

## Nonacademic Regulations

### Statement on Nondiscrimination

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 Associate Vice President of Human Resources and Equal Opportunity Officer at (206) 296-5865.

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 the following Title IX coordinators:

#### **Jerry Huffman**

Assistant Vice President of Human Resources  
Equal Opportunity Officer  
University Services Building 107  
(206) 296-5870  
huffmaje@seattleu.edu

#### **Jacob Diaz**

Dean of Students  
Student Center 140C  
(206) 296-6066  
diazj@seattleu.edu

#### **Jacquelyn Miller**

Associate Provost for Academic Affairs  
Administration 104  
(206) 296-5446  
jcmiller@seattleu.edu

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

### 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. 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 ideology 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:

**Jacob Diaz**, dean of students, (206) 296-6066

**Monica Nixon**, director, Office of Multicultural Affairs, (206) 296-6070

**Romando Nash**, director, Housing and Residence Life, (206) 296-6305

**Faizi Ghodsi**, executive director, Student Services; director, International Student and Scholar Center, (206) 296-6260

**Mary-Antoinette Smith**, associate professor, English, (206) 296-5415

**Tim Wilson**, director, Student Activities, (206) 296-6465

Students may also make formal or informal complaints using the procedures contained in the Sexual Harassment Complaint Procedure for Students, available online at [seattleu.edu/studentdevelopment/](http://seattleu.edu/studentdevelopment/). In the case of allegations involving a member of the faculty, staff or administration, students may also contact Human Resources at (206) 296-5870 to make a complaint or discuss a concern.

## Discrimination Complaint Resolution Procedure for Students

At Seattle University, 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 orientation, gender identity, political ideology 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 policies 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. There are formal and informal complaint resolution procedures available to students.

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. A copy of the *Discrimination Complaint Resolution Procedure for Students* is available at the Office of the Provost and at the Office of the Vice President for Human Resources/Equal Opportunity Officer or online at [seattleu.edu/studentdevelopment/](http://seattleu.edu/studentdevelopment/).

## Policies Against Sexual Harassment

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 SU is essential to ensuring a nondiscriminatory environment in which students can learn.

If a student has a concern about harassment by another student or group of students, this should be reported to the Dean of Students or any of the contact persons listed below. 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 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 sexual harassment policy.

### *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, 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.

Students may consult informally or make a complaint with one of the following designated people:

**Jacob Diaz**, dean of students, (206) 296-6066

**Monica Nixon**, director, Office of Multicultural Affairs, (206) 296-6070

**Romando Nash**, director, Housing and Residence Life, (206) 296-6305

**Faizi Ghodsi**, executive director, Student Services; director, International Student and Scholar Center, (206) 296-6260

**Mary-Antoinette Smith**, associate professor, English, (206) 296-5415

**Tim Wilson**, director, Student Activities, (206) 296-6465

As 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 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 the following Title IX coordinators:

### **Jerry Huffman**

Assistant Vice President of Human Resources

Equal Opportunity Officer

University Services Building 107

(206) 296-5870

[huffmaje@seattleu.edu](mailto:huffmaje@seattleu.edu)

### **Jacob Diaz**

Dean of Students

Student Center 140C

(206) 296-6066

[diazj@seattleu.edu](mailto:diazj@seattleu.edu)

**Jacquelyn Miller**

Associate Provost for Academic Affairs  
Administration 104  
(206) 296-5446  
jcmiller@seattleu.edu

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.

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

## **Complaint Procedures Relating to Alleged Sexual Harassment of Students by Students**

Any student who believes they have 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 their 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 and should be brought to one of the contact persons as listed previously.

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 their 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 this process reaches a resolution, 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 resolved may require further inquiries 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 Dean of Students. 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 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 their 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 that warrant 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.

## **Students with Disabilities**

Seattle University's policy and practice is to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements relating to students with disabilities. Under these laws, the university cannot deny a qualified individual with a disability access to or participation in the university's services, programs and activities. Students seeking reasonable accommodation, services, adjustments or modifications on account of a disability should contact Disabilities Services at (206) 296-5740. More information about policies, procedures and services for students with disabilities is available on the Disabilities Services website at [seattleu.edu/SAS/disabilityservices/](http://seattleu.edu/SAS/disabilityservices/).

### *Section 504/ADA Policy and Appeal Procedure*

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Seattle University does not discriminate on the basis of disability in administration of its education-related programs and activities, and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified.

Students who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, have the right to use the university's Section 504/ADA Policy and Appeal Procedure. A copy is available at the Disabilities Service Office, the Office of the Provost, the Office of the Vice President for Student Development, or the Office of the Vice President of Human Resources/Equal Opportunity Office and on the Disabilities Services website. Contact the Equal Opportunity Officer regarding this policy or ADA/504 compliance at (206) 296-5870 or e-mail: [huffmaje@seattleu.edu](mailto:huffmaje@seattleu.edu).

## Title IX of the Education Amendments of 1972

It is the policy of Seattle University to comply with Title IX of the Education Amendments of 1972 and its regulations, which prohibit discrimination on the basis of sex. The Title IX compliance officers are:

### **Jerry Huffman**

Assistant Vice President of Human Resources  
Equal Opportunity Officer  
University Services Building 107  
(206) 296-5870  
huffmaje@seattleu.edu

### **Jacob Diaz**

Dean of Students  
Student Center 140C  
(206) 296-6066  
diazj@seattleu.edu

### **Jacquelyn Miller**

Associate Provost for Academic Affairs  
Administration 104  
(206) 296-5446  
jcmiller@seattleu.edu

Anyone who believes that in some respect Seattle University is not in compliance with Title IX and its regulations should contact one of the Title IX compliance officers. Grievance procedures to address complaints of discrimination on the basis of sex are set forth in the *Discrimination Complaint Resolution Procedures for Students* and in the *Sexual Harassment Complaint Procedure for Students*.

## 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 permission of Marketing and University Communications. For more information, call (206) 296-2104.

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

## Copyright

Copyright laws protect original works of authorship and give copyright holders the exclusive right to: copy, distribute, publish, prepare derivatives or revisions of, perform, or 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 copyright policy and guidelines and view general copyright information, visit [seattleu.edu/policies/copyright](http://seattleu.edu/policies/copyright).