

THE REDHAWK COMMITMENT &

CODE OF STUDENT CONDUCT



SEATTLEU





SEATTLE UNIVERSITY

August 10, 2022

Dear Redhawks:

It is my pleasure to welcome you to Seattle University for the 2022-23 academic year, and to congratulate you for persisting on your higher education journey during these particularly challenging times. You are joining a community of scholars who believe in offering you the best higher education experience possible. We are committed to fostering an environment where all members of the Seattle University community can contribute to the University's mission and achieve success in their academic, professional, and personal endeavors.

Our Jesuit tradition of intellectual, moral, spiritual, and social development is the foundation 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 community, as well as helpful resources and opportunities to modify 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 that have been established to assist in building an inclusive learning community where safety, respect, consideration, dignity, and care for one another are absolute priorities. 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. Definitions of terms frequently used throughout this document can be found in Appendix A.

Thank you for your commitment to upholding and modeling these expectations. If you have any questions about this information, please visit the Office of the Dean of Students in Student Center 140, call (206) 296-6060, or email me at deanofstudents@seattleu.edu.

We look forward to supporting your journey here at Seattle University.

Sincerely,

James Willette, Ph.D.
Associate Provost & Dean of Students

SEATTLE UNIVERSITY MISSION, VISION, & VALUES

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.

THE REDHAWK COMMITMENT

Written by and for students, the Redhawk Commitment guides us to shape our personal values, to explore the responsibilities of our actions, and to maintain a healthy community. Consistent with the Redhawk Commitment are behaviors that align with the Code of Student Conduct, Academic Integrity, Resident Handbook, and other university policies.



We strive to live with integrity in our pursuit of personal, social, and academic excellence. We are strengthened by our Redhawk Commitment – a commitment to ourselves, each other, and a just and humane world. As a Redhawk, I commit:

- To care for the well-being of myself and others.
- To honor differences in people and beliefs.
- To respect the rights and property of our community.
- To accept responsibility as a campus, local, and global citizen.
- To lead by example.

INTEGRITY FORMATION LEARNING OUTCOMES

Integrity Formation at Seattle University challenges and supports students to reflect on their actions and decisions in an educational and developmental experience that promotes integrity in our diverse and inclusive community.

Educational Pillars and Learning Outcomes

Engagement: Students can engage with the Integrity Formation process to share their experiences, make connections with University community members, learn about expectations, and connect with supports and resources. Through these actions, students can move through the process with honesty, integrity, and respect.

- Students will be able to explain what it means for them to act in a way that is aligned with the Jesuit values of Seattle University.
- Students will be able to demonstrate understanding of the process.
- Students will articulate the ways that they plan to be involved in the University community moving forward.

Discernment: Students can reflect on their experiences and choices to better discern their role in the community and their impacts on others and themselves. By considering their actions from a variety of perspectives, students can understand their place in the community and consider changes to their future decision-making.

- Students will be able to articulate how their behavior impacted others.
- Students will be able to articulate their decision-making process.
- Students will be able to articulate connections between their values and decision making, and our Jesuit values.

Growth: Students can develop a greater understanding of themselves and create a plan where they can access support and resources to work toward future success.

- Students will be able to identify resources available to them to promote future success.
- Students will be able to articulate new skills to inform future success.

THE CODE OF STUDENT CONDUCT

You are responsible for being informed about the Seattle University Redhawk Commitment and Code of Student Conduct (the “Code”). The Redhawk Commitment and Code are not contracts between the University and a student and they do not create express or implied contractual rights. Students are responsible for accessing the most current version of the Redhawk Commitment and Code on the [Seattle University website](#). Students are also responsible for accessing, being informed about, and complying with other University policies located online at <https://www.seattleu.edu/policies>. Please read this document carefully. If you are a student, then you are accountable to its contents. For definitions on terms used through the Code, you may refer to Appendix A of this document for further guidance.

SECTION 1: JURISDICTION

The Code applies to all (i) undergraduate students; (ii) graduate and law students; (iii) students in professional programs; and (iv) recognized or unofficial student groups. The Code applies principally to conduct that occurs on University premises, at University-related programs or activities, or through University-related online or virtual programs or activities. Off-campus conduct may also subject a student to disciplinary or other administrative action when, in the judgment of the University, the alleged conduct violates the Code.

The University retains jurisdiction over alleged violations of the Code that occur during a student’s matriculation or attendance at the University. If a student is not enrolled at the University and has a pending disciplinary matter, an administrative hold will be placed on the student’s account until the matter can be resolved prior to or immediately upon the student’s return.

