STATEMENT OF STUDENT RESPONSIBILITY
You and the University share the responsibility for your education. In keeping with this commitment, the University has developed a Student Conduct Code and related standards, policies, and procedures to guarantee each student's freedom to learn and to protect the fundamental rights of others. The concept of rights and freedoms carries with it corresponding responsibilities for which students are accountable. It is the responsibility of all students, undergraduate and graduate, those living on campus and off campus, to know and abide by the standards, policies, and procedures that govern their conduct as members of the University community.

WEBSITE INFORMATION AND PRODUCTION STATEMENT
This handbook is published by the Office of Student Life and is intended to be used in conjunction with the Undergraduate Bulletin. For the most up-to-date version of the handbook, refer to the following web address: www.scu.edu/studentlife/resources/publications.cfm.
Student Handbook 2014–15

Community Standards, Policies, and Procedures
Dear Student,

Welcome to Santa Clara University! Rooted in the Jesuit tradition of education and the Catholic intellectual tradition, Santa Clara will provide you an education of the whole person. Here you will learn the knowledge and skills to act effectively; the determination to reason morally; the capacity to feel solidarity with the poor and powerless; and the will to build a better world. Here, too, you will build friendships that will last a lifetime.

Our outstanding faculty and staff will stretch your potential for scholarship, learning, and success. You will enter into dialogue with the world, to understand significant problems of the day and help solve them. You will have opportunities to deepen your understanding of your spiritual life, regardless of your faith tradition. At the end of your academic career at Santa Clara, you will be ready to lead and serve in your community.

Our faculty and staff are here to assist you along the way. We are passionate about our work to educate, mentor, and support you. As you journey through your years at Santa Clara, we want you to know that you can find encouragement from the people around you.
So, study hard. Get involved. Find your passion. Serve those in need. Be open to discussion and show respect in all your discourse. Practice now how you will live your lives to make the world a more humane, just, faith-filled, and sustainable place for all. Consider this handbook as a guide for living in community. Read it carefully and it will serve you well.

Again, welcome to the Santa Clara family and best wishes for this academic year.

Sincerely,

Michael E. Engh, S.J.
President
# TABLE OF CONTENTS

## Community Standards
- Introduction .................................................. 9
- Statement of Community Values ............................ 10
- Statement of Responsibilities and Standards of Conduct 13
- Student Conduct Code ........................................ 14

## University Standards, Policies, and Procedures
- Academic Integrity ............................................. 17
- ACCESS Card Policy ........................................... 17
- Alcoholic Beverage Policy ..................................... 19
- Responsible Hosting of Events Where Alcohol Is Served 21
- Medical Amnesty/Good Samaritan Statement ............ 23
- Alcohol and Other Drug Policies Within University Housing 27
- Alcohol and Controlled Substance Violations: Parental Notification Policy 28
- Building Evacuation and Fire Safety ....................... 29
- Communicable Diseases Policy .................. 29
- Computing and Electronic Resources Policy ........... 30
- Contraception Availability Policy Statement .......... 31
- Crime Reporting .............................................. 31
- Death of a Student or Parent .......................... 31
- Disabilities Resources ....................................... 32
- Drug-Free Policies ........................................... 32
- Eating Disorders ............................................ 33
- Eligibility Policy for Participation in Student Activities: 
  Academic Standing and Discipline Status ............. 34
- Medical Marijuana Policy .................................. 36
- Missing Person Notification Policy ....................... 37
- Nondiscrimination Policy .................................. 38
- Policy for Withdrawal for Health Reasons ............ 38
- Posting Printed Material and Chalking ................. 45
- Pregnancy Resources ....................................... 48
- Sexual and Gender-Based Misconduct Policy Purpose Statement 49
- Sexually Transmitted Infections ......................... 51
- Smoking Policy .............................................. 51
- Solicitation Policy ........................................... 51
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speakers Policy.</td>
<td>52</td>
</tr>
<tr>
<td>Student Organizations.</td>
<td>58</td>
</tr>
<tr>
<td>Student Records and Release of Information.</td>
<td>62</td>
</tr>
<tr>
<td>Transportation.</td>
<td>64</td>
</tr>
<tr>
<td>Housing and Residence Life Policies, Procedures, and Standards</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>67</td>
</tr>
<tr>
<td>Justice Starts Here</td>
<td>67</td>
</tr>
<tr>
<td>Housing and Residence Life Community Operations.</td>
<td>69</td>
</tr>
<tr>
<td>Check-in/check-out procedures</td>
<td>69</td>
</tr>
<tr>
<td>Closing and opening</td>
<td>70</td>
</tr>
<tr>
<td>Common-area space</td>
<td>70</td>
</tr>
<tr>
<td>Community damage</td>
<td>70</td>
</tr>
<tr>
<td>Consolidation</td>
<td>70</td>
</tr>
<tr>
<td>Contracts</td>
<td>70</td>
</tr>
<tr>
<td>Express Check-out</td>
<td>71</td>
</tr>
<tr>
<td>Keys and ACCESS key cards</td>
<td>71</td>
</tr>
<tr>
<td>Lockouts</td>
<td>71</td>
</tr>
<tr>
<td>Personal property insurance</td>
<td>72</td>
</tr>
<tr>
<td>Repairs and custodial services</td>
<td>72</td>
</tr>
<tr>
<td>Restrooms</td>
<td>72</td>
</tr>
<tr>
<td>Room assignments</td>
<td>72</td>
</tr>
<tr>
<td>Room changes and swaps</td>
<td>72</td>
</tr>
<tr>
<td>Room damage charges</td>
<td>73</td>
</tr>
<tr>
<td>Room damage charge information</td>
<td>73</td>
</tr>
<tr>
<td>Room entry and safety inspections</td>
<td>74</td>
</tr>
<tr>
<td>Storage</td>
<td>74</td>
</tr>
<tr>
<td>Housing and Residence Life Policies</td>
<td></td>
</tr>
<tr>
<td>Appliances</td>
<td>75</td>
</tr>
<tr>
<td>Candles/open flames/incense</td>
<td>75</td>
</tr>
<tr>
<td>Dropping objects out of buildings</td>
<td>75</td>
</tr>
<tr>
<td>Elevators</td>
<td>75</td>
</tr>
<tr>
<td>Exits, doorways, and all hallways</td>
<td>76</td>
</tr>
<tr>
<td>Extension cords</td>
<td>76</td>
</tr>
<tr>
<td>Fire safety equipment</td>
<td>76</td>
</tr>
<tr>
<td>Furniture</td>
<td>76</td>
</tr>
<tr>
<td>Halogen-bulb lamps</td>
<td>76</td>
</tr>
<tr>
<td>Lofts</td>
<td>76</td>
</tr>
</tbody>
</table>
Power strips .............................................. 77
Residence room numbers ......................... 77
Resident room doors ................................ 77
Roofs and ledges ...................................... 77
Room alterations and decorations; painted walls 77
Room and building security ....................... 78
Screens .................................................. 78
Smoking ................................................. 78
Windows ............................................... 78
Air conditioners ..................................... 79
Amplified musical instruments and drums .... 79
Bikes ...................................................... 79
Commercial/business use of facilities ........... 79
Guests ..................................................... 79
Noise/quiet hours .................................... 80
Occupancy limits ..................................... 80
Pets ....................................................... 80
Solicitation ............................................. 81
Sports in the hall ..................................... 81
Thefts ................................................... 81
Trash, composting, and recycling ................ 81
Vandalism .............................................. 81
Weapons ................................................ 81
Posting Within University Residential Facilities 82
Building Evacuations and Fire Safety .......... 83

