The official version of the Gonzaga Student Handbook is online at www.gonzaga.edu/studenthandbook.

The online version is considered to be the official publication of the Student Handbook.

The Student Handbook is intended to provide general information to all Gonzaga University students, including undergraduate, graduate and law students, as well as non-matriculated, conditionally admitted and auditing students attending Gonzaga University. Additional information about academic policies and programs and University Housing can be found in the Gonzaga University Catalogues, and the Law School Catalogue. Student provisions applicable only to the Law School may be found in Law School publications. Law students are advised to make inquiries at the Law School Dean’s Office for these publications.

The University reserves the right to modify any of the policies and procedures included in this Student Handbook at any time.
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University Mission Statement

Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, physically, and emotionally.

Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.

More resources regarding the University Mission can be found on the Office of Mission webpage at www.gonzaga.edu/mission.
STUDENT COMMUNITY STANDARDS

MISSION OVERVIEW

Gonzaga is a Catholic, Jesuit University dedicated to pursuing truth, discovering and transmitting knowledge, promoting a life of faith and developing leadership expressed in a mature concern for and service to others. Members of the Gonzaga community come together in a living and learning environment committed to personal transformation through the rich traditions informed by Gonzaga's heritage. By joining and participating in the Gonzaga community, students are expected to uphold the community's traditions and values. Every choice, positive and negative, shapes our community and impacts the individual and collective educational experience.

Gonzaga's educational mission reflects a commitment to intellectual rigor, social justice, and an active engagement with contemporary issues. Principles rooted in the Catholic, Jesuit tradition challenge students to strive for excellence, to become men and women in service to others, to integrate in and out-of-classroom learning, to develop their talents through discovery and reflection, and to demonstrate concern, respect, and appreciation for each person through our Ignatian heritage of cura personalis.

To achieve these ideals, all students are expected to contribute, through their words, actions and commitments, to the development and sustenance of a community characterized by respect, caring, and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Admission Expectations: Admission to the University carries with it the expectation that students will conduct themselves as responsible members of the community. Upon registration, each student agrees to abide by the policies, rules and expectations of the University. Gonzaga students enroll voluntarily in a university that embodies the principles outlined in this Student Handbook. Students who find their personal values incompatible with those of the University, and are unable to respect or support these values, may wish to pursue their education at an institution which is more in line with their own personal values. The University expects all community members to encourage others to actively commit to and uphold these policies, rules and expectations.

Application of Policies: Gonzaga’s values-based policies, rules and expectations apply to all undergraduate, graduate and professional students, as well as non-matriculated, conditionally admitted, and auditing students attending Gonzaga University. The contents of this Handbook apply to all colleges and schools within the University, the Gonzaga-in-Florence program, and other study abroad programs managed by the University, unless otherwise specifically modified by the policies, rules and expectations enacted by such a program. Student conduct expectations apply to behavior on University property, at all University-sponsored activities held on or off-campus, and to students’ off-campus behavior which may impair students’ personal development and/or may adversely affect the institution. Policies, rules, expectations and standards apply to both the individual student and any student organization/club.

Interpretation of Student Handbook: Students and student groups are responsible for knowing and following the provisions in the Student Handbook. All provisions in this Student Handbook will be interpreted in a manner consistent with the Catholic, Jesuit mission and values of the University. The University's Vice President for Student Development or her/his designee shall resolve any questions involving the application or interpretation of the policies, rules and expectations—including the Code of Conduct—set forth in this handbook, or those adopted by a particular college or school. In such instances, the decision of the Vice President for Student Development or her/his designee will be final and binding.

ETHOS STATEMENT: FIVE PRINCIPLES OF STUDENT CONDUCT

The University encourages the pursuit of knowledge by representation and exploration of diverse ideas in a manner consistent with its Catholic, Jesuit mission. It is understood that providing a forum for the open discussion of ideas does not imply University approval or endorsement of the views expressed.
Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of the University. Students are expected to enhance the campus ethos through mature and community minded behavior. This expectation calls for behavior which demonstrates the five principles of student conduct: respect for oneself; respect for others; respect for property; respect for authority; and honesty and integrity.

1) Respect for Oneself

The University values all of its students and is deeply 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. When an instance of disrespect for self is known, the University will routinely respond to a student engaging in self-destructive behaviors – behaviors which might impede an 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 resources both in and outside the University community. Examples of behavior that would indicate disrespect for oneself include but are not limited to:

- Inappropriate use of alcohol, including under-age drinking. The effects of alcohol do not relieve individuals of their responsibility to themselves or to the community
- Unlawful use, possession, or distribution of narcotics or other controlled substances
- Intentionally placing oneself in danger

2) Respect for Others

Gonzaga expects its community members to treat one another with sensitivity, consideration, and understanding and to demonstrate an active concern for the welfare of others. Members of the campus community must always strive to act out of Christian charity and mutual respect to establish an atmosphere of trust, without which there is no community. Respect for others is founded upon observing reasonable community and societal standards of conduct and interaction. The effects of words and actions on third parties must also be considered. In an atmosphere of intellectual inquiry it is expected that students will be respectful and civil in discourse and discussion with those whose opinions they do not share. The University is particularly concerned that its members show respect for others regardless of race, creed, gender, disability, sexual orientation, or nationality and avoid all forms of offensive and harassing behavior. It is expected that students will be open to learning about and respecting persons and cultures different from their own. Examples of behavior that would indicate disrespect for others include but are not limited to:

- Inappropriate conduct in relationships, including intimate partner violence
- All forms of harassment including gender, sexual orientation, religious, ethnicity and disability harassment
- Physical abuse, verbal abuse, threats, intimidation, coercion and/or conduct which threatens or endangers the health, sense of security or safety of any person
- Sexual harassment or misconduct, including sexual assault, stalking, or related conduct.
- Hazing-like activity, including any behavior that endangers the mental or physical health or safety of a person for the purpose of initiation, or as a condition for membership in a group or organization
- Disrespect for the privacy of another person including disseminating or posting personal information or images without permission and recording private conversations without the consent of all parties

3) Respect for Property

The mission we share depends upon the responsible use of all property, including such tangible goods as buildings, library materials, equipment, and green spaces. Respect for property also involves helping to foster a well-maintained environment: a sense of safety, security, tranquility and ownership. This principle requires students to respect both personal and institutional property, as well as other public and private property, both inside and outside the Gonzaga community. Examples of behavior that would indicate disrespect for property include but are not limited to:

- Theft, improper possession, misuse, vandalism, or damage to the property of the University or another person
- Unauthorized entry, trespass or tampering with University premises, facilities or property, including fire protection equipment
- Arson, reckless burning and other inappropriate uses of fire
- Activities which potentially could be disruptive, damage property or endanger others

4) Respect for Authority

Authority derives its legitimacy from its commitment to act on behalf of the common good. The successful exercise of authority depends in part on the respect it enjoys from the community it serves. At Gonzaga, that authority resides in the University’s faculty, administrators, and staff – each of whom has been charged with responsibilities essential to the orderly operation of the University. These individuals serve as leaders and model by example the University’s expectations for all its community members. Additionally, these individuals provide structure to preserve the well-being and freedom of all community members and an orderly environment in which all can develop. The University’s authority includes creating and maintaining a code of conduct and behavioral expectations applicable to all students, both on and off campus. Respect for authority requires a student to respond to and comply with requests by a University official in the performance of her/his duties. Examples of behavior that would indicate disrespect for authority include but are not limited to:
- Non-cooperation with University officials including Security staff, Residence hall staff, Intramural staff, and Sodexo staff and student employees
- Non-cooperation with law enforcement and fire officials
- Violation of the University’s published policies, rules and expectations on and off-campus, including conduct which may violate the law

5) Honesty and Integrity

While at Gonzaga 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. Honesty requires making an accurate presentation of facts, free of known errors or omissions. Incomplete checking of facts or gathering of information, as well as inaccurate or incomplete attribution may be considered dishonest. Integrity requires honest discourse with peers, professors and authority figures individually and with the community at large. In another context, integrity means taking appropriate action when a violation of conduct and community standards occurs in one’s presence, such as immediately leaving the area, notifying a University official or safely attempting to stop the prohibited conduct. Examples of behavior that would indicate dishonesty and/or a lack of integrity include but are not limited to:
- Engaging in or assisting any acts of academic or other dishonesty
- Knowingly providing false information or identification to a University official
- Engaging in forgery, alteration, or misuse of University records, documents, instruments, or identification
- Observing but not participating in prohibited conduct without taking some appropriate action

MUTUAL RESPONSIBILITY

A student’s primary purpose for enrolling at and attending Gonzaga University is to pursue an education through the academic program. Gonzaga’s values-based policies, rules and expectations apply to all students. All Gonzaga-related activities arise out of student status and are a privilege. Good academic and conduct standing must be maintained.

The admission of a student to Gonzaga University and the student’s acceptance of that admission constitute an agreement of mutual responsibility. The student’s obligation is to understand the policies, rules and expectations of the University and to abide by them both on and off campus. The University’s responsibility is to provide an environment in which its students’ educational goals may be achieved and in which the best interests of the community are considered. The University also provides students with an opportunity to be appropriately involved in matters affecting their welfare. Gonzaga University assumes a responsibility to take appropriate action when conduct is contrary to Gonzaga’s mission, Ethos statement, policies, rules and expectations, and thus, when the agreement of mutual responsibility has been violated.
BEHAVIORAL EXPECTATIONS

There is no perfect set of rules, regulations or policies which can compel a person to behave in a particular way for the benefit of self and others. Standards and values must come from within, and can be challenged and developed only when the individual is able to consider them in relation to others. A respectful, caring and sustainable community can be guided by the principles of the Ethos Statement, described above. While it is impossible to provide a comprehensive set of regulations that address all foreseeable forms of misconduct, student behavior should be informed by the specific categories of misconduct set forth in the Prohibited Conduct contained within the Student Code of Conduct. Even though a particular course of conduct may not be expressly and specifically prohibited in the Student Community Standards, it may run contrary to the University's Ethos Statement, and if such is the case, the conduct will nonetheless be addressed according to the disciplinary procedures set forth in the Student Code of Conduct.

SELF-CARE EXPECTATIONS, SELF-DESTRUCTIVE AND THREATENING BEHAVIOR

Appropriate self-care is the responsibility of each student. As members of an adult learning community, students should be able to live and function without causing risk, harm or disruption to the community or its members. Students who are coping or struggling with new or on-going emotional, psychological or physical conditions are encouraged to have a medical or psychological assessment to determine what support services may be needed to promote responsible self-care. Gonzaga’s Health Center, Counseling Center and DREAM offices are available in a limited capacity to assist students with medical or psychological needs. It is the student’s responsibility to establish relationships with appropriate self-care and personal wellness providers, either inside or outside the University. While peers and friends can provide emotional or moral support, these persons are not trained or equipped to handle such situations in a professional manner.

Engaging in destructive or disruptive behaviors is inconsistent with the Student Community Standards and Ethos Statement. It is unacceptable to create risk to others, infringe on the rights of others, or create disruption to the educational living/learning environment of the University.

When such cases come to the attention of the University, it will take reasonable and compassionate action which considers the welfare of the individual student as well as the University community. There are limits to the University’s capacity to care for and work with students with certain psychological or physical conditions. Therefore, the University reserves the right to determine if it can reasonably provide programs, services and resources to a particular student in the context of particular circumstances.

In some instances, a student’s conduct or statements may lead to a reasonable belief that the student is a significant risk to the health or safety not only of her or himself but also that of others, or there may be a reasonable belief that a student may lack the ability to appropriately participate in University community life without disruption. Methods the University may use in making that determination may include requiring the student to obtain professional evaluation and treatment, communicating with the student’s parents/guardians, or other actions as may be necessary in the circumstances to address the disruption.

A student whose behaviors impart risk to or disrupt the community may be subject to conditional class attendance, removal from University residence, leaves of absence, withdrawals, or interim suspension until the University is able to make a determination as to the best course of action for the student and the community. If medical or psychological evaluation and treatment is required prior to a student’s return to the University, officials will consider the opinions and determinations of a professional provider, but they are not obligated to rely solely on these materials when considering the student’s return to the University community.
COMMUNICATION/CONTACT EXPECTATION DIRECTIVES

The University expects students to manage interpersonal conflicts in a mature, adult-like manner. Students are expected to use healthy, safe, and appropriate means to resolve and/or navigate interpersonal conflicts. In situations involving conflicts between students that appear to rise to the level of more serious inappropriate behavior, the University may issue a Communication/Contact Expectation Directive to one or both parties involved in the situation. This directive is used to help students navigate their educational experience. The directive may prohibit one or more persons from having contact with one another or third persons involved in a conflict. The directive may be issued as an interim measure or as a part of the University’s conduct process as a social contact restriction. When used as an interim measure, this directive is not appealable. This request is supported by the Student Community Standards and Ethos Statement as a “reasonable request of a University Official in the performance of his/her duties.” As such, it is a requirement under the Community Standards that students comply with such a directive. It should be noted that a University Communication/Contact Expectation Directive is not the same thing as a court order, commonly referred to as a restraining or protective order.

GOOD SAMARITAN PRACTICE AND EXPECTATION TO ACT

The welfare of everyone in our community is highly important, and Gonzaga University encourages students to offer help and assistance to others in need. The University’s Jesuit tradition calls members of the community to have a mature concern for others. The purpose of the Good Samaritan expectation is to provide care for all students in a safe manner.

Students are expected to promptly report conduct or activity which poses a danger to the community or its members and to take appropriate action when a violation of the Student Community Standards occurs in their presence. Observing but failing to act in response to prohibited conduct often has a detrimental impact on the safety, good order and peace of the community through the inadvertent and silent message of support this presents. Students may be held accountable for their presence and response to the prohibited conduct even if they are not participating. Appropriate action may include, but is not limited to, immediately leaving the area, attempting to safely stop the prohibited conduct, notifying University or other officials, or a combination of these things. The appropriate response will also be determined by the type of prohibited conduct which is occurring.

Good Samaritans confronted with a person’s medical emergency are expected to immediately call 911 and remain on site. Gonzaga Security should also be called (509-313-2222) to assist emergency responders.

This policy specifically applies to being in the presence of others using alcohol or drugs in violation of University policies, rules and expectations. Symptoms of alcohol poisoning can vary from person to person and are often life-threatening. When any student observes another student in need of medical attention, regardless of impairment of either party, the right thing to do is to call for medical help. If there is any doubt as to a person’s well-being, help should be called immediately.

Students are expected to report all incidents which threaten the health and safety of others so that those affected can receive the support and resources they need. Therefore, violations of the University’s alcohol and drug policies may be, within the discretion of University officials, exempt from disciplinary action in situations where a student’s health or safety is at stake. However, the University may initiate an educational discussion about the use of alcohol or drugs and their impact.

The Good Samaritan policy does not excuse or protect students who repeatedly violate Gonzaga’s Student Community Standards, in which case the University reserves the right to take judicial action on a case by case basis. Good Samaritans are also encouraged to take positive action by notifying officials regarding other behaviors observed, including but not limited to, interpersonal violence, vandalism or other violations of the Student Community Standards.
PARENTAL CONTACT AND NOTIFICATION BY UNIVERSITY OFFICIALS

The University may, within the discretion of its officials, send notice and/or copies of documents to parents or legal guardians of students involved in disciplinary or other matters. The University, in compliance with the Family Educational Rights and Privacy act (FERPA), may send reports to parents or legal guardians of a dependent student as "dependence" is defined in the Internal Revenue Code. The University may also contact parents or legal guardians of students involved in alcohol or drug violations if the student is under 21 at the time of the violation. In some cases, as a condition of remaining at Gonzaga, a student may be required to notify his/her parents or legal guardians of his/her disciplinary standing within the University.

UNIVERSITY POLICIES & PROCEDURES

ALCOHOL POLICY

The use of alcoholic beverages on University property and at University events must be consistent with University policy and applicable law. In the case of branch campuses or programs, use of alcoholic beverages must be consistent with the laws of the jurisdiction where University programs are located. All state and local laws regarding alcohol are also University rules. Off-campus conduct related to alcohol which violates the law also violates University policy. The following is a summary from Washington state statutes of some important points related to the use of alcoholic beverages:

- A person must be 21 years of age to acquire, possess or consume any liquor (alcohol, spirits, wine and beer)
- It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages
- It is a violation of state law to sell alcohol to a person under 21 years of age, as well as to provide alcohol to any person who is underage
- It is a violation of state law to misrepresent age and to use false or forged documents (such as a driver’s license from any state) to obtain alcohol

Alcohol provided to students by their parents is prohibited on campus and in University residential facilities except as it relates to specific upper-division housing. Students in the presence of others improperly using alcohol may be in violation of the University’s Expectation to Act policy.

The University reserves the right to confiscate, retain and dispose of/destroy any and all alcohol and related paraphernalia regardless of value or ownership. Paraphernalia is defined as alcohol containers of all kinds, posters, promotional items and items used to facilitate drinking such as beer steins, shot glasses, and beer pong tables.

Drinking which is dangerous or disruptive, over-intoxication and public drunkenness, regardless of age or where the alcohol was consumed, is inappropriate and is not an excuse. For those under 21 years, consumption of alcohol off-campus is a violation of the University’s alcohol policy.

The following two sections apply specifically to Gonzaga University’s Spokane campus.

On-Campus Gonzaga-owned property and buildings

A. University regulations do not permit the possession or consumption of alcoholic beverages in common areas (both interior and exterior) except in cases specifically approved by, and registered with, the Student Development Office, and which comply with state and local laws.

B. Requests for special events must be reviewed and authorized by the Vice President for Student Development or his/her designee, subject to Washington State Liquor Control regulations. Individuals who sponsor special events involving the serving of alcoholic beverages must be 21 years of age and must abide by all state and local regulations.

C. Organizations or individuals sponsoring any event at which alcoholic beverages are served or present:
1. Are responsible for ensuring laws and University regulations governing the provision and consumption of alcoholic beverages are upheld.
2. Must arrange to serve non-alcoholic beverages and food appropriate to the occasion.
3. Must arrange for a responsible bartender to coordinate serving. Choice of bartender is subject to review and approval by the Student Development Office.
4. Must fulfill all requirements listed by the Vice President for Student Development Office.

**Alcoholic beverages in University owned residential facilities**

The use of alcohol is prohibited in some cases and regulated in others as described below:

A. Possession or consumption of alcohol in common areas, both interior and exterior, of all residential facilities is prohibited.

B. Residential facilities reserved for lower-division (first and second year) students
   1. Students of any age and/or their guests of any age may not consume alcoholic beverages at any time in lower division residence halls. The use, possession, distribution, sale or display of alcoholic beverages and alcohol paraphernalia, including possession of empty alcohol containers, is prohibited.
   2. Should a violation of the alcohol policy described in #1 arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
   3. Empty containers may be considered evidence of consumption/possession of alcoholic beverages.

C. Residential Facilities reserved for upper-division (third year and above) students
   1. Residents of individual rooms and apartments on campus and University owned off-campus apartments and houses are responsible for ensuring that University policy is upheld at all times with regard to alcoholic beverages.
   2. The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.
   3. Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
   4. In individual rooms, suites, or apartments in any residential facility maintained by Gonzaga University, mass quantities of alcoholic beverages are prohibited, regardless of the resident’s age. This includes, but is not limited to such things as kegs, multiple cases of beer, and stocked bars.
   5. Beverages must be consumed within the confines of the apartment unit or house and are prohibited on balconies, stairways, parking lots, grounds, patios, porches and other common areas.
   6. Residents are encouraged to refrain from having under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged people.
   7. Any apartment unit or house which has an under-aged resident is considered “dry” until all assigned residents are at least 21-years old. This means it is prohibited to consume, possess, distribute, display or otherwise use alcoholic beverages and includes possession of empty containers.
   8. Partying that becomes detrimental to the community is inappropriate.
   9. Equipment or supplies used in drinking games or to promote excessive drinking (e.g., beer pong tables) are prohibited.

**Violations of the Alcohol Policy**

Violations of the alcohol policy will be enforced pursuant to the Student Code of Conduct. Individuals, student groups, or organizations that violate any of the alcohol regulations will be held accountable and may lose the privilege of sponsoring future events as well as be subject to disciplinary actions by the Student Development Staff.

Students who violate state and local laws or University regulations concerning alcohol usage may be required to attend an alcohol education class and may be subject to Student Code of Conduct procedures and sanctions. Sanctions may also include scheduled or random alcohol testing.
Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up. These violations include, but are not limited to, possessing or consuming mass quantities of alcohol and/or abusive consumption of alcohol. Some examples of "abusive consumption" are situations that involve:
- Requiring medical response, transport, or hospitalization
- Blackouts
- Disruption to the community
- Impacting University operations, such as Security and Residence staff duties

ANIMALS ON CAMPUS
Service animals are allowed on campus in the care of their handler. Students are required to contact the Disability, Resource, Education and Access Management (DREAM) office for information and assistance with service animal guidelines. Any animal on campus must be leashed and attended at all times. Animals are not permitted to run loose on campus or in any campus building. Dangerous animals or animals found unattended may be impounded and turned over to animal control authorities. A University official may determine that a particular animal's presence on University property is disruptive and direct the owner to remove that animal. For the specific policy regarding residence halls please see the "Animals" section of the Housing and Residence Life portion of this Handbook.

DRUG POLICY
The illegal use of drugs on or off campus, by Gonzaga University students is prohibited. The unlawful manufacture, possession, control, sale, transfer or use of any dangerous drug, controlled substance, experimental drug, mind-altering substance, or drug paraphernalia on University premises or at University-sponsored activities is prohibited. Actions that violate local, state, or federal laws in relation to drugs are also a violation of University policy. This includes the abuse or other improper use of prescription drugs. The illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the University and/or referral to law enforcement officials.

Students should be aware that in spite of the November 2012 Washington state vote to legalize and/or decriminalize small amounts of marijuana possession or use for persons over the age of 21, Gonzaga is required to uphold, and expects its studentsto abide by federal laws which prohibit use, distribution, consumption, of marijuana by anyone of any age.

It is a violation of the University’s Good Samaritan Practice and Expectation to Act policy to knowingly be in the presence of others who are violating the strictures of this Drug Policy. The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

Medical marijuana users should be aware that Gonzaga University does not permit marijuana use or possession on campus, whether or not in a residential facility, even with official medical documentation. All questions regarding the reasonable accommodation of medical conditions, including conditions treated with medical marijuana, should be directed to the Disability Resources, Education, and Access Management (DREAM) office.

This Drug Policy is published in compliance with the Drug Free Schools and Communities Act.

Certain health risks are associated with the illegal use of drugs and alcohol use. Drug and alcohol use can affect a person’s physical and emotional health, social life, and employment prospects. The hazards of alcohol and drug use differ from person to person. The health risks may include interference with memory, sensation, and perception; impairment of reaction time and motor coordination; distortion of experiences and loss of self-control; death from respiratory depression; interference with the brain’s ability to take in, sort, or synthesize information; physical exhaustion; complications of intravenous injection; and fetal damage from abuse by pregnant mothers. More information about specific health risks is available at the Campus Health Center.
Gonzaga encourages students who suspect they may have a problem associated with alcohol or other substance abuse to seek assistance through campus resources such as the Student Development Office, the Campus Health Center, and the Counseling Center. The University may refer students with problems beyond its means to outside rehabilitative or counseling services.

For further information about the University’s compliance with the Drug-Free Schools and Campuses Regulations, the University’s drug and alcohol policies, or related matters, please contact the Student Development Office, College Hall 120 or call 509-313-4100.

**Violations of the Drug Policy**

Violations of the Drug Policy will be addressed pursuant to the Student Code of Conduct. Sanctions resulting from a violation of this policy may include substance use assessment; recommendations for treatment; and random drug testing in addition to sanctions set forth in the Student Code of Conduct. Any costs associated with the imposition of sanctions are the responsibility of the student.