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.

Any student, University official or community member may report any perceived violation of the Code. The report may be made to the Office of the Dean of Students and/or the Department of Public Safety. To report to the Office of the Dean of Students, use the following reporting form: <https://cm.maxient.com/reportingform.php?SeattleUniv>

Typically, academic integrity charges and charges of violations of the professional standards of a college, school, or 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.

Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and this Code. The Student Conduct & Integrity Formation process 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.

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

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

Section 1.2: Confiscation of Prohibited Items

Certain items are prohibited on Seattle University property because of health, fire, or safety reasons; local, 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.

Section 1.3: Redhawks Care Policy

At Seattle University, the health, safety, and welfare of our students and community are paramount concerns. All 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 Code may have occurred in connection with such a risk or emergency. Because the University understands that concern about possible disciplinary action may deter requests for emergency assistance, the University has adopted the 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:

1. Contact Public Safety by calling 5-911 and/or 911 to report the incident on-campus and 911 off-campus;
2. Remain with the individual(s) needing emergency treatment and cooperate with emergency officials, and;
3. Meet with appropriate University officials after the incident and cooperate with Integrity Formation procedures following the incident.

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

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 2: STANDARDS OF CONDUCT

Standards of Conduct assist each student in making responsible choices that are rewarding to the individual student, respectful of the rights of others, and compatible with the legal norms of society and the mission, vision, and values of Seattle University. Choosing to join the University community requires that you act in a manner consistent with these expectations. Joining the University community implies your acceptance of these standards.

Any student found to have committed or to have attempted to commit any of the following misconduct is subject to the disciplinary sanctions outlined in the Code:

<u>Section</u>	<u>Prohibited Conduct</u>
2.1	Consumption, possession, purchase, sale, or distribution of alcoholic beverages except as permitted by law and by University policy; or public intoxication.
2.2	Being in the presence of alcohol while under the age of 21 in Seattle University sponsored housing or on other University premises except as permitted by law and by University policy.
2.3	Consumption, possession, purchase, sale, distribution, or misuse of marijuana/cannabis, drugs, or other controlled substances (i.e., prescription drugs, illegal drugs); or public intoxication. All students, even those with valid documentation under Washington’s medical marijuana law, may not possess, store, provide, be in the presence of, or use marijuana/cannabis on University premises (including but not limited to residence halls, academic buildings, athletic facilities, and parking lots) or at official university functions, regardless of the location.
2.4	Use, possession, purchase, sale, or distribution of drug paraphernalia.
2.5	Smoking or the use of tobacco products on or within University premises and at University sponsored off-campus events. “Tobacco products” refers to cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other smoking devices that use tobacco (e.g. hookahs), and nicotine delivery devices that simulate the use of tobacco (e.g. electronic cigarettes, vaping).
2.6	Use, purchase, possession, alteration, sale, or distribution of false or fake identification, documents, records, or access devices, including the forgery, alteration, or misuse of any University documents, records, identification, or access devices.
2.7	Misrepresenting or furnishing false information, or failing to disclose relevant information, to any University official or office.
2.8	Failure to comply with the terms of any disciplinary sanction or interim measures imposed in accordance with this Code.
2.9	Failure to comply with the directions of a University official or hindering University officials in the performance of their duties.