University Judicial System
University Judicial Officers and Boards .......... 85
Student Responsibilities and Rights ............. 87
Communications With the Student Regarding the Disciplinary Matter . . 88
Judicial Procedures ................................. 88
Judicial Procedures for Reviewing Allegations of Sexual and Gender-Based Misconduct 92
Disciplinary Actions ............................... 92
Judicial Records Policy ............................ 98

A Selection of University Resources ........... 101
Introduction

Welcome to Santa Clara University. Santa Clara’s distinctive tradition expects from each of its community members an uncompromising commitment to excellence and to social responsibility that seeks to fashion a more humane and just society. Competence, conscience, and compassion are the cornerstones of our community values. To achieve our common goals, we must create a community environment that is shaped by its expressed values. The Student Handbook seeks to reflect the values of the community and unite them into a usable guide.

The Santa Clara University community includes students, faculty, staff, parents, alumni, neighbors, guests, and friends of the University. As a community, enriched by men and women of diverse backgrounds, we respect differences, encourage open dialogue, and commit to caring for all members of the community. Every member of the community serves as a representative to other members of our community, both on and off campus. Members of this community freely affiliate with the University and should be prepared to contribute to and abide by the standards set forth in this handbook.

Santa Clara University believes that the life of the University rests in the hands of each and every community member. Sharing this responsibility should lead all community members to make the most of their talents, to be sensitive to one another and work together, and to seek justice within and beyond the Santa Clara University community.

All community members are called upon to promote actions and behaviors that are consistent with the values of Santa Clara University and to confront, challenge, and respond to actions that are inconsistent with the established standards. This Student Handbook has been designed to frame your role within the Santa Clara University community. Every attempt has been made to provide a clear explanation of the standards, policies, and procedures that reflect the type of community that you are joining. Familiarizing yourself with the contents of this handbook is an investment of time that you will not regret.
Statement of Community Values

The Santa Clara University community is dedicated to the promotion of values consistent with academic and personal excellence. Choosing to join this community evidences your acceptance of these values.

As a member of this community, I will practice personal and academic integrity.

Living this value looks like:

• Being a “person of conscience,” a person who acts ethically, whose decisions reflect moral sensitivity, judgment, commitment, and courage
• Showing consistency in my beliefs, my words, and my actions personally and professionally
• Being honest, responsible, and accountable in my scholarly activities, making course work my top priority, and taking credit only for my own work
• Accepting responsibility for my own actions and holding others accountable for their actions

Living this value is inconsistent with:

• Failing to take responsibility for my behavior
• Engaging in dishonest behavior such as cheating or falsifying information
• Tampering with data systems or computer networks

As a member of this community, I will respect and care for myself, others, and their property.

Living this value looks like:

• Maintaining my health in mind, body, spirit, and soul
• Treating other people and the environment with dignity, as I expect to be treated
• Being a “person of compassion,” who stands with others in their need and takes action to help build a more just and humane world
• Recognizing and actively protecting the property rights of others in my apartment, neighborhood, residence hall, on campus, and in the surrounding community
Living this value is inconsistent with:

- Behaving in ways that cause others emotional distress, threaten or discourage the freedom, personal safety, and respect that all individuals deserve
- Hurting myself and others through the use or distribution of drugs or alcohol
- Creating a dangerous environment by tampering with safety equipment or smoke detectors

As a member of this community, I will value diversity and learn from diverse people, ideas, and situations.

Living this value looks like:

- Understanding that differences in gender, socioeconomic status, ethnic background, race, culture, religion, sexuality, physical abilities, and other differences are rich opportunities for learning about other people, the world, and myself
- Working to understand and overcome personal, institutional, and societal biases, injustices, prejudices, and stereotyping
- Being fair, assigning benefits and burdens to people according to consistent, equitable, and just criteria

Living this value is inconsistent with:

- Harassing or threatening other members of the community
- Using degrading language toward any person or toward members of a specific group
- Arguing or hampering my community’s right to the communication of ideas and ideals just because they don’t represent my own
- Validating unequal behavior toward a person because of gender, socioeconomic status, ethnic background, race, culture, religion, sexuality, physical abilities, and/or other differences
As a member of this community, I will seek, share, and contribute to the common good.

Living this value looks like:
- Basing my actions on the belief that my own good is inextricably bound to the good of the whole community
- Contributing my talents and participating fully in the life and events of the community
- Engaging in the open dialogue and deep communication necessary to create a real rather than a “pretend” community
- Showing careful stewardship of common space, property, and equipment

Living this value is inconsistent with:
- Not conveying a respect and responsibility for my University community
- Resisting learning about the perspectives shared by other community members
- Engaging in selfish or inconsiderate behavior

As a member of this community, I will be a leader-in-service to the campus and greater community beyond campus.

