before the Sexual Offense Review Board.
N. All proceedings must be documented and that documentation, in whatever form, maintained.

Not all forms of sexual offense, dating violence, domestic violence and stalking will be deemed to be equally serious offenses. The University reserves the right to impose differing sanctions, ranging from written

warning to suspension or expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the respondent of the sexual offense.

What is the Sexual Offense Review Board?

The Sexual Offense Review Board is one of the highest ranking hearing boards in the conduct process trained specifically to adjudicate alleged violations of this policy involving sexual offense, dating violence, domestic violence and stalking. Sexual Offense Review Board membership includes members of the University community. All members are appointed by the Dean of Students. The Dean of Students (or his/her designee) will serve as chair of the Sexual Offense Review Board. When the Sexual Offense Review Board convenes to hear a case, the chair will empanel from the membership a board consisting of three members of the University community, and the chair. No members may have real or perceived conflicts of interest based on their relationships to the respondent or complainant or their knowledge of what occurred outside the Sexual Offense Review Board procedure.

What other actions will the University take to prevent sexual offenses, dating violence, domestic violence and stalking?

The University will have education programs for incoming students and new employees plus ongoing campaigns for student and faculty designed to promote awareness and prevention of rape, acquaintance rape, dating violence, domestic violence, sexual offenses and stalking. Those programs will provide information regarding the University's prohibition of sexual offenses, dating violence, domestic violence and stalking, provide information regarding filing criminal complaints and relevant definitions used in the criminal process, safe and positive options for bystander intervention whenever there is a risk that a sexual offense, dating violence, domestic violence or stalking will occur, risk reduction and strategies to avoid potential attacks plus warning signs of abusive behavior.

The University will also provide information about disciplinary procedures and sanctions, including protective measures it may impose, procedures for survivors to follow, information, about how the University will protect a survivor's confidentiality including when a crime might be reported if a victim is unwilling or unable to make a report, services available both on and off campus for survivors and options and assistance in providing accommodations to survivors, regardless of whether a report is filed with campus or local law enforcement.

Section 4.7: HAZING POLICY

No student or student organization at Seattle University may conspire to engage in hazing or participate in the hazing of another. This policy applies to all University-sponsored student organizations, to their individual members, and to others attending the University; and complies with the state law prohibiting hazing at colleges and universities (RCW 28B.10.900).

Hazing includes any activity expected of someone joining a group (or maintaining full status in a group) that causes or is likely to cause a risk of mental, emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities may include but are not limited to the following: Abuse of alcohol during new member activities; striking another person whether by use of any object or one's body; creation of excessive fatigue; physical and/or psychological shock; morally degrading or humiliating games or activities that create a risk of bodily, emotional, or mental harm and may result in criminal prosecution.

Washington state law (RCW 28B.10.901) also provides sanctions for hazing.

(a) Any person who violates this rule, in addition to other sanctions that may be imposed, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the university.

(b) Any organization, association, or group that knowingly permits hazing by its members or others subject to its direction or control shall be deprived of any official recognition or approval granted by the university.

Section 4.8: FREEDOM OF EXPRESSION

The university recognizes that the right to freely express oneself and the right to have access to divergent viewpoints are fundamental to an academic community. However, when the exercise of these rights impinges upon the exercise of other important rights, the conflicting interests must be balanced.

Demonstrations

Seattle University recognizes the right of students and other members of the university community to express their views by peaceful protest against actions and opinions with which they disagree. The university also stresses a concurrent obligation to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of university ceremonies and public exercises, and to respect the rights of all individuals. The following regulations are intended to reconcile these objectives.

Those organizing demonstrations must meet with a Students Activities Office designee prior to the event (preferably 48 hours or as far in advance as possible). This meeting will allow for event planning, space or facility reservations, and coordination with the Public Safety Office.

Campus demonstrations may be conducted only when such demonstrations:

- are conducted in such a manner as to respect the rights and welfare of others;
- do not interfere with automobile or pedestrian traffic;
- do not actively disrupt scheduled class meetings, teaching, administration, or disciplinary procedures and/or other university functions or authorized activities; and
- do not interfere with the rights of others to demonstrate.

The University retains the right to control the use of all University property at any time and for any reason.

Political Campaign Activities

As a 501(c)(3) tax-exempt organization, Seattle University is prohibited from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. There are no exceptions to this prohibition. Even an insubstantial violation may lead to monetary fines and exposes the University to the possibility of revocation of its tax-exempt status. Nevertheless, Seattle University encourages its students to engage in civic activity, including participation in the political process. To permit the most robust discourse during political campaigns, while at the same time ensuring Seattle University's compliance with the restrictions placed on the University as a tax-exempt organization, the University offers the following student guidelines. Students should observe the following with respect to their participation in national, state or local political campaign activities:

Prohibited Political Activities

Students are prohibited from engaging in the following political activities:

- Using University letterhead, logos or postage to send mail supporting or opposing a ballot initiative or candidate running for elected office.