- 2.10 Failure to cooperate with University officials during a fire alarm or drill, or failure to follow other emergency procedures.
- 2.11 Excessive noise that creates a disturbance for members of the University community and/or public.
- 2.12 Actions of one's visitor(s) and/or guest(s) that violate University policies.
- 2.13 Violation of University sponsored housing regulations as outlined in the contracts, handbooks, and other documents governing those living facilities. *Full Resident Handbook available at <https://www.seattleu.edu/housing/policies-and-procedures/>*
- 2.14 Any actual, attempted, or threatened non-consensual sexual act or any other behavior in violation of the University's Sexual Offenses, Domestic Violence, Dating Violence and Stalking Policy. *Full policy available at <https://www.seattleu.edu/deanofstudents/policies/sexual-misconduct-policy/>*
- 2.15 Conduct in violation of the University's Sexual Harassment Policy. *Full policy available at <https://www.seattleu.edu/deanofstudents/policies/sexual-harassment-policy/>*
- 2.16 Conduct in violation of the University's Non-Discrimination Policy and/or the Bias Harassment Policy. *Full policies available at <https://www.seattleu.edu/policies/nondiscrimination-policy/> and <https://www.seattleu.edu/deanofstudents/policies/bias-harassment-policy/>*
- 2.17 Exposure of one's body, especially one's genitals, in a public place and in a way considered offensive to established standards of decency, including public urination and defecation.
- 2.18 Obscene or vulgar behaviors that demonstrate a lack of respect for others.
- 2.19 Violation of University's Hazing Policy. *Full policy available at: <https://www.seattleu.edu/deanofstudents/policies/other-university-policies/>*
- 2.20 Conduct that is intended to or could reasonably be foreseen to cause disruption, embarrassment, humiliation, shame, fright, grief, intimidation, or that endangers the health or safety of any person or group. This could include non-physical or physical abuse, threats, assault, intimidation, harassment, and/or coercion.
- 2.21 Disruption or obstruction of teaching, research, administration, conduct proceedings, other University activities or events, or of other authorized non-University activities or events.
- 2.22 Setting a fire, arson, or abuse of flammable substances on University premises.
- 2.23 Reckless driving or misuse of vehicles, heavy machinery, or equipment.
- 2.24 Possession, use, or display of firearms, fireworks, air guns, explosives, ammunition, or other weapons, real or simulated, or any other behavior in violation of the University's Firearms and Weapons Policy. *Full policy available at https://www.seattleu.edu/media/public-safety/SeattleUniversity_Firearms_and_Weapons_Policy.pdf*

- 2.25 Violation of the On Campus Demonstrations policy. *Full policy available at: <https://www.seattleu.edu/deanofstudents/policies/other-university-policies/>*
- 2.26 Cheating, plagiarism, and copyright infringement including but not limited to circumstances not covered by the University Academic Integrity policy or the School of Law Academic Integrity Code. *For detailed information, visit <https://www.seattleu.edu/redhawk-service-center/academic-policies/>*
- 2.27 Theft, misuse, or abuse of University technology, including computer time, usernames, passwords, or computer accounts; file sharing and/or downloading or streaming content from the Internet when such activity violates the law or University policy; abuse of listservs and social media; disruption of or improper access to University or other computer networks and systems; misuse or damage of University technology hardware and equipment, or; any other behavior that violates the University's Computer Acceptable Use Policy.
- 2.28 Attempted or actual theft, damage, misuse, or vandalism of property of the University, a student organization, a member of the University community, a party contracting with the University, or a visitor.
- 2.29 Use of University premises in connection with any non-University business venture.
- 2.30 Possession of an animal in or on University premises, except as permitted by University policy, Housing & Residence Life, and/or Disability Services; or, Animals On Campus policy, leash policy; and/or abuse or mistreatment of any animals.
- 2.31 Conduct that attempts to violate or violates local, state, or federal ordinance or law.
- 2.32 Violation of any other University policy, regulation, or rule. *For more information, visit: <https://www.seattleu.edu/policies> and <https://www.seattleu.edu/deanofstudents/policies/other-university-policies/>*
- 2.33 Failure to comply with university disease prevention policies, including but not limited to: the use of face coverings and/or other personal protective equipment when required; surveillance testing requirements; and/or providing false or misleading information in the vaccine registration and/or exemption process. For more information about current disease prevention policies, visit: <https://www.seattleu.edu/coronavirus>

SECTION 3: THE STUDENT CONDUCT PROCESS – INTEGRITY FORMATION

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

The University's relationship is with the student. The student conduct process, also referred to as *Integrity Formation*, is designed as a process that is educational, developmental, and restorative. If a student is found responsible for violating the Code, disciplinary sanctions are imposed to help students develop individual responsibility, to encourage self-discipline, to foster respect for others, and to protect the rights, freedoms, and safety of members of the campus community. The purposes of the student conduct process are to:

- Provide a prompt, fair, and equitable process for the accountability of student conduct.
- Educate students about their rights and responsibilities.
- Encourage the safety, health, and wellness of the campus community.
- Promote the development of individual integrity.
- Uphold the non-academic rules and regulations of the University.
- Guide students toward achieving their academic, personal, and professional goals.