Living this value looks like:
- Seeking to understand not only “what is” but “what should be” and working actively to bring that about
- Making no decision without considering its effects on people who are poor, in need, and with the fewest resources
- Consistently role-modeling behavior reflective of the three Cs (Competence, Conscience, and Compassion)

Living this value is inconsistent with:
- Not valuing the efforts of community service activities
- Perceiving leadership as someone else’s responsibility to the campus and outside community
Statement of Responsibilities and Standards of Conduct

A goal of Santa Clara University is to provide students with a general education so that they will acquire knowledge, skills, and wisdom to deal with and contribute to contemporary society in constructive ways. As an institution of higher education rooted in the Jesuit tradition, the University is committed to creating and sustaining an environment that facilitates not only academic development, but also the personal and spiritual development of its members.

This commitment of the University encourages the greatest possible degree of freedom for individual choice and expression with the expectation that individual members of the community will:

- Be honest
- Demonstrate respect for oneself
- Demonstrate respect for others
- Demonstrate respect for the law and University standards, policies, and procedures, their administration, and the process for changing them

In keeping with this commitment, this Statement of Responsibilities and Standards of Conduct and related policies and procedures have been formulated to guarantee each student’s freedom to learn and to protect the fundamental rights of others. The University administration has established standards, policies, and procedures that are necessary to achieve its objectives as a Catholic, Jesuit university. These standards, policies, and procedures are inclusive of the laws of the nation, the state of California, and the local community.

All members of the Santa Clara University community are expected to conduct themselves in a manner that is consistent with the goals of the institution and demonstrate respect for self, others, and their property. Students living off campus are members of this community and, as such, are representatives of the University to the community-at-large. In this regard, students living off campus maintain an equal measure of accountability to the values and expectations of all members of this community as identified in the Student Conduct Code.

Whether living in or traversing through the neighborhood, or parking in the streets, students are expected to adhere to the same high standards of conduct and behavior that are consistent with the students’ developing role as responsible and accountable citizens and reflect well upon the Santa Clara University community.
Student Conduct Code

All members of the University community have a strong responsibility to protect and maintain an academic climate in which the fundamental freedom to learn can be enjoyed by all and where the rights and well-being of all members of the community are protected. To this end, certain basic regulations and policies have been developed to govern the conduct of all students as members of the University community.

The University reserves the right to review student conduct that occurs on and off campus when such behavior is inconsistent with these expectations and the Student Conduct Code. In addition, students are responsible for the actions of their guests and will be held accountable for any violations of University standards, policies, and procedures by a guest. Students should accompany their guests while on campus. If necessary, the University reserves the right to limit the guest privileges of a student.

The following acts may subject students to disciplinary action:

1. Engaging in any form of academic dishonesty such as plagiarism (i.e., representing the work or ideas of others as one's own without giving proper acknowledgment), cheating (e.g., copying the work of another person, falsifying laboratory data, sabotaging the work of others), and other acts generally understood to be dishonest by faculty or students in an academic context. (Law students, refer to School of Law code.)

2. Illegal use, possession, or distribution of drugs. The use or possession of equipment, products, or materials that are used or intended for use in manufacturing, growing, using, or distributing any drug or controlled substance. Possessing, concealing, storing, carrying, or using any drug paraphernalia as defined in California Health and Safety Code §11364.5, including, but not limited to, objects intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body. A reported violation of this section will result in the confiscation and immediate disposal of drugs and drug paraphernalia by University officials.

3. Falsification or misuse, including non-authentic, altered, or fraudulent misuse, of University records, permits, documents, communication equipment, or identification cards and government-issued documents.

4. Knowingly furnishing false or incomplete information to the University, a University official, or judicial hearing board in response to an authorized request.

5. Disorderly, lewd, indecent, or obscene conduct; excessive or prolonged noise; behavior that interferes with the orderly functioning of the University, or interferes with an individual's pursuit of an education.
on University-owned or controlled property or during an authorized University class, field trip, seminar, competition or other meeting, or University-related activity

6. Detention, physical abuse, or conduct that threatens imminent bodily harm or endangers the physical well-being of any person, including harm to self

7. Nonconsensual physical contact of a sexual nature such as sexual misconduct, sexual assault, and rape

8. Destruction, damage, or misuse of University property or the property of any other person or group

9. Theft or conversion of University property or the property of any other person or group

10. Hazing, harassing, threatening, bullying, degrading language or actions, including stalking, or any practice by a group or individual that degrades a student or employee, endangers health, jeopardizes personal safety, or interferes with an employee’s duties or with a student’s class attendance or a person’s educational pursuits

11. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities; or obstruction or disruption that interferes with the freedom of movement, both pedestrian and vehicular

12. Possessing, concealing, storing, carrying, or using any real or simulated weapons (including toy guns). The definition of weapons includes, but is not limited to, firearms (including BB/pellet, Airsoft, and paintball guns—regardless of whether they are disassembled), knives (switchblade, double-edged, hunting-style [fixed-blade] of any length, throwing, folding [pocket-style with a blade that locks into place], and knives with blades of 2.5 inches in length or greater), explosives (including, though not limited to, fireworks and firecrackers), ammunition, dangerous chemicals, or any other dangerous weapons or instruments, or chemicals as defined by, though not limited to, California State Law except if expressly authorized by University policy or procedure (see “Housing and Residence Life Policies” for information that pertains to Residence Life). A reported violation of this section will result in the immediate confiscation and disposal of real or simulated weapons by University officials.

13. Unauthorized entry into, or use or defacement of University facilities, including residence halls and other buildings and grounds, including unauthorized entry into, or presence in or on a University building; unauthorized erection, or use on University property of any structures including specifically, but not limited to tents, huts, gazebos, shelters, platforms, and public address systems; or unauthorized use of University
property for dances, concerts, assemblies, meetings, sleeping, cooking, or eating if said activity interferes with the operation of the University or surrounding community

14. Publication, posting, or distribution through the use of University resources (e.g., computer networks, telephone lines, email services, Internet connections), or at authorized University activities of material that violates the law of libel, obscenity, postal regulations, the fair use of copyrighted materials, or any law or statute or University policy

15. Failure to comply with a reasonable request or order of a University executive or other authorized official(s); refusal or failure to leave such premises because of conduct prescribed by this code when such conduct constitutes violations of this code or a danger to personal safety, property, or educational or other appropriate University activities on such premises; or refusal or failure to identify oneself when requested by a University official provided the official is identified and indicates legitimate reason for the request

16. Possession, consumption, sale, or action under the influence of alcoholic beverages by persons under the age of 21; furnishing alcoholic beverages to persons under the age of 21; consumption of alcoholic beverages in a public place (all areas other than individual residences, private offices, and scheduled private functions); excessive and inappropriate use of alcoholic beverages. (See also “Alcohol and Other Drug Policies Within University Housing” on page 27.) A reported violation of this section will result in the confiscation and immediate disposal of alcoholic beverages and related equipment.