- Using a University copy machine to copy materials supporting or opposing a ballot initiative or candidate. However, use of pay-per-use services, such as SUperCopy may be used as long as University funds are not used.
- Conducting a political campaign from a University office or other University facility, or otherwise using University resources, such as a University-provided telephone, computer or e-mail address to conduct such a political campaign.

On-Campus Appearances by Political Candidates
As part of its educational mission, the University welcomes political candidates to campus to represent a diverse range of views. On-campus political forums or debates are permitted as part of the University's educational mission, provided that all the registered candidates are invited to participate in the event and the event does not favor or endorse any particular candidate. No campaign rallies, campaign banners, campaign literature or button distribution or fund-raising are allowed.

- A disclaimer must be included in all written materials and advertising and announced at the beginning of the event: "Seattle University does not support or oppose any political candidates. The views expressed are those of [the candidate or other partisan political speaker] only. The [Seattle University-related group] is sponsoring this event."
- In addition, political candidates are permitted to appear on-campus in a non-campaign capacity as long as the event is sponsored by a University department or an officially recognized organization. The event must adhere to the following guidelines:
    - The political candidate is invited to speak for reasons other than his/her candidacy for public office.
    - The political candidate speaks in a non-candidate capacity.
    - The event maintains a non-partisan atmosphere and prohibits campaigning or fundraising.
    - The University department or organization takes care to avoid the appearance of institutional endorsement for a particular candidate.
- The event is open to the entire University community, regardless of political affiliation.
- The event is not organized or run by the candidate, his or her representatives or any outside organization.

Students who wish to invite a political candidate to campus should first contact the Office of the Executive Vice President at (206) 296-6160.

Student Publications
Student publications may run editorials expressing the editor's views on candidates for public office, provided that the publication's editorial policy is free of editorial control by University administrators or faculty advisors. A statement on the editorial page must indicate that the views expressed are those of the student editors and not those of the University.

Advertising in University Publications
University publications may accept paid political advertising as long as it is accepted on the same basis as other non-political advertising and not attributed to the University's own views. The publication should identify the advertisement as paid political advertising and state the University does not endorse the candidate. The University must make advertising space available to all candidates on an equal basis.

These guidelines do not address every situation. Questions about permitted and prohibited political

activities should be directed to the Office of University Counsel at (206) 296-2043.

Speakers Policy
The university encourages the presence of speakers on campus representing a broad range of viewpoints, including those whose views may not agree with the stated aims of the university.

Invitations are commonly extended by faculty, administrators, or student organizations. In the case of controversial speakers, the university reserves the right to make the final decision on who will speak on campus and whether or not security must be provided at the sponsor's expense.

Responsibility for the conduct of lecturers on campus rests with the groups or individual sponsoring the speaker. This responsibility includes the provision of an opportunity for questions and comments from those in attendance.

Student Media
In the area of institutional publications, whether under student or non-student editorship, the university properly reserves to itself final authority in matters of policy, practice, and content because the university, as publisher, is legally responsible for the content and conduct of all its publications. To deny or minimize this obligation would not only compromise the educational ideals to which the university is dedicated, but it would also imply a violation of the public trust symbolized in the university charter.

The university believes, however, that its own obligation can be best fulfilled, and its educational goals best achieved, in an atmosphere of freedom and responsibility for all members of the university in the search for truth and in the expression of personal opinion. The university also believes that student media, especially the student newspaper, make a valuable contribution to establishing and maintaining this atmosphere on campus.

While such a policy will always involve the risk this freedom may be abused and the university, or one of its publics, may be embarrassed or find its sensibilities offended, nevertheless, this risk is viewed as a necessary concomitant of the broad educational purposes to which every university should be dedicated.

Each student publication has a faculty or professional adviser appointed by the university president whose primary duty is to counsel the student editors regarding technical, ethical, and managerial aspects of composition and publication.

The Vice President for Student Development is responsible for appointing the executive student editor for each publication. This editor, in consultation with the adviser, makes provision for the appointment of all other staff members.

Section 4.9: POSTING POLICY
Signs, notices, flyers, banners, and announcements may be placed only on authorized bulletin boards, campus kiosks and other specified locations. They may not be posted on cars, trees, walls, doors, or glass surfaces. All publicity to be distributed or displayed in most buildings on campus must be approved and stamped at the Campus Assistance Center (Student Center Lobby). Publicity intended for residence halls must be approved and stamped by the Housing and Residence Life Office (Campion, Room 100). Publicity for off-campus groups hosting events on campus must be approved by the Conference & Event Services Office (Pavilion basement). Items not displaying the official stamp will be removed. Signs must contain the name of the sponsoring organization, which is responsible for their posting and removal. If the material is in a foreign language, an English translation must be supplied. Flyers are limited to 11 inches x 17 inches and

banners are limited to 6 feet wide by 14 feet long. Flyers are limited to one per bulletin board and banners are limited to one banner per event. A complete set of guidelines and posting locations are available at the Campus Assistance Center.