Section 3.1: Students' Rights

Students participating in a University conduct hearing have the right:

- To be notified about these rights and responsibilities.
- To be notified at least three (3) business days prior to the conduct hearing of the alleged violation(s) of the Code of Student Conduct or other policy and to be notified of the date, time, and location of the hearing.
- To respond to the allegations in the complaint or report and provide relevant information.
- To identify witnesses who have first-hand knowledge about the alleged incident and to submit witness statements in advance of the conduct hearing.
- To have an Advisor who is a Seattle University employee or currently enrolled student present during any proceedings.
- To be notified of the conduct determination, including any sanctions, in writing; and
- To be informed about the appeal process and given the opportunity to file a request for appeal within 5 business days of the date of the conduct decision letter.

Students are responsible for their participation in the conduct process and expected to cooperate with the University throughout the entire process. Additional information about the conduct process is available on the Office of the Dean of Students website at <https://www.seattleu.edu/deanofstudents/integrity-formation>. Students are encouraged to utilize the information in the Code and on the Office of the Dean of Students website to prepare for their participation in the process. Students are also encouraged to contact their Conduct Administrator or the Office of the Dean of Students with questions or concerns.

Most complaints or reports are resolved through a hearing. Hearings are confidential, generally non-adversarial, and are not to be considered analogous to court proceedings. The student is to appear and to communicate on their own behalf. University officials will not interact with legal counsel representing a student. University officials will interact only with the student and their parent/guardian to the degree that it is appropriate and permissible under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 CFR Part 99, ("FERPA"). The Vice Provost for Student Development has delegated general responsibility for matters of student conduct to the Associate Provost/Dean of Students and/or their designee.

Section 3.2: Steps in the Student Conduct & Integrity Formation Process

Note: For the University's student conduct and investigation process for sexual offenses, domestic violence, dating violence, and stalking, visit: <https://www.seattleu.edu/deanofstudents/policies/sexual-misconduct-policy/>

Step 1: Receipt and Review of a Written Complaint or Incident Report

The Office of the Dean of Students receives and reviews a written complaint or incident report alleging that a student or student organization violated the Code. Complaints generally include the approximate date, time, and location of the alleged conduct, those present at the time of documentation, and a description of what transpired. Upon initial review, the Associate Provost/Dean of Students or their designee may dismiss the complaint due to a lack of actionable information, have a preliminary conversation with the individual(s) involved to gather more information, or ask Public Safety or Housing and Residence Life staff to further investigate the incident.

Step 2: Interim Measures

In some cases, the Associate Provost/Dean of Students or their designee may issue interim measures while a complaint or incident report is under review. Interim Measures are issued to ensure the health and safety of the student and/or the University community and may be in place indefinitely. Interim Measures may include, but are not limited to, the following: issuing a No Communication/No Retaliation order, changing classes, limiting access to University premises, prohibiting attendance at University-sponsored events, assigning an individual to a different lab or other clinical setting, delaying conferral of a degree, and/or reorganizing housing assignments.

Interim Suspension

The Associate Provost/Dean of Students or their designee may suspend a student from the University and/or University housing for an interim period pending the outcome of disciplinary or criminal proceedings when, in the judgment of the University, the continued presence of the student at the University or on University premises poses a threat or risk to the health and safety of the student or to others, or to the stability and continuance of normal University functions. Interim suspension is further defined in Section 3.4.

Step 3: Case Assignment

If the information reported could constitute a potential violation of the Code, the Office of the Dean of Students will assign the case to a Conduct Administrator or board. If the complaint or incident report could constitute a potential violation of the Sexual Offenses, Domestic Violence, Dating Violence and Stalking Policy, it will be referred to the Office of Institutional Equity. If the Title IX Coordinator determines that the allegation falls outside of the [Policy for Complying with the Title IX Regulations/Title IX Final Rule](#), they will refer the matter back to the Office of the Dean of Students for investigation and resolution.

Alternative Resolution

Students and/or student organizations referred to the Integrity Formation Process may, at the sole discretion of the Associate Provost/Dean of Students or their designee, be offered the opportunity to resolve their case without a formal hearing. Cases may be resolved through an alternative method if the Respondent(s), at any time prior to a formal Integrity Formation hearing, accepts responsibility for violating the Code or otherwise

accepts an alternative resolution. Alternative resolutions may include sanctions outlined in Section 3.4.

Respondent(s) agreeing to an alternative resolution must understand that by accepting and participating in the alternative resolution that they are waiving their rights to a hearing and any further appeal. If the alternative option is declined by the Respondent or no agreement is reached, the matter will proceed to an Integrity Formation hearing.