**EVENTS POLICY**

Gonzaga University is an academic community dedicated to the advancement of learning. It is guided by a humanistic, Catholic, and Jesuit, mission to advance the Gospel values of faith and justice through teaching, advocacy and example. To serve these objectives, members of the University community must be free to engage the full range of views on a variety of subjects. They may, therefore, consistent with these processes and standards, invite speakers to campus and produce events on campus that promote the University’s values, as well as those that express ideas or opinions that are contrary to Catholic doctrines and teachings. The following standards and procedures govern such activities.

**Standard**

A. Permission to invite a guest speaker or to host an event for the public on campus may be denied altogether if:

1. The speech or event would not constitute a legitimate educational experience or otherwise contribute to the University’s mission; or
2. The speech or event is likely to confuse the public or students about or offend the University’s core values or mission as a Catholic, Jesuit, humanistic institution by advocating positions or activity contrary to Catholic teachings and the person or group seeking permission refuses to accept provisions for appropriate response or counter-programming; or
3. There is a substantial risk that the speech or event would conflict with University policies concerning the creation of a hostile learning environment; or
4. The speech or event poses a substantial risk to the physical safety of members of the University community; or
5. There is a substantial risk that the speech or event would disrupt classes, obstruct access to campus facilities, or otherwise interfere with other ongoing University events or activities; or
6. The speech or event would violate the law.

**Process**

A. A student or student group wishing to invite a guest speaker to campus or to host an event for the public on campus must follow the policies and procedures adopted by the Vice President for Student Development regarding guest speakers and events. This will require obtaining advance approval from the Vice President for Student Development, so that the standards of paragraph 1 will be applied before any invitation is made.

B. Because faculty are representatives of the University and implementers of its mission, faculty wishing to invite a guest speaker to campus or to host an event on campus shall seek the advice of colleagues, the most appropriate department chair, and their dean before extending an invitation or planning an event that is likely to confuse the public or students about or offend the University’s core values or mission as a Catholic, Jesuit, humanistic institution. If the faculty member’s judgment about a speaking invitation or event is questioned, the Academic Vice President shall make the initial determination as to the propriety of the speech or event, in light of the rationale and
considerations offered by the faculty supporting the event.

C. In reviewing any request for a guest speaker or event, the Vice President for Student Development or Academic Vice President may impose conditions to ensure consistency with the standards of paragraph 1. Any decision of the Vice President for Student Development or the Academic Vice President to grant, deny, or condition permission for a guest speaker or event must be provided to the interested parties and may be appealed to the President. The President shall have final authority to grant, deny, or condition usage of University property for any guest speaker or event.

D. In exercising this authority, the Vice President for Student Development, Academic Vice President, and President shall:

1. Give due consideration to the standards of paragraph 1; the educational content and value of the proposed speech or event; the degree of faculty involvement in planning the speech or event; the academic or educational context for it; and the amount of co-sponsorship by faculty and campus organizations.

2. Seek, where possible, modifications to the speech or event which, short of prohibiting it, would address the concerns about it. Such actions may include issuing disclaimers, requiring that a question and answer period immediately follow the speech or event, creating counter programming at a different time, balancing the speech or event with opposing views, changing the date of the speech or event, or otherwise providing appropriate context for those attending.

3. Give the persons and groups supporting or opposing the speech or event an opportunity to be heard.

E. To avoid unnecessary future conflict and facilitate future decision making by members of the University community, when the President exercises his authority to permit, condition, or deny permission for a guest speaker or event, he shall communicate to the University Community his reasons for doing so in a timely manner.

Disclaimer:

An invitation to a guest speaker or production of an event does not in any way imply approval, endorsement, or sponsorship by the University or by those making the invitation or planning the event of the views expressed by the speaker or any aspect of the event.

FIRE ALARMS AND SAFETY DEVICES

When a fire alarm sounds in a building the occupants of that building must immediately evacuate and call Campus Public Safety & Security at ext. 2222. Evacuation maps are posted in all campus buildings and should be followed whenever possible. Entering or re-entering a building in which a fire alarm is sounding is prohibited unless authorized by an official of the Spokane Fire Department, the Campus Public Safety & Security department, or other University Official. Failure to evacuate a building during a fire alarm, entering or re-entering a building during a fire alarm may constitute a violation of the Student Community Standards. Tampering with, or the unauthorized use of, fire safety equipment such as extinguishers, smoke and heat detectors, alarm pull stations, fire sprinklers, signage or emergency exits is prohibited. This includes activation of a false fire alarm and tampering with any equipment or fixtures used for the purpose of fire, health, or building safety.

GUEST CONDUCT AND RESPONSIBILITY

Anyone visiting a student on campus is considered a “guest” of that student and the host is responsible for that guest’s conduct in relation to the policies, rules and expectations of the University. See also Housing and Residence Life Guest and Overnight Visitor policy.

HARASSMENT

Please see separate policy sections on Sexual Misconduct and Harassment and/or University Anti-Harassment and Discrimination Policy.
HAZING

As outlined in the University’s Ethos Statement, Respect for Oneself and Respect for Others are cornerstones on which Gonzaga’s students base their individual growth and development. Traditions are important at Gonzaga and some of these traditions include rituals and rites of passage which link students to the University’s past and help them prepare for the future. These actions can build important bonds between individuals and groups. It is imperative to remember that the relationships and bonds that are created in our community are to always be deeply rooted in mutual respect, and not through senseless activities or humiliation.

Any hazing actions, including, but not limited to, those which produce mental discomfort, physical discomfort, or ridicule are expressly prohibited. Willing participation by persons suspected of being hazed does not override this policy. Hazing is a form of victimization. It is pre-meditated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or of activities that demonstrate disregard for another person’s dignity or well-being. A level of coercion is often involved, i.e. those being hazed either couldn’t or didn’t feel they could opt out because of the peer pressure involved and the desire to belong to the group. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims, (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one’s level of responsibility, planning or participation.

**Hazing is a form of harassment.** Hazing is not limited to group activity alone, but includes individual behavior, which subjects another to abusive conduct, or ridiculous or annoying tricks or pranks. Because hazing and some initiation-related practices threaten the self-esteem and safety of students, and subsequently the University as a whole, Gonzaga adopts the following policy statement:

- Hazing is defined as any act or process which endangers the mental or physical health or safety of a student, or which damages or removes public or private property for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team or organization.

- Hazing-related conduct includes, but is not limited to, embarrassment; ridicule; sleep deprivation; verbal or physical abuse; personal humiliation; excessive fatigue; physical and/or psychological shock; humiliation encouraging or requiring a person to consume alcohol, drugs or foreign or unusual substances; requiring the wearing of conspicuous apparel in public; requiring the carrying of “burdens” in public; and moral degradation or substantial interference with the person’s educational pursuits.

- Student groups, teams and organizations, as well as individual students, are expected to design their programs and policies in accordance with the principles of Gonzaga University as described in the University Mission Statement and the Student Handbook.

- Individual members, organizational activities, and developed policies should promote the ideals of the University and its Jesuit foundations which emphasize individual well-being, a strong academic commitment and respect for oneself and for others.

- Encouraged or forced violation of any University rule, policy, or expectation or of the law.

**Student organizations and individuals failing to adhere to this policy statement and/or behavioral expectations will be subject to disciplinary actions and sanctions as outlined in the Student Code of Conduct, and may also be subject to criminal prosecution pursuant to Washington state law (RCW.28B.10.901).**

IDENTIFICATION CARDS

Students are required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry a legible card at all times and present it when requested by any University official including Security and Dining staff members. If a card is lost or stolen, a student should contact Student Accounts immediately for a replacement.

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The alteration or misuse of a student identification card is prohibited. This includes possessing, presenting or using another person’s card or card number without permission. Students must surrender their identification card to a University official upon request.

**KEYS, KEYCARDS AND CODES**

Loanig keys to any other person for the purpose of entering a University facility, residence hall, room or secured area without being accompanied by the legitimate key holder is prohibited. This prohibition includes student ID’s equipped with proximity readers for building entry, other “swipe-type” cards and keypad codes. This policy also applies to possessing, using, making, or causing to be made any keys for any building, laboratory, facility, residence hall room, or University room or secured area except as authorized by the Plant Services Department.

**MEDICAL INSURANCE**

All students should have adequate health and accident insurance in order to avoid the unexpected interruption of their education by high medical expenses. The services of the Health Center and the Counseling Center should not be confused with or substituted for the services covered by hospitalization and urgent care insurance coverage. Some insurance policies may not cover the student outside of the issuing area. Students should consult the carrier to provide a supplemental policy.

**Mandatory Accidental Injury Insurance**

There is an automatic accident plan in place for students enrolled on the main campus. A complete brochure and fees are available in Student Accounts, Student Development and the Health Center or at www.gonzaga.edu/studentinsurance.

**Optional Injury and Illness Insurance**

There is an optional major medical group plan that can be purchased through the Student Accounts Office. A complete brochure including a fee schedule is available in Student Accounts, Student Development, and the Health Center or at www.gonzaga.edu/studentinsurance.

A medical insurance plan is a requirement for all International Students studying on an F or J Visa. Contact the International Student and Scholar Services Office at 509-313-6563 for more information.

**MMR IMMUNIZATION**

Any student born after 1956 must have rubeola (measles) immunity documented before registration; otherwise, registration may be delayed. Proof of Immunity can be shown by documentation of two injections following one’s first birthday after 1957, preferably after 1980. More information about this policy can be obtained from the Health Center at extension 4052.

**MISSING STUDENTS**

If the University is advised of the unusual or unexpected absence of a student, steps may be taken to gather information in order to locate the student. Upon receipt of such notice and because the safety and well-being of students is so important, the University may contact parents, friends and law enforcement officials for the purpose of locating the student. The federal Clery Campus Security Act contains provisions specifically related to missing students who reside in University residential facilities. Complete information about these provisions and procedures is available in the annual Campus Safety & Security Guide: www.gonzaga.edu/studenthandbook.

**NETWORK AND COMPUTER RESOURCE ACCEPTABLE USE POLICY**

For the complete policy, please see the University’s Information Technology Services website: www.gonzaga.edu/its. Students are bound by all the terms and conditions of the policy. It should be noted that this policy contains specific information about the use and user expectations regarding University e-mail accounts. Please review this policy carefully.
OFF-CAMPUS CONDUCT

Gonzaga’s Jesuit tradition values a community-minded approach to life that emphasizes citizenship and service to others. Student conduct is a reflection of the University’s values no matter where students are located. Being a member of a community carries with it both rights and responsibilities. Gonzaga students are expected to conduct themselves at all times in ways that are congruent with the University’s conduct rules, policies, values and expectations, to which all students are subject both on and off campus.

A student’s off campus conduct that reflects adversely upon the University’s values and image may subject the student to disciplinary action pursuant to the Student Code of Conduct. Examples of the type of misconduct contemplated by this policy include, but are not limited to disrespect for the rights of Logan neighbors, hosting or allowing disruptive gatherings to occur at a residence, negative interactions with public safety officials and other behaviors that reflect negatively on the institution and individuals. As a reminder to students, while you are enrolled at the institution, any behavior that is a potential violation of local, state or federal law is also considered a violation of the University’s policies regardless of where the behavior occurs.

Gonzaga students have a significant impact on the quality of life in the Logan neighborhood. The University is committed to supporting service projects that enhance the neighborhood, and to addressing any negative impacts to the living experience of all neighborhood stakeholders. The University strives to educate students as they transition to their off-campus residences and challenges them to be good neighbors. Reports of inappropriate off campus conduct will be promptly addressed. Examples of unacceptable off campus behavior in the Logan neighborhood include but are not limited to:

- Lower division/underage or any disruptive students showing up uninvited at neighborhood events (also considered trespassing)
- Negative interactions with community members
- Repeated code violations including excessive garbage, noise, illegal fire pits/burning, etc.
- Accumulation of garbage in yards and/or alleyways
- Underage drinking and the use of fake identification
- Fighting, destruction of property, and public urination

OFFICIAL UNIVERSITY COMMUNICATION WITH STUDENTS

E-mail is an official form of communication at Gonzaga University. The University will assign all students an official University e-mail address to which the University will send all official e-mail communications. Students should frequently check their University-issued e-mail account and read messages in a timely manner. Other forms of communication the University may use to contact students include residence hall room phone number, MSC mail box and local and other contact information listed with the Registrar’s Office.

OUTDOOR SPECIAL EVENTS & AMPLIFIED SOUND

Gonzaga University exists in close proximity to many residences and residential neighborhood communities. Local ordinances govern noise transmission and amplification. Out of consideration to all who live in the community, the use of amplifiers, bullhorns, musical instruments, and other forms of communication beyond that of the natural voice must receive prior written approval from the Office of Student Activities. In some circumstances a noise variance permit may be required by the City of Spokane. It is the student’s or organization’s responsibility to obtain this permit.

PARKING

All students who park or use a vehicle on Gonzaga University property must register the vehicle with Campus Public Safety & Security and properly display a valid campus parking permit. This policy applies to all vehicles brought to campus, including motorcycles. Campus parking permits can be purchased at the Security office, located in the lower level of Welch Hall and online at https://commerce.cashnet.com/GUSEC01.
Parking lots are designated and posted by permit color and are restricted to particular groups (staff/faculty, law students, residence halls, rental properties, etc.). A campus parking map is available at the Security Office or online at www.gonzaga.edu/security. Parking enforcement is conducted year round, (hours and conditions may vary depending on the time of year). Designations of reserved stalls for disabled persons and maintenance vehicles, loading zones, fire lanes, campus interior, and other violations are enforced 24 hours a day year round. Students are not permitted to use a temporary visitor permit or to park in visitor stalls at any time without the express written consent of Gonzaga University parking services.

Students receiving an unreasonably high number of citations may be assessed additional fees for non-compliance. An unreasonable number of citations, even those paid promptly, may also result in a referral to the Student Development staff for disciplinary follow-up. In addition to the imposition of disciplinary action, and with appropriate notice, on-campus parking privileges may be revoked and an offending vehicle may be towed and impounded.

The University reserves the right to search privately owned vehicles on University property when there is an indication that the vehicle may be involved in a violation of a University policy.

Further information about parking rules and regulations, permit sales and registration, violation fees and payments and appeals is available at the Campus Security office, or by calling the Parking Message Line at extension 4147. Information is also available via the Campus Security website at www.gonzaga.edu/security.

PORTABLE STORAGE UNITS

Students may not bring portable storage units, including cargo containers or trailers, to campus without prior authorization from the Campus Public Safety & Security department. Short-term parking for licensed trailers able to be towed by a car, which do not take up more than one parking space, do not require prior authorization.

POSTING

The University reserves the right to regulate the posting and distribution of all notices. Approval for posting, as well as complete posting/publicity guidelines, may be obtained at the Crosby Information Desk located in the Crosby Student Center. All residence hall postings must be approved through the Housing and Residence Life Office and will be distributed to Residence Hall staff for display.

Only notices, event flyers, and announcements for activities specifically related to Gonzaga University will be posted. Advertisements for local businesses or Spokane community events that are not University-sponsored will generally not be posted. This policy has been designed to ensure that Gonzaga University students, faculty, and staff have equal access to common posting areas and that the aesthetic quality of the campus is preserved. Posting on University property is a privilege.

RESIDENCY REQUIREMENT AND QUALIFICATIONS

A student must be a regularly matriculated full-time student to live in a Gonzaga University residential facility. "Full-time" is defined as 12 credits per semester for undergraduates, and 9 credits per semester for graduate and law students. In the event that a student withdraws from classes during the semester for legitimate reasons, exceptions to this policy must be requested from the Housing and Residence Life Office, in writing, within one week of the change.

A student must attain the age of 18 within nine months of his or her first day of classes to qualify to live on campus. Students younger than this must live off-campus with parents, a guardian or immediate family member over the age of 21 unless a special exception is made by the Director of Housing and Residence Life.

Undergraduate first and second year students who are under the age of 21 but who are married or living with immediate family in the local area must obtain a written exemption from this requirement with the Housing and Residence Life Office.
It is important to be aware that a written request to move off-campus does not constitute permission to do so, nor should students consider entering into an off-campus lease or agreement unless the Office of Housing and Residence Life grants the written request. In some cases, permission to be exempted from the Residency Requirement will accompany a financial penalty when there is a Rental Agreement already filed with the Housing and Residence Life Office.

All students residing in campus-owned housing are contractually obligated to the University for all fees as stipulated in the “terms and conditions” portion of the Residential Living Application/Agreement.

**RESTRICTED AREA ENTRY**

Unauthorized entrance, occupancy or use of University property or premises, including entry onto roofs and secured areas and areas not intended for student use is prohibited. This restriction includes, but is not limited to, maintenance and custodial areas, construction sites, departmental storage closets, and Lake Arthur and the Spokane River adjacent to University property.

**SKATING AND BIKING ON CAMPUS**

Safety, courtesy and caution must govern the use of skateboards, in-line skates, bicycles and scooters on campus. The use of these items is not permitted in any University facility or on any stairways. The right of way of pedestrians is to be observed at all times. Stunt riding and skating, including the use of benches, stairways or other objects, is prohibited. Electric and gas powered scooters may be treated as motor vehicles by the University and subject to parking and traffic regulations. Bicycles may not be left in stairwells or in any area where to do so would be likely to impede foot or vehicle traffic or disability access. Bicycles may not be secured to any object other than a bike rack. Bicycle riders are expected to observe the City of Spokane’s helmet ordinance.

**SMOKING**

University policy and state law prohibit smoking inside buildings and within 25 feet of building entrances, exits, windows that open and ventilation intakes. In many cases a person who chooses to smoke must be more than 25 feet from the building in order to comply with the law and University policy. These restrictions apply not just to tobacco but to all smoking materials.

**SOLICITATION**

In order to protect students’ right to privacy, under no circumstances are off-campus solicitors allowed to canvass the campus. Any violation of this policy should be reported immediately to the Student Development Office or Campus Public Safety and Security. Permission to engage in public area solicitation must be obtained from the manager of the Crosby Student Center. Students or student groups seeking permission to solicit within Residence Halls (including “dorm storming”) must receive permission from the Residence Director of the building(s) within which they wish to solicit.

The use of University facilities and resources to conduct commercial ventures not sanctioned by the University is prohibited. This restriction includes housing facilities, MSC box/address, University phone number(s), voicemail, computing resources and use of University logos/trademarks.

**WEAPONS, FIREWORKS & EXPLOSIVES**

The presence and use of weapons on campus presents a potential threat to the safety of all community members. Use or display of weapons may result in threat or injury to self or others. Use or display of weapons, whether intentional or not, is generally inconsistent with the University’s Ethos Statement and may be illegal.
Possession, use, display, sale or exchange of weapons at any location on campus, including University residential facilities and privately-owned vehicles, is prohibited. The term “weapon” means any object designed to propel an object, inflict a wound, cause injury, incapacitate, damage property or cause a reasonable fear of such, and includes, but is not limited to, all firearms, pellet/BB/air guns, paintball guns, home-manufactured cannons or explosive devices, bows and arrows, slingshots, clubs, martial arts devices, switchblades or otherwise-illegal knives or knives with a blade longer than three inches (with the exception of kitchen knives in our University homes and apartments). Replica guns and other simulated weapons are included within this policy. Objects otherwise not considered weapons, and knives with blades less than three inches, may be included within this policy if used as a weapon. Fireworks, flammables, explosives and chemicals of an explosive and/or flammable nature are also prohibited.

Exceptions to this policy may be authorized by the Director of Campus Public Safety and Security. The University retains the right to search persons, possessions and bags and privately-owned vehicles on University property, and to confiscate, retain and dispose of/destroy all items covered by this policy regardless of value or ownership. Law enforcement may be contacted for some violations of this policy.
ACADEMICS

ACADEMIC HONESTY POLICY

Code of Academic Honesty

The University’s Mission Statement expresses Gonzaga’s self-understanding of its humanist, Catholic, and Jesuit traditions. The Statement also explains Gonzaga’s educational mission emphasizing the ideals of creativity, intelligence, self-knowledge, desire for the truth, mature concern for others, and a thirst for justice. The Statement makes these traditions and ideals concrete and practical by relating them to academic programs whose goals are to teach professional expertise and the mastery of a particular body of knowledge. Honesty is an essential part of these traditions, ideals, and practical goals.

Without honesty the humanistic, Catholic, and Jesuit traditions could not continue; knowledge would neither be taught nor learned. Creativity without honesty becomes self-indulgence, intelligence without honesty degenerates into mere mental power. Self-knowledge without honesty cannot rise above self-deception, and the desire for truth becomes a craving for the rewards of those who have honestly found the truth. Without honesty, a concern for others may easily serve as a disguise for manipulation. Gonzaga’s commitment to justice requires honesty, for to cheat, to fabricate, or to plagiarize is to act unjustly. Professional expertise requires honesty. Cheating or plagiarizing denies the essence of what it means to be a professional in any field.

Because honesty is so essential to the traditions, ideals, and goals which define its kind of education, Gonzaga is committed to protecting academic honesty.

Gonzaga’s Code of Academic Honesty includes the following:
1. Academic Honesty consists of truth-telling and truthful representations in all academic contexts;
2. Academic Dishonesty includes but is not limited to cheating, fabrication, plagiarism, misrepresentation and/or distortion of records or information, and facilitating academic dishonesty. A student in doubt about whether a particular course of conduct might violate Gonzaga’s standards of academic honesty should seek guidance from the course instructor before engaging in that conduct.
3. Sanctions for academic dishonesty will be imposed pursuant to the Student Conduct Process. All faculty and students are expected to understand and uphold the Academic Honesty Policy. The complete description of the Academic Honesty Policy can be found online and in the office of the Academic Vice President or in the office of Academic Advising and Assistance.

ACADEMIC FREEDOM OF STUDENTS

Students’ Freedom of Expression is to be protected. Students are free to take reasoned exception to the views offered in particular courses of study. They may, however, be required to know thoroughly the particulars set out by the instructor, but are free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the norms by which students are graded.

Students must maintain standards of academic performance set by the University if they are to receive the certificate of competence implied by course credits and degrees. The instructor is normally the sole judge of such matters. A student who believes that he or she has been the subject of unfair or prejudiced grading may bring such a concern to the attention of the appropriate Department Chair or Dean, as applicable, who will review the matter. A student who is dissatisfied with a Dean’s decision in this regard, may bring the matter to the attention of the Academic Vice President whose decision will be final.
ACADEMIC ADVISING

Gonzaga University offers a wide variety of degrees, majors, minors, concentrations, programs and courses. The University places great emphasis on academic advising in order to support students in taking full advantage of the University's many offerings.

All students are assigned an academic advisor at the beginning of their first term. Advisors can assist with course planning, explain University policies and requirements, clarify academic or career goals, assist with academic forms and petitions, and serve as a resource for direction to other student services. The role of the advisor is to provide guidance throughout a student’s academic journey at Gonzaga. Ultimate responsibility for completion of all degree requirements rests with each student.

The academic advisor will be a key resource during each student’s time at Gonzaga. Advisors are available for conversations throughout the semester regarding successes, struggles, and goals. It is important for students to check their advisor's office hours each term, as these may change from semester to semester. Prior to registration for subsequent terms, each student must meet with his or her advisor and receive his/her Advising Release Number (ARN). These meetings should take place soon after midterm grades are available. A central topic at these meetings will be midterm grades as well as course options for the upcoming semester. Without the ARN, a student will not be cleared to register. These midterm/registration meetings with advisors should be scheduled well in advance of the registration period in order to avoid registration delays.

As a student's academic interests and/or needs change, a change of advisor may be requested. Appropriate forms for this purpose can be obtained in any Dean’s office, as well as in the Office of Academic Advising and Assistance.

MAXIMUM ALLOWABLE ABSENCES

Students are responsible for regular class attendance. Students should check the syllabus for each course to confirm the instructor’s specific attendance policy, which should be clearly delineated within each syllabus, and which cannot be more restrictive than the University’s general attendance policy.