Section 4.10: SOLICITATION POLICY

Because of its charitable status, the University is exempt from Washington State property tax and from federal income tax. To protect its tax-exempt status, the University prohibits solicitation of its students and the distribution of literature on campus by outsiders. Only the Office of the Vice President for Student Development may grant an exception to this policy. In addition, the University prohibits students from using University property, buildings, or facilities in connection with any non-University business venture, unless the activity connected to the venture is part of an approved academic course. Questions about this policy should be addressed to the Vice President for Student Development or the University Counsel.

Section 4.11: COMPUTER ACCEPTABLE USE POLICY

All computing resources provided by the university are intended to further the mission of the university. Equipment, supplies, bandwidth, and accounts are to be used for university-related work. You are responsible for taking care of all equipment provided by the university and not consuming more than your fair share. All users should be respectful of other users' privacy and needs. All computing resources must be used in an ethical and responsible manner. You are responsible for reading and complying with the "Computer Acceptable Use Policy." A complete copy of the Seattle University Computer Acceptable Use Policy is available at Information Technology and on the Seattle University Website: www.seattleu.edu/it/policies/cupolicy.html

Section 4.12: STUDENTS USE OF COPYRIGHTED MATERIALS

The U.S. Constitution and federal copyright laws protect original works of authorship that have been fixed in a tangible medium. Copyrightable works include literary works (e.g., books, poems, and essays), architectural works, musical works, dramatic works (e.g., plays, dance, and comedy routines) games, movies, videos, photographs, and all kinds of digital works (e.g., computer programs, web pages and Java applets). Copyright protection is automatic from the moment the work is created. A copyright gives the owner of the copyright exclusive rights to:

Reproduce the copyrighted work
Prepare derivative works from the copyrighted work
Distribute copies of the copyrighted work to the public for sale, rental, or loan
Perform the copyrighted work publicly
Display the copyrighted work publicly

With certain limitations, it is illegal for anyone to infringe on any of the exclusive rights of the owner of the copyright. Here are common examples of ways in which students can infringe on copyrighted works:

Copying a music file from a friend
Downloading an unauthorized commercial motion picture video from the Internet
Re-posting copyrighted photographs downloaded from the Internet
Making copies of a required course pack for one or more classmates (with or without getting paid for the copies)

Section 4.13: OWNERSHIP AND USE OF SEATTLE UNIVERSITY TRADEMARKS

Seattle University Trademarks and service marks, and other names, seals, logos, and symbols that are

representative of Seattle University, may be used only with written approval of Seattle University. The university graphic identity is copyrighted and may not be used on publications or products originating outside of Seattle University without express written permissions of the Assistant Vice President of Marketing and Communications, at (206) 296-6109.

Custom items imprinted with the university's trademarks (e.g., t-shirts, ink pens, and coffee mugs) are available for purchase exclusively through the University Bookstore to ensure proper treatment of the University's trademarks and to protect against the sourcing of products manufactured in sweatshops. The University Bookstore has approved vendor lists, price lists and samples from which to choose. Please contact the University Bookstore for more information at (206) 296-5822.

Section 4.14: COPYRIGHT

Copyright laws protect original works of authorship and give copyright holders the exclusive right to: (a) copy; (b) distribute; (c) publish; (d) prepare derivatives or revisions of; (e) perform; or (f) display works in public.

Each student is responsible for complying with applicable copyright laws and with the University's Copyright Policy and Guidelines. Violation of copyright laws may result in civil or criminal liability, and violation of the University's Copyright Policy may result in disciplinary action, including dismissal. To review the University's Copyright Policy may result in disciplinary action, including dismissal. To review the University's Copyright Policy and Guidelines, and to view general copyright information, please see www.seattleu.edu/policies/copyright.asp.

Millennium Copyright Act

In 1998 Congress passed the Digital Millennium Copyright Act ("DMCA") in an attempt to address the use of copyrighted materials through the Internet and the World Wide Web. The DMCA enhances the range of activities that constitute prohibited copying, distribution, public display, or public performance of copyrighted materials over the Internet without the permission of the copyright holder. The fair use doctrine (described below) and certain statutory exceptions provide a defense to an infringement claim under the DMCA, and students are urged to become familiar with the Act and Seattle University's DMCA Policy, which can be found at www.seattleu.edu/it/policies/dmcapolicy.asp

The DMCA tries to balance the interests of internet service providers (ISPs) and copyright owners when copyright infringement occurs in the digital environment. Seattle University is an ISP under the DMCA. The law protects an ISP from liability for copyright infringement by its users, if the ISP takes certain steps when it receives notice that infringing material resides on its network. The DMCA provides a complete defense to the ISP but only procedural protections to users of its system who infringe copyright.