Step 4: Notifying the Respondent(s)

The Conduct Administrator or Review Board Chair will review the report or complaint, determine the nature of potential violation(s), and send the Respondent(s) a notification letter via email using *Maxient*, (the University's student conduct database). Except in extraordinary circumstances or during University breaks and holidays, a Conduct Administrator or Review Board Chair will make initial contact with the Respondent(s) within ten (10) days of the date of the incident report. The Office of the Dean of Students, Conduct Administrators, and Review Board Chairs send official communications regarding student conduct matters exclusively to students' Seattle University email accounts. Students are expected to regularly check their University email in order ensure prompt receipt of any official and time-sensitive communications, which are generally sent through a system called *Maxient*. The *Maxient* system will require students to authenticate using Seattle University credentials to retrieve their official correspondence.

Notification Letter

The notification letter generally includes the time, date, location, and alleged conduct described in the incident report or complaint. This letter also lists the section(s) of the Code alleged to have been violated or the unacceptable behavior and summarizes the next procedural step, including the date, time, and location of a hearing (if applicable), instructions for rescheduling a hearing, and instructions on how to request any reasonable accommodations in advance of the hearing. Respondent(s) will be given at least three (3) business days, written notice, by email, prior to a scheduled hearing.

Step 5: Hearing

A hearing is a meeting between the Respondent(s) and the Conduct Administrator or Review Board. Hearings shall be conducted in private. The Respondent(s), the Complainant, and their Advisor may be present. Admission of any other person, including Witnesses, to the hearing shall be at the discretion of the Conduct Administrator or the Review Board Chair.

Role of Advisors

The purpose of an Advisor is to provide support to the Respondent(s) or Complainant(s). Only Seattle University staff, faculty, or students may serve as an Advisor to a Respondent or Complainant. An Advisor cannot be an individual who is a Respondent and/or Witness in the case. The Respondent(s) and Complainant(s) are each allowed one Advisor at a hearing. An Advisor may not actively participate in the hearing. The Advisor

is not permitted to present information on behalf of a Respondent or a Complainant. If a Conduct Administrator or Review Board Chair determines the Advisor is disruptive to the conduct process, the Conduct Administrator or the Review 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 or staff at the University. A Witness is not permitted to serve as an Advisor. Respondents must notify their Conduct Administrator or Review Board Chair at least 24 hours before the hearing if bringing an Advisor.

Role of Witnesses

Individuals who have first-hand knowledge about the reported incident may appear as a Witness. Individuals who serve only as character witnesses are not permitted. An individual who is a Respondent and/or Advisor in the case may not serve as a Witness. Witnesses will be present during the hearing only during the time they are providing statements and being questioned. The Conduct Administrator or Review Board Chair may determine whether non-University members or Witnesses without first-hand information about the reported incident may appear. Respondents must notify their Conduct Administrator or Review Board Chair at least 24 hours before the hearing if Witnesses will appear.

Hearing Procedure

The Conduct Administrator or Review Board will review and consider the incident report(s), complaint(s), statements and/or other relevant information or materials presented by Respondents(s), University officials, and Witnesses. The Conduct Administrator or Review 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 Administrator or Review 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.

The Conduct Administrator or Review Board Chair may conduct the hearing in a Respondent's absence if the Respondent does not report for a scheduled hearing. If a Respondent chooses not to attend a hearing, and is found responsible for violating the Code, their absence and any information they could have presented during the originally scheduled hearing will not be used as "new information" for the basis of appeal. A hearing may proceed if not all Witnesses are present.

If an alleged violation of the Code is not contained in the notification letter and the omission is discovered during the hearing, the Conduct Administrator or Review Board Chair shall notify the Associate Provost/Dean of Students (or their designee) after the hearing to determine whether the charge should be added and the hearing reconvened.

Step 6: Deliberation & Decision *Standard for Determining if a Student is Responsible for Violating the Code*

The standard for determining a violation of the Code is preponderance of the evidence. There must be evidence to conclude the Respondent “more likely than not” violated the Code.

Conduct Administrator Deliberation

A Conduct Administrator will decide whether a Respondent violated the Code by determining whether or not there is a preponderance of evidence to support a finding of responsibility for the charge(s). If a Respondent is found responsible for violation of the Code, the Conduct Administrator will determine the appropriate sanctions. In determining sanctions, the Conduct Administrator may consider (i) the nature of the Code violation, (ii) any past Code violations by the Respondent, and (iii) sanctions assessed in similar cases, if any.