17. Misconduct in which a student is detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws that materially or adversely affect the individual’s suitability as a member of the Santa Clara University community

18. Tampering with, removing, damaging, or destroying fire extinguishers, fire alarm boxes, smoke or heat detectors, emergency call boxes, and other safety equipment anywhere on University property; creating a fire, safety, or health hazard; or failure to respond to fire alarms, evacuate buildings during alarm activation, or respond to the directions of emergency personnel

19. Any behavior that disrupts or causes disruption of computer services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks; or uses data, computer systems, or networks to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property, or data

Students who are alleged to have violated the Student Conduct Code may be subject to disciplinary action and, if applicable, may also be subject to criminal prosecution.
The following standards, policies, and procedures are designed to foster a climate in which students can succeed during their time at the University. All students are expected to familiarize themselves with these standards, policies, and procedures and adhere to them.

**Academic Integrity**

Both the Undergraduate Bulletin and the Student Handbook outline the University’s expectations that all members of the University community are expected to be honest in their academic endeavors. Engaging in any form of academic dishonesty or other acts generally understood to be dishonest by faculty or students in an academic context subjects a student to academic and judicial action. For the full text of the academic integrity policy and protocol, go to [www.scu.edu/provost/policy/academicpolicy/](http://www.scu.edu/provost/policy/academicpolicy/).

Santa Clara University Students affirm the following commitment to academic integrity:

“I am committed to being a person of integrity. I pledge, as a member of the Santa Clara University community, to abide by and uphold the standards of academic integrity contained in the Student Conduct Code.”

**ACCESS Card Policy**

**Card Use**

The ACCESS card is Santa Clara University’s multipurpose photo identification card issued to each student. Beyond identification of student status, this card enables library circulation, facility access, and cashless purchasing. The card, related accounts, and access privileges are nontransferable. The individual identified by the card is responsible for all usage of his or her card and is the only one authorized to present the card for services, access, or purchases. A student using a card that does not belong to him or her may have that card confiscated and may be referred to the Office of Student Life for disciplinary
action. The ACCESS Card Office is responsible for the issuance of all ACCESS cards and the maintenance of all card reader locations. If a card does not function properly at any location, the card owner should seek assistance at the ACCESS Card Office.

Lost/Stolen Cards and Replacement Fees
The card owner is responsible for suspending any lost or stolen ACCESS card immediately, 24 hours a day, seven days a week. The loss may be reported and the card suspended anytime online at www.scu.edu/access/report.cfm, in person at the ACCESS Card Office during business hours, or by phone at 408-551-1647. After hours, Campus Safety Services (open 24 hours a day) may be notified either in person or by phone at 408-554-4441. The card owner is responsible for all card usage prior to the request for card suspension, whether the card was used online, at the ACCESS Card Office, or at Campus Safety Services. If the suspension request is reported within 48 hours of the loss of the card, the card owner’s liability does not exceed $50 in unauthorized charges. If the suspension request is not made within 60 business days of the loss, the card owner’s liability for unauthorized charges may be limited only to funds available on account. Damaged or defaced ACCESS cards are no longer valid and must be replaced. A $15 fee is charged to replace a lost, stolen, or damaged card.

ACCESS Card Accounts
The card owner agrees to be bound by all account terms and conditions set forth in the ACCESS Card Agreement signed when the card is obtained. All ACCESS accounts are debit accounts, not credit accounts, and must maintain deposits sufficient to cover the cost of purchases. The card owner may review recent charges made to his or her account online at www.scu.edu/access and may request written statements of detailed account activity through the ACCESS Card Office. The ACCESS Card Office may disclose account activity to a parent or benefactor, only if written authorization is received from the card owner in advance.

Closing Accounts, Refunds, and Returns
All ACCESS Dining Plans are nonrefundable. ACCESS Resident Dining Plans are quarterly allocations that expire at 6 p.m. on the Friday following the last day of final exams. At the end of the resident contract, the plan is closed and any unused balance is forfeited. ACCESS Dining Plus Plans expire at graduation or upon withdrawal from the University. Refunds of Flex Account
balances may be requested upon separation from SCU for a $10 processing fee. If a balance remains in a student’s University Bursar Account at the time of the refund request, that balance is deducted from the Flex Account before a refund is issued. An ACCESS Flex Account left inactive expires 18 months after the last day of a student’s enrollment with any remaining balance reverting to the University. Any returned purchase originally made on an ACCESS account is credited back to that account. There are no cash refunds or withdrawals from an active ACCESS card account. The card owner is charged $25 for any check submitted to the ACCESS Card Office that is subsequently returned by the bank. An ACCESS card may be suspended until the returned check is cleared.

A deficit balance created by an unresolved, returned check may be charged to a card owner’s University Bursar Account.

Account Error Resolution

If an error is noticed on an ACCESS receipt or statement, the card owner should contact the ACCESS Card Office no later than 60 days after the error appears. If the report is made orally, a written confirmation may be required within 10 days. The investigation results should be available within 10 days of notification; if more time is needed, the investigation may take up to 45 days. If no error is found, a written explanation is provided within three business days after the close of the investigation. The card owner may request copies of the documents used in the investigation.

Alcoholic Beverage Policy

The Alcoholic Beverage Policy of Santa Clara University is based on the central and fundamental educational focus of the University of creating an environment that fosters learning. The University believes in personal responsibility, moral growth and development, awareness of communal consequences of personal choices, obligation of citizenship, and responsible decision making. The University strives to build a community that is welcoming, hospitable, fair, inclusive, rooted in mutual understanding and appreciation, and respectful of diverse perspectives, traditions, and practices. Therefore, it is critical that the members of the University community be committed to the physical and emotional health and well-being of those who work, study, or congregate at the University. The policy serves as a guide and applies to all members of the campus community including students, parents, staff, faculty, alumni, and guests of the University.
The Alcoholic Beverage Policy is set in the context of the legal requirements governing the sale, consumption, and distribution of alcoholic beverages and in the context of community expectations for, not only upholding the laws, but also sharing responsibility for the safety and welfare of other members of the community. The University will not tolerate disregard for the law, or behaviors and practices that counter the education of the whole person, compromise rigorous and imaginative scholarship, inhibit moral and spiritual development, and constrain the University’s fundamental values. Consequently, the University does not condone underage drinking and considers intoxication, disorderliness, or offensive behavior deriving from the use of alcoholic beverages to be unacceptable, regardless of a person’s age, or on-campus or off-campus status.