Fair Use

"Fair use" is the term used to describe a good faith defense to a claim of copyright infringement. The fair use defense is codified in Section 107 of the federal Copyright Law (17 USC §101). Although the fair use doctrine is well established in copyright law, application of the defense to a specific situation often requires careful analysis.

Fair use covers the use of copyrighted works for purposes such as criticism, comment, news reporting, teaching, scholarship and research. In determining whether the use made of a work is fair use, the law requires consideration of the following four factors:

- the purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work [the more creative the work, the greater the protection];
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use on the potential market for or value of the copyrighted work.

Helpful Resources on Copyright Law
Fortunately, there are many helpful resources students can turn to for guidance with copyright questions. Here is a partial list of websites with excellent information targeted to the educational community:

- www.utsystem.edu/OGC/IntellectualProperty/student.htm#law%20
- www.utsystem.edu/ogc/intellectualproperty/copypol2.htm
- library.stanford.edu/cpyright.html
- www.dmca.harvard.edu/faqs.php

Section 4.15: OFF-CAMPUS RELIGIOUS ORGANIZATIONS POLICY
Off-campus religious organizations wishing to use bulletin boards, and/or campus facilities for prayer or meeting space need to contact the director of Campus Ministry, Student Center, room 120 at 296-6075. Approved outside organizations need to abide by policies and procedures of the institution, including a respect for other religious traditions, explicit identification of the organization and its purposes, exercise no pressure on campus members to participate in the organization's activities, and conduct no solicitation of members.

A full copy of the policy is available in Campus Ministry and in the office of the Vice President for Mission and Ministry.

Section 4.16: CONFISCATION POLICY
Certain items are prohibited on Seattle University property because of health, fire, or safety reasons; city, state, or federal law; or University policy. When these items are discovered by University personnel, they have the authority to confiscate these items. Items prohibited by University policy for health, fire, or safety reasons may be returned to the owner at the end of the academic quarter provided that the item be removed from campus immediately and not returned to the premises. Certain items (such as controlled substances and drug paraphernalia) will not be returned. Firearms with appropriate permits and licensing will be turned in to the Seattle Police Department for retrieval immediately.

Any confiscated item not claimed by the owner by the end of the academic quarter in which the item was seized will be disposed of without notification. When possible and appropriate, items will be donated to a local charity.

Section 4.17: SMOKING POLICY
To comply with the Washington State Indoor Clean Air Act and fire codes that apply to the University, smoking is prohibited in all buildings, at all times. This prohibition includes both public spaces and private offices. Smoking is permitted outside buildings if:

1. The smoker is fifty (50) feet or more from the entrance to a building, window, or air intake; and
2. Smoking receptacles have been placed in designated smoking areas.

ANIMALS ON CAMPUS POLICY

The University recognizes the important role animals can play in the lives of employees and students. At the same time, certain animals are not suitable companions to bring on campus, and there are people who have fears or allergies associated with certain animals. Therefore, no animals, with the exception of service dogs and animals being used for instructional purposes are allowed in campus buildings during hours of instruction or normal business operations. Any exceptions to this policy must be approved by the vice president/provost responsible for the operational area where a person seeks to have an animal inside campus buildings.

1. Definitions

For the purposes of the policy, the following definitions apply:

1.1 dog owner - anyone who brings a dog to campus.
1.2 dog - a domesticated dog.
1.3 service dog - any guide dog, signal dog, or other dog individually trained to provide assistance to an individual with a disability (as defined by applicable laws and regulations).
1.4 demonstration animal - an animal used by faculty members for teaching purposes (procedures governing the use of lab animals on University property are addressed by the Animal Usage Committee or other
appropriate offices and committees).

2. Animals on Campus and in Work Areas

No animal other than a dog, a service dog, or a demonstration animal may be on university property at any time. No dogs, except service dogs, are permitted in classroom buildings during hours of instruction or normal business operations. If a vice president/provost has approved the presence of a dog in a work area during hours of instruction or normal business operations, the dog owner must post a sign in the office area stating that a dog is present. At no time are dogs permitted in food service areas such as the Sidebar, the Bottom Line, or the Cherry Street Market. Employees are permitted to have in their work area fish in aquariums holding 10 gallons of water or less.

3. Animals in Residence Halls

The University's Student Handbook, Guide to Residence Hall Living, and related residence life policies govern the presence of animals in University housing.

4. Areas of Campus Where and When Dogs and Demonstration Animals Are Allowed Without Prior Approval

For the purposes of the policy, the following definitions apply:

4.1 Service dogs are authorized throughout campus at all times.
4.2 Dogs are allowed outdoors on the University's property at all times, subject to the requirements of Section 5.
4.3 Dogs are allowed in work areas or campus buildings at times other than hours of instruction or normal business operations, subject to the requirements of Section 5.
4.4 Faculty members may take demonstration animals into classrooms and instructional facilities only for teaching purposes.