Review Board Deliberation

Review Boards use a simple majority vote to decide whether a Respondent violated the Code by determining whether or not there is a preponderance of evidence to support a finding of responsibility for the charge(s). The members of the board hearing the case will meet in closed session to deliberate, and all aspects of the deliberations are confidential. When a case is being adjudicated by a Review Board and a Respondent is found responsible, the Review Board Chair will determine the appropriate sanctions. In determining sanctions, the Review Board Chair may consider (i) the nature of the Code violation, (ii) any past Code violations by the Respondent, and (iii) sanctions assessed in similar cases, if any.

Notification of Decision

The Conduct Administrator or Review Board Chair will notify a Respondent in writing via email of the decision and of any sanctions. The following elements should be included in the decision letter:

- Alleged violations of the Code;
- Determination of Responsibility for each violation, as indicated by the words “Responsible” or “Not Responsible”;
- Description of sanctions, if any; and
- Instructions on how to appeal.

If a Respondent has violated a University rule or policy and is an alleged perpetrator of a crime of violence or a non-forcible sex offense as defined in FERPA, the Complainant shall also receive written notice of the outcome of the hearing.

Section 3.3: Appeals

After a decision has been made in the conduct hearing and the Respondent receives the decision letter, the Respondent may file an appeal by 3:30pm on the fifth (5th) business day from the date of the decision letter. The request for appeal must be submitted online to the Associate Provost & Dean of Students or their designee ([link to online appeal form](#)). If the online appeal form is not available, a written appeal can be submitted in-person in Student Center 140 or by email to integrity@seattleu.edu. Appeals must include the case number, the Respondent's information, the basis for appeal, and a narrative explaining the request for an appeal

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:

- Significant Procedural Error: A procedural error occurred that significantly impacted the decision. A description of the error and its impact on the decision of the case must be included in the written appeal; or
- New Information: New information has been discovered that was not available or known to the appealing party during the student conduct process and the new information could substantially impact the findings (Note: If a student chooses not to attend a hearing, their testimony or documentary or tangible information may not be considered "new evidence" for the purpose of an appeal); or
- Substantially Disproportionate Sanctions: The sanctions imposed were substantially disproportionate to the violation(s).

Review of Appeal

On receipt of an appeal, the Associate Provost/Dean of Students or their designee will review the appeal and determine if the request meets the one of the basis for appeal. The Associate Provost/Dean of Students or their designee may elect to meet with the Respondent and/or Complainant to discuss the appeal. Except in extraordinary circumstances, appeals will be resolved within thirty (30) days following receipt of an appeal.

When submitting an appeal, the Associate Provost/Dean of Students or designee may take the following actions:

- a. Affirm the decision and/or sanctions.
- b. Modify the decision and/or sanctions.
- 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 3.3 of the Code are final.

Section 3.4: Sanctions

The Integrity Formation hearing process is designed to educate the individual student and/or organization about the impact of their choices while taking into consideration the needs of the greater University community. The purpose in issuing sanctions is to educate students about the impact of their decisions, to repair harm, to prevent further objectionable behavior, and to rebuild trust. Conduct Administrators and Review Board Chairs decide which sanctions to issue based on the nature of the violation(s), whether the student has a record of previous violations, and what sanctions have typically been issued for students found Responsible for similar violations.

Failure to complete a sanction as assigned and/or by its due date may result in additional disciplinary action, which may include a non-compliance fine, an administrative hold on a student's account that prevents registration and/or other University business, or additional sanctions.

The following are examples of sanctions that may be imposed following the determination of a violation of the 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:

Disciplinary Warning A Disciplinary Warning is an official, non-academic, written notification that the student's behavior was unacceptable and violated the Code; that the action or behavior must cease; and that further misconduct could result in additional disciplinary action. A Disciplinary Warning is imposed for a specified period of time.

Disciplinary Probation Disciplinary Probation is an official, non-academic, written notification that the student's behavior was unacceptable and violated the Code; that the action or behavior must cease; and that further misconduct could result in additional disciplinary action. Disciplinary Probation requires that the student demonstrate during a specified period of time the capability of meeting the conduct standards expected of members of the University community. During the Disciplinary Probation period, the student is ineligible to serve in leadership positions in University co-curricular activities and may be ineligible to participate in specific co-curricular activities including study abroad programs. Additional requirements or restrictions may be issued as conditions of probation. Failure to meet the requirements of probation or comply with the restrictions, or engaging in further objectionable behavior may result in additional disciplinary sanctions, such as suspension or dismissal from the University.