To cultivate a campus environment consistent with the stated goals and purposes of an educational institution, the University has adopted the following policies and procedures for the use of alcoholic beverages.

1. The service and consumption of alcoholic beverages on the University campus and at University-sponsored events off campus shall be done in compliance with applicable municipal, state, and federal laws and regulations, and in accordance with University policies and procedures. All persons on the University campus or at any University-sponsored event off campus where alcoholic beverages are being served or consumed are expected to abide by and respect all such laws, regulations, policies, and procedures. (Copies of applicable laws are available from the Office of Student Life. See the following section for a partial listing of laws.)

2. Alcoholic beverages at events held on campus shall be supplied and sold only by the University food service provider or another designated, licensed agent of the University, except in situations covered by No. 5 of this policy. No other individual person or private party shall supply or sell alcoholic beverages at on-campus events or hold the license for the sale of alcoholic beverages on campus.

3. Alcoholic beverages shall not be served or consumed in public areas of the University except at authorized University events. Public areas include all indoor and outdoor spaces on the campus except individual residences and private departmental work areas and offices.

4. Alcoholic beverages shall not be served or consumed at any University-sponsored intercollegiate or club sport athletic event or recreational sports activity.
5. The sponsorship of events by alcoholic beverage companies or distributors is limited to cash donations, donated products (other than those that directly promote or advertise alcoholic beverages) in support of fundraising or other special events as approved by the appropriate vice president, vice provost, or dean; and materials for University educational programs. The use of donated products for events that are held in Benson Memorial Center must also be approved by the University liaison to the food service contractor.

6. Alcoholic beverages may be served at on-campus events sponsored by University-affiliated student organizations whose membership is predominantly 21 years of age or older, provided that University operating funds are not used to purchase the alcohol for the event.

7. The service of alcoholic beverages at all events on campus shall be in accordance with the Office of Student Life’s Alcohol Management Plan, which should be submitted and approved by the Vice Provost for Student Life or designee.

8. For student organization-sponsored events off campus that include the service of alcoholic beverages, and that require University approval of the contract or agreement with the off-campus facility, an Addendum to Agreement must be signed by the service provider and received by the Vice Provost for Student Life or designee. (Copies of this addendum are available in the Center for Student Leadership.)

**Responsible Hosting of Events Where Alcohol Is Served**

The event manager for events where alcoholic beverages are served is responsible for implementing the following practices:

1. A University-affiliated student organization must identify an event manager responsible for planning and managing the event. The event manager must be present throughout the entire event and must remain alcohol-free prior to, and during the event. The event manager and the manager of the facility or his/her designee will work together to ensure that all University event planning requirements are met.

2. An appropriate crowd management and security plan shall be developed for the event to monitor excessive drinking, control disorderly behavior, and as appropriate, implement the Responsible Guest Policy.

3. The location used for the event should have controllable points of ingress and egress.
4. Alcoholic beverages should not be the primary focus of an event (e.g., progressive drinking party, kegger, or happy hour). Alcoholic beverages shall not be used as an inducement to participate in an event.

5. Promotions for the event shall not portray symbols of alcoholic beverage consumption (e.g., foaming mugs, cans, glasses, or kegs), shall not include any form of abusive consumption (e.g., drinking contests or competitions), and shall not emphasize frequency or quantity of alcoholic beverage consumption.

6. Promotions for the event should state that “identification will be required.”

Partial Listing of Laws

California State Laws on Alcohol

1. It is a crime to sell, furnish, or give alcoholic beverages to a person under the age of 21, or to any obviously intoxicated person.

2. It is a crime for a person under the age of 21 to purchase or possess alcoholic beverages.

3. It is a crime to sell alcohol without a valid liquor license or permit.

4. It is a crime for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol.

5. It is a crime to be intoxicated in a public place.

6. Intoxication is presumed at blood levels of 0.08 percent or higher, and may be found with blood alcohol levels from 0.05 percent to 0.08 percent.

Penalties for Drunk Driving Offenses

1. First offense: required attendance at an alcohol/drug program, fines of up to $1,000, up to six months in jail, and driver’s license suspension up to six months.

2. Second offense: fines up to $1,000, imprisonment up to one year, driver’s license suspension up to 18 months, and/or a required drug/alcohol program of up to 30 months.

3. Third offense: similar sanctions to Nos. 1 and 2 above plus revocation of driver’s license.

4. Fourth offense: revocation of driver’s license; one year in a state prison or county jail.
5. Refusal to submit to a blood alcohol content test: driving privileges are suspended for one year, for two years if there is a prior offense within seven years, and for three years if there are three or more offenses within seven years.

6. Drivers under the age of 21 found with any measurable amount of blood alcohol will have their driver’s license suspended for one year. If the driver does not have a license, there will be a one-year delay in obtaining one.

**University Sanctions**

See “Minimum Judicial Sanctions for Alcohol and Other Drug Violations” on pages 94–98.

**Medical Amnesty/Good Samaritan Statement**

Santa Clara University encourages students to offer help and assistance to other students in need, both on and off campus. Sometimes students are hesitant to offer assistance to other students because they fear that they may be charged with policy violations, or that the student needing medical attention may receive judicial sanctions. For example, an under age student who has been drinking might, for someone who may be suffering from alcohol intoxication and/or alcohol poisoning, hesitate to seek help from Campus Safety, Emergency Medical Services (EMS), or a Community Facilitator (CF).

The *Medical Amnesty* statement allows the reduction of judicial consequences for students who receive medical attention due to alcohol intoxication and/or alcohol poisoning. This statement applies to violations that occur on and off campus, and will require documentation by Campus Safety, EMS, law enforcement, and/or emergency personnel.

The *Good Samaritan* statement allows the elimination of judicial consequences for a student(s) who may be under the influence of alcohol and who make(s) a good-faith call for medical help on the behalf of a fellow student. This statement applies to violations that occur on and off campus and will require documentation by Campus Safety, EMS, law enforcement, and/or emergency personnel. The Good Samaritan statement is not limited to alcohol-related incidents and also encourages witnesses of assault, vandalism, and other violations of the Student Conduct Code to report such events.
Person in need of medical attention (Medical Amnesty):

A student requiring medical attention due to alcohol intoxication and/or alcohol poisoning will receive reduced educational sanctions, instead of the minimum standard of disciplinary action.