5. Dog Owner's Responsibilities
Whenever a dog is on the University's campus in accordance with this policy, the dog must be kept on a leash or under voice control at all times. The dog owner is responsible for caring for the dog, ensuring the safe and responsible behavior of the dog, and preventing the dog from chasing squirrels, birds, or other wildlife on campus. The dog owner is also responsible for cleaning up all messes the dog may make, including properly disposing of waste the dog leaves in outdoor areas of campus, (this does not apply to service dogs and their owners).

6. Complaint Resolution
When a concern is raised about an animal on campus, employees and students are encouraged to inform the person with the animal about university policy. If a concern is not resolved, employees should consult their immediate supervisor or Human Resources, and students should consult Student Development. Human Resources and Student Development have the authority to make final determinations about individual cases.

7. Information and Questions
Questions about this policy should be directed to Human Resources at ext. 5870. Questions about animals in university housing should be directed to Residence Life and Housing at ext. 6305. Students with questions about animals in other campus buildings should contact Student Development at ext. 6066. Questions about proper cleanup of indoor dog messes should be directed to Campus Support Services at ext. 2639.

UNIVERSITY STUDENT CONDUCT SYSTEM

Seattle University has adopted policies, rules, and procedures to maintain the University's educational mission and to preserve the integrity of the educational community. Students are expected to exercise responsibility and to show appropriate regard for the Catholic and Jesuit traditions and the mission of the University.

The University's relationship is with the student. The University conduct system is designed as an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility, to encourage self-discipline, to foster respect for the rights of others, and to protect the rights, freedoms, and safety of members of the campus community. The purposes of the judicial process are:

- To provide a prompt, fair, and equitable process for the accountability of student conduct;
- To promote the development of individual integrity;
- To protect the rights of members of the Seattle University community; and
- To uphold the non-academic rules and regulations of the University.

Students are responsible for their participation in the University conduct process, and students are expected to cooperate with the University throughout the entire conduct process. Hearings are generally non-adversarial, are confidential, and are not to be considered analogous to court proceedings. The student is to appear and to communicate on his or her own behalf. University staff will not interact with legal counsel who is representing a student. University staff will interact only with the student and his/her parent to the degree that it is appropriate and permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA"). The Vice President for Student Development has delegated general responsibility for matters of student conduct to the Dean of Students. Conduct officers or a conduct board can hear student conduct cases.

Section 5.1: Roles, Conduct Officers and Boards

Complainant
A Complainant is any member of the University community who files a complaint or incident report that involves an alleged violation of the Code by a student or student group. Cases initiated by a University administrator or Public Safety do not always involve a Complainant.

Respondent
The Respondent is the student who allegedly violated the Code.

Witnesses
Individuals who have personal knowledge about the reported incident may appear as witnesses. Individuals who serve only as character witnesses are not permitted. Witnesses will be present during the hearing only during the time they are providing statements and being questioned. The conduct officer or board chair may determine whether non-University members or witnesses without firsthand information about the reported incident may appear.

Advisors
Only a member of the university community may serve as an advisor to the Respondent or Complainant. The Respondent and Complainant are each allowed one advisor at a hearing. Advisors may not actively participate in the hearing, but may consult with the Respondent or the Complainant during the hearing. The advisor is not permitted to present information on behalf of a Respondent or the Complainant. If a conduct officer or board chair determines the advisor is disruptive to the conduct process, the conduct officer or the board chair may dismiss the advisor from the hearing. The advisor may not function as legal counsel in the conduct process. The advisor may not be an attorney unless this person is a faculty member, staff person, or student. A witness is not permitted to serve as an advisor.

Conduct Officers
Conduct officers are appointed by the Dean of Students and/or his/her designee to administer conduct hearings and serve as advisors to student peer review boards. Conduct officers have varying degrees of sanctioning authority based on their employment classification and University responsibility.

Integrity Board
The Integrity Board is composed of students appointed by the Dean of Students and/or his/her designee. Each student appointee will serve a one-year term (renewable for no more than three terms or until graduation, whichever occurs first). Each Integrity Board is advised by a conduct officer.

Conduct Review Board
The Conduct Review Board ("CRB") is one of highest ranking hearing board in the conduct process. CRB membership includes members of the University community. All members are appointed by the Dean of Students. The Dean of Students (or another person designated by the Dean of Students) will serve as Chair of the CRB. When the CRB convenes to hear a case, the chair will empanel from the membership a board consisting of three members of the university community, and the Chair.

Sexual Offense Review Board
The Sexual Offense Review Board ("SORB") is one of the highest ranking hearing boards in the conduct process trained specifically to adjudicate alleged violations of our sexual offense policy. SORB membership includes members of the University community. All members are appointed by the Dean of Students. The Dean of Students (or another person designated by the Dean of Students) will serve as Chair of the SORB.