Interim Suspension A student may be suspended for an interim period pending a hearing, in matters when the continued presence of the student at the University or on University premises poses a threat or risk to the health and safety of the student or to others, or to the stability and continuance of normal University functions. During the interim suspension period, the student is not permitted to attend classes or other University activities and may be prohibited from being on University premises.

Suspension	The Associate Provost/Dean of Students or their designee, in consultation with the Office of the Provost, may suspend a student from the University for severe and/or repeated violations of the Code. Suspension involves separating a student from the University for a specified period of time, and forfeiture of payments for tuition, fees, and room and board. During the suspension period, the student is not permitted to attend classes or attend or participate in other University programs and activities and may be prohibited from being on University premises. When a student has completed the suspension period, the student must submit a letter to the Associate Provost/Dean of Students or their designee requesting reinstatement and provide evidence that the student has satisfied the terms of suspension including the satisfactory completion of all disciplinary sanctions. 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 Associate Provost/Dean of Students or their designee.
Dismissal	Dismissal is the most serious University disciplinary action. The Associate Provost/Dean of Students or their designee, in consultation with the Office of the Provost, may dismiss a student from the University for severe and/or repeated violations of the Code. Dismissal involves permanently separating a student from the University, the forfeiture of all rights and degrees not 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.
Residence Hall Suspension or Dismissal	A student may be prohibited from residing in any University owned, leased, or managed housing on either a temporary or a permanent basis, and may not enter University owned, leased, or managed housing during the period of suspension. The student may reapply for housing after the stated period of suspension. If a student is suspended or dismissed from University owned, leased, or managed housing for disciplinary reasons, the student is not entitled to a refund of room or board.
Educational Activities	Educational activities are required activities intended to provide a student 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. Such activities may include a research project, reflection paper, online workshop, in person educational program, or other relevant activity.
Limitation or Loss of Privileges	Limitations on University activities, programs, study abroad, facility use/access, or other privileges are imposed for a specified period of time.
Parent/Guardian Notification	Parent(s)/guardian(s) of a student may be notified when a student under the age of 21 is in violation of Alcohol and Drug Policies and/or is placed on

Disciplinary Probation, any form of suspension, or dismissed from the University.

Withholding Honors and Degrees

The University may withhold awarding a degree or honors otherwise earned for a specified period, or until the completion of the hearing process, including the completion of any additional sanctions imposed.

Revocation of Admission and/or Degrees

Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to enrollment or graduation.

Restitution, Fines, and/or Fees

Restitution is compensation for loss, damage, or injury. The university may also impose fines or fees. The Conduct Administrator or Review Board Chair will determine the amount and method of payment for restitution, fees, and fines.

Section 3.5: Time Frame

The University will resolve all complaints and reports in a prompt manner, endeavoring to do so within sixty (60) days of the initial report.

Extenuating circumstances may arise that require an extension beyond 60 days. Extenuating circumstances may include, but are not limited to, the complexity and scope of the allegations and investigation, the number of witnesses involved, the availability of the parties or witnesses, the effect of a current criminal investigation, any intervening University break or holiday, or other unforeseen circumstances.

SECTION 4: STUDENT CONDUCT RECORDS & RELEASE OF INFORMATION

The Office of the Dean of Students is responsible for maintaining files on all student conduct cases and for releasing information about student records in compliance with the requirements of FERPA and University policy. Conduct records are generally maintained for seven (7) years from the date of the final disposition of a case. Records related to suspension, dismissal, and sexual misconduct are retained permanently.

Section 4.1: Legitimate Education Interest

The Office of the Vice Provost for Student Development will inform University officials, including specific faculty or staff, about a student's involvement in a conduct case in those instances where the University official has a legitimate educational interest in knowing such information.

Section 4.2: Names Not Released

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

Section 4.3: Notification of Parent(s)/Guardian(s)

As part of a sanction, under circumstances permitted by FERPA, parent(s)/guardian(s) of a student may be notified when a student under the age of 21 is in violation of Alcohol and Drug Policies and/or is placed on Disciplinary Probation, any form of suspension, or dismissed from the University.

Section 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 Code. Upon the written consent of the student or as permitted by law, the University will respond to all such official inquiries.

Section 4.5: Access to Records

Current and former students can request a copy of all non-confidential information contained in their student conduct record by submitting a written request to the Office of the Vice Provost for Student Development. Records will be reviewed and confidential information redacted prior to their release.