Gonzaga’s general policy stipulates that the maximum allowable number of absences is two class hours (100 minutes) for each class credit. For the three-credit class, the maximum absence is, therefore, six class hours (300 minutes). Instructors may report absences to the Registrar’s Office, which will in turn notify the student that he or she may be in danger of receiving a “V” for the course. The grade given for excessive absence is “V,” which has the same effect as “F” (Fail) and is counted in the GPA.

ACADEMIC ADVISING AND ASSISTANCE

The Office of Academic Advising and Assistance (AAA) provides support to the students, faculty, staff and parents of the Gonzaga community through a variety of programs and initiatives. Among them are transitional advising, academic advising, academic standing and probation, academic summer programs for incoming freshmen, new student registration, withdrawal and leave of absence interviews, early warning notification, academic coordination in times of crises or emergency, and individual coaching for students on academic issues. To learn more about the programs and initiatives this office provides, please visit their website, www.gonzaga.edu/aaa, visit them in College Hall 104, or call 509-313-4072.

FACULTY INITIATED STUDENT DROPS

If a student misses the first day of class without notifying the instructor prior to the second class meeting, the student may be dropped from the course, provided that the course is closed and there are wait listed students.

Professors will report absences to the Dean, who, upon approval, will notify the Registrar’s Office to drop students from the course. Students should contact professors or teaching departments in advance if they plan to be absent the first class day of class.

Students who register for courses they do not attend are themselves responsible for officially dropping the courses through the Registrar’s Office. The consequence of not officially dropping courses is a “V” (unofficial withdrawal) grade which is calculated as a failing grade and is counted into the grade point average (GPA). Students should not assume that professors will automatically initiate course drops for non-attendance.
The credit load will be reduced when courses are dropped. This reduction may affect financial aid awards, scholarship eligibility, athletic eligibility, VA benefits, and any other areas that are dependent on minimum credit limits.

REGISTRAR RELATED POLICIES

1. Most registration changes should be made over ZAGWEB. Course Authorizations, Independent Studies, Internships, and registration restrictions are processed in person in the Registrar’s Office. A singular and only remaining course on a student’s registration cannot be dropped through ZAGWEB. The drop must be processed through the Registrar’s Office.

2. Students must confirm financial arrangements in Student Accounts before registration becomes official. The dates for changing registration can be found in the important dates and deadlines section on the Registrar’s Office web pages.

3. Courses dropped during the first week of a semester are deleted from the record. (Refer to the last day to add/drop a class for date.) A grade of “W”, official withdrawal, is recorded on the student’s transcript for courses that are withdrawn after this date.

CLASSIFICATION

- First Year Undergraduate - 0 through 25 credits completed
- Second Year Undergraduate - 26 through 59 credits completed
- Third Year Undergraduate - 60 through 95 credits completed
- Fourth Year Undergraduate - 96 or more credits completed
- Post baccalaureate is a student with a bachelor’s degree from an accredited university and who is not admitted to a graduate program. He or she may be pursuing a second bachelor’s degree or attending for personal enrichment.
- Graduate is a student accepted into a graduate degree program.
- Non-matriculated student is a non-degree-seeking student.

EXAMINATIONS

Regular major examinations in all subjects are held at the end of the semester and at mid-semester, at the option of the instructor. Final times are listed each semester on the Registrar Office web pages. Final examinations or their equivalent can be administered by instructors only on the day and the time outlined on the Final Exam Schedule. Any exceptions to this procedure must have the explicit approval of the appropriate Dean.

READING/STUDY DAYS

Gonzaga University operates on a semester system, which requires 16 weeks of instruction. The schedule for the 16th week is established by the Registrar and consists of two-hour meeting times, Tuesday through Friday. All classes, except labs, are expected to meet during the 16th week, whether or not a final examination is given. In courses other than labs where finals are to be given, the final will be given in the 16th week. The Saturday through Monday preceding the 16th week of the semester are designated as study/reading days. The purpose of reading/study days is to allow students time to prepare for their last week of the semester and final exams. Dates of reading/study days can be located by visiting http://www.gonzaga.edu/about/ and clicking on “Academic Calendar”.

GRADE CHANGES

Changes in grades require a petition signed by both the instructor and the Dean of the college or School in which the course is offered. Grades are normally changed only because of the professor’s error.

GRADE REPORTS

Grade reports are issued at mid-semester for undergraduates. Undergraduate students receive their mid-semester grade reports from their advisors, and their final grades by accessing them online via their personal ZAGWEB account. Mid-term grade reports are not recorded on a student’s official transcript.
PASS-FAIL

Gonzaga University offers undergraduate students the opportunity to take a limited number of courses on a pass-fail basis. Check with the Registrar’s Office for regulations.

TRANSCRIPT REQUEST SERVICE

Unofficial copies of transcripts are free of charge. An official transcript can be obtained from the Registrar’s Office at a cost of $5.00 per copy. Transcripts can be ordered “in person” at the Registrar’s Office located in College Hall 229. Official transcripts can be ordered online through a student’s personal and secure ZAGWEB account by accessing from the Main Menu the links of “Student and Financial Aid’ and then ‘National Student Clearinghouse.’

Complete information regarding transcript requests can be found in the online version of the handbook and on the Registrar’s Office web page at www.gonzaga.edu/registrar, then Register.

GOOD ACADEMIC STANDING, UNSATISFACTORY ACADEMIC PROGRESS, PROBATION, AND ACADEMIC DISMISSAL

Students are on Academic Probation whenever the current term and/or cumulative GPA fall below a 2.00. To be in Good Academic Standing with the University, students must maintain a cumulative GPA of 2.00 as determined at the end of every semester, beginning with the completion of the student’s second regular (non-summer) semester at Gonzaga University. Good Academic Standing is required for all graduating students, and a failure to maintain this status may impact a student’s ability to receive financial aid, scholarships, or to represent Gonzaga in extra-curricular activities. Students on academic probation, regardless of their academic standing, may be subject to academic dismissal from the University. A notation of “Academic Dismissal” will appear on grade reports and transcripts. Dismissed students have an opportunity for appeal.

FINANCIAL AID PROBATION

If a full-time student fails to earn 12 credits with a minimum GPA of 2.00 for one semester for which he/she is registered, that student will be placed on financial aid probation. If satisfactory progress is not made during the probationary semester, the student will not receive any additional funds until satisfactory academic progress is achieved. Students denied financial aid because of unsatisfactory academic progress may appeal to the Financial Aid Committee.

LEAVE OF ABSENCE

Students who are pursuing a bachelor’s degree at Gonzaga and must interrupt their education for a period of not more than one year may be eligible for a leave of absence from the University. To be eligible for a leave of absence, a student must have a GPA of at least a 2.00 in the preceding fall or spring semester, a cumulative GPA of 2.00 and plan to return within one year. Leave of Absence interviews are conducted in the Academic Advising and Assistance (AAA) office. Students are not eligible to reside on campus, attend classes, or participate in regular campus activities during a leave of absence. Students who attend another school during their leave of absence will have that status voided and must apply for re-admission to the University. Leaves of absence will not extend beyond one academic year. Students who wish to return to the University after the termination date of their leave of absence must apply for readmission to the University.

COMPLETE WITHDRAWALS

Students who intend to withdraw from the University, whether enrolled or not, must contact the Academic Advising and Assistance (AAA) Office to conduct an exit interview. A leave of absence may be appropriate if a student plans to return to Gonzaga within one year, and does not plan to attend another school. Financial adjustments and possible reimbursements are based on the date the student notifies the University of an intent to withdraw. Room and board may be prorated through a portion of the semester. Financial aid funds will be refunded in accordance with government and University regulations. Students withdrawing from the University will be given a Withdrawal form and checklist after meeting with AAA, and will be directed to other offices as needed.
STUDY ABROAD CLEARANCES

Admission to study abroad programs is contingent on a student receiving both academic and conduct clearance. Students must have a consistent record of being in both good academic and conduct standing to be admitted to a program. Academic clearances will be reviewed by the Study Abroad office. The Student Development Division has staff designated to process conduct clearances.

CONFIDENTIALITY OF EDUCATION RECORDS POLICY

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal statute regarding access to student education records. Student Access to Records: Upon presentation of appropriate identification and under circumstances that prevent alteration or mutilation of records, a student will be able to inspect his/her educational records under FERPA. University departments may charge a fee for copies of records. A student may challenge the contents of his/her educational records, may have a hearing if the outcome of the challenge is unsatisfactory, and may submit explanatory statements for inclusion in his/her file if the decision of the hearing panel is unsatisfactory.

Student Directory Information: Certain categories of student information are considered “open” or directory information which may be published in a student directory or event program and released to the media and to the public if a student is enrolled at the University at the time of the request. Directory information includes the following:

- Student Name
- Local & Permanent Addresses & Telephone Numbers
- E-mail address
- Place of Birth
- Visual Image (photograph, video)
- Major Field of Study
- Dates of Attendance (Current and Past)
- Full or Part Time Enrollment Status
- Year in School (Class)
- Degree(s) Received and/or pursued
- Scholastic Honors and Awards Received
- Other Educational Institutions Attended
- Weight and Height of Athletic Team Members

A student may request that directory information not be released by so indicating in the Registrar’s Office (College Hall 229). In that case, no information will be disclosed except with the consent of the student or as otherwise allowed by FERPA.

No personally identifiable information contained in a student’s education records, other than directory information, will be given to any outside third party, except as authorized by the Act, without the student’s written consent. Offices of Gonzaga University release student information with the understanding that the information will be used only for the purpose for which it is requested and will not be given to any other individual or entity. The recipient of the student information is instructed to keep the information in such a way that the information cannot be accessed by unauthorized personnel.

Parents or Guardians Access: Parents or guardians may have access to grade reports and other reports of a student’s activity if they establish, to the satisfaction of the University, that the student is dependent for support (as defined by the Internal Revenue Service) on the parents or guardians making the request for information. Parents or guardians must provide a copy of their most recently filed income tax return as proof of a student’s dependency prior to the release of any data. If a student is receiving financial aid, records in the office of Financial Aid at the University may be used in lieu of an income tax return as proof of dependency. This information can be accessed by designated individuals if the student completes a disclosure authorization form granting this privilege. This form is available in the Registrar’s office as well as in the Office of Academic Advising and Assistance.
**Faculty and Administrative Access:** A faculty member, administration of Gonzaga University, including clerical and professional employees and other persons who manage student education record information including student employees or agents who have a legitimate need to use a student’s educational records are considered school officials for purposes of FERPA and will be allowed access to such records as needed without prior permission from the student.

**Legal Requests:** Subpoenas, court orders, summons, or search warrants for records will be acted on according to FERPA and the directions of the University’s legal counsel. The University will make a reasonable attempt to notify the student in advance when non-directory information is to be released in response to subpoenas or court orders.

**Right to Challenge:** Students have a right to file complaints with the Family Policy Compliance Office (FPCO) in Washington, D.C. concerning alleged failure by the University to comply with FERPA. For more information, please contact the University Registrar.
HOUSING AND RESIDENCE LIFE POLICIES

Housing and Residence Life Office

Mission Statement
The Housing and Residence Life Department at Gonzaga University develops a living experience that compliments and enhances the academic life of our residents. Operating within the context of our Jesuit tradition and the University mission, we steward well-kept and diverse housing options, create dynamic and impactful student leadership positions, operate a values-based system of student accountability, and demonstrate a caring concern for all students.

Vision Statement
Through intentional exchanges with our staff, the Housing and Residence Life Department provides campus residents with the opportunity to live in true community with each other. We seek to create avenues for students to transform their lives, attitudes, beliefs, and interpersonal skills by encouraging them to:
1) Connect to the people, place and purpose of Gonzaga University
2) Interact with peers from all backgrounds and corners of the world
3) Engage actively in building and maintaining a thriving community
4) Reflect personally and collectively upon the rich experiences they encounter

Residence Life Student Staff to Know
Assistant Residence Director (ARD): An experienced student staff member and leader. The ARD may assist the Residence Director with such things as RA supervision, block council advising, and programming efforts. The ARD reports directly to the Residence Director and provides for the management of the area in the Residence Director’s absence.
Community Advocate (CA): A student staff member who lives and works with our off-campus properties and theme houses. The CA is responsible for keeping students in these properties informed and connected to campus. They also serve as a resource for tenants on facility related concerns. Finally, the CAs work with residents in these properties on event planning and ensuring that the expectations of having a theme house are met.
Resident Assistant (RA): A student-leader who lives on the residence hall wing or floor with residents. RAs are selected and trained to help residents develop a positive living, studying and social environment. RAs assist students with personal and academic concerns, organize social and educational activities and serve as general resource people.
Residence Hall Government (RHA): Residence Hall Association (RHA) is a group of elected representatives from each of the residence halls. The elected representatives form the General Assembly. RHA is led by an elected Executive Board and is involved in residence hall programs, community service events, and the review of residence hall policies. A member of the Office of Housing and Residence Life serves as the advisor to RHA.

Block Council is a group of students who organize and implement activities for students within a block or smaller area of residence halls. Block Council members are selected each year and the council is advised by the Assistant or Graduate Residence Director. Some members of each block council sit on the RHA General Assembly. Not only is involvement in Block Council fun, it also provides an excellent leadership experience for residents. If you are interested in being involved with RHA please speak to your RA or another professional member of the housing staff for more information.
Residence Life Professional Staff to Know

Area Coordinator (AC): The two Area Coordinators are responsible for supervising the RDs and RAs at the lower or upper division levels respectively. Programmatically they insure the accomplishment of our student development living and learning goals.

Chaplain-in-Residence: The University assigns a Jesuit Priest, Religious Sister or lay person to some residence halls. Chaplains may also be full time staff, administrators or faculty members who wish to take the time to get to know students on a spiritual level. The primary reason for assigning a chaplain to a residence hall is to provide spiritual leadership to staff and students and to be a resource for faith based issues to the people living in the building assigned.

Faculty-in-Residence: A faculty member is assigned to live in residence with students in the Living and Learning Center in Coughlin Hall. This person provides faculty access to the residents and works with the building staff to design meaningful programs related to specific living and learning focus.

Graduate Residence Director (GRD): This is a graduate student, usually a student experienced in residence life leadership, who serves the Area Coordinator by living in one of our two largest buildings, supervising the RAs of that building and assisting with other tasks Residence Directors usually accomplish, under the live-in guidance of the Area Coordinator.

Residence Director (RD): These important staff members are full time, permanent professional level employees who possess at least a bachelor’s degree and most often a graduate level degree. These individuals live in the residence halls and supervise a “block” comprising of between 275 to 500 residents. The RD serves as the direct supervisor of the RAs and facilitates open lines of communication between Residence Hall Staff members and residents, and is concerned with developing an overall living-learning culture within the building.

RESIDENTIAL FACILITIES POLICIES & EXPECTATIONS

The Policies and Expectations contained within this section apply to residents and guests of all buildings operated by the Office of Housing and Residence Life. The information, rules, and policies listed below are in addition to the details laid out in each resident’s Housing or Rental Agreement and the policies, rules and expectations of the Student Handbook. We intentionally do not reiterate policies here that are spelled out clearly above.

ABSENCES
Prolonged and unannounced absences from your room may be investigated to assure either that you are safe or that you are in compliance with your residency requirement or rental agreement. This may involve room entry, contacting emergency contacts or roommates, or even reporting the situation to the local police department. Please see the section on “Missing Students.”

ANIMALS KEPT BY STUDENTS
Animals of any kind, except for harmless fish in an aquarium, not to exceed ten-gallon capacity per room are prohibited in any University residential facility. This includes off campus apartments and houses rented from Gonzaga. Service and assistance animals are restricted to students who have received prior accommodation for such through the Disability Resources, Education and Access Management (DREAM) Office. The presence of animals within University Housing poses serious health, safety and maintenance concerns. In addition to direct damage incurred by animals, many students have allergic reactions to various animals. Further, damage and/or problems may become residual, posing difficulties for subsequent residents or tenants.

ENTRY, SEARCH AND CONFINSCATION
The Entry, Search and Confiscation Procedures contained within this section apply to residents and guests of all buildings operated by the Office of Housing and Residence Life.
ENTRY, MAINTENANCE/CUSTODIAL

Maintenance and Custodial personnel may access a student’s room when it is clear that (a) a Maintenance Request (Work Order) requires such entry to remedy the reported problem, (b) an emergency requiring access exists, or (c) routine maintenance or safety reviews require such access. Access will normally be accompanied by a notification in advance (except in the case of a Work Order, where notification is considered to have been waived by virtue of the student’s specific request). Maintenance and Custodial personnel may access common areas of the University Residences between the hours of 8:00 am and 10:00 pm, and may request access to students’ rooms between 10:00 am and 10:00 pm.

ENTRY, UNIVERSITY OFFICIAL

Entry by a University Official may occur for a number of reasons. Examples include: (a) to insure that health and/or safety standards are being met, including safety inspections during vacation periods/Christmas break; (b) for purposes of repair, construction, or inventory; or (c) when there exists reasonable suspicion that a violation of University policy or law is being committed, or has been committed; and/or that a delay in such entry would endanger the health and safety of the resident, residential community or property, or result in the probable destruction of material relating to the violation. Where possible, notice of intent to enter a room or property will be given to the resident in advance. However, advance notice of room entry may not be practical when emergencies arise.

ENTRY AND SEARCH, UNIVERSITY OFFICIAL

The entering of a room and a subsequent search of that room may occur when there exists a reasonable suspicion that a violation is being committed, or has been committed, and the delay would endanger the health and safety of the resident, residential community or result in the probable destruction of material relating to the violation.

Entry Procedure

Entry should be made by two persons, at least one of whom is a University Official, although entry may be made by a University Official alone.

If reasonable suspicion of a violation exists but the conduct or violation is believed to be occurring behind the closed door of a student’s room, the University Official must:

- Knock audibly
- Identify him/herself by name and title
- Request that the door be opened

If, after following the above steps the door is not opened promptly, or if the University Official is refused entry, the Official will:

- Knock audibly
- Identify him/herself by name and title
- State his or her intention to enter via use of his or her master key if the door is not opened
- Proceed to utilize their master key to gain entrance to the room.

If reasonable suspicion of a violation exists due to conduct or material that is in plain view, or can be plainly heard or otherwise detected, the University Official may open/unlock a door and enter the room without delay. The University official may open/unlock a door without delay if there is reasonable cause to believe that a delay would endanger health and safety.

Search Procedure

If the occupant(s) of the room is/are found within, the University Official will request their name(s) and student identification number(s). Falsification of such information is a violation of University policy and can subject the student to disciplinary action. The University Official may request confirmation of the student(s) identification by requiring that the student(s) produce a valid Gonzaga University ID card.

If the occupant(s) of the room is/are not found within it, the University Official will note the name(s) of all individuals who are assigned to that room as responsible for any materials that reasonably indicate a violation.
If the occupant is present, he/she may be asked, at the discretion of a University Official, to stay for the search. If the occupant(s) of the room is/are not present and a search of the room is deemed necessary to insure that University policies, rules and expectations, are being upheld, the search will be conducted by at least two individuals, one of which must be a University official. The search will be conducted in a private and unobtrusive manner.

In the case of room searches wherein the target of the search is a reasonable suspicion of drug use, or the search request for items not in plain view is denied by the resident, it is desired that at least one of the University Officials involved with the search be a professional member of the Student Development Division, such as a Security Officer or a Residence Life Professional Staff member. Likewise, if the occupant(s) refuse a more detailed search of items not in plain view and it is the official’s decision to conduct that search without permission reasonable attempts will be made to assure a professional member of the University staff is present for the search.

Confiscation of Items

Any item within a University residential facility which is prohibited or which reasonably indicates a violation of University policy is subject to removal and confiscation. This includes, but is not limited to, items within backpacks and storage containers not owned by the University.

Removal of the item does not require express permission on the part of the room occupant(s). The University reserves the right to confiscate, retain, and dispose (at any time) of any and all illegal, dangerous, or prohibited items, regardless of value or ownership. Items confiscated under this policy are generally not available to be returned to a student. Residence and Security staff are not able to promise, guarantee or arrange for items to be returned. A written request must be made to the Student Development Office before the end of the current term for consideration of extraordinary situations.

Law Enforcement Searches and Court Orders

Any searches conducted by police or civil authorities, or approved by a court, independent of the University’s authority, are not covered by this policy.

FIRE ESCAPES

Students are prohibited from loitering upon, or conducting any activity on or from, a fire escape or fire escape platform. Students who are found to be in violation of this policy are subject to disciplinary action under the Student Conduct Code, up to and including dismissal from the University.

FIRE/SMOKE DETECTION EQUIPMENT

All University residences are equipped with fire and/or smoke detectors, many of which operate using batteries as a primary or back-up source of power. Students are required to maintain their fire/smoke detectors in working order. If a fire/ smoke detector (a) does not operate when tested, or (b) alerts the student to a failing battery, the student must promptly contact the Plant Services department (extension 5656) to make a maintenance request for the repair of the unit.

GUESTS AND OVERNIGHT VISITORS

The right of a student to live in reasonable privacy takes precedence over the right of his / her roommate to entertain a guest in the room, suite, or apartment – regardless of gender – at any time of the day or night. Additionally, the University provides and maintains its residences for the use of legitimate rent-paying students (and their spouses and dependents where applicable). As such the Housing and Residence Life Department has established the following policy regarding guests and overnight visitors.

1. Anyone visiting a student in their room, apartment, suite, or hall, or house is considered a “guest” of that student. As a “host” you are responsible for your guests’ compliance with the Student Community Standards whether or not you are present in any situation where concern arises. This includes individual bedrooms, suites, apartments, houses and common areas within the residence halls. Additionally, students who have been found to frequent living areas will be presumed to be “guests” of the resident(s) unless there is a determination of forced entry. Guests can be any of the following, but not limited to the following:
- Other residence hall students
- Friends and acquaintances living off campus not associated with Gonzaga University
- GU students who live off campus visiting residence halls
- Family members
- “Friends of friends” who accompany a guest into a residence hall, regardless of the relationship to the hosting student

2. Visitors to any residence hall must be escorted by a current resident of that hall while they are visiting, whether inside the room or in a common area. Visitors who are found to be without an escort may be required immediately to leave the building and/or campus.

3. All overnight guests are limited to two nights in any given month, must be of the same gender as the host, and escorted at all times (see escort policy below). This limitation applies in all situations – for example, whether a student lives in a single room or apartment or a student’s roommates or suitemates are gone overnight.

4. Only students registered with the Housing and Residence Life Office as actual residents of a space may live in that space. Please note the following examples of violations of this policy:
   - Residents who want to swap rooms without permission from the Housing and Residence Life Office
   - Non-students (including relatives) and students who have not made arrangements for residing in that space through the Housing and Residence Life Office
   - Friends or relatives who stay more than one night
   - Off campus Gonzaga students who need a place to stay for a few days or weeks
   - A “significant other” who spends the night or multiple nights

5. In order to foster an atmosphere of study and to provide a measure of privacy, visitation (having a visitor or guest of the opposite sex in your room) is limited in all residence halls, suites, apartments, and University managed off-campus apartments / houses. Parameters for visitation (hours when men and women can be in each other’s rooms) are:

   Seven days a week: 9:00 am - 2:00 am.

6. Outside of the established visitation hours, it is expected that all group conversations, study sessions, and activities including both sexes move to a public area of their building. It is expected that only residents of the living unit will be in the living unit after hours and any quiet conversation, music or television in the living unit will be occurring behind closed bedroom doors in keeping with the Quiet Hours Policy.

JOINT RESPONSIBILITY FOR SHARED SPACES
In apartments and suites with shared living space such as bathrooms, living rooms, hallways, kitchens and jointly-held storage space, all residents with access to, and control over, the shared space will be held accountable for violations of University policies and for any damage or excessive cleaning charges.

HEALTH AND SAFETY STANDARDS POLICY
In the interests of individual and collective health, welfare and safety, students are required to keep their premises clean and litter-free. Litter, trash, garbage and food remnants foster rodent and insect infestation, which in turn can lead to contamination of food products, disease, decay, and disintegration of carpet and property. To this end, the following procedures have been enacted and will be enforced:

1. The occupant(s) of any University residence who is/are found in violation of this policy may be subject to disciplinary action under the Student Conduct Code, which may include relocation to another residence, and/or eviction from the University residence.

2. A University Official may direct students and/or occupants of any room or premise to clean that room or premise at any time under this policy, and the students so directed agree to clean that room or premise within a maximum of twelve (12) hours as a condition of their Living Agreement with the University. A University Official is entitled to require immediate cleanup if deemed necessary.

3. Any room or property that has a noxious odor emanating from it must be cleaned immediately.
4. Lower-division students living in apartment style facilities may be subjected to appropriate additional scrutiny regarding these standards.

“HALL BALL”
Games that involve running, propelling or throwing objects back and forth in the indoor part of residence halls are not allowed. Please take such activity outside.

QUIET AND COURTESY HOURS
The Housing & Residence Life Department mission states that we are to “develop a living experience that compliments and enhances the academic life of our residents.” One of the ways that this is accomplished is in creating an atmosphere in the residence halls that is conducive for students to study. We do this in a way that accommodates the needs of students with early morning class schedules and in the spirit of our Ethos of Respect for Others. Additionally, the University recognizes that its location within a residential neighborhood demands respect for the permanent residents of Spokane.

Therefore, a 24-hour courtesy policy is in effect for all University Residences. Noise of all types is to be kept to a moderate level, and all students are required to immediately cease and desist from the generation or production of noise when requested to do so by any other individual, at any time of the day or night. All students are advised that within all Gonzaga-owned residential property and on the grounds of the University, a Quiet Hours Policy is in effect as follows:

Seven days a week: 11:00 pm to 9:00 am the following morning.
Weekend Prior to Finals Through Hall Closing: 24 hours a day, seven days a week.

During quiet hours, it is expected that:
- Noise be confined to the individual living units (rooms in residence halls, apartment units in apartment facilities).
- Doors be closed if television or music is being played inside.
- The noise in a room should not disturb neighbors sharing common walls.
- Noise in the common areas and external to residential areas be kept at a low enough level that it will not disturb others.

Preventing disturbances is the most assured way of creating the environment on campus and in the residence facilities that is conducive to our academic enterprise and thus in keeping with our most central mission as an institution. Therefore, Residence Life and Campus Security staff are empowered to make judgment calls regarding noise levels prior to receiving complaints.

Finals weeks each semester are important times for GU students. The University recognizes this by calendaring a “Reading Day” each semester to allow students to prepare for finals. Similarly, the Housing and Residence Life Department expects all students to take this time seriously and focus on academics. We expect quiet in our facilities out of deference to fellow students. Residence hall staff will be empowered during this time to use judgment regarding disruptive behavior. They may elect to respond to such disruptions in any of the following ways:
- Use the normal judicial route to adjudicate the issue and resolve the behavior
- Place a judicial hold on the student’s registration and defer resolution until September (specific to spring term)
- Ask the student to move out within a couple of hours and spend the rest of the semester in a hotel at the student’s own expense
- Any combination of the above

WINDOWS/WINDOW SCREENS
Window screens are not to be loosened or removed under any condition. If your screen comes loose by itself, please place a work order to have it repaired. A missing screen at the year’s end will be charged to the resident(s) in damage charges.
Endangering the safety or property of others by dropping/throwing objects from windows, endangering oneself by sitting on the window ledge or by climbing in or out windows will result in disciplinary action.

Banners, flags, posters and other hangings are not allowed to be displayed outside of windows or from ledges.

RESIDENTIAL FACILITIES PROCEDURES

CHECK-IN PROCEDURES
Students must formally sign and return their Room/Suite/Apartment Condition Report within 24 hours of checking into their assigned room. This report is completed online. An email link will be sent to all students upon arrival with instructions for completing the form. This report serves as a description of the condition of the room/suite/apartment upon check in and the acknowledgment of possession of building/room keys.

CHECK OUT PROCEDURES
When a student permanently moves out of his/her room for any reason (i.e. room change, end of semester, withdrawal from the University, etc.) he/she must arrange for a check-out appointment through the Residence Life Staff well in advance of his/her departure. At times students may be asked to or choose to complete an “Express Check-Out” without a staff member present. At the time of check-out, the student must have his/her belongings completely removed from their assigned space, the furniture back in its original location, all areas cleaned and return his/her key(s).

CLEANING AND CARE
In residence halls custodial service is provided only for common areas such as floor shower rooms, corridors and lounges. It is the student’s responsibility to maintain individual rooms, suite and apartment areas. Vacuums are available for check out in each residence hall from the Residence Hall Staff. Custodians are not responsible for excessive messes in common areas. Group billing may occur for the clean-up of excessive messes in common areas.

Personal garbage and recycling, including pizza boxes, is not to be left in bathroom or common area garbage cans/recycling bins. It is each resident’s responsibility to remove their personal garbage to the dumpsters and designated recycling areas. Any excessive garbage, pizza boxes, and recycling left in common areas, as well as any excessive cleaning will result in common area billing.

In caring for an apartment, please use a soft non-abrasive cleaner like Soft Scrub. Please avoid flushing paper towels, excessive amounts of toilet paper, or feminine hygiene products down the toilet. Clogged toilets have been an on-going problem for residents mainly because they have not adhered to these simple guidelines.

COMMON AREAS AND GROUNDS
It is essential that all persons within the community recognize the joint responsibility for the common good that exists at Gonzaga. The significance of a community, in part, is that individuals take an active role in the care of others. Common areas are lounges, hallways, stairwells, lobbies, kitchen areas, recreation rooms, laundry rooms, and bathrooms. If you notice damage or carelessness within your hall or anywhere on campus including grounds, we ask that you bring it to the attention of your Resident Assistant, Residence Director, or the Housing and Residence Life Office so that action may be taken. The University will charge the cost of repairing common area damage, vandalism, or theft of property equally to the residents responsible for the area concerned. We therefore encourage each resident to consider him/herself equally responsible for building common areas, and to intervene directly in behavior that poses a threat to the physical facilities and property.

COMMON AREA DAMAGE/BILLING PROCEDURE
The cost of damage due to accident or vandalism in our cities is paid by everyone through numerous taxation efforts. Likewise, our own communities on campus are asked to bear the responsibility to prevent such damage, report it when you know who caused it, and assist the University with the cost of repair.
Damage, either deliberate or unintentional, which occurs within a residence hall or on-campus apartment but for which no individual or group of individuals has taken responsibility, is termed “Common Area Damage.” Unaccounted-for Common Area Damage ultimately is paid for by everyone through indirect means such as increased housing costs and more directly by assessing equal charges to student housing accounts.

If Common Area Damages occur for which no person(s) are willing to accept responsibility, the following procedure will be followed:

- Upon discovery of the Common Area Damage, a representative of the Residence Life Staff will notify all residents of the following: the nature of the damage, the location of the damage, the estimated cost of repair.
- The residence hall community will be allowed to propose who, individually or collectively, should be responsible for the damage. You can work with your Residence Director on this initiative.
- If no person or persons have come forward who are willing to accept responsibility for the Common Area Damage, each resident of the hall or area will be billed in equal part for the damage. This amount will be charged to the students’ accounts, normally at the end of the academic term or year at Housing’s discretion.
- The Residence Director, together with the staff of the Housing and Residence Life Office, is responsible for determining the scope of responsibility in the case of a Common Area Damage situation (i.e., the entire hall, one floor, etc.).

Students who accidentally break something in a common area will not get in trouble if they report their responsibility and accept financial costs of repair/replacement. We call this our “free pass” system and hope it encourages you to be honest when those inevitable accidents occur. After all, we all have accidents, sometimes silly ones. So don’t be afraid to simply own the accident.

DEPOSIT FOR A ROOM

A $200.00 room deposit is required of every resident. This deposit will remain on the student’s account during his/her residence period in the Office of Housing and Residence Life system. Regular deductions may occur related to room damages upon check out of a room. Common area damages will be initially charged to resident student accounts as they occur. Upon leaving University housing a refund for the deposit balance will be issued. Any damage charges remaining on the student account will be deducted from the refund. An itemized list of deductions will be available upon the student’s request.

GROUNDS MANAGEMENT (SPECIFIC TO GONZAGA OWNED OFF-CAMPUS RESIDENTIAL PROPERTIES)

Residents are responsible for general upkeep of the grounds. This includes snow and ice removal from the sidewalks and disposing of garbage in the proper designated containers. The University agrees to mow the lawns, furnish water for the premises and coordinate removal of garbage through city garbage disposal. The University will also maintain all structural components in good repair, all electrical, plumbing, heating and other facilities supplied in reasonably good working order, excluding laundry appliances. In addition, the University will provide a program for the control of infestation by insects, rodents and other pests.

KEY REPLACEMENT

Students who have lost their key(s) should contact their Residence Director. The student’s request will initiate a lock(s) change, and new keys will be issued. As a standard practice, room locks are changed regardless of where a key may have been lost (i.e. even if a set of keys is dropped into a lake). A student’s account will be charged for any lock changes as a result of a lost key(s). Fee amounts are directly related to the actual cost to the University for re-coring a door and thus are different in various residence halls across campus. The University reserves the right to raise this fee during any year to keep pace with parts and labor costs. Those students with proximity card access through perimeter entry doors may have a different fee structure for the replacement of those cards.
LOCK OUTS / “KEY-INS”

It is the University’s expectation that students will lock their room doors and carry their keys/keycards when they are outside their room. The Residence Hall Staff are instructed to utilize their master keys in the event of emergency, policy enforcement and/or official University business. For those very occasional accidental lockouts, students should begin by trying to find a Residence Life staff member to let them in. After exhausting their staff options, a resident may call Campus Public Safety & Security for assistance. Residence Life staff reserve the right to assess a $10.00 per occurrence fine for students who abuse this key in service.

MAINTENANCE REQUESTS (WORK ORDERS)

Students may make requests for repair or replacement of broken, deteriorating or worn-out items within their room or property by contacting the Plant Services department at extension 5656 between the hours of 7:00 am and 5:30 pm, Monday through Friday (except holidays). In addition, a request can be made by emailing customerservice@gonzaga.edu. There is no charge for work done that is considered “routine” or “normal wear and tear.”

Students are hereby advised that when they make a maintenance request, either directly as described above or indirectly through a residence life staff member, they are giving permission for University personnel to enter their room, unscheduled, at a reasonable time of day with proper announcement in order to fix the item mentioned. Emergency repairs may be coordinated after 3:00 pm and on weekends by contacting Dispatch (dial “0” from any on-campus extension, or dial directly from cell phone or land lines to 509-328-4220).

MODIFICATIONS TO STUDENT ROOMS

Electrical Equipment

The capacity of the electrical system is such that it is imperative, for safety reasons, that students do not overload the system. As periodic power outages do occur, we strongly recommend that students purchase surge protectors for their computer equipment, and back up work regularly. Any “power strips” designed to allow for multiple items to be plugged into one outlet should be UL approved. Power strips that are designed to plug into both outlets on a plate at the same time are not allowed.

Furniture

Modifications to rooms may include lofts, bunk beds, various wood structures, etc. Modifications must be removed and the room returned to its original condition prior to resident check-out.

The University has installed newer bedroom furniture and secured “lofting kits” that work with that particular furniture in most buildings. We prefer you use those lofting kits which can be reserved by calling Plant Services at 509-313-5656, and installed for you by Plant personnel. Prior written permission is required for special loft construction. However, University owned furniture must be incorporated into your room arrangement with the loft or bunk. You can work with your building Residence Director for this permission. Students who choose to construct or utilize “lofts” or home-made bunk beds assume all risks associated with such construction and/or usage. Gonzaga University will not assume any liability for injury or damage as a result of such construction or modification. The University reserves the right to demand the immediate removal of any structure that it deems unsafe or potentially harmful to either persons or property. Gonzaga University will not provide storage for wooden structures or furniture. All lofts or furniture must be free standing and of sound construction. No attachment to University owned furniture or property is allowed. All furniture provided by the University must remain in the student’s room or apartment at all times. The Office of Housing and Residence Life does not authorize any other department to remove any of your furniture. The University will hold residents financially accountable for missing furniture at the end of the year.

Heating, Air Conditioning

Students who feel the level of heat within their residence hall room, apartment or house is abnormally low or high should immediately contact Plant Services (509-313-5656). Students may also communicate with their Residence Hall Staff member. Fire can originate from materials touching up against heating units. Thus, personal items such as clothes, notebooks, bedding, etc., as well as drapes, must be kept at least 12 inches from radiators, electric heat panel, base board heater, furnaces, and other heat producing devices.
Personal air conditioning units are not allowed within University residence halls, apartments and properties. Air conditioners are an excessive drain on electricity, may cause damage to window ledges and screens, and pose a safety risk if installed improperly. The Office of Housing & Residence Life must explicitly grant any exceptions to this policy.

**Lighting Decorations**

Lighting decorations such as those devices commonly used during holiday periods are allowed only if they are Underwriter Laboratories Approved (UL Approved). A manufacturer's tag needs to be visible on such devices as proof of such quality. With string style lighting, a maximum of three strings is allowed per wall outlet. Students are asked to allow inspection of such lighting on demand by Residence Life or other University staff. Compliance with removal of such lighting at the direction of the Residence Life staff is required.

**Painting**

Gonzaga University does not allow students to paint their rooms, houses or apartments.

**Room Decoration**

Students must show due consideration for the room or apartment to which they have been assigned. As part of their residence application/agreement, students agree to return the room to the University at the end of their stay in at least the condition in which they found it. Residents are urged to be creative in the hanging of pictures, posters, and other room decorations, such that the placement of these items does not leave permanent marks, holes, or other damage upon wall, door, or fixture surfaces. Students will be charged for any damages.

**POSSESSION OF COMMON AREA PROPERTY**

Under the University Ethos Statement, all students are encouraged to respect property. The University procures and provides property for the common use of all students within specific areas. Examples include, but are not limited to: furniture, fixtures, games and recreation equipment, signage, and vacuums. Local residents and businesses also own property privately. Unauthorized possession of property is prohibited, regardless of whether it is owned by the University or a private entity. Examples include but are not limited to:

- Taking common area couches, tables, chairs to your room
- Taking common area recreation equipment
- Street signs from on or off campus
- Traffic equipment owned by campus, Spokane, State of Washington, contractors
- Advertising materials, banners, signs and display items

The furniture in common areas (e.g., lounges, study rooms, recreational areas) is there for the use of all persons within the University Residence. Privately owned property has its own uses which are important to the owner(s). These furnishings and property are not to be removed from their locations. Students who are found to be in unauthorized possession of property are subject to disciplinary action under this policy and the University Ethos Statement and can be fined $50.00 for each piece of property found (per occurrence).

**PERSONAL ITEMS – PROHIBITED AND ALLOWED**

One of the primary concerns of the University is student safety. In the residence halls, risks to student safety are often managed by what is allowed / not allowed in terms of personal items. While it is impossible to create a complete list of prohibited items, the following belongings are not allowed in student’s residence hall rooms on campus.

**Barbeques**

Gas or charcoal barbeque grills are prohibited in and around residence halls, including decks and patios of University owned apartment buildings, with the exception of University provided barbeques at individual residence halls and apartment facilities. Electrical BBQs/grills are permitted so long as they do not generate an open flame.

**Fires and Open Flames (Candles, Fire Pits, etc.)**

The use of equipment that produces, contains, or conducts a continuous open flame — such as candles, potpourri burners, incense, sterno cans or other combustibles — is prohibited. In addition, ‘fire pits’ and campfires are prohibited in and on the property of all Gonzaga owned on and off campus residential facilities without pre-approval by the Residence Director.
Flammable Items and Materials
Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), engines or engine parts, propane tanks and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include chemical compounds and components, open-coil burners, open-coil space heaters and candles. In addition, natural Christmas trees are prohibited without the pre-approval of the Residence Director of the building.

Halogen Lamps
Halogen lamps are not allowed in Gonzaga University residence halls, apartments and properties. There is extreme hazard and fire danger associated with the high temperatures at which halogen lamps burn (750-1100 degrees Fahrenheit). These high temperatures can ignite bedding, paper, posters, curtains, etc., when they come in contact with the bulb.

Refrigerators
If a student chooses to furnish his/her own refrigerator, the refrigerator may not draw electricity in excess of 0.5 amps. For ventilation and sanitation purposes, all refrigerators must be located in an open space, outside closets. During the semester break, all refrigerators must be emptied of perishable items to prevent spoilage over the period of the break.

Small Appliances
Students may have small appliances, such as popcorn poppers, microwaves and irons in the residence halls. However, students may not cook in their rooms using equipment which either produces an open flame (e.g., camp stoves, Bunsen burners) or contains an open coil (e.g., stove burners).

RELEASE FROM RENTAL AGREEMENT
A release from University housing is a significant action and is granted only under the most unusual of circumstance. Criteria for consideration of a request for release from the Residence Life Rental Agreement include substantial, unanticipated medical, personal or financial problems arising before or after taking occupancy of your room. Personal preference related to the housing assignment will not be considered as a reason for a release. In most instances, very substantial financial penalties are applied to such a release, up to and including the entire upcoming year’s rent due, or remainder thereof. Students are encouraged to thoroughly review their Rental Agreement on line as they are applying for on campus housing and may receive a copy of that document upon request from the housing office. Should you wish to explore such a release, you can find the appropriate document on the Housing and Residence Life portion of the Gonzaga University website.

ROOM CHANGE PROCEDURE
The room change process is designed to allow students some control over their living situation. The first priority in all living situations, however, is to work with students to affect change in their current room and community. Room changes are time consuming for everyone and should be a last option. Any room change impacts many people, including the community of the hall from which the person is leaving and the community the person is joining.

A room change may not be made without consulting all affected persons. It is not permissible for students to simply “swap” rooms without assistance from the Housing and Residence Life Office. Every effort will be made to assure that the move is beneficial to everyone involved. Room changes within a residence hall or between residence halls are coordinated by your Residence Director, Graduate Residence Director, or Area Coordinator. Your professional staff member can provide you with information regarding vacancies and the appropriate process for completing a room change. If your RD agrees a room change is acceptable, he/she will provide you with the proper information which will guide you through the next steps up to the point of checking into your new room and checking out of your old one. Students must clean and return their previous room in the condition in which he/she received it. Keys must be returned as directed by your Residence Director.
Room changes are limited to certain periods each semester. They may be initiated at the following periods of the Semester:

- October 1st (approximately 4 weeks after the beginning of fall semester).
- Beginning the Friday of the first full week of spring semester.

If your roommate moves out, you should expect another roommate to be assigned by the Housing Office at some point during the academic year. Your responsibility is to keep the vacant side of your room clear and ready for occupancy, including closet, drawers, desk, and bed.

In some cases you may have the ability to ‘purchase’ the other half of your room, making the room a “premium single.” Premium singles are available only upon approval from your Residence Director and the Housing Office.

**RESIDENTIAL FACILITIES SERVICES**

**CABLE TV**

Cable service is provided to each residence hall room. Through one room hook-up, students receive basic expanded cable service. Premium channels or special packages are not possible using the campus television system. If there is a problem noticed in reception or with certain expected channels, students are encouraged to call the maintenance department at 509-313-5656 to report this.

**COURTESY PHONES**

Each residence hall is equipped with an outside courtesy phone. Guests of students should call their residence hall host in order to gain access to a residence hall. Please do not prop open building access doors in anticipation of a visit from a friend. Instruct your guest to call you at the door, using either the courtesy phone or their cell phone when s/he arrives.

**LAUNDRY**

Laundry facilities are available in each on-campus residential facility, off campus Gonzaga owned apartment complexes, and University managed houses. The University rents the machines from a Spokane company, which is responsible for maintenance. The Housing and Residence Life Office manages the machines and coordinates needs with this company. The cost of providing laundry facilities and the utilities that service them is included in the semester room charge, thereby eliminating the necessity for a coin-operated system. Students must provide their own laundry detergent and other supplies. In some halls, laundry time is allocated according to a laundry schedule, coordinated by the Residence Hall Staff member.

Washing machines and dryers are for resident use only. Please remember that the University does not promise security for your laundry, nor reimburse you for losses due to theft. We strongly suggest you:

- never leave your laundry unattended
- share in watching for the security of your area’s laundry
- secure Renter’s Insurance which can reimburse you for losses (more information available at the Housing and Residence Life Office)

Please report any needed repair immediately to the Housing and Residence Life Office at 509-313-4103. Feel free to leave a detailed message after hours. Please be specific about the location (building/floor/wing) and the machine type (washer/dryer) and number.

**STORAGE: BICYCLES**

There are some external bicycle lockers around the residence hall areas and some indoor bicycle storage facilities in various halls for use by resident students. Non-residential students may be permitted to utilize the bike rooms/lockers at the discretion of the Residence Director and when availability permits. Access to external lockers and internal storage areas can be secured from your Residence Director. In addition to the various indoor areas for bicycle storage inside residence halls, we have a limited amount of sheltered and secured bicycle storage units accessible from the external portions of our buildings in Corkery and Dillon Hall, open for all residents on a first-come, first-served basis. All sheltered, secured or indoor storage space related to residence halls is free to residents.
The University is not responsible for loss or damage related to bicycle storage. The majority of bike theft at GU is accomplished on bicycles secured by “cable” locks. Please use a u-bolt type bike lock (available from Campus Public Safety and Security) to protect your bike as they are the best deterrent to theft.

STORAGE: PERSONAL
The University does not allow storage of student belongings between academic years. The Office of Housing and Residence Life can provide you with a list of off-site storage companies in the nearby area. Such a list is also a normal part of our closing newsletter to each resident in the late spring. Items are not permitted to be stored in residence hall common areas.

STUDENT LOUNGES
Within most residence halls there is at least one lounge, created to provide space for all residents to visit and study. Pool tables and televisions are provided in some lounges. These common areas provide a place for guests to visit outside a student’s room. It is important that all persons remember that these areas are available for the use of all members of the residence hall community. Behaviors that might be offensive or inappropriate, such as hosting an overnight guest in the lounge, are not permitted. Most residence halls have a common area convenience kitchen for residents’ use. The cleaning of sinks, ovens and refrigerators is the responsibility of the residents. Kitchen utensils, pots and pans, when provided, are also the responsibility of the residents to clean. Personal kitchen supplies should be kept clean and in residents’ own care. Refrigerators should be kept clean and storage is at your own risk.

In lounges set aside for quiet study, it is expected that study groups use other locations if individuals are using the room for study. It is also considered a violation of “24 Hour Courtesy Policy” to disturb others in the room trying to study.

TELEPHONE SERVICE AND VOICE MAIL
A telephone line is provided to each student room. This is primarily a piece of equipment we ask you keep stored in the room ready to deploy in case of emergency. In the event of a real emergency that knocks out city telephone lines and cell phone towers, the University has a standalone system of emergency communication via plugging this phone into the wall. We have our own switchboard and mostly underground lines that provide a standalone system of communication so we can manage the emergencies impact on our campus and keep you informed. As a “side” benefit, you are also welcome to use this as a landline all year long. More information about that can be found in the Plant and Construction Services part of the Gonzaga University website.

VENDING MACHINES
The University maintains contracts with local vending companies. If you experience a problem with any vending machine or the product dispensed from it, please bring it to the attention of your Residence Hall Staff member (if applicable) or the Office of Housing & Residence Life (509-313-4103.)

ZAGWEB
ZagNet is Gonzaga’s student network. As a user of ZagNet, you have both wired and wireless high-speed access to campus computing resources, the Internet, and e-mail. You also have a technical support team to assist you with using ZagNet should you encounter problems. ZagNet alleviates the need to use a modem. For information on how to connect to ZagNet, call the Help Desk at extension 5550. Please remember we have an Acceptable Use Policy. Please take the time to be an informed user of this important service by reading that policy.
SEXUAL MISCONDUCT AND HARASSMENT POLICY

Resource Page

What to Do If You Experience Sexual Harassment or Misconduct:

Any student who is affected by sexual misconduct or harassment is encouraged to immediately notify law enforcement and/or seek immediate medical assistance. Campus Public Safety & Security, the Health Center, SART, or professional staff in the Student Development Office can arrange for free transportation upon request.

<table>
<thead>
<tr>
<th>Emergency Response</th>
<th>Health and Safety</th>
<th>Campus Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>Sacred Heart Medical Center 509-474-3131</td>
<td>Campus Public Safety &amp; Security Dispatch Center or (SART First Responder) 509-313-2222 or ext. 2222</td>
</tr>
<tr>
<td>Spokane Police Department 509-456-2233 (Non-emergency)</td>
<td>Deaconess Hospital 509-458-5800</td>
<td>Health Center 509-313-4052 or ext. 4052</td>
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Confidential Resources and Reporting Options:

All individuals are encouraged to make a prompt report to both law enforcement and to the University so that the appropriate action can be taken to eliminate the harassment, prevent its recurrence, and address its effects. An individual may also seek support and assistance from the confidential resources listed below without triggering a report to the University. Alternatively, an individual who chooses to make a report of sexual misconduct or harassment to the University should use the reporting options below. While individuals may report sexual misconduct or harassment to any University employee, students are encouraged to report to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

Confidential Resources & Support

HealthCenter 509-313-4052
Counseling Center 509-313-4054
SAFeT 509-624-RAPE
Any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role.

Non-Confidential Resources and Support Options

Public Safety 509-313-2222 or ext. 2222
SART First Responder 509-313-2222
Title IX Coordinator 509-313-6910 or ext. 6910
Student Development Office 509-313-4100 or ext. 4100
Human Resources Division 509-313-5996

An anonymous report can be completed on-line at www.gonzaga.edu/sexualmisconductform.

INTRODUCTION

Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people in its activities and programs and in the relationships it shares with students, faculty, staff and the public. Further, the University expects all community members to promote dignity and respect in their daily interactions with each other.
Sexual misconduct and harassment will not be tolerated at Gonzaga University. Such acts are counter to our mission, values, Student Community Standards, the Ethos Statement, and are against University policy. Acts of sexual misconduct and harassment interfere with an individual’s ability to benefit from the Gonzaga experience. The University is committed to taking all appropriate steps to eliminate sexual misconduct and harassment, prevent its recurrence, and address its effects.

The University seeks to cultivate a campus culture of prevention and awareness surrounding sexual misconduct and harassment and encourages all members of the Gonzaga community to report any incident of sexual misconduct or harassment. The University will take steps to resolve complaints promptly and equitably. We do this by providing counseling and support services for individuals and groups who have been affected by sexual misconduct or harassment, by holding students who violate this policy accountable through the Student Community Standards, and by providing education and training to the Gonzaga community.

It is a violation of University policy to threaten, intimidate, or retaliate in any way against an individual because he/she raised allegations of sexual misconduct or harassment, participated in an investigation, complaint process or hearing, or filed a complaint alleging harassment. The University will take immediate and responsive action to any retaliation.

PURPOSE OF POLICY

This policy is intended to guide students who have been affected by sexual misconduct and harassment, whether as a Reporting Party, an Accused Party, or a third party.

When used in this policy, a Reporting Party refers to the person who reports to the University that he/she has been the subject of sexual misconduct or harassment. An Accused Party refers to the person(s) who is reported to have committed an act or acts of sexual misconduct or harassment. A third party refers to any other participant in the process, including a witness to the misconduct or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:

- Define sexual harassment and the forms of sexual misconduct that violate our community standards;
- Identify resources and support for all members of the Gonzaga community;
- Identify the Title IX Coordinator and the scope of his/her role;
- Provide information as to where a student can obtain support or access resources in a confidential manner;
- Provide information as to how a student can make a report on campus or off campus; and
- Provide information as to how a report against a University community member will be investigated, evaluated and adjudicated.

SCOPE OF POLICY

This policy also applies to sexual misconduct or harassment by any Gonzaga community member, including faculty and staff, when directed towards a student. Allegations of inappropriate conduct by any member of the Gonzaga community will be taken seriously and responded to promptly.

Vendors, independent contractors, visitors, and others who conduct business with Gonzaga or on University property are also subject to this policy. The University will take immediate action in all allegations of sexual misconduct and harassment to ensure the safety of the Gonzaga community and to provide an environment free from gender and sex discrimination.

NOTICE OF NON-DISCRIMINATION

Consistent with its mission, the University seeks to provide all Gonzaga community members with a safe and non-discriminatory environment free from harassment. Harassing and discriminatory conduct is contrary to the positive educational environment Gonzaga seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated by the University.

Gonzaga prohibits harassment on the basis of race, sex, gender, marital status, religion, national origin, ethnicity, color, age, military status, sexual orientation, or disability, and any other harassment prohibited by federal or state law.
Gonzaga does not discriminate on the basis of sex in its education programs and activities or in the context of employment. Sexual harassment, including sexual misconduct as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX requires that

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, the Washington Law Against Discrimination, and other applicable statutes.

This policy prohibits sexual misconduct or harassment against all Gonzaga community members of any gender or sexual orientation.

Consistent with the values of an educational and employment environment free from harassment based on sex, the University also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**STATEMENT OF PRIVACY AND CONFIDENTIALITY**

The University is committed to protecting the privacy and confidentiality interests of all individuals involved in a report of sexual misconduct or harassment. The University will balance privacy and confidentiality interests with its obligation to conduct a thorough review of the allegation for the purpose of protecting the parties and the broader campus community, and maintaining an environment that is free from harassment.

Students wishing to obtain confidential assistance or access to campus resources without making a report to the University may do so by speaking with a confidential resource as identified in the Resources section of this policy. Confidential resources on campus include the Health Center, the Counseling Center, and any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role.

The University will safeguard the privacy of individuals who chose to report to any other employee of the University. With the exception of the confidential resources identified in this policy, all other University employees who receive a report of sexual misconduct or harassment are required to elevate the report to those individuals at the University specifically charged with investigating and responding to allegations of sexual misconduct and harassment. Those individuals include the Title IX Coordinator or Deputy Title IX Coordinator, the Office of Student Development, the Human Resources Department, the Equal Opportunity Officer, Campus Public Safety and Security, and the University’s Corporation Counsel. This team, working with the Title IX Coordinator, will ensure that the University responds to all complaints in a timely, effective, and consistent manner. Reports will be resolved according to the status of the accused as follows:

- If the accused is a student, the Student Conduct System
- or
- If the accused is a faculty member, the Process for Resolving Complaints When the Accused is a Faculty Member, located in the Faculty Handbook.

At all times, the privacy of the parties will be respected and safeguarded. Information related to a complaint of misconduct or harassment will be shared only with those University employees who “need to know” in order to assist in the investigation and/or resolution of the complaint. All University employees who are involved in the review, investigation or resolution of a complaint, including members of the University Discipline Board, have received specific training regarding the safeguarding of private information.
Where the University has received a report of sexual misconduct or harassment, but the Reporting Party requests that his/her identity remain confidential or that the University not pursue an investigation, the University must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the Gonzaga community. The University will take all reasonable steps to investigate and respond to the complaint consistent with the Reporting Party’s request, but its ability to do so may be limited by the request for confidentiality. However, with the presence of compelling circumstances (including without limitation the seriousness of the alleged harassment and the age of the parties) and/or evidence of a pattern of repetitive behavior, the University may conduct further investigation, or take other appropriate measures without the Reporting Party’s consent. A Reporting Party will be informed whenever legally permissible of any action taken by the University to resolve the complaint, including further investigation and corrective or disciplinary steps.

If circumstances alleged in a report of misconduct pose an immediate threat to the University community, or when timely notice must be given to protect the health or safety of the community, the University may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the University students, faculty, administrators, staff, or visitors.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy.

DEFINITIONS, EXAMPLES AND PROHIBITED CONDUCT

This policy addresses a broad spectrum of behavior, all of which falls under the definition of sexual harassment.

1. Sexual Harassment:

   A. Definition:

   Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct or communication of a sexual nature WHEN:
   - Submission to such conduct is an explicit or implicit condition of employment or academic success; or
   - Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or
   - Such conduct has the purpose of effect of
     - Interfering with an individual’s work or academic performance; or
     - Creating an intimidating or hostile working or academic environment.

   Sexual harassment may include sexual misconduct and sexual violence. A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical. Sexual misconduct and sexual violence can include, but is not limited to, sexual assault, intimate partner violence, sexual exploitation, harassment and stalking. Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

   B. Examples:

   Examples of behaviors which might be considered sexual harassment include, but are not limited to:
   - Demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person’s clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats, that an individual communicates are unwanted and unwelcome.
   - Display or circulation of written materials or pictures degrading to an individual(s) or gender group.
   - Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual’s body.
Undue and unwanted attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring, or making sexually oriented gestures.

Pressuring an individual to become involved in sexual activity.

Making a student’s work or an employee’s job more difficult because of that person’s sex, gender identity, or sexual orientation.

Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment or submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.

Sexually assaulting an individual.

Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

C. Forms:

Sexual misconduct and harassment can take many forms:

- Sexual misconduct and harassment can occur between equals (e.g., student to student, employee to employee) or between persons of unequal power status (e.g., supervisor to subordinate, professor to student, coach to student-athlete).
- Sexual misconduct and harassment can be committed by an individual or may be a result of the actions of an organization or group. It can be committed against an individual, an organization or a group.
- Sexual misconduct and harassment can be committed by an acquaintance, a stranger or someone with whom the Reporting Party has an intimate or sexual relationship.
- Sexual misconduct and harassment can occur by or against an individual of any gender. This policy prohibits sexual misconduct or harassment against Gonzaga community members of any gender, gender identity or sexual orientation.

2. Specific Examples of Prohibited Conduct:

The University expects all members of the Gonzaga community to conduct themselves in a manner consistent with the Student Community Standards, the Mission and Ethos Statements, Personnel Policies and Procedures Manual, and Faculty Handbook, for students, staff and faculty respectively. In addition to the range of behaviors identified above as sexual harassment, the following conduct is specifically prohibited by this policy:

A. “Sexual Assault”:

- Related to Attempted or Actual Penetrations: Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person. This includes intercourse or attempted intercourse under circumstances including:
  - the use or threat of coercion or force,
  - when the other person is incapacitated and that incapacitation is reasonable apparent to the Accused;
  - or
  - when the other person does not consent.

- Related to All Other Forms of Sexual Contact: Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing, touching the intimate parts of another, or causing the other to touch the harasser’s intimate parts. This includes sexual contact under circumstances including:
  - the use or threat of coercion or force,
  - when the other person is incapacitated and that incapacitation is reasonably apparent to the Accused Party or
  - when the other person does not consent.

B. “Sexual-based Communication”: Speaking to, or directing any kind of communication, words, or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome, that is, if it occurs without the other person’s consent or participation it may create a hostile
learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti, and social media postings.

C. “Sexual Exploitation”: Taking sexual advantage of another for the Accused Party’s advantage or benefit, or for the benefit or advantage of anyone other than the Reporting Party, and that behavior does not otherwise constitute other forms of sexual misconduct or harassment described in this policy. Examples of sexual exploitation include creating images (including video or still photography) of another person of a sexual nature via web-cam, camera, Internet exposure, etc., without knowledge and consent of all persons; knowingly exposing a person who has not consented to the risk to HIV or any other STD; inducing incapacitation for the purpose of making the other person vulnerable to sexual assault; and, voyeurism.

D. “Stalking”: A pattern of repeated and unwanted attention, harassment (as defined in this policy), contact, or any other course of conduct directed at a specific person that would cause a reasonable person to become alarmed or be in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person.

E. “Intimate partner violence”: A situation in which one partner is physically, emotionally or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, sexually intimate, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

F. “Retaliation”: Acts or attempts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment or intent to prevent participation in University proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel.

Definitions of Consent, Coercion and Incapacitation

“Consent”: Consent occurs when the parties exchange affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity. Consent must be informed, knowing and voluntary, and freely and actively given. As a general rule, a person will be considered unable to give valid consent if she/he cannot appreciate the "who, what, when, where, why and how" of a sexual interaction.

The following further clarifies the definition of consent:

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity.
- If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Relying on non-verbal communication can lead to misunderstandings. Consent should not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.
- A person in an alcoholic blackout state may appear to act normally. An individual in a blackout state may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the alcohol
consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

- Alcohol and other drugs impair a person’s decision-making capacity, awareness of the consequences and ability to make judgments, and can create an atmosphere of confusion over whether consent has been freely and clearly sought or given.
- Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct or harassment and does not diminish one’s responsibility to obtain consent.

“Coercion”: The use, attempted use or threat of force, immediate or future harm, or the use of physical, severe and/or pervasive emotional intimidation to cause another person to engage in or submit to certain activities. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person’s ability to give consent.

“Incapacitation”: An individual who is incapacitated cannot consent to sexual activity. An individual is incapacitated if he/she is physically helpless, unconscious, or unaware, due to drug or alcohol consumption (voluntarily or involuntarily) or for some other reason. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

PROHIBITED RELATIONSHIPS

1. Policy

The prohibited relationship policy has University-wide application, including without limitation, relationships between faculty-student, staff-student, administrator-student, advisor-student advisee, supervisor-student employee, or coach/coaching staff-student athlete. In this context, the term “administrator” includes the non-faculty classifications of executive, administrator and professional.

The University prohibits romantic or sexual relationships between two members of the University community when one person in that relationship has actual or apparent authority to supervise, evaluate, counsel, educate, employ or otherwise make decision(s) or recommendation(s) regarding the other person in respect to the other person’s employment, education or instruction at the University, or as to his/her advancement, participation, benefits or privileges in the educational or employment context. Although a relationship between “unequal” persons may not necessarily constitute sexual harassment, this policy seeks to minimize the risk of such.

Romantic or sexual relationships freely entered into between two members of the University community generally are not addressed by this policy and are not prohibited. Romantic or sexual relationships between persons occupying asymmetrical positions of power, however, involve an inherent conflict of interest and may give rise to sexual harassment/discrimination, or allegations thereof.

Persons in authority as educators, employers, or supervisors, occupy positions of power over those whom they instruct, employ or supervise. Because of the differential in power and authority, the freedom of subordinate students and student-employees to reject romantic sexual advances may be restricted. Even if a student does not appear to object to participation in the relationship, this does not mean that the student welcomes, or will continue to welcome, the relationship. When a relationship of this nature ends, a student’s frame of reference for whether or not the relationship was originally welcomed may change. Moreover, a third party who perceives that a participant in a consenting relationship received preferential treatment may file a complaint of discrimination.
2. Reporting

Students seeking to report allegation of an inappropriate relationship between two members of the Gonzaga community as described in this policy may utilize any of the reporting options detailed in the “Confidential resources and reporting Options” section of this policy. In addition, the student may report the allegation to the University’s vice president who supervises the department in which the Accused Person in a position of authority is employed. That vice president will then coordinate with that community member’s immediate supervisor and/or higher supervisor(s) to consider or effectuate any further action that is deemed necessary.

Prompt, accurate, honest and forthright reporting in good faith is necessary and encouraged if the objectives of this policy are to be achieved. Conversely, reports or allegations made in bad faith without any foundation in fact are counter-productive to the goals of this policy and could give rise to serious consequences, including disciplinary action.

3. Duty

If such a relationship comes into existence, the person in authority is required to do the following immediately:

- Discontinue exercising any authority over the other person;
- Report the relevant facts to his/her own supervisor as set forth in the Procedures below; and
- Confer with his/her own supervisor regarding transfer of that authority to another.

Prompt action is required in fulfilling these mandatory requirements. If the person in authority fails to fully or timely comply with those requirements, he/she will have violated this policy and will be subject to disciplinary sanctions, up to and including dismissal from the University.

4. Disciplinary procedures and sanctions, if any, for violation of this policy will be implemented pursuant to the provisions of the either the Personnel Policies and Procedures Manual, or the Faculty Handbook, as may be appropriate.

The Role of the Title IX Coordinator

The University has designated a Title IX Coordinator to oversee its response to all reports of sexual misconduct and harassment and coordinate compliance with the mandates of Title IX. The University’s Title IX Coordinator is:

<table>
<thead>
<tr>
<th>Victoria Loveland</th>
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<tbody>
<tr>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td>Gonzaga University</td>
</tr>
<tr>
<td>502 E. Boone Ave.</td>
</tr>
<tr>
<td>Main Floor, Crosby House</td>
</tr>
<tr>
<td>(509) 313-6910</td>
</tr>
<tr>
<td><a href="mailto:loveland@gu.gonzaga.edu">loveland@gu.gonzaga.edu</a></td>
</tr>
</tbody>
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The Title IX Coordinator is assisted by Deputy Title IX Coordinators as follows:

<table>
<thead>
<tr>
<th>Kathryn Shearer</th>
<th>Heather Gores</th>
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</thead>
<tbody>
<tr>
<td>Kathryn Shearer</td>
<td>Heather Gores</td>
</tr>
<tr>
<td>Director, Disability Resources</td>
<td>Associate Athletic Director</td>
</tr>
<tr>
<td>Education and Access Mgmt.</td>
<td>Gonzaga University</td>
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<tr>
<td>Gonzaga University</td>
<td>502 E. Boone Avenue</td>
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<tr>
<td>502 E. Boone Avenue</td>
<td>Martin Centre, PV315</td>
</tr>
<tr>
<td>2nd Floor, Foley Center</td>
<td>Spokane, WA 99258-0066</td>
</tr>
<tr>
<td>Spokane, WA 99258-0019</td>
<td>(509) 313-3599</td>
</tr>
<tr>
<td>(509) 313-4093</td>
<td><a href="mailto:gores@athletics.gonzaga.edu">gores@athletics.gonzaga.edu</a></td>
</tr>
<tr>
<td>shearer@ Gonzaga.edu</td>
<td></td>
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</tbody>
</table>
The Title IX Coordinators are knowledgeable and trained in the University’s policies and procedures, state and federal laws that apply to matters of sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinators are available to meet with any individual, either Reporting Party, Accused Party or third party, to discuss the options for resolution of a report under this policy.

CAMPUS AND COMMUNITY RESOURCES

The University is committed to treating all individuals with dignity, care and respect. A Reporting Party and an Accused will both have equal access to support and counseling services through the University. Additional resources may be found in the Spokane community. All parties are encouraged to utilize on or off campus resources for assistance.

1. Health and Safety

The first priority for any individual who has been assaulted is to get to a safe place and call 911 or the Campus Public Safety and Security (509-313-2222).

An individual’s physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or local law enforcement. A medical provider can facilitate and provide:

 Emergency or follow-up medical services. The medical exam has two goals: first, to treat the full extent of any injury of physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to properly collect and preserve evidence as part of a “rape kit”/sexual assault examination for potential criminal prosecution. (provided only by a trained provider in a hospital)
  ▪ IMPORTANT: do not shower, bathe, douche, brush your teeth, drink or change your clothing, as you may be destroying evidence you will need if you decide to prosecute.

 STD and HIV testing (available through the University Health Center or another off-campus provider)

 Pregnancy testing (available through the University Health Center or another off-campus provider)

 Health care concerns related to the incident may be discussed with the hospital emergency staff, a personal physician or the University Health Center staff, who can also provide referrals to off-campus providers

 The University Health Center can also advise an individual about the complaint processes under this policy.

Medical providers, both on and off campus, include:

<table>
<thead>
<tr>
<th>Provider</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>University Health Center</td>
<td>509-313-4052 or ext. 4052</td>
</tr>
<tr>
<td>Sacred Heart Medical Center Emergency Dept.</td>
<td>509-474-3131</td>
</tr>
<tr>
<td>Deaconess Hospital Emergency Dept.</td>
<td>509-458-5800</td>
</tr>
</tbody>
</table>

2. Confidential Resources

The University recognizes that not every individual will be prepared to make a formal report to the University or to local law enforcement. Individuals seeking to talk to someone about an incident of sexual harassment or misconduct in a confidential manner without making a report to the University or triggering any investigation or action by the University or the police can:

 Speak to a medical professional at the University Health Center, 509-313-4052 or ext. 4052. Medical professionals employed by the University have a statutorily protected confidentiality and do not share information with other University departments without the patients’ consent.

 Speak to a counselor at the University Counseling Center, 509-313-4054 or extension 4054. Professional and pastoral counselors employed by the University have a statutorily protected confidentiality and do not share information with other University departments unless there is an imminent risk of imminent danger. Individuals who have experienced sexual misconduct are encouraged to obtain help from a professional counselor and/or support group. The University’s Counseling Center Staff are available to meet with students by appointment, or in some cases on short-notice.

 Call SAFeT (Sexual Assault and Family Trauma Center), the local sexual assault crisis agency at 509-624-RAPE. SAFeT’s services are completely confidential and they do not exchange information or forward reports to the University. SAFeT community advocates offer crisis intervention, information and referrals, legal advocacy and support services for all crime victims and their friends and family members. SAFeT Advocates can assist with
Crime Victims Compensation which may pay for a hospital emergency visit and testing. It is important to note that talking with a Community Advocate is not the same thing as making a report with the University. Community Advocates are independent of the University and do not provide information disclosed to them to the University. Visit one of the medical facilities or hospitals listed above. Information provided to medical professionals is protected by HIPAA and will not be released without the consent of the patient.

- Speak to any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role.

3. **Resources Offered by the University in Response to Sexual Misconduct and Harassment**

   **Sexual Assault Response Team (SART) First Responders:** The University has designated a team of volunteer staff and faculty to serve as a Sexual Assault Response Team (SART) First Responders. SART Responders are available to assist the Reporting Party with immediate and short-term needs. They are trained to respond to incidents of sexual misconduct and are available to meet with friends or family members of the Reporting Party who also may seek assistance or support immediately after an event. A SART Responder can be reached 24/7 by calling Campus Public Safety & Security Dispatch Center at 509-313-2222 or extension 2222.

   **Safe Transportation:** Campus Public Safety & Security will provide escorts on and near campus (to and from residences in the immediate neighborhood) upon request. During the school year the “SafeRide” program (509-568-6000) provides students a free cab ride if they find themselves in a situation which their personal safety or well-being is compromised.

4. **Other University Resources**

   - Campus Public Safety & Security Dispatch Center: 509-313-2222 or ext. 2222
   - Health Center: 509-313-4052 or ext. 4052
   - Counseling Center: 509-313-4054 or ext. 4054
   - Student Development Office: 509-313-4100 or ext. 4100
   - Human Resources Division: 509-313-5996

5. **Spokane Community Resources:**

   The following resources are available 24 hours a day, 7 days a week, 365 days a year:

   - Spokane Police Department: 911* or 456-2233 (non-emergency)
   - SAFE T (Advocacy and support): 624-RAPE
   - First Call For Help: 838-4428
   - Sacred Heart Medical Center Emergency Dept.: 474-3131
   - Deaconess Hospital Emergency Dept.: 458-5800

**REPORTING**

The University encourages all Gonzaga community members to report information about any type of sexual misconduct or harassment of another person involving a current student, staff or faculty member. An incident does not have to occur on campus to be reported to the University. Off campus conduct that adversely affects or has the potential to adversely affect the Gonzaga community also falls under this policy. The University will promptly investigate and respond to all reports of sexual misconduct and harassment.

The University provides resources to both a Reporting Party and an Accused Party in making decisions, obtaining information about their options under this policy, and assisting either party in the event that a report of sexual misconduct or harassment is made.

A Reporting Party need not decide whether to request that the University pursue student conduct processes and/or sanctions at the time the report is made. Once the University is made aware of an incident, the option to request action within the Student Code of Conduct will remain open as long as the Reporting Party and the Accused Party are students. If any party involved in a complaint is no longer affiliated with the University, the University will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects.

Under Washington State Law, the University must, within forty-eight hours of receiving a report of alleged sexual assault of a student under the age of eighteen (18), make a report or cause a report to be made to Child Protective
Services or local law enforcement. The Reporting Party who made a report or about whom a report was made will be informed of this requirement by a Student Development professional staff member.

Emergency Reporting

The first priority for any individual should be personal safety and well-being. All individuals are encouraged to make a prompt report to law enforcement and/or seek immediate medical treatment in response to an incident in order to address immediate safety concerns, allow for the preservation of evidence, and trigger an immediate investigative and remedial response. The University will help any individual get to a safe place and will assist the Reporting Party in seeking immediate medical attention or in reporting an allegation to local law enforcement authorities. The University will arrange for free transportation to the hospital, coordinate with local law enforcement, and provide information about the University’s resources and complaint processes.

IF YOU ARE IN IMMEDIATE DANGER, GET TO A SAFE PLACE AND CALL 911.

Campus Public Safety & Security Dispatch Center 509-313-2222 or ext. 2222
Sacred Heart Medical Center Emergency Dept. 509-474-3131
Holy Family Hospital Emergency Dept. 509-482-0111
Deaconess Hospital Emergency Dept. 509-458-5800

On Campus Reporting Options

Assistance is available from the University 24 hours a day year-round by calling the Campus Public Safety & Security Dispatch Center. A Reporting Party can request a Security Officer to respond and take a report or request to speak with a SART First Responder. There is no requirement that the Reporting Party file a Security incident report in order to speak with a SART First Responder.

All individuals are encouraged to report directly to one of the following individuals or departments:

Campus Public Safety & Security Dispatch Center 509-313-2222 or ext. 2222
SART First Responder 509-313-2222 or ext. 2222
Title IX Coordinator 509-313-6910 or ext. 6910
Health Center 509-313-4052 or ext. 4052
Counseling Center 509-313-4054 or ext. 4054
Student Development Office 509-313-4100 or ext. 4100
Human Resources 509-313-5996

An anonymous incident report can be completed on-line at www.gonzaga.edu/sexualmisconductform

Coordination with Law Enforcement

Notifying the Spokane Police Department will generally result in the Reporting Party, and in some cases the Accused Party, being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a University response.

An act not criminally prosecuted may still violate University policy. To the extent permitted or required by law, the University will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and will only respond to allegations of criminal behavior. As a result, the University encourages reporting to both the University itself and to an outside law enforcement agency, if the alleged sexual misconduct may also be a crime.

The University process and the criminal justice process are two separate and independent courses of action. If a Reporting Party wishes to file a report with the Spokane Police Department, a Gonzaga Student
Development professional staff member or Human Resources staff member is available to assist. The University will not file a police report about an incident or on behalf of a student unless compelling circumstances exist. The University’s response to a report is not impacted by the Reporting Party’s decision to file a criminal complaint, or by the outcome of the criminal investigation.

Amnesty

It is the University's goal that all individuals report all incidents of sexual misconduct so that those affected can receive the support and resources needed. Therefore, violations of the University’s alcohol and drug policies by a student Reporting Party may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the University may initiate an educational discussion about the use of alcohol or drugs and their impact.

Statement Against Retaliation

Although Gonzaga University acknowledges that extreme emotions and stress often accompany incidents of sexual harassment and misconduct, the University does not condone any person in any circumstance engaging in any type of retaliation. The University views complaints of retaliation with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to Campus Public Safety & Security, the Student Development Office, the Human Resources Division, or the Title IX Coordinator. The University will take immediate responsive action to any report of retaliation. Retaliation is a distinct category of prohibited conduct under this policy.

False Reports

Submission of a good faith complaint, concern, or report of harassment will not affect the Reporting Party’s employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

Interim Measures To Protect Safety And Well-Being

After a report is made, the University will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as needed, and will provide services and resources to provide a safe environment. For a listing of services and resources see the Campus and Community Resources section of this policy above.

The University will determine the necessity and scope of any interim measures pending the completion of the complaint process. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented interim measure. Interim measures are not appealable.

The range of interim measures includes:

1. **Contact/Communication Directives:** The Reporting Party or Accused Party may request, or the University may impose, even if not requested, communication and contact restrictions to prevent further potentially harmful interaction. A Reporting Party or Accused Party may request a change in an academic or living situation after a report of sexual misconduct or harassment. Any such request shall be made to the Student Development professional staff member assigned to her/his case. Upon request the Student Development professional assigned to the case will inform the Reporting Party or Accused Party of options and will endeavor to accommodate the requested changes if they are reasonably available.

   In some cases, an individual may wish to consider a protection/anti-harassment order issued by the appropriate court of the State of Washington. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The court enforces the order through law enforcement. The University does not enforce the order but does enforce its own rules. It is important to note that a civil "no contact" order could prevent the University from conducting a hearing in which students subject to the order are entitled to be present and provide
information. A student can return to the court to request modification of the order for the purpose of facilitating attendance at a University hearing.

**Academic, Employment or Living Arrangements:** A Reporting Party or Accused Party may request, or the University may impose, even if not requested, a change in academic, employment or living situation after a report of sexual misconduct or harassment. Upon request the University will inform the Reporting Party or Accused Party of the options and will endeavor to accommodate the requested changes if they are reasonably available. Interim changes may include:

- Changing class or work schedule, including the ability to stop a course without penalty
- Limiting an individual’s or organization’s access to certain University facilities or activities pending resolution of the matter
- Obtaining a Voluntary Leave of Absence
- Providing an escort to ensure safe movement between classes and activities
- Providing academic support services
- Any other remedy which can be tailored to the involved parties to achieve the goals of this policy

**Emotional Support:** The University will assist in providing counseling services through the Counseling Center or will assist in providing a referral to off campus agencies as detailed in the Campus and Community Resources section of this policy. Counseling and emotional support is available to any University member.

**PROCEDURES FOR RESOLUTION OF SEXUAL MISCONDUCT AND HARASSMENT REPORTS UNDER THE STUDENT CODE OF CONDUCT**

**Overview of Options**

The University is committed to providing all students with a safe environment in which to live and learn. Consistent with this goal, the University will respond promptly and equitably when any incident of sexual misconduct or harassment is alleged against a student or the University becomes aware of the situation by other reliable means. The first priority is to offer support and services to members of the Gonzaga community. The University’s response may take a number of forms within its discretion. Potential responses include offering reasonable protection and services to the Reporting Party or others, conducting a Title IX inquiry or review, conducting an investigation, contacting the Accused Party, imposing corrective or restrictive measures, and/or conducting a hearing pursuant to the Student Code of Conduct.

The Student Development Office, working in conjunction with the Executive Vice President of the University, administers the process of receiving, responding to and resolving reports when students are involved. If a report involves a student and a staff or faculty member, the Student Development Office will work cooperatively with the University’s Equal Opportunity Officer and Human Resources. This policy is consistent with the University’s overall harassment and discrimination policies.

**Review and Investigation**

The University will review and respond to all reports of sexual discrimination, misconduct and harassment. In every case, the University will make an immediate assessment of any risk of harm to individuals or the campus community and will take appropriate steps to address any risks. Following this initial review, the University may take steps to investigate or otherwise determine what occurred. The University will take all reasonable steps to investigate and respond to the report consistent with the Reporting Party’s request; however, circumstances may exist when the University chooses to move forward with an investigation and/or resolution under either the student conduct or employee disciplinary system, or take other appropriate measures without the Reporting Party’s consent. The University will investigate the report in a thorough and equitable manner to all parties involved. These investigative steps may include interim measures intended to provide for the safety of individuals and the campus community. The University’s overarching goal is to end any misconduct, to prevent its recurrence, and to address its effects.
Generally speaking, the University will complete the investigation and resolution of all reports within 60 calendar days of receiving a report. Parties will be notified in writing of the final outcome within ten calendar days of the hearing or other action which concludes the report process.

**Title IX Inquiry**

In every report of sexual harassment or misconduct, the Title IX Coordinator will review the report, investigative steps, and will endeavor to ensure that all appropriate remedies have been considered and implemented as needed.

A Reporting Party is encouraged, but never pressured, to participate in the University’s investigation and conduct process so that the facts of each report can be explored and responsible parties held accountable for their misconduct, if warranted. If a Reporting Party chooses not to participate in a full investigation and/or student conduct hearing, the University will still undertake a Title IX inquiry to review the report and seek to reach a resolution that will eliminate any harassment, prevent its recurrence, and address its effects.

**Student Code of Conduct**

Reports of student to student or student to faculty/staff sexual misconduct or harassment will be adjudicated under the Student Code of Conduct, which is contained in the final section of this Handbook.

After a Reporting Party has submitted a report alleging misconduct, a trained staff member from the Student Development Division will meet with the Reporting Party. The purpose of meeting is to assure that all University services and resources are made available to the Reporting Party. The Accused Party will also be afforded the opportunity to meet with a Student Development staff person for the same general purposes.

In all cases, the Title IX Coordinator will assess the processes utilized and the resulting resolutions for the purpose of determining whether there are additional remedial measures, support mechanisms or educational efforts that would further the goals of eliminating harassment, preventing its recurrence and addressing its effects.

**SEXUAL MISCONDUCT AND HARASSMENT AWARENESS AND EDUCATION PROGRAMS**

Programming about sexual misconduct and harassment, the impact of drugs and alcohol in students’ lives, and harm reduction and prevention is available through the Student Wellness Resource Center (SWRC). This department conducts a number of events each semester and is also available to design programming for specific groups or situations.

The “Green Dot” program is coordinated through SWRC and reaches out to all student populations. The goal of Green Dot is to create awareness of the dynamics of sexual violence and to engage the community in prevention efforts. Bystander Intervention as a means for reducing potential incidents of sexual violence is emphasized. Anyone desiring more information may call SWRC.

New Student Orientation each fall provides interactive sessions related to sexual misconduct and relationships. Residence hall programs in individual buildings also focus on personal safety, relationships, sexual misconduct and other related topics.

The Women’s and Gender Studies department supports student-led programming related to sexual misconduct and harassment, such as the annual Take Back the Night program.
UNIVERSITY-WIDE HARASSMENT AND ANTI-DISCRIMINATION POLICY

OVERVIEW

Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people in its activities and programs and in the relationships it shares with students, faculty, staff and the public. Further, the University expects all community members to promote dignity and respect in their daily interactions with each other.

NOTICE OF NON-DISCRIMINATION

Consistent with its mission, the University seeks to assure that all community members are free to learn and work in an atmosphere free from harassment and discrimination. Harassing and discriminatory conduct is contrary to the positive educational environment Gonzaga seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated by the University.

Gonzaga prohibits harassment on the basis of race, sex, gender, marital status, religion, national origin, ethnicity, color, age, veteran status, sexual orientation, physical or mental impairment or disability that substantially limits a major life activity, any other harassment prohibited by federal or state law, or any other non-merit factor in employment, educational program or activities that it operates.

The University will take immediate action in all allegations of harassment and discrimination to ensure the safety of the Gonzaga community and all individuals involved by ending the harassment or discrimination, preventing its recurrence and addressing its effects. Gonzaga will take appropriate action when this policy is violated.

SCOPE OF POLICY

This policy applies to all Gonzaga community members, including employees and students. When used in this policy, employee refers to both staff and faculty members.

All students and employees of the University are responsible for their actions and behavior, whether the conduct in question occurs on or off campus. As such, this policy applies to both on campus conduct and relevant off campus conduct that affects the Gonzaga community.

Vendors, independent contractors, visitors, and others who conduct business with Gonzaga or on University property are also expected to comply with this policy.

Reports of sexual misconduct and harassment will be resolved under the more specific Sexual Misconduct and Harassment Policy and the Student Conduct Process as set forth in this Handbook.

This policy applies to unlawful harassment and discrimination based on legally protected classes or characteristics.

RESOLUTION OF COMPLAINTS

The Student Development Division has staff designated for resolving student-to-student complaints as well as complaints of harassment or discrimination against a student by an unknown party.

The Equal Opportunity Office and/or academic administration is responsible for resolving complaints against a faculty/staff member.
Complaints of harassment or discrimination involving both a student and a faculty/staff member are jointly handled by the Student Development Division, the Equal Opportunity Office and by appropriate officials within the academic administration. The University’s Equal Opportunity Officer is responsible for oversight of complaints made pursuant to this policy for all forms of harassment and discrimination prohibited by law. However, gender-based complaints made by students against other students, faculty, staff, other community members or visitors, are overseen by the Title IX Coordinator.

FORMS OF HARASSMENT

Harassment Based on Protected Categories: Harassment can take many forms. It can include verbal and/or physical conduct, name-calling, slurs, comments, rumors, jokes, innuendos, unwelcome compliments or touching, cartoons, pranks, graphic and written statements, communications via cell phones or the internet, or other conduct which may be physically or emotionally threatening, harmful or humiliating.

Generally, physical and verbal conduct is considered harassment when it meets one or more of the following criteria:

1. Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one’s employment or academic status, OR
2. Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual’s employment or education, OR
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creates an intimidating, hostile, or offensive employment or academic environment, and
4. The conduct or communication would not have occurred but for the protected category of the individual(s) or group to whom it is directed or who are affected by it.

Racial Harassment: Gonzaga University endeavors to provide equal educational opportunities for all students and to cultivate the ethical and moral values of a just society. To do so, Gonzaga must maintain an environment free from racial harassment, intimidation, and humiliation as expressed by communication, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual’s self-worth. Racial harassment interferes with or limits an individual’s or group’s ability to participate in, or benefit from, Gonzaga programs, services, activities, or amenities. Racial harassment dishonors Gonzaga and its members, and diminishes the stature of the academic community. Gonzaga unequivocally condemns racist behavior in any form.

Following are examples of behaviors which, if based on national origin, ethnicity, or color may constitute racial harassment:

1. Making demeaning remarks to an individual or group, or in the presence of an individual or group. This includes name calling, racial slurs, epithets, jokes, and racial put downs if the intention or result is to demean a person or group, treat individuals or groups differently because of these protected classes, or create a hostile environment.
2. Displaying, circulating, or placing visual or written material demeaning race, national origin, ethnicity, or color in a Gonzaga living or working area, when the intention or result is to make the education, working, or living environment hostile or demeaning.
3. Damaging, defacing, or destroying Gonzaga’s property or the property of any member because of these protected classes.
4. Using “fighting words” that are inherently likely to provoke an immediate and violent reaction, whether or not they actually do so; or expressing in words, pictures, or symbols commonly understood to convey hatred or contempt, with the intent to inflict emotional distress.
5. Engaging in intentional acts based on these protected classes that obstruct or attempt to obstruct or seriously impair Gonzaga activities in or outside Gonzaga buildings or in other locations where Gonzaga-sponsored activities occur.
6. Engaging in demeaning verbal and other expressive behavior of a racial nature in instructional settings. Gonzaga will make every effort to address racial harassment even if the perpetrator has not been identified.

**Demeaning Verbal and Other Expressive Behavior in Instructional Settings**

The College and University Personnel Association and the American Association of University Professors have developed guidelines for addressing allegations of harassment arising in an instructional setting. The types of expressive behavior that are acceptable within the instructional setting are defined below. Complaints received concerning behaviors outside of these protected behaviors are handled through the applicable procedures described in the *Gonzaga University Policies & Procedures Manual*, the *Faculty Handbook*, and the *Student Handbook*, as determined by the classification of the accused (employee, student or faculty).

**Definitions:**

“Instructional setting:” An instructional setting is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, laboratory, during a field trip, or in a faculty or academic staff member’s office.

“Expressive behavior:” Expressive behavior is conduct in an instructional setting whenever a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, verbal or written statements, and assignment of visual, recorded, or written materials.

**Protected Expressive Behavior:**

1. **Expressive behavior related to subject matter:**  
   A. A faculty or academic staff member’s selection of instructional materials shall not be the basis for discipline if the material selected is germane to the subject of the course. However, if the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member’s claim that the materials are germane to the subject of the course is unreasonable, it shall not be an acceptable defense to the use of such material.
   B. A faculty or academic staff member’s expressive behavior shall not be the basis for discipline if the behavior constitutes an opinion or statement germane to the subject matter of the course. However, if the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member’s claim that the expressive behavior is unreasonable, it shall not be an acceptable defense to the use of such behavior.

2. **Expressive Behavior related to pedagogical strategies:** A faculty or academic staff member’s selection of pedagogical strategies shall not be the basis for discipline unless the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member’s claim that the objective cannot be accomplished as effectively by techniques less likely to cause harm is unreasonable.

**Reporting Harassment or Discrimination**

1. **Reporting**

   **Emergency Reporting:** If the incident involves a threat to safety, a crime, or if evidence needs to be collected or preserved, the local police should be contacted immediately through 911. Gonzaga Campus Public Safety & Security should be called after 911 after 911 has been notified. A Security officer or other University official can assist in making a police report by providing transportation or accompanying an individual to make a report.

   An individual who has experienced harassment or discrimination based on the characteristics or traits listed above is encouraged to promptly report the incident to receive support and resources. It is important that a record of the incident is established in a timely way.

   Gonzaga community members may bring complaints or concerns about harassing behavior to faculty, supervisors, department heads, vice presidents, the Human Resources Department, or the Equal Opportunity
Officer. In addition, students may bring complaints to their advisors, chairs, deans, Student Development personnel, or to the Academic Vice President’s office. Contact information for relevant departments is listed below:

During regular University business hours, harassment can be reported to:

- Campus Public Safety & Security Dispatch Center, 509-313-2222
- Student Development Office, College Hall 120, 509-313-4100
- Housing and Residence Life Office, O’Leary Hall, lower level, 509-313-4103
- Disability, Resources, Education and Access Management (DREAM), Foley 2nd floor, 509-313-4134
- Office of Academic Advising and Assistance, College Hall 104, 509-313-4072
- LGBT Resource Center, Unity House, 509-313-5847
- Unity Multicultural Education Center, Unity House, 509-313-5836
- Equal Opportunity Office, Human Resources, 102 E. Boone Ave., 509-313-5996
- Title IX Office, Crosby House (Sharp and Addison streets), 509-313-6910

After regular business hours, on weekends and holidays, harassment can be reported to:

- Campus Public Safety & Security, 509-313-2222
- Professional Residence Director or Area Coordinator, (in residence hall or by calling Security dispatch)

These offices and professionals will assist in documenting the incident and in providing support and resources. Any of the above to whom a complaint or concern has been reported must promptly notify the Equal Opportunity Officer, who will coordinate with the Student Development Division when appropriate, to respond to the incident, the needs of the Reporting Party and the welfare of the campus community. The Equal Opportunity Officer will then investigate or recommend an investigation by a qualified individual from inside or outside the University.

2. False reports

Submission of a good faith complaint, concern, or report of harassment will not affect the complainant’s or reporter’s employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

3. Confidentiality

Gonzaga will process all reports of harassment as discreetly as possible, sharing information on a "need to know" basis only. To properly investigate an allegation of harassment, Gonzaga may need to divulge the identities of individuals involved. Gonzaga will comply with discovery or disclosure obligations as may be legally required.

4. Statement Against Retaliation

Retaliation will not be tolerated against anyone who has reported perceived harassment or a concern about harassing conduct, or has participated in an investigation, complaint process or hearing, or has filed a complaint alleging harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone found to have acted in a retaliatory manner will be subject to appropriate disciplinary action.

HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURES

Complaints will be handled through the applicable procedure described in the Gonzaga University Policies & Procedures Manual, the Faculty Handbook, and the Student Code of Conduct, as determined by the classification of the accused (employee, student or faculty).

Given the objectives of timeliness and fundamentally fair procedures for all parties, Gonzaga’s complaint processes are designed to: 1) determine if the behavior alleged in the complaint took place and constituted harassment, 2) stop the offending behavior, 3) restore the complainant’s working or learning environment, 4) take steps to prevent retaliation and repetition of the harassment or discrimination, and 5) educate, sanction, or discipline the offender consistent with the seriousness of the offense. It is anticipated that the process will be completed in no more than 60 (sixty) calendar days from the date upon which a complaint is received. If additional time is needed, the Equal Opportunity Officer will notify the parties in writing of the reasons for the delay and will provide a reasonable timeframe for completion of the process.
Gonzaga is committed to investigating and resolving all complaints of harassment and discrimination, or reports of information, which create a reasonable belief that harassment or discrimination has occurred. Because of the sensitive nature of most incidents and the emotional and moral complexities involved, effort is made to resolve problems fairly and informally as they arise. Gonzaga retains complete discretion as to the terms and conditions upon which matters may be resolved by informal means.

The Equal Opportunity Officer (EOO) is available to discuss general concerns or specific complaints about harassment or discrimination, and to answer questions about the various procedures for initiating a complaint. Any member of the campus community may present questions about procedures, seek informal advice, or submit a complaint to the Equal Opportunity Officer, either verbally or in writing. Individuals can speak with the EOO confidentially without filing a complaint. Sometimes suggestions may be provided which enable the complainant to deal directly with the accused person. Other cases may require intervention or administrative action.

Complaints or information which create a reasonable belief that harassment or discrimination has occurred, are channeled through the Dean of Students’ Office or the EOO, depending on whether the accused person is a (1) student, (2) staff, (3) faculty, or (4) visitor:

1. Allegations against students are referred to Student Development.
2. Allegations against staff by other staff, students, or faculty members are referred to the EOO and reviewed through the Procedures for Resolving Complaints When the Accused is a Staff Member.
3. Allegations against faculty by other faculty, staff, or students, are referred to the EOO and reviewed through the Procedures for Resolving Complaints When the Accused is a Faculty Member.
4. Allegations against any Gonzaga community member by visitors are handled by the Dean of Students or the EOO.

Complaints related to disability are channeled through the ADA/504 Coordinator.

**PROCEDURES FOR RESOLVING COMPLAINTS WHEN THE ACCUSED IS A STUDENT**

Once a report is forwarded to the Student Development Office, a “Case Manager” will be assigned to each report to coordinate a response of care, concern and follow-up. An investigation to determine the circumstances of the incident will occur. Based on the results of the investigation the University will determine an appropriate response. If the person identified as responsible for the alleged harassment is a student, a Reporting Party may request University to pursue procedures and/or sanctions as set forth in the Student Conduct Process.

**HARASSMENT POLICY COMPLIANCE**

This harassment policy defines and prohibits harassment on the basis of federal and state law as interpreted by the courts. If statutory provisions or court interpretations change or conflict with this policy, Gonzaga’s policy will be deemed amended to assure continued compliance. This harassment policy is also intended to comply with statutes and guidelines of other regulatory agencies, such as guidelines published by the US Office of Civil Rights addressing student to student harassment.
DISABILITY GRIEVANCE PROCEDURE

DISABILITY GRIEVANCE PROCEDURE/UNIVERSITY-WIDE GRIEVANCE PROCEDURE ON ACCESS AND ACCOMMODATION FOR PERSONS WITH DISABILITIES

Overview
The Disability Resources, Education, and Access Management (DREAM) office is dedicated to facilitating and co-creating a welcoming and equal opportunity environment for persons with disabilities. To that end, we offer resources, education, and access management to the University community as a whole. We recognize the unique and intrinsic value of each person and are committed to serving all in an atmosphere of equality, partnership, responsibility, and dignity.

The full University policy on access and accommodations for persons with disabilities may be requested by contacting the University’s Equal Opportunity office at 509-313-5996 or ext. 5996 or by contacting Disability Resources, Education & Access Management office (DREAM) at 509-313-4134 or ext. 4134.

Gonzaga University has adopted these internal procedures to provide prompt and equitable resolution of complaints alleging any violation of the University’s policy on access and accommodation for all educational programs, activities, events, and services, employment, and public access for persons with disabilities. This procedure applies to Sections 501 and 504 of the Rehabilitation Act, Titles I and III of the Americans with Disabilities Act (ADA), and/or the Washington State Law Against Discrimination (RCW Ch. 49.60 as Related to Disabilities), and their implementing regulations.

Normally the best interests of the complainant and the University are served if complaints are resolved as soon as possible at the lowest possible level. These procedures provide both initial intervention and appeal to higher levels without prejudice so that parties may be assured of fundamental fairness.

Scope of Policy
A grievance pursued pursuant to this policy is deemed to be against the University and not against an individual. All complainants, students, employees and community members, should use this procedure for grievances alleging any violation of policies, laws and regulations related to access for and accommodation of persons with disabilities.

This procedure is used for any complaints involving academic or non-academic situations related to disability access and accommodation for University education programs, employment, activities, events, and services.

Types of Complaints
Members of the public who believe they have been denied access to campus facilities, services, activities, or events based on disability may submit a complaint.

Examples of academic access situations may include students with disabilities who believe they are not being appropriately or reasonably accommodated regarding coursework, living and studying arrangements.

Examples of non-academic access situations may include:

a. Students with disabilities who believe they have not been appropriately or reasonably accommodated for services, activities and events, or access to campus facilities.

b. Employees with disabilities who believe they have not been appropriately or reasonably accommodated in their jobs.

Timeline for Resolution
It is anticipated that all steps of the grievance procedure will be completed in 60 calendar days from the date upon which a complaint is received. If extenuating circumstances dictate a delay, the Equal Opportunity Officer will notify all parties in writing with an estimated time frame for completion.
THE GRIEVANCE PROCEDURE

STEP I: INITIAL INTERVENTION

This step is designed to resolve the situation informally through discussion and agreement. Resolution at STEP I is not intended to determine if any policies or laws were violated.

The complainant should file the grievance by contacting the Director of Disability Resources, Education, and Access Management at:

Disability Resources, Education, and Access Management
Foley Library, Second Floor
(509) 313-4134
shearer@gonzaga.edu

The complaint does not have to be in writing.

The Director will conduct a preliminary inquiry by gathering information and attempting to resolve the situation by:

1. Working directly with faculty, chairs, deans, program directors, supervisors and administration to clarify policies and procedures, enhance communication and understanding, and agree on a resolution;
2. Assisting the complainant to articulate issues and serving as liaison between the complainant and the University

Most situations are positively resolved through intervention within a reasonable time frame. If the situation is urgent, the Director of DREAM will work diligently to expedite resolution. The Director will notify the parties if additional time is needed due to extenuating circumstances, and will communicate progress and/or resolution in writing to all parties.

If the complainant does not believe the situation has been appropriately resolved at Step I, he/she may file a formal grievance. The Director, DREAM will inform the complainant of the formal grievance process and refer the individual to the Equal Opportunity Officer.

STEP II: FORMAL GRIEVANCE

The formal grievance is designed to address problems that the complainant believes were not resolved at Step I: Initial Intervention. This step is designed to:

2. Determine whether a violation of University policy or law occurred;
3. Implement consequences for violation;
4. Correct the access or accommodation situation and restore the complainant’s employment or academic environment or public access issue which led to the grievance; and
5. Initiate steps to prevent the problem from recurring.

Meeting with University Official: The complainant should make an appointment with the Equal Opportunity Officer at:

Human Resources
102 E. Boone Ave.
(509) 313-5996

Submitting the grievance: The complainant will submit the grievance in writing with this information:

6. The name and address of the person filing the grievance (the complainant)
7. A statement of the alleged discriminatory actions, including the date(s) the action(s) occurred and the name(s) of the persons involved and the nature of their involvement
**Investigation and EO Finding:** The Equal Opportunity Officer will interview the complainant, other persons, contact Director, Disability Resources, Education and Access Management for relevant information, and conduct a formal investigation. The EO Officer will work with the appropriate Vice President(s) to insure a complete and thorough investigation. The EO Officer will make a finding based on the investigation and communicate the written decision to the complainant and the appropriate University Officials within a reasonable time after the complaint is filed.

**STEP III: Appeal to the Vice President**
The Area Vice President or designee, in consultation with Corporate Counsel, will hear and resolve an appeal to the grievance. The VP or designee may meet with complainant and other persons as appropriate, or make a determination on the written investigative record only.

- 8. Student Grievances regarding academic access and accommodation are heard by the Academic Vice President or designee.
- 9. Student Grievances regarding non-academic access and accommodation are heard by the Vice President for Student Development or designee.
- 10. Employee Grievances regarding employment access and accommodation and the Public regarding access to facilities, activities, events and services are heard by the Executive Vice President or designee.

**Communicating the Resolution:** The Vice President will communicate the written decision to the complainant and to the University within a reasonable time after the complaint is filed. This appeal is the final recourse within the University.

**Grievance Records:** The Equal Opportunity Officer will maintain all files and records of the grievance. A copy of the written decision will be sent to DREAM for the complainant’s official file.

Grievances alleging harassment or discrimination, other than issues regarding access or accommodation, are filed under the University’s Harassment and Discrimination Policy and Complaint Procedures. If the grievance involves both access/accommodation and harassment/discrimination, the Equal Opportunity Officer will determine the appropriate grievance procedure(s).

Grievances in which an individual faculty member is accused of harassment or discrimination will be handled according to the **Faculty Handbook, Section C300, Procedures for Resolving Complaints when the accused is a faculty member.** Any accused faculty member can waive the C300 procedure. If that occurs, the grievance will be handled under this procedure.

**STEP IV : OUTSIDE REMEDIES**
Complainants are not required to use this grievance procedure before pursuing other remedies through state and federal agencies.

These agencies are:

**U.S. DEPARTMENT OF EDUCATION, OFFICE OF CIVIL RIGHTS (OCR)**
915 Second Avenue, Room 3310
Seattle, WA 98174

**U.S. THE DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION**
1425 New York Avenue, Room 5041
Washington, D.C. 20005
TDD (800) 514-0383
(202) 514-4224

**WASHINGTON STATE HUMAN RIGHTS COMMISSION**
STUDENT GROUPS

Student Activities and Involvement Philosophy

Gonzaga University has a strong sense of community rooted in a commitment to its mission and Jesuit, Catholic and humanistic heritage and identity. Student groups have been and will continue to be integral to the Gonzaga community and to the academic, social and spiritual growth of our students. The purpose of student groups at Gonzaga University is to allow students to join together for a common purpose. Student groups allow our students to share, explore, participate and become engaged in topics, issues and activities that are of importance to them, the University and the greater world community. Student groups also provide significant and valuable leadership opportunities for members to apply their academic knowledge and expertise in real life situations and experiences.

A wide array of opportunities is available for Gonzaga students to enhance their education. Students are invited to get involved, challenge yourself, challenge your fellow students and continue to create the atmosphere where all can be included and where all can be challenged and grow.

GONZAGA STUDENT BODY ASSOCIATION (GSBA)

GSBA provides opportunities for student growth and involvement through representation, communication, and collaboration with Gonzaga and the surrounding communities. Every matriculated undergraduate student is a member of GSBA! Elected and appointed GSBA officers address a broad range of student initiatives and concerns and seek solutions by working with the student body. These officers provide leadership for the development of the Gonzaga community through the sponsorship and/or support of groups, activities, legislation, and open forums.

GSBA officers serve in one of three branches of student government:

- The Executive Branch is led by the GSBA President and his/her Cabinet. An Executive Staff (including the Gonzaga Activities Board, see below) supports the organization and the student body. Each class also elects a President and Vice President to serve on the Executive Council along with other student leaders from GSBA and the Residence Hall Association.
- The Legislative Branch includes twenty four (24) Senators who discuss legislative measures and serve on one or more of four Senate committees (Academics, Finance, Governance, and Student Affairs). The GSBA Senate debates issues ranging from allocation of GSBA funds to the development of student services on campus. Any student can write legislation for a Senator to sponsor.
- The Judicial Branch is comprised of five students who serve as a peer-review Judicial Board in student group conduct cases. The Judicial Board also reviews the constitutionality of Senate legislation and interprets GSBA’s governing documents when conflicts arise.

GSBA offers a variety of ways for students to get involved. Elections take place each fall and spring for Senate and some Executive positions. Appointed positions within the Executive and Judicial branches are selected through an application and interview process in the spring.

The GSBA Street Team is a volunteer group that works directly with GSBA to promote and staff events on campus. GSBA also coordinates with the University administration through the GSBA President’s Council. Students are appointed to serve on University committees for academics, student publications, diversity, sustainability, athletics, and budgeting.

Cabinet, Executive Council, and Senate meetings are open to the student body and all GSBA members are encouraged to attend. GSBA also invites students to participate in one of the many student groups on campus. More information is available at www.gogsba.com. Please contact GSBA at extension 5824 or in the GSBA office on the second floor of Crosby Student Center.

GONZAGA ACTIVITIES BOARD (GAB)

GAB is the programming arm of GSBA, dedicated to providing quality entertainment and educational opportunities for the student body. It is comprised of seven students:

- GAB Coordinator,
- Campus Awareness of Multicultural Opportunities (CAMO) chair,
Coffeehouse chair,
Community Events chair,
Dances & Concerts chair,
Performing Arts & Lectures chair, and
Weekend Events chair.

In conjunction with the Office of Student Activities, GAB coordinates the planning and presentation of all GSBA-sponsored events. Suggestions for events or specific performers are welcome. Please contact the appropriate GAB chairperson at extension 5824 or in the GSBA office on the second floor of Crosby Student Center.

RESIDENCE HALL ASSOCIATION (RHA)

The Residence Hall Association (RHA) is the student governing body for the entire Gonzaga Residence Hall system. RHA promotes the interests, needs, and concerns of residence hall students within the greater University community. This organization has three main pillars: programming, advocacy, and leadership. It upholds these initiatives by putting on social, educational, service, and community building events, and by offering opportunities for student leadership development and service on various university committees.

RHA has councils within each living community. Those groups are called Block Councils and have leadership positions that students living in those areas can hold. Residence Directors have information about how to join Block Council.

The RHA office is located in Twohy Hall and can be reached at extension 4103. Please see ‘Residence Hall Government,’ located within the Housing and Residence Life section of this handbook.

STUDENT GROUPS

The Office of Student Activities, in conjunction with GSBA’s Director of Clubs and Organizations, oversees student groups which are or seek to be recognized and funded by the University.

For more information, including a list of current and emerging groups, information about joining a group, starting a group, or contacting a group, visit the Clubs and Organizations office, Crosby Room 200, or call extension 4087. Information is also available from the Office of Student Activities at extension 6123 or at the Student Activities Office, Crosby Room 200.

The Dean of Students gives final approval for all student groups. Any group interested in forming an organization can obtain detailed information from the Office of Student Activities or by visiting www.gonzaga.edu/studentactivities.

Student Organization Conduct Expectations and Judicial Process

The student conduct expectations and standards apply to behavior on University property, at all University sponsored activities held on or off-campus and to students’ off campus behavior which may negatively impact the institution and/or the institution’s reputation. Expectations and standards apply to both the individual student and any student group.

In addition to compliance with Student Community Standards, the University's Ethos Statement and the Student Code of Conduct, student organizations must adhere to the following student group expectations:

- Be consistent with the University’s Mission Statement and abide by all University policies and procedures.
- Ensure that group involvement and activities do not adversely affect the academic success of group members or other Gonzaga community members.
- Follow all local, state and federal laws.
- Abide by Gonzaga’s policies and procedures in both on- and off- campus activities.
- Follow the group’s constitution and by-laws.
- Be responsible for all financial transactions done by and/or in the name of the group. All financial transactions will proceed through the group’s controller account or GSBA. No off-campus bank accounts are allowed.
- Have at least ten student members (5 for law school groups).
Register their group annually with the Office of Student Activities.

Follow the University “Events Policy” for all events and programs.

Understand and abide by the University Hazing and Alcohol Policies.

Maintain good communication with the Office of Student Activities by checking, updating and maintaining their group website and checking their group mailbox at least once a week.

Follow all policies and procedures of the various departments and/or organizations with which they might interact. These may include, but are not limited to, the Controller’s Office, University Relations, Campus Services, GSBA, Student Activities, Sodexo, Athletics, Security, etc.

Accept responsibility for members' behavior including whenever an event is held, officially or unofficially, in the name of the group or whenever the action of a member draws attention to the group rather than to the member as an individual.

Any group that is inactive for over four years will be expected to repeat the student group recognition process.

All philosophical or general changes in the group’s original recognition paperwork must be submitted to the Student Activities Office immediately so as to not affect the group's standing with the University.

Registration and/or official recognition does not commit the University to the proposed programs of any group.

Student groups that fail to adhere to the expectations, conduct standards, or policies of the University may be subject to sanctions determined by Student Code of Conduct.

Student Organization Violations

The Vice President of Student Development, or his/her designee, is the supervisory authority governing student organizations and their conduct and adherence to expectations. Violations of organizational expectations and/or student conduct expectations will be determined and resolved as provided in the Student Code of Conduct. Violations must be reported to the Lead Judicial Officer (LJO) who will determine initially whether the alleged violation is a procedural violation or a conduct violation.

Procedural Violations

Violations of a procedural nature will be addressed by the Office of Student Activities and in consultation with the GSBA Director of Clubs and Organizations. Examples of "procedural violations" include but are not limited to, failure to register, lack of communication, not following university protocols, failure to sign and submit liability waivers, etc. Student Groups can be made “inactive” for procedural violations, and typically will stay inactive until the violation is rectified. Other sanctions can include loss of University funding, loss of event sponsorship privileges, loss of practices and/or games, mandatory meetings etc. Sanctions imposed at this level are intended to bring the organization into compliance and help ensure that the violation does not recur.

An inactive student group is one in which there has been little to no student interest or a group that has failed to complete a required process for being a recognized student group. If a student group is inactive for more than four years, it must go through the entire new student group recognition process to regain recognition.

Conduct Violations and Sanctions

Non-procedural conduct violations and resulting sanctions, if any, will be addressed pursuant to the Student Code of Conduct.

Should the Office of Student Activities be informed of conduct violations that are of a more serious nature, they have the right to temporarily suspend any and all benefits and privileges of being a recognized student group until the conduct process and final decision has been made.
Notification of Decision and Outcomes

Outcomes and decisions regarding student group will be communicated in writing to the student group leaders, the group’s advisor, the Office of Student Activities and the GSBA Director of Clubs and Organizations. The notification will include what, if any, violations for which the group is being found responsible, what, if any, sanctions were assigned and how and to whom an appeal, if any, can be made. Because student groups involve and affect a much wider part of the University community, the University administration reserves the right to notify the University community of the subject outcomes and decisions regarding a student group. This notification to the University community will not include specific names of members or specifics about the incident, but will provide a more a general statement of what policies were violated and the status of the student group. The notification will be in compliance with FERPA and other privacy guidelines.

Distinguishing Student Group Conduct From Individual Conduct

When conduct violations occur at an official or unofficial organizational event the student group may be held accountable. It is not always clear to when actions or behaviors are of an individual or organizational nature or what an “unofficial” organizational event may be. The following are guidelines the Office of Student Development and/or the LJO may use in determining if the objectionable actions or behavior were of an individual or organizational nature.

- How many members of the group were present or aware of the situation? What percentage of those present were members of the group?
- What was the group’s knowledge of the situation/incident prior to its occurrence? What was the level of awareness or knowledge of the group’s leadership?
- What was the public or Gonzaga community perception of the event?
- Did the group create or contribute to the environment which created or led to the situation/incident?
- Would the situation/incident have occurred if the group did not exist?
- How has the group responded to the situation/incident?

Student Groups are strongly encouraged to establish internal processes to address members' behavior. Having appropriate processes in place not only ensures that the student group is holding itself to the University standards, but may also alleviate the need to initiate proceedings under the Student Code of Conduct.

Individual members of student groups may also be held accountable for violations committed by student groups; however, such accountability will be determined pursuant to the Student Code of Conduct, and not through any group or organizational process.
STUDENT CODE OF CONDUCT

I. PRINCIPLES AND INSTITUTIONAL VALUES

Gonzaga University’s Student Community Standards and Student Code of Conduct require students to act with respect, honesty and integrity at all times. The Gonzaga community’s spirit of Jesuit education encourages its members to consistently strive for the *magis*, meaning excellence in all that we do. Our Ignatian heritage of *cura personalis* expects that we learn from our mistakes, develop our gifts and devote ourselves to the common good.

Gonzaga University’s Student Code of Conduct is rooted in upholding these institutional values. It is designed to stop and redirect inappropriate behavior that is harmful or disruptive to the community, and to support a positive living and learning environment for all. When a student’s actions fall short of this we will challenge him/her toward more mature behaviors that are appropriate for our intellectual community.

The Student Code of Conduct is educational in nature and not a retributive justice system. As with classroom or academic participation, the process is centered on helping students understand the natural and logical consequences of their behavior and is designed to develop independent critical and reflective thinking, and self-advocacy skills. Additionally, in order to encourage students to cultivate behaviors that reflect good judgment and maturity, the Student Code of Conduct holds students accountable for their own choices and behaviors, especially those that negatively impact their personal development, Gonzaga’s living environment, the campus and neighboring community, and the University’s reputation.

Every student is expected to observe the highest standards of conduct, both on and off campus and while participating in any activity or program sponsored by the University. When prohibited conduct occurs on or off campus, the University may implement the procedures described in this Code.

II. AN OVERVIEW OF THE STUDENT CODE OF CONDUCT

The Division of Student Development, working in conjunction with the Executive Vice President (EVP) of the University, is responsible for the implementation of the Student Code of Conduct. The University uses a graduated approach in responding to allegations of student misconduct. When less serious violations are alleged the matter may be resolved through an administrative or alternative process as determined by the Lead Judicial Officer (LJO).

More serious allegations of misconduct shall be referred to the University Discipline Board (UDB) which operates under the supervision of the EVP of the University. The determination as to which process will be utilized for the hearing and resolution of allegations of misconduct shall be made by the LJO in his or her sole discretion.

A range of sanctions may be imposed if a student is found responsible for a violation of University policy. A determination of responsibility is based on a finding that the accused person more likely than not committed the act alleged.

During any Student Code of Conduct process, students will be provided with the following:

1. Notice of the allegation(s) being made
2. Notice of the date of hearing or other process
3. The opportunity to be heard
4. The opportunity to have a support person present during any hearing
5. Notice of the outcome as permitted by FERPA and any other applicable privacy laws
6. The opportunity to challenge the outcome through the appeals process

The Student Code of Conduct is intended to promote civility, maintain a safe and secure environment, and to protect individual and University community rights. The description of prohibited conduct and rules and regulations herein is not exhaustive. The University, in the discretion of its officials administering the Student Code of Conduct, may take disciplinary action even though an alleged infraction is not specifically contained within the University's written policies. Additionally, the University reserves the right to make exceptions to written disciplinary procedures if deemed necessary.

III. DEFINITIONS

Accused Party: A person alleged with violating a University policy. “Party” may refer to a student club or organization.

Coercion: see previous definition

Conduct Officer: A University official trained to adjudicate matters pursuant to the Student Code of Conduct.

Consent: see previous definition

Executive Vice President (EVP): The Executive Vice President of Gonzaga University.


Hazing: see previous definition

Incapacitation: see previous definition

Lead Judicial Officer (LJO): The person designated by the Vice President for Student Development to perform the functions described in this Student Code of Conduct. The LJO is responsible for initiating disciplinary proceedings where there is a reasonable belief that a violation may have occurred and that disciplinary action is appropriate. Any reference in this Student Code of Conduct to the "Lead Judicial Officer" includes his or her designee.

Misconduct: The violation of one or more University policies or the commission of an act of prohibited conduct contained in this Student Code of Conduct.

Outcome: A determination of responsibility or non-responsibility for violation of the Student Code of Conduct, as well as any sanction levied.

Reporting Party: A person submitting an allegation that a student is responsible for violating a University policy. “Party” may refer to a student club or organization.

Retaliation: see previous definition

Sexual Assault: see previous definition
Sexual Exploitation: see previous definition

Sexual Harassment: see previous definition

Stalking: see previous definition

Student: A person enrolled, taking courses(s) or receiving instruction at Gonzaga University. Any reference to "student" in this Student Code of Conduct includes student clubs or organizations.

Student Conduct Administrative Process: A process facilitated by the LJO in cases of a less serious nature for the purpose of determining whether or not a policy has been violated, and what, if any, sanction is appropriate.

Support Person: The person selected by a Party to provide support as the Party represents him/herself in disciplinary proceedings. A support person does not actively participate in any part of a hearing. If a support person is disruptive to the conduct process, they may be dismissed.

University: Gonzaga University.

University Discipline Board (UDB): A hearing body, the members of which are appointed by the EVP, in consultation with the Vice President for Student Development. Its function, upon assignment by the LJO, is to hear and resolve allegations brought by a reporting party, to determine responsibility and sanctions. This Board is made of up of a minimum of eighteen members who are trained to serve on both initial hearing and appellate panels.

UDB Chair: The person acting as chairperson of a UDB hearing or appellate panel.

University Discipline Appeals Board (UDAB): A panel of five UDB members appointed by the EVP, and who did not originally hear the matter being appealed.

University Policy: A written regulation or proscription of the University, including but not limited to those found in this Student Handbook, the Student Code of Conduct, Student Community Standards, Sexual Misconduct and Harassment Policy, Academic Policies, Student Group policies, and Residence Life regulations. All definitions included in any University Policy are incorporated here by reference.

IV. GENERAL PROVISIONS

A. Amendment: The University reserves the right to amend the Student Code of Conduct at any time. Any amendment will be dated and becomes effective fifteen (15) days after it is published in the electronic version of the Student Code of Conduct unless specific factors (e.g., change in laws or related policy) demand an immediate effective date.

B. Complaints: Note: This section applies to all complaints of misconduct except those made pursuant to the University's Sexual Misconduct and Harassment Policy. Please consult that policy for reporting options, support resources, and a description of the investigative process. Any person may file a complaint of misconduct against any current student. As used in this code, a complaint includes reports submitted to the LJO containing information which could constitute a violation of the Student Code of Conduct. Regardless of by whom a complaint is made, all complaints alleging violation of one or more University policies shall be made in writing and shall be submitted to the LJO. Complaints must be submitted to the LJO within one year of the date upon which the complainant is aware or should reasonably have been aware of the alleged violation. At the sole
discretion of the LJO, a complaint may be referred for investigation if additional information is needed. The LJO is solely responsible for initiating disciplinary proceedings for alleged violation where there is sufficient information to believe that a violation may have occurred and that disciplinary action is appropriate.

C. Conditional Attendance: A student who has not been found to be in violation of any University policy may be subjected to conditional attendance restrictions if it is determined by the LJO that a failure to do so presents an unreasonable danger to any person or property. This decision is an administrative action, and thus not appealable. A conditional attendance restriction does not replace the regular student conduct process, which shall proceed as detailed in the Student Conduct Process section of this code.

D. Conduct Standing: The submission of an application for admission to the University represents a voluntary decision on the part of a prospective student. The University's approval of an application represents the extension of the privilege of joining the academic community and remaining a part of it as long as the student meets the academic and behavioral expectations of the University. Students who abide by University policies are considered to be in good conduct standing with the University. A student's conduct standing may be changed as a result of being found in violation of one or more University policies. Students who successfully complete sanctions imposed through the Student Code of Conduct process may petition the Dean of Students to be restored to good conduct standing.

E. Coordination with Law Enforcement: The University's Student Code of Conduct does not operate within a criminal or civil judicial system.

1. The University's goals, use of terms, procedures, definitions of prohibited conduct, and potential sanctions are separate and distinct from the public legal system. All Gonzaga community members are strongly encouraged to report conduct that may constitute a criminal offense to law enforcement authorities in addition to making a complaint to the University under the Student Code of Conduct.

2. The existence of an investigation by law enforcement authorities shall not necessarily delay implementation of the Student Code of Conduct process. The University has a continuing obligation to maintain a safe and secure educational environment for its students, regardless of whether a case is prosecuted criminally or whether they are substantiated in the criminal justice system. University proceedings may be carried out prior to, simultaneously with, or following criminal or civil proceedings.

F. Coordination with other University Departments: Certain types of complaints may be handled by other University departments. A particular case may be transferred between departments at the discretion of the LJO. Examples of cases that may be addressed through a process other than provided in this Student Code of Conduct, include but are not limited to:

1. Complaints involving conduct in the residence halls can be filed with the appropriate Residence Life staff member. The Office of Housing and Residence Life is empowered to address conduct issues that occur in the presence of one of their staff on or off campus or that occur in University residential facilities. These complaints will generally be processed by Residence Life staff, provided that this method of resolution is approved by the LJO.

2. The Gonzaga Student Body Association or other recognized bodies may have student conduct boards for hearings to consider particular types of conduct or discipline cases which are referred to them by the LJO. The procedures of these boards and hearings are subordinate to the hearing procedures described in the Student Handbook and are subject to review by the LJO.

G. Interim Suspension: A student who has not been found to be in violation of any University policy may be subjected to an Interim Suspension if it is determined by the LJO that a failure to do so presents an unreasonable danger to any
person or property. This decision is an administrative action and thus non-appealable. An interim suspension does not replace the regular student conduct process, which shall proceed as detailed in the Student Conduct Process section of this code.

**H. Jurisdiction:** Every student is expected to observe the highest standards of conduct, both on and off campus and while participating in any activity or program sponsored by the University. When prohibited conduct occurs on or off campus, the University may implement the procedures described in this Code.

**I. Polygraph Evidence:** The results of any polygraph test are not allowed as evidence in any adjudication process undertaken pursuant to the Code of Student Conduct.

**J. Preponderance of Evidence:** Determinations of responsibility for violations will be made based on a preponderance of evidence standard, that is whether the alleged violation is “more likely than not” to have occurred.

**K. Records:** The LJO is the custodian of student disciplinary records. These records usually include complaints, findings of responsibility and any sanctions issued. Students should be aware that information maintained in their disciplinary file or other University record may be requested by entities outside the University. Such requests include employment background checks, military or civilian clearances for sensitive information, graduate or other college admissions processes, professional licenses and certifications, and court orders. The University follows the guidance of FERPA and other applicable privacy laws in responding to these requests, and maintains records in compliance with applicable law and University policy. **Note:** For records relating to any complaint, investigation, and disciplinary action made pursuant to the University’s Sexual Misconduct and Harassment Policy the Title IX Coordinator will serve as the custodian of records.

**L. Withdrawal from School with Pending Complaint:** If a student withdraws from his or her academic coursework or leaves the University without withdrawing and there are unresolved Student Code of Conduct allegations, a hold will be placed on the student’s account and he/she will not be able to return to Gonzaga without resolving the open case.

**V. PROHIBITED CONDUCT**

Any student found to have violated or to have attempted to violate any of the following prohibited acts will be subject to the imposition of sanctions as provided in this Student Code of Conduct.

**A.** Abuse of the Student Code of Conduct system, which includes without limitation, failure to comply with a Student Code of Conduct notice; falsification of information presented within Student Code of Conduct processes; attempting to influence or discourage a witness or other participant; attempting to influence a Student Code of Conduct decision-maker outside pre-hearing and hearing persuasive processes; and, any other disruptive or obstructive behavior.

**B.** Acts of general dishonesty, academic dishonesty or any other violation of the University’s Academic Policy.

**C.** Conduct in breach of the peace or invasive of the rights of others, or which endangers persons or property through the use of motor vehicles, weapons, explosives or any other dangerous instrumentality.

**D.** Conduct which threatens the health or safety of any person, including but not limited to, physical or verbal abuse, retaliation, threats, intimidation, harassment, and any form of coercion.
E. Disorderly, lewd or indecent conduct.

F. Failure to comply with a reasonable request or to follow a directive from a University official acting in the performance of his or her duties.

G. Hazing. see previous definition;

H. Providing alcohol to minors or other violation of the University's Alcohol Policy.

I. Sexual assault, harassment, exploitation, misconduct or any other violation of the University's Sexual Misconduct and Harassment Policy.

J. Theft, damage, or vandalism of property.

K. Theft or other abuse of computer facilities or information technology resources. This offense includes without limitation: gaining unauthorized access to information technology resources; change, revision or transfer of a computer file; and, the use of computing facilities to send obscene or abusive messages.

L. Abusive or harassing behavior, including but not limited to stalking, unwelcome communications, unauthorized making or use of any audio, video or photographic record or image of a person without that person’s prior knowledge, or effective consent when such conduct may reasonably cause injury or distress.

M. Unauthorized possession, duplication or use of a key or pass card to any University premises or unauthorized entry to or use of University premises.

N. Use, possession, manufacture or distribution drug paraphernalia or of any illegal or controlled substance except as permitted by law.

O. Destructive or disruptive behaviors that create risk to others, infringe on the rights of others, or otherwise disrupt the educational living or learning environment of the University.

P. Violation of any federal, state or local law.

Q. Violation of any University policy.

VI. STUDENT CONDUCT PROCESS

A. Initial Review: Upon receipt of a complaint against a student, or a report of alleged misconduct, the LJO may at his or her sole discretion:

1) Determine that no further action is warranted,

2) Refer the complaint for further investigation, and/or

3) Bring a formal charge under this Student Code of Conduct.

A formal charge is warranted when the LJO, in his or her sole discretion, determines that the circumstances alleged in the complaint are sufficient to create a reasonable belief that a violation has occurred and that disciplinary action is appropriate.
If the LJO determines that a formal charge is warranted, the LJO will notify the accused party who will be provided the opportunity to respond pursuant to one of the Student Conduct Resolution Processes detailed below. The LJO will determine in his or her sole discretion by what process the charge(s) will be resolved. NOTE: In matters covered under the University’s Sexual Misconduct and Harassment Policy, the LJO will consult with the Title IX Coordinator and the Review and Investigation procedures contained in that policy will supersede Section VI A.

If the matter is of a less serious nature, it may be resolved through a Student Conduct administrative process. If the matter is of a more serious nature, including without limitation, allegations of sexual assault, discrimination or interpersonal violence, it may be referred to the University Discipline Board (UDB). Mediation may be used for some forms of sexual harassment with appropriate involvement by the school (e.g., participation by a trained counselor or a trained mediator), as long as the mediation is voluntary for both parties and the Reporting Party is notified of his or her right to discontinue the mediation at any time. In cases involving allegations of sexual assault, mediation will not be used even on a voluntary basis.

B. Student Conduct Resolution Processes: The following forums for the resolution of complaints will be used:

1. Student Conduct Administrative Process: This process presents an opportunity for the involved party or parties and the LJO to explore and resolve complaints of a less serious nature.

   a) Resolution of Complaints: The involved party, or parties, shall be advised of the nature of the charge(s) and be provided an opportunity to discuss the incident in an honest and respectful process. Each party shall be afforded the opportunity to provide any relevant information in support of his or her position. An accused party may choose to accept responsibility for the charge(s) as alleged, or may leave that decision—including indicating sanctions, if any—to the LJO, or his/her designee, who will determine the outcome without a formal hearing. The LJO, or his/her designee, may levy any sanction deemed appropriate, other than revocation of admission or degree, withholding degree, suspension, or expulsion, each of which may be imposed only by the UDB. A notice of findings and sanctions shall be provided in writing to students found responsible for policy violations.

   In the event that a student does not attend a properly noticed and scheduled student conduct proceeding, the student conduct officer, in the exercise of his or her discretion, may adjudicate the matter in the absence of such student.

   b) Appeals from the outcome of the Administrative Process: Either a reporting party or an accused party may appeal a determination made through the administrative process. An appeal shall be filed by submitting it in writing to the Dean of Students within ten calendar days of the date of issuance of a conduct officer’s written decision. A properly filed and timely appeal will automatically stay any sanction(s) levied unless doing so would be inconsistent with the institution’s Title IX obligations and/or it is determined by the LJO that this action would present an unreasonable danger to any person or property. The non-appealing party shall have the opportunity to respond in writing to the appeal within ten calendar days of the filing of the appeal with the Dean of Students.

   All appeals will be considered by the Dean of Students. The appeal process is a “document only” process and no student is present when an appeal is being considered. The Dean of Students will consider only information submitted by the parties within the ten day appeal and response periods referenced above and the findings made by the original conduct officer. The bases upon which an appeal may be considered are limited to the following:

   i. Severity of sanction: Is the sanction(s) imposed appropriate for the violation found?
ii. Insufficient information: Is the determination supported by a preponderance of the information presented? That is, were the facts in the case sufficient to establish that "it is more likely than not" that a violation occurred? In making such a determination, the appellate officer shall not substitute its judgment for that of the panel below. It will review the determination made below only to evaluate whether there is sufficient information in the record to support the determination made.

iii. Improper procedure: Was the original hearing conducted fairly? Did all parties have a reasonable opportunity to prepare and present information and to challenge any information presented?

iv. New information: Is new relevant information available that was not reasonably available at the time of hearing, and that would more likely than not have an impact on the determination?

The Dean of Students may deny the appeal (leaving the determination of responsibility and any sanction levied below in place) or it may grant the appeal in whole or in part. The Dean of Students may not increase the severity of a sanction, but may modify a sanction to be of less severity. The Dean of Students shall issue Findings of Fact in support of its determination.

The Dean of Students may take the following actions after considering an appeal:

i. Remand the matter to the original conduct officer to be reheard in whole or part.
ii. Affirm the original decision and sanction(s).
iii. Reverse the original decision and sanction(s).
iv. Affirm or reverse the original decision in part and/or alter the sanction(s) which could decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the party who filed the appeal in person, by phone, or to the party’s University e-mail address or mailing address. In cases of violence or sexual misconduct, the reporting party will also be notified of the decision regarding the appeal. Notification will be made in conformance with privacy laws, including FERPA. The appeal decision shall be rendered within twenty-one calendar days of the filing of the written appeal. The decision of the Dean of Students is final and effective immediately upon issuance of the written decision on appeal.

2. University Discipline Board (UDB): The UDB shall operate under the supervision of the Office of the Executive Vice President (EVP) of the University. It shall be charged with the duty of making determinations as to complaints of misconduct and, if appropriate, regarding the imposition of sanctions. The UDB shall be comprised of a minimum of eighteen trained hearing officers consisting of faculty, staff and students in equal number. The members of the UDB will hear and deliberate cases in panels of five members assigned by the EVP, and at least one faculty member and one student shall serve on each five person hearing panel. The EVP shall appoint one member of the panel to act as chairperson of the hearing panel. It shall be the duty of the chairperson to exercise control over the hearing in order to afford a fair and orderly hearing to all participants; to avoid needless consumption of time; and to prevent the harassment and/or intimidation of witnesses.

The UDB shall hear and decide cases as assigned to it by the LJO and involving charges of a more serious nature including but not limited to allegations of sexual harassment or misconduct, discrimination or interpersonal violence.

a) Pre-Hearing Procedures: An accused or reporting party participating in a UDB hearing will:

i. Receive advance notice of date, time, and place of the initial hearing in person, via phone, University email or U.S. Mail
ii. Receive notice of the complaint

iii. Be given adequate time to prepare a case

iv. Be given an opportunity to review related documentation

v. Have access to a trained University staff person to provide guidance in navigating the Student Code of Conduct system

vi. Have a support person present during the hearing

vii. Have an opportunity to present both written documentation and witnesses

The role of a support person in the Student Code of Conduct is to provide support as the parties represent themselves in the process. A support person does not actively participate in any part of a hearing. A support person may not be a parent or legal guardian of a party. A support person may, but need not, be a lawyer. A support person, whether or not a lawyer, may not act as a representative of or spokesperson for a party; nor may a support person provide any information on behalf of the party during the student conduct process. Neither a witness nor a potential witness is permitted to serve as a support person. Support persons must make themselves available for all hearing processes as requested by the party and the individual schedules of support persons shall have no impact upon the scheduling of hearings or other Student Code of Conduct processes. If a support person is disruptive to the hearing process, the panel chair may dismiss the support person. In such case, the party will be given an opportunity to identify a new support person. Legal counsel may be present at a hearing at the request of either party. Counsel may privately consult with and advise a party during the proceedings, but may not examine witnesses or otherwise participate in a hearing. If legal counsel is disruptive to the hearing process, the panel chair may dismiss the legal counsel. In such case, the party will be given an opportunity to identify a new legal counsel.

Before any hearing takes place, each party shall have the opportunity to meet with a trained University staff person for the purpose of becoming informed about hearing processes and procedures. All parties shall have reasonable opportunities to review any and all information which might be used during the hearing. This information shall include but not be limited to investigative reports, written or recorded statements, and all relevant documents and information to the extent allowed by laws governing privacy, including FERPA. At this meeting the parties shall also be notified of the names of the Board members and any party wishing to challenge the participation of any Board member must notify the University staff person in writing within five calendar days of this meeting stating the reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the panel. The University staff person will forward the information to the EVP who will determine whether the challenge has merit and reserves discretion to make changes in the Board composition.

At least ten calendar days prior to a hearing, the reporting party and the accused party shall disclose to the chair the names and addresses of each person whom the disclosing party expects to call as a witness at the time of hearing. At the same time, each party shall provide to the chair a list of all documents, statements, reports and writings of any kind which the disclosing party intends to submit at the time of hearing. The chair will promptly provide all such information to all parties and UDB members. Information not disclosed in compliance with this paragraph will not be considered at any hearing. Witnesses, documents, statements, reports and writings submitted by disclosing parties should be in addition to university investigative reports prepared and submitted by a qualified university official. All such information will also be provided to the UDB members.

No information facts or evidence bearing upon the prior sexual conduct of a party shall be introduced into a hearing process absent permission to do so granted by the hearing panel chair. Where a reporting party and an accused party have a prior intimate or sexual relationship this information may be relevant to determine responsibility. Any prior sexual conduct of the reporting party unrelated to the accused party is not relevant and

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shall not be considered. The prior unrelated sexual conduct of an accused party may be relevant to the issue of appropriateness of sanction.

A hearing for the purpose of determining whether or not a policy has been violated by the accused party as alleged shall be conducted within forty-five days of the receipt of a complaint by the LJO. The UDB chair and/or the Title IX Coordinator may modify or extend any time frames described in this Code for good cause. NOTE: In matters covered under the University’s Sexual Misconduct and Harassment Policy, the time frames for responding to reports of sexual misconduct or harassment contained that policy will supersede this section and the LJO will consult with the Title IX Coordinator regarding the timing for any investigation and/or hearing.

In the event that a student does not attend a properly noticed and scheduled hearing, the hearing panel chair, in the exercise of his or her discretion, may proceed with the hearing in the absence of such student.

b) **Hearing Procedures:** UDB proceedings are not open to the public. All information is private and confidential, and all participants will receive instruction as to the preservation of the privacy of all concerned.

All UDB hearings shall be audio recorded in their entirety by the panel chair. No other recordings will be allowed and no other electronic devices will be allowed into the hearing room. The audio record is the property of the University and kept with the records of the proceeding. There shall be no recording or transcript of deliberations.

The reporting party and the accused party are entitled to an identical right to be present at and to participate in all hearing processes. The panel chair may allow the contesting parties to be screened from the vision of one another during the hearing or may make arrangements for attendance by video conference, all within his or her sound discretion.

The hearing panel chair shall open any hearing by reading the statement of charges. If an investigation has been completed prior to the hearing, the primary investigator will present his or her investigation to the panel. The chair, UDB members and parties may ask reasonable questions of the investigator.

The reporting party will then have the opportunity to present any other relevant information in the case against the accused party. This information will be presented by the introduction of any available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair, the accused party and the UDB members may direct reasonable questions to witnesses presented by the reporting party. All witnesses shall swear to or affirm the truthfulness of their testimony. All witnesses, except the reporting party and the accused party, shall be excluded from the hearing room except during their own testimony.

At the conclusion of the reporting party’s case, the accused party may present a response to the charges. The response, if any, will be presented by the introduction of available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair, the reporting party, and the UDB members may direct reasonable questions to witnesses presented by the accused party.

The reporting party and the accused party may not directly question one another unless granted permission to do so by the panel chair. If a request to allow direct questioning between the parties is made, the panel chair shall enter into the record a written finding in support of his or her decision. If a request to allow direct questioning is denied, the chair, at his or her discretion, may allow the parties to pose additional questions or inquire further into specific matters by submitting these questions/requests in writing to the chair. The chair may then, at his or her discretion, pose the submitted questions to the other party. If necessary, a brief break
may be granted to allow both parties an opportunity to prepare and submit such questions/requests. The chair is empowered to disallow or reframe any questions that are irrelevant, redundant, or otherwise inadmissible.

Formal rules of evidence do not apply and the panel chair will determine what information is relevant to the hearing. The responsibility for the resolution of all issues as to admissibility or relevance of evidence, the propriety of questions, and any other procedural matter shall rest solely with the panel chair in the exercise of his or her discretion. The party wishing to present any witness is responsible for arranging for the attendance of such witness. The University will not compel the attendance of witnesses.

Following the presentation of each parties' evidence the panel chair may allow each party to present additional evidence in response. After the presentation of evidence is complete the panel chair may allow each party to present a closing summation of his or her case.

Upon the completion by all parties of the presentation of their respective cases and information, the UDB chair will declare the hearing "closed" and no further information will be received by the hearing panel. Once the hearing is closed, the member(s) of the panel will deliberate for the purpose of making a determination whether or not the accused party is responsible for the violation charged. This determination will be made based on a preponderance of evidence, that is whether the alleged violation is "more likely than not" to have occurred. If the information presented does not indicate by a preponderance of the evidence that a violation as alleged has occurred, but does indicate that a violation other than that charged has occurred, the panel may so find. The determination shall be made by majority vote of the members of the panel, and shall be supported by written findings of fact signed by the panel chair and the voting majority.

If no violation of any kind is determined, then the proceedings are at an end (absent any appeal as described below), and the parties will be notified of the outcome consistent with FERPA and other applicable privacy laws.

If it is determined that a violation has occurred, then the panel will continue its deliberations for the purpose of determining the appropriate sanction, if any, to be levied.

c) Notice of Outcome: The accused party will be notified in writing of the disposition of the case, as well as any sanctions imposed, after a decision has been determined. Reporting parties who allege a crime of violence or sexual misconduct will also be notified in writing of the outcome of the case. Notification will be made in compliance with privacy laws, including but not limited to FERPA. Notification shall include the name, title and address of the person with whom any appeal may be filed.

d) Appeals Process: Either a reporting party or an accused party may appeal a determination made by the UDB. An appeal shall be filed by submitting it to the LJO within ten calendar days of the date of issuance of a panel's written decision. A properly filed and timely appeal will automatically stay any sanction(s) levied unless doing so would be inconsistent with the institution’s Title IX obligations and/or it is determined by the LJO that this action would present an unreasonable danger to any person or property. The non-appealing party shall respond in writing to the appeal within ten calendar days of the filing of the appeal with the LJO.

All appeals will be considered by the UDB Appeals Board (UDAB) consisting of five members of the UDB appointed by the EVP and who did not originally hear the matter being appealed. The EVP will also appoint one of the five appellate panel members to act as chairperson of the appeal board. Appeal hearings are "document only" procedures and no students or support persons are present when an appeal is being considered. The UDAB will consider only information submitted by the parties within the ten day appeal and response periods.
referenced above, the audio record of hearing, and the findings of fact entered by the panel. The bases upon which an appeal may be considered are limited to the following:

i. Severity of sanction: Is the sanction(s) imposed appropriate for the violation found?
ii. Insufficient information: Is the determination supported by a preponderance of the information presented? That is, were the facts in the case sufficient to establish that "it is more likely than not" that a violation occurred? In making such a determination, the UDAB shall not substitute its judgment for that of the panel below. It will review the determination made below only to evaluate whether there is sufficient information in the record to support the determination made.
iii. Improper procedure: Was the original hearing conducted fairly? Did all parties have a reasonable opportunity to prepare and present information and to challenge any information presented?
iv. New information: Is new relevant information available that was not reasonably available at the time of hearing, and that would more likely than not have an impact on the determination?

The UDAB may deny the appeal (leaving the determination of responsibility and any sanction levied below in place) or it may grant the appeal in whole or in part. The UDAB may not increase the severity of a sanction, but may modify a sanction to be of less severity. The UDAB shall issue Findings of Fact in support of its determination.

The UDAB may take the following actions after considering an appeal:

i. Remand the matter to the original panel to be reheard in whole or part.
ii. Affirm the original decision and sanction(s).
iii. Reverse the original decision and sanction(s).
iv. Affirm or reverse the original decision in part and/or alter the sanction(s) which could decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the party who filled the appeal in person, by phone, or to the appellant’s University e-mail address or mailing address. In cases of violence or sexual misconduct, the reporting party will also be notified of the decision regarding the appeal. Notification will be made in conformance with privacy laws, including FERPA. The appeal decision shall be rendered within twenty-one calendar days of the filing of the written appeal. The decision of the UDAB is final and effective immediately upon issuance of the written decision on appeal.

VII. SANCTIONS

Sanctions set forth in the Student Code of Conduct are developmental, educational, and/or restrictive measures assigned to students found to have violated one or more University policies. A student’s behavioral/disciplinary history is cumulative. Increased sanctions may be imposed to take into consideration the student’s record of violations of all types, not simply of a particular type. If there is a financial cost associated with a particular sanction, the subject student may be assessed all or some portion of the cost.

The following sanctions, or a combination of them, may be imposed on a student found to have violated a University policy:
Notifications:

Notification of parents: Notice to parents or legal guardians, in conformance with the requirements of FERPA, that a student is involved in a disciplinary matter.

Notification of University officials: Notice to University officials, in conformance with the requirements of FERPA, who have an educational need to know of disciplinary proceedings.

Restrictions:

Loss of privileges: Denial of specified privileges for a fixed period of time, including but not limited to: living off campus; institutional financial aid; use of campus facilities; priority housing selection; participation in campus employment; participation in University activities including athletics, internships, work-study and international study programs; and, institutional representation and participation.

University housing restriction, suspension or expulsion: Housing restriction or relocation, separation of student from University housing for a specified period of time with possible conditions thereon, or permanent separation.

Social contact restriction: Limitation or prohibition of communication or contact with a member of the University community.

Restorative/Reflective/Positive Actions:

Educational Discussions: Assigned as a means to encourage a student to reflect on their own personal growth and development.

Fees: Directly associated with costs for workshops, programs, or other assigned sanctions.

Fines: If previously published and an appropriate educational or restorative measure.

Performance sanctions: Work assignments, written assignments, community service, program attendance or presentation, random drug/alcohol testing, behavioral agreements, apologies, workshop attendance, or other assigned tasks.

Restitution: Payment of compensation for loss of or damage to property.

Conduct Standing:

Students who abide by University policies are considered to be in good conduct standing with the University. A student’s conduct standing may be changed as a result of being found in violation of one or more University policies. Students who successfully complete sanctions imposed through the Code of Conduct process may petition the Dean of Students to be restored to good conduct standing. Listed below are the University’s conduct standings. These conduct standings are not meant to describe progressive
steps of response to inappropriate conduct. Rather, these standings are assigned as a response to student behavior.

**Warning:** Written notice to the student that he or she is violating or has violated one or more provisions of the Student Code of Conduct, a copy of said notice to be placed in the student's discipline file.

**Reprimand:** More formal written action censuring a student for violation of the Student Code of Conduct.

**Probation:** Written reprimand for being found in violation of one or more provisions of the Student Code of Conduct. Probation is imposed for a specific period of time, and carries with it the possibility that a more severe sanction may be levied if the student violates the Student Code of Conduct during the probationary period.

**Sanctions related to academic degree progress:**

**Revocation of admission or degree:** Admission to the University or a degree awarded by the University may be revoked.*

**Withholding degree:** A degree may be withheld, even if otherwise earned, pending a student's completion of the Student Code of Conduct process, including any associated sanctions.*

**Suspension:** Separation of the student from the University for a specified period of time, with associated conditions specified for readmission.*

**Expulsion:** Permanent separation of the student from the University.*

*This sanction may be imposed only by the UDB.*