When the SORB convenes to hear a case, the chair will empanel from the membership a board consisting of three members of the university community, and the Chair.

Section 5.2: Steps in the Student Conduct Process

Incident Report or Written Complaint
An incident report (IR) or a written complaint is used to notify the Office of Integrity Formation or members of the university community or Housing and Residence Life offices of an alleged violation of the Code of Student Conduct.

IR/Conduct Case Determination Meeting
Conduct officers will meet with the Director of Public Safety (or their designee) and Dean of Students (or their designee) to review all IRs and determine how to handle each case. Cases will be assigned to either a conduct officer or the appropriate conduct board.

Initial Review
Upon first review, the Dean of Students or a designated conduct officer may have a preliminary conversation with the individual/s involved or ask Public Safety to further investigate the incident. If the information reported constitutes a potential violation of the Student Code of Conduct and/or University Policies and Procedures, the matter will be pursued through the Student Conduct process.

Interim Suspension
The Dean of Students or his/her delegate, with the Vice President of Student Development's approval, may suspend a student from the University and/or University housing for an interim period pending disciplinary or criminal proceedings when, in the judgment of the University, the continued presence of the student at the University or in University housing poses a threat or risk to the student or to others, or to the stability and continuance of normal University functions. The interim suspension will be effective as of the date of the letter notifying the student of the interim suspension. Interim suspension is further defined in **Section 5.3 of the Code of Student Conduct: Sanctions**.

Database Entry
The conduct officer is responsible for creating a conduct file and entering the IR information in the conduct database.

Notification and Information Review
The conduct officer will review the report or complaint, determine the nature of potential violation(s), and send the student(s) a notification letter. The notification letter generally includes the time, date(s), location, and alleged conduct described in the incident report or complaint. This letter also informs the student(s) that this matter will be referred to the conduct process and sets forth the sections of the Code alleged to be violated or the unacceptable behavior and summarizes the next procedural step. The letter refers the student to the official policy website for complete information about the *Code of Student Conduct*. Subject to FERPA requirements and up to 24 hours prior to a scheduled hearing, a Respondent may request to review all non-confidential factual information relating to the case that is in the possession of the conduct officer or board chair.

Informal Resolution of Violation(s)
Students referred to the Conduct Process may, at the sole discretion of the Dean of Students or designee, be offered the opportunity to meet with a conduct officer to resolve their case without a formal hearing. Cases

may be resolved informally if the respondent, at any time prior to the formal University hearing, accepts responsibility for violating the Code or otherwise accepts an informal resolution. Informal resolutions may include sanctions outlined in Section 5.3. If the conduct officer and the student reach a mutually acceptable agreement regarding sanctions, no hearing will be held. A student agreeing to an informal resolution must understand that by accepting the informal resolution that he/she is waiving his or her rights to a hearing and any further appeal. If no agreement is reached, the matter will proceed to a hearing.

Hearing

All hearings are closed. Only the conduct officer or members of the review board may hear the matter. The Respondent, the Complainant, and their advisors may be present. The conduct officer or board members will review the incident report(s) or complaint(s) and the statements presented by student(s), Public Safety, administration, and witnesses. The conduct officer or board chair will determine the hearing procedure, including, but not limited to, decisions about what information may be presented, how the witnesses will be questioned, and the manner of questioning. The conduct officer or board chair may limit the number of persons appearing, may stop questions at any time, and may limit the scope of and time devoted to each matter of discussion during the hearing. In cases involving sexual misconduct, the complainant or alleged victim may participate in the proceedings via telephone conference call. The conduct officer or board chair may conduct the hearing in a student's absence if the student does not report for a scheduled hearing, or has not been rescheduled for an academic reason such as a class, or lab; or if the student does not set up an appointment for a hearing as instructed. If a student chooses not to attend a hearing, and is found responsible for violating the Code, his/her absence will not be used as "new information" for the basis of appeal. A hearing may proceed if not all witnesses are present.

Standard for Determining a Student is Responsible for Violating the Code

The standard for determining a violation of the Code of Student Conduct is preponderance of evidence. There must be information from which one can reasonably conclude that the student(s) "more likely than not" violated the Student Code of Conduct. If an alleged violation of the Code is not contained in the Notification Letter and the omission is discovered during the hearing, the conduct officer or chair of the review board shall notify the Dean of Students (or their designee) to determine whether the charge should be added and the hearing reconvened.

Deliberation

The conduct officer or chair in consultation with members of the board will determine whether a student violated the Code. In a board hearing, a simple majority vote will make the determination whether a student violated the Code. The members of the board hearing the case will meet in closed session to deliberate, and all aspects of the deliberations are confidential. If a student is found responsible for violation of the Code, the conduct officer or conduct review board will determine the appropriate sanctions. When the board hearing the case is the Integrity Board and a student is found responsible, the Integrity Board will recommend sanctions to the chair. In determining sanctions, the conduct officer or conduct review board may consider (i) the nature of the code violation, (ii) any past Code violations by the student, and (iii) sanctions assessed in similar cases, if any.