- If the student does not complete the educational sanction, which could include a one-on-one alcohol education program (e.g., BASICS), the student will be in violation of the Student Conduct Code.
- Medical Amnesty only applies to a student’s first alcohol policy violation that requires medical attention, regardless of how the response was initiated.
- Medical Amnesty does not apply to other violations of the Student Conduct Code.

Calling on behalf of someone else (Good Samaritan):

Good Samaritan may apply to up to two people who are calling for assistance and/or providing support or assistance to a student requiring medical attention. The Good Samaritan(s) will need to be present when help arrives and will be required to provide his/her/their contact information to the responding agency (i.e., Campus Safety, EMS, law enforcement, and/or emergency personnel) to be included with their incident report. The Good Samaritan(s) will not face judicial consequences as long as no other violations of the Student Conduct Code have occurred.

This Medical Amnesty statement only applies to the University response to a student who receives medical attention due to alcohol intoxication and/or alcohol poisoning. Any student who abuses Medical Amnesty or Good Samaritan will be subject to disciplinary action for interfering with the orderly functioning of the University. Criminal investigations and other police action may still occur at the discretion of the responding law enforcement agency. In some cases, Campus Safety may be bound to report certain possible criminal details to local law enforcement agencies.

Frequently Asked Questions

A. Medical Amnesty

What is Medical Amnesty?

Medical Amnesty is the reduction of judicial consequences for students who receive medical attention due to alcohol intoxication and/or alcohol poisoning. This statement applies to violations that occur on and off campus and will require documentation by Campus Safety, EMS, law enforcement, and/or emergency personnel.
What sanctions will I avoid if I am granted Medical Amnesty?

- No $50 fine.
- No contributed service.
- You will not meet with the Office of Student Life staff for a judicial sanction. However, criminal investigations and other police action may still occur at the discretion of the responding law enforcement agency. In some cases, Campus Safety may be bound to report certain possible criminal details to the local police agency.

What sanctions will I receive if I am granted Medical Amnesty?

- Reduced educational sanctions, which could include a one-on-one alcohol education program (e.g., BASICS).
- Parental notification, if applicable. See “Parental Notification Policy” on page 28.

I have prior alcohol violations but have never received medical attention for alcohol reasons. If I require medical attention now that Medical Amnesty is in place, will I receive amnesty?

Yes. You will receive amnesty, which means that you will not face the minimum standard of disciplinary action, but will be given educational sanctions.

I already have a medical transport incident from a prior year. If I get another one now that Medical Amnesty has been established, will it apply to me?

No. Medical Amnesty is not intended to provide students with a “clean slate” from prior alcohol violations, but rather to provide reduced consequences for a student’s first alcohol violation requiring medical attention after Medical Amnesty was instated in fall 2010.

Will I still receive Medical Amnesty if I am evaluated by emergency personnel but not transported to the hospital?

Yes. If you receive medical attention for alcohol intoxication and emergency personnel determine that a hospital transport is not necessary, Medical Amnesty will still be granted. Please note that Medical Amnesty only applies to a student’s first incident of alcohol intoxication or poisoning that requires medical attention. Subsequent incidents that require medical attention will be addressed by the Office of Student Life for disciplinary action.
B. Good Samaritan

What is Good Samaritan?

Good Samaritan is the elimination of judicial consequences for a student(s) who may be under the influence of alcohol who make(s) a good-faith call for medical help on behalf of a fellow student. This statement applies to violations that occur on and off campus and will require documentation by Campus Safety and/or EMS, law enforcement, and/or emergency personnel. Good Samaritan is not limited to alcohol-related incidents and also encourages witnesses of assault, vandalism, and other violations of the Student Conduct Code to report such events.

I’m worried about my friend who has passed out after having had too much to drink and I want to call for medical attention. However, I’ve been drinking, am under age 21, and have already been cited for alcohol policy violations. Will I get in trouble if I call for help for my friend?

You will not receive disciplinary consequences from the University unless there are any non-alcohol-related policy violations. Good Samaritan was designed to encourage students to call for medical help for their peers without fear of being punished themselves. The safety and well-being of students is of the utmost concern, and we do not want a student’s concern about punishment to prevent one from taking action to save a life.

Is there a limit to how many times Good Samaritan can apply to me?

Not at this time. Our goal is to encourage students to not hesitate in seeking appropriate medical evaluation and treatment if a peer has been drinking in excess.

If a group of us call for medical attention for a student, will Good Samaritan apply to all of us?

Good Samaritan may only apply to up to two people who are involved in directly calling for medical assistance and/or providing support or assistance for the person requiring medical attention. The Good Samaritan(s) must stay with the individual requiring medical attention.

Will Good Samaritan apply to me if I’m under age 21, have been drinking, but want to report a violation of the Student Conduct Code such as witnessing an assault, an act of vandalism, etc.?

Yes. Good Samaritan is intended to encourage students to attend to, and call for help on behalf of the safety and well-being of the community. As long as the Good Samaritan, although under the influence of alcohol, makes a good-
faith call and is not in violation of other aspects of the Student Conduct Code, Good Samaritan will apply to that student. This can apply to up to two people who are involved in directly calling for medical assistance and/or providing support or assistance for the person requiring medical attention.

**Alcohol and Other Drug Policies Within University Housing**

Students of legal drinking age (21 years or older) may consume and possess alcoholic beverages in the privacy of their own rooms in the residence halls and apartments, provided the space is not shared with an underage roommate. Regardless of age, excessive and inappropriate use of alcoholic beverages is strictly prohibited, whether or not consumption occurred on or off campus. Drinking games are prohibited in and around residential housing facilities, regardless of whether alcohol is present. Students hosting guests (including fellow SCU students and non-SCU guests) are responsible for their guests’ adherence to the policy. Any person under the age of 21 who is in possession of alcohol or is in a room where alcohol is knowingly or unknowingly present will be assumed to have been consuming alcohol, as it is difficult to determine who was drinking and who was not.

Possession and/or consumption of alcoholic beverages in public areas is prohibited. Public areas are all areas other than individual living spaces. Rooms with open doors, rooms with closed doors to which public attention is attracted by excessive noise, hallways, lounges, restrooms, and outdoor areas, including private patios, are considered public areas.