SECTION 5: INTERPRETATION AND REVISION

The Office of the Vice Provost for Student Development is responsible for maintaining, enforcing, and revising the standards of conduct contained in the Code. Any question of interpretation or application of the Code shall be referred to the Office of the Dean of Students.

The Code will be reviewed annually by University officials designated by the Office of the Vice Provost for Student Development and may be revised as needed in order to maintain compliance with legal and regulatory requirements and with consideration of feedback and input from campus stakeholders.

The University will notify students of substantial changes to the Code by email.

APPENDIX A: DEFINITIONS

Academic Term	Refers to quarters, semesters, or sessions based on the University academic program.
Advisor	A member of the Seattle University community who provides support to the Respondent or Complainant during the Integrity Formation process. See Section 3.2 for additional information.
Appeal Officer	The administrator designated by the Associate Provost/Dean of Students or their designee to review any case for which a written appeal is submitted by a student in accordance with the appeal procedures described in Section 3.3.
Complainant	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 organization. Cases initiated by a University official including Public Safety do not always involve a Complainant.
Conduct Administrator	Conduct Administrators are University officials appointed by the Associate Provost/Dean of Students or their designee to administer conduct hearings.
Conduct Record	A record of all incidents where a student was alleged to have violated the Code. Conduct records are maintained by the Office of the Dean of Students as described in Section 4.
Conduct Review Board (CRB)	The highest-ranking hearing board in the conduct process. CRB members are University officials and students who are appointed by the Associate Provost/Dean of Students or their designee. The Associate Provost/Dean of Students or their designee will serve as facilitator of the CRB. When the CRB convenes to hear a case, the facilitator will empanel at least three members from the membership the board.
Day	Refers to a business day which is a day of regular University operation when offices are open (generally Monday through Friday, including academic breaks but excluding designated University holidays).
Guest	An individual who is not a Seattle University student, faculty member, staff member, administrator, board member, or otherwise affiliated with the University in a formal capacity. A guest in the residence hall, however, is someone who is not currently assigned to live in a particular residence hall, but may be a commuting student or a student who resides somewhere else on-campus.
Incident Report	An incident report (IR) or a written complaint is used to notify the University of an alleged violation of the Code. Anyone can submit an incident report online here : https://cm.maxient.com/reportingform.php?SeattleUniv

Integrity Formation	The office charged with maintaining the Code of Student Conduct and the Integrity Formation process. Sometimes referred to as the “Student Conduct” office. See Section 3.2 for additional information.
Interim Measures	Actions taken to the promote the safety and well-being of parties, including but not limited to, changes to living spaces, on-campus employment, transportation, financial aid, academic coursework.
Organizations Review Board (ORB)	The Organizations Review Board (“ORB”) is one of highest-ranking hearing boards in the conduct process. ORB members are University officials who are appointed by the Associate Provost/Dean of Students or their designee. The Associate Provost/Dean of Students or their designee will serve as Chair of the ORB. When the ORB convenes to hear a case for a club/organization, the Chair will empanel at least two members from the membership the board and the Chair.
Reporter	Means any individual who notifies the University of an incident of alleged misconduct via one of the University reporting options, whether electronically, written, or in-person. Sometimes referred to as the “Complainant”.
Respondent	The student and/or organization who allegedly violated the Code. See Section 3.2.
Review Board	Review Boards are the highest-ranking hearing boards in the conduct process. There two types of Review Boards are the Conduct Review Board and the Organizations Review Board.
Sanction	An educational, development, restorative, or deterrent measure assigned to a Respondent because the Respondent has been found responsible for a violation of the Code. Sanctions are mandatory and failure to complete an assigned sanction as assigned may result in additional disciplinary action. See section 3.4 for additional information.
Student	All individuals who are registered for at least one course at Seattle 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.
Student Organization	Clubs and organizations registered through the Center for Student Involvement, Seattle University Athletics teams, and sport clubs registered through University Recreation, or any other group of two or more students engaged in activities related to a common interest.

University Community	Seattle University students, faculty, staff, officials, alumni, and advisory board members.
University Official	A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a contractor, consultant, or other outside service provider retained to provide various institutional services and functions under contract; or a person serving on the Board of Trustees.
University Premises	All land, buildings, facilities, or other property that is in the possession of or owned, used, leased, managed, or controlled by the University. Examples of University premises include classrooms, residence halls, and publicly accessible spaces on campus property.
Witness	Individuals who have first-hand knowledge about a reported incident. See Section 3.2 for additional information.