Decision

The conduct officer or board chair (as the case may be) will notify the Respondent in writing of the decision and of any sanctions. If the Respondent has violated a University rule or policy and is an alleged perpetrator of a crime of violence or a nonforcible sex offense as defined in FERPA, the complainant shall also receive written notice of the outcome of the hearing. The letter describing the decision will describe

whether the respondent was found responsible and the sanctions imposed**,** if any. The following elements should be included in the decision letter:

- Alleged violations of the Code
- Determination of Responsibility for each violation
- Listing of sanctions with deadlines and instructions for submission of any required written materials
- A description of how the University will determine whether the sanctions have been completed**,** which includes language about consequences for submitting sanctions late (or failure to)
- Notice of appeal right (if found responsible)
- Contact information of Hearing Officer if student has additional questions

Students found to have violated this Code may appeal in writing to the Dean of Students by following the procedures described in Section 5.2, *Appeals*.

Appeals
After a decision has been made in the conduct hearing and the Respondent receives the decision letter, the respondent or in cases of assault, the alleged student victim, may file an appeal by 4:30p.m. on the third (3) business day following receipt of the determination of the sanction or the decision from the hearing. The request should be submitted in writing to the Dean of Students or designee.

Basis for Appeal. Appeals are not re-hearings, and they are not granted based on disagreement with the original decision. An appeal must meet one of the following to be granted:

- A procedural error materially and adversely affected the outcome of the case.
- Information has been discovered that was not reasonably available at the time of the hearing and that materially and adversely affected the outcome of the case. (If a student chooses not to attend a hearing, his/her testimony or documentary or tangible information may not be considered **"**new evidence**"** for the purpose of an appeal.)
- A clear abuse of discretion on the part of the hearing officer or hearing board.

Actions on Appeal. On receipt of a written appeal, The Dean of Students or designee may elect to meet with the parties to discuss the appeal, and if appropriate, hear new information at the Dean's/designee's sole discretion. This person may take one of the following actions:

a. Reject the appeal and notify the student in writing;
b. Determine the appeal personally; or
c. Determine the appeal with other members of the conduct board who were not involved in the previous hearing.

Disposition of Appeals. The Dean of Students or designee will render a written decision regarding the appeal within five working days of the consideration of appeal. The appeal decision may modify the hearing decision, including sanctions, as warranted.

When submitting an appeal the student accepts and/or acknowledges the Dean of Students or designee may:

a. Affirm the hearing decision;
b. Affirm the findings of the hearing decision but modify the sanction (including increasing the sanction)**;**
c. Dismiss the charge(s) in whole or in part;
d. Conduct or direct further investigation or inquiry; or
e. Undertake a combination of the actions specified in a. through d., above.

All appeal decisions under Section 5.2 of the Code of Student Conduct are final

Section 5.3: Sanctions

The conduct process is designed to educate the individual student while taking into consideration the needs of the greater University community. The primary purposes of sanctions in the context of the conduct process are: (i) to hold students accountable for their actions and the impact of their actions on themselves, others and property; and (ii) to protect persons or property from future harm by students who exhibit disruptive, destructive, or assaultive behavior.

The following sanctions are examples of sanctions that may be imposed following the determination of a violation of this Code. Any combination of these sanctions, or other sanctions, may be imposed. These examples are not intended to be an exhaustive list or to limit the scope and nature of possible sanctions:

5.3.1 *Educational Activities.* Educational activities are required activities intended to involve a student in a positive learning experience related to the student's unacceptable behavior. Educational activities assist students in reflecting on their behavior and gaining an understanding of why their behavior was objectionable. Examples include attending or presenting a program related to the implications of the student's conduct; engaging in a campus or community service project; writing a paper; interviewing a person who can provide insights into the particular issue or situation; or engaging in some type of personal assessment, mediation, or counseling. Sanctioned students are financially responsible for all educational sanctions.

5.3.2 *Limitation on or Loss of Privileges.* Limitations on University activities, access, or privileges are imposed for a specified period of time and may include: restricted access to residence halls; ineligibility for service as an officer or member of any University organization or University committee; prohibition on attendance at social events; restricted participation in recreational activity; restricted participation in any intercollegiate activity; and restricted contact with or total disassociation from members of the University community.

5.3.3 *Disciplinary Warning.* A disciplinary warning is an official written notification that the student's behavior is objectionable and violates the Code of Student Conduct; that the action or behavior must cease; and that further misconduct could result in additional disciplinary action.

5.3.4 *Disciplinary Probation.* Disciplinary probation is a formal notice, affecting the nonacademic status of the student, that the student's behavior is unacceptable within the University community. Disciplinary probation requires that the student demonstrate during a specified period of time that s/he is capable of meeting the conduct standards expected of members of the University community. During this probationary period, the student is ineligible to serve in leadership positions in University co-curricular activities. Additional requirements or restrictions may be a condition of the probation. Failure to meet the requirements of probation, or to comply with the

restrictions, or further objectionable behavior may result in additional disciplinary sanctions, such as suspension or dismissal from the University.

5.3.5 *Deferred Suspension.* Deferred suspension is the strongest formal notice, affecting the nonacademic status of the student, that the student's behavior is unacceptable within the University community. Deferred suspension requires that the student demonstrate during a specified period of time that s/he is capable of meeting the conduct standards expected of members of the University community. During this deferred suspension period, the student is ineligible to serve in leadership positions as well as to participate in any University co-curricular activities. Failure to meet the requirements of deferred suspension, or further objectionable behavior will result in suspension or dismissal from the University.

5.3.6 *Interim Suspension.* In certain circumstances, a student may be suspended for an interim period pending the hearing, especially in matters of safety or in the best interest of the University community.

5.3.7 *Residence Hall Suspension.* The student is prohibited from residing in any University-operated housing on either a temporary or a permanent basis, and may not enter University-operated housing during the period of suspension. The student may reapply for housing after the stated period of suspension. If a student is suspended or terminated from University-operated housing for disciplinary reasons, the student is not entitled to a refund of room or board.

5.3.8 *Suspension.* The Dean of Students office (via either a conduct officer or a conduct board) may determine that the student be suspended from classes, University housing, and campus and University functions, and/or be separated from the University for a specified period of time. Suspension involves separating a student from the University, and forfeiture of payments for tuition, fees, and room and board. When a student has completed the suspension period, the student must submit a letter to the Dean of Students or his/her designee requesting reinstatement, and provide evidence that the student has satisfied the terms of suspension. The student will be required to meet with a member of the Student Development staff to determine if re-enrollment will be granted. The student may return to the University only with the written approval of the Dean of Students. Suspension decisions are made in consultation with the Office of the Provost.

5.3.9 *Restitution and Fines.* Restitution is compensation paid by the student who engaged in fraud, or theft of money or property, or who damaged, misused or destroyed property. Restitution may also be appropriate in cases where a victim has incurred expenses (for example, lost wages or doctor's fees) related to an injury caused by the student. In some cases, fines or penalties may be imposed in addition to restitution. The conduct officer or board will determine the amount, form, and method of payment for restitution and fines.

5.3.10 *Disciplinary Dismissal.* Disciplinary dismissal is the most serious University disciplinary action. Disciplinary dismissal involves permanently separating a student from the University, the forfeiture of all rights and degrees not actually conferred at the time of the dismissal, and forfeiture of payments for tuition, fees, and room and board. The student's transcript will reflect that the student was dismissed for administrative reasons. Dismissal decisions are made in consultation with the Office of the Provost.

5.3.11 *Postponement of Activity Participation, Conferring Honors and Degrees, and Placing a "Hold" on Student's Account.* These sanctions involve delaying or restricting a student's involvement in any University-

related activity, including Commencement ceremonies; delaying or withholding the conferring of any honor or degree; or placing a "hold" on a student's account. An account "hold" will restrict the student from registering for classes, receiving a diploma, or acquiring an official academic transcript.

Notification and Release of Information

5.4.1 *FERPA.* The Office of the Vice President for Student Development is responsible for releasing information about student conduct cases, and any release of information will comply with the requirements of FERPA and University policy. The Office of the Vice President for Student Development will inform university officials, including specific faculty or staff, about a students' involvement in a conduct case in those instances where the University official has a legitimate educational interest in knowing such information. By way of example, this may include but is not limited to the Office of the Provost, deans, academic administrators, faculty advisors, financial aid, ROTC, athletics, coaches, public safety, student club advisors, scholarship committees, study abroad, Center for Service and Community Engagement, Housing and Residential Life or Counseling and Psychological Services.

5.4.2 *Names Not Released.* Names of students being investigated or charged with Code violations will not be released, except permitted by law or University policy.

5.4.3 *Notification of Parents.* As part of a sanction, under circumstances permitted by FERPA, parents of a student may be notified when a student under the age of 21 is in violation of the Alcohol and Drug Policy and/or is placed on disciplinary probation, any form of suspension, or dismissed from the University.

5.4.4 *Professional References.* Students applying for jobs, certification, or graduate programs in certain fields, professions or industries may be required to disclose whether they have been charged with or found responsible for a violation of the University's Code of Conduct. Upon the written consent of the student or as permitted by law, the University will respond truthfully to all such official inquiries.

SECTION 6: RETENTION OF RECORDS

According to procedures established by the Office of Student Development, the Dean of Students Office will maintain files on all conduct reports, records, and hearing proceedings.