No kegs, kegerators, beer bongs, or other equipment for the sole use of consuming alcohol, will be allowed in the residence halls or apartments. Empty alcohol containers and/or packaging within a student’s room will be considered the property of the student. Students and their guests can be held in violation of the Alcohol Policy if empty containers and/or packaging are in their rooms. See “Student Conduct Code” on page 14 for additional information.

Students may not possess, distribute, or use medical marijuana in any property owned or controlled by the University. See “Medical Marijuana policy” on page 36 for additional information.

In the interest of maintaining a safe and healthy living and learning environment, students are encouraged to either discourage the use of alcohol and other drugs, or report such violations. Students are responsible for removing themselves from all situations where alcohol or drug policy violations are present. If a student chooses to not take such action and simply remains in the presence of the alcohol or drug use, then he/she
will also be in violation. At a minimum, students are encouraged to remove themselves from illicit behaviors as a means to demonstrate that they do not condone the behavior(s).

Alcohol and Controlled Substance Violations:
Parental Notification Policy

The Vice Provost for Student Life is responsible for determining if and by what means parents or legal guardians will be notified when students under the age of 21 are found to have committed serious or repeated violations of federal, state, or local laws, or of University policies related to the possession, use, or distribution of alcohol or a controlled substance. The Vice Provost for Student Life may assign the notification of parents or legal guardians to other University officials.

Notification of parents or legal guardians is indicated for violations of federal, state, or local laws, or for violations of any institutional policy regarding alcohol or controlled substances, in the event that these violations are also violations of the Student Conduct Code. Notification is also indicated in any of the following circumstances:

- The violation involved harm or threat of harm to self, other persons, or property
- The violation involved an arrest in which the student was taken into custody
- The violation suggests a pattern of alcohol or controlled substance abuse
- The student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance
- The violation resulted in, or could result in the student being disciplined by the University including, but not limited to, the minimum judicial sanctions for alcohol and other drug violations, housing contract probation, housing contract cancellation, disciplinary probation, deferred suspension, suspension, or expulsion

The University supports students assuming personal responsibility and accountability for their actions as they learn to establish their independence. The University also recognizes that the process of establishing personal independence requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents or legal guardians can be a means of support in that transition. Consistent with this approach, the Vice Provost for Student Life or designee—whenever possible—will involve the student in a discussion about the decision to notify his/her parents or legal guardian and will inform the student that notification will take place.
Nothing in these proposed guidelines shall prevent University officials from notifying parents or legal guardians of health or safety emergencies, regardless of the judicial status of the student.

**Building Evacuation and Fire Safety**

The following standards are for the safety of all resident and nonresident students. Violation of many of these standards is also punishable by local and state law.

Evacuation for fire alarms is required of all occupants of University buildings whenever an alarm is sounded. Be familiar with emergency evacuation routes from buildings in which you spend time.

Specific procedures are:

- Exit the building immediately by the proper pathway.
- Lock your door and take your key if you are a resident and in your room at the time the alarm sounds.
- Use stairways; do not use elevators.
- Once outside, move to your designated emergency assembly point.
- Do not return to an evacuated building until the all-clear signal is given by the designated incident commander.

Failure to evacuate for an alarm is a violation of city and state ordinances and will be treated as a serious violation of the Student Conduct Code.

Fire alarms and fire-safety equipment are located in each building to save lives and property. Initiating a false alarm or tampering with fire-safety equipment is a violation of University policy and Santa Clara City Ordinance Number 103.4. Violators face criminal prosecution with penalties of $1,000 and/or six months in jail, in addition to University sanctions.

**Communicable Diseases Policy**

Communicable diseases may be a potential health problem for the University population. As with any community, students studying and functioning in close proximity to one another are susceptible to communicable diseases. Communicable diseases are transmitted from one person to another by direct contact, through inhalation of infectious droplets, or through contact with contaminated objects.

The Cowell Center–Student Health Services provides evaluation, diagnosis, and treatment of infectious disease. Educational materials are available at the Cowell Center and the Wellness Center.
One measure to prevent communicable diseases is to maintain appropriate immunizations/vaccinations. Santa Clara University encourages incoming students to have completed all recommended immunizations and to be aware of the availability of the meningococcal and influenza vaccines.

Students diagnosed with certain communicable diseases, such as pandemic influenza, chicken pox, etc., must be isolated during the infectious period of their illness. Students who are isolated may not continue attending classes, obtaining meals in the various University dining facilities, or living in the residence halls. There is no provision made by the University for offering accommodations to contagious students who are required to leave the residence halls. However, depending upon the nature of the communicable disease, for example pandemic flu, the University may offer a limited number of accommodations for students with communicable diseases who live in a residence hall, need to travel home, stay with local relatives or friends, or stay at a nearby hotel or motel. Off-campus housing and travel arrangements are made at the student’s expense.

Cowell Center–Student Health Services routinely communicates and coordinates with the Santa Clara County Public Health Department. Should a communicable disease occur that requires campus-wide notification and/or treatment, Cowell Center–Student Health Services would coordinate this process with the Public Health Department, as needed.

Computing and Electronic Resources Policy

The computing and other electronic resources at SCU are provided solely for the support of students and employees in the pursuit of their scholarly or required academic activities, and for conducting the business of the University. General guidelines for use of computing, communication, and electronic resources on campus are based upon principles of etiquette, fairness, security and legality. In using these resources at SCU, community members are expected to be respectful of other individuals’ ability to enjoy equal access to the resources, refrain from malicious or annoying behavior, take reasonable and responsible measures to protect confidential/sensitive information, and abide by state and national laws, including those related to intellectual property and copyright. More details are available in the University’s Network and Communications Policies and Guidelines accessible at it.scu.edu/about/santa-clara-university-network-and-communications or from Information Technology.
Contraception Availability Policy Statement
Santa Clara University, a Catholic, Jesuit university, provides educational information regarding contraception and related issues. The Cowell Center–Student Health Services strives to ensure students have clear, up-to-date, and candid information regarding contraception, sexual health, and related issues. The Cowell Center–Student Health Services does not provide condoms or prescribe contraception.

Cowell Center–Student Health Services’ staff of qualified physicians, nurse practitioners, physician assistants, registered nurses, and health educators provide education regarding contraception and related health issues. The goal of this educational approach is not only to provide information, but to assist students in clarifying their values, making decisions, and assuming personal and social responsibility for their choices.

Crime Reporting
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Go to www.scu.edu/cs for more information.

It is the policy of Santa Clara University to inform the campus community in a timely manner of any potential threat to the health, safety, or security of any or all persons on campus. The Director of Campus Safety Services is responsible for gathering, recording, and disseminating such information, and for decisions regarding the content, time, and manner of distribution. Depending on the circumstances, the Director of Campus Safety Services may request the assistance of various University departments and/or administrators in carrying out this responsibility. For campus statistics on crime, go to www.scu.edu/cs and follow the links to Campus Safety and Crime Reporting. The Clery daily crime log is kept at the Campus Safety Office and may be viewed by any person, at any time.

Death of a Student or Parent
Students, faculty, or staff members who become aware of the death of a student should immediately notify Campus Safety Services at 408-554-4441 or the Office of Student Life at 408-554-4583. This applies during holiday periods as well.

When an immediate family member of a student dies, the student, a friend of the student, or a faculty or staff member who is aware of the situation, should notify Campus Ministry at 408-554-4372. With the student’s permission,
Campus Ministry staff will notify others in the University so that assistance can be offered to the student or the family. The Office of Student Life will notify faculty members of student deaths, as appropriate.

Disabilities Resources

Access Policy
Santa Clara University seeks to respect each person’s dignity and desire for personal growth and accomplishment, and is committed to achieving equal educational and employment opportunities for qualified persons with disabilities. No qualified person with a disability shall be excluded from participating in any University program, nor be denied benefits of any University program, or otherwise be subject to discrimination. The University will make every reasonable effort to remove existing barriers, whether physical, programmatic, or attitudinal, and to ensure that new barriers are not erected. Santa Clara University is committed to providing access for qualified students with disabilities, faculty, staff, and visitors to University programs. This policy is in line with the University’s nondiscrimination policy, which applies to all qualified participants with disabilities in employment, access to facilities, student programs, activities, and services.

Resources
The Office of Disabilities Resources has been designated by the University to ensure access for all qualified students with disabilities to all academic programs and University resources. Types of disabilities include medical, physical, psychological, attention-deficit, and learning disabilities. Reasonable accommodations are provided to minimize the effects of a student’s disability and to maximize the potential for success. Disabilities Resources is located in Benson Center, Second floor, Room 216. Disabilities Resources is open Monday through Friday from 8 a.m. to 5 p.m.

Drug-Free Policies
It is the goal of Santa Clara University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Santa Clara University campus, in the workplace, or as part of any of the University’s activities. This includes the unlawful use of controlled substances or alcohol in the workplace even if it does not result in impaired job performance or in unacceptable conduct.
The unlawful presence of any controlled substance or alcohol in the workplace and campus itself is prohibited. The workplace and campus are presumed to include all Santa Clara premises where the activities of the University are conducted.

Violations will result in disciplinary action up to, and including termination of employment for faculty and staff or expulsion of students. A disciplinary action may also include the completion of an appropriate rehabilitation program. Violations may also be referred to the appropriate authorities for prosecution.

The program information is distributed on an annual basis to all faculty, staff, and students. New staff employees are given a copy at New Employee Orientation. New faculty employees are given a copy at New Faculty Orientation. The program is reviewed at least biennially by the Office of Student Life, Affirmative Action Office, and the Department of Human Resources. Contact the Office of Student Life for a complete copy of the program.

**Eating Disorders**

Santa Clara University recognizes the prevalence of eating disorders, eating-related problems, exercise obsession, and body-image concerns in students. Eating disorders affect student learning in numerous ways including depleting students’ energy, distracting their attention, diminishing their intellectual resources, causing depression and social withdrawal, and adversely affecting the morale of students around them. The University is committed to educating the whole student and sees the student’s mind, body, character, and spirit as interrelated.

Our approach to students with potential eating disorders is to do a thorough medical and psychological evaluation. The medical and psychological staffs work as a team. If a student is determined to have an emerging or existing eating disorder, the medical and psychological practitioners will recommend a treatment plan. In many cases these students benefit from brief psychological therapy at the SCU Cowell Center–Counseling and Psychological Services (CAPS) combined with medical monitoring at Student Health Services.

Santa Clara University and Cowell Center (CAPS and Student Health Services) do not have the expertise or the specialized comprehensive resources and extended time to treat students who present themselves or are referred for evaluation of severe eating disorders. This is particularly the case with students who resist treatment. Students with serious eating disorders may be referred to outside providers or treatment facilities when so doing is deemed necessary for appropriate medical management.
Eligibility Policy for Participation in Student Activities:
Academic Standing and Discipline Status

Involvement outside the classroom provides significant opportunities to explore interests, develop skills and abilities, apply classroom learning in practical situations, gain professional experience, develop leadership competencies, and cultivate an appreciation of the diverse world in which we live. It also provides opportunities to meet new friends, participate in community service, work with others around shared goals and interests, and become peer mentors. Involvement, however, should not be at the expense of academic success. Those enrolled at Santa Clara University are college students before they are student leaders. As such, the University has adopted this policy to assist with students’ academic success.

1. Conditions for Involvement: Students at Santa Clara University who are involved in student activities that are funded by the University (e.g., intercollegiate scholastic activities or intercollegiate athletic activities), and students who occupy a leadership position in organizations or associations recognized by the University, must fulfill the following conditions:

A. Academic Standing: The student must be in good academic standing with the University. To be in good academic standing, an undergraduate student must normally be enrolled full time, maintain a cumulative grade point average of at least 2.0 based on all courses taken at Santa Clara, and must have completed at least a minimum number of units as specified in the Undergraduate Bulletin for acceptable progress toward a degree. Graduate students involved in student activities must meet the academic status requirements of their division, school, or program.

B. Discipline Status: The student must be in good behavioral standing with the University. Students who are presently placed on disciplinary probation, interim suspension, deferred suspension, suspended, or expelled are not in good behavioral standing. Students on disciplinary probation are not allowed to hold leadership positions for any of the identified groups (see “Affected Groups and Restrictions Imposed”). Students on deferred suspension or suspension are not allowed to participate in co-curricular and intercollegiate activities.
2. Affected Groups and Restrictions Imposed:

A. All officers and major leaders of the eight Chartered Student Organizations and all recognized student clubs and organizations. The terms “officer” and “major leader” will be defined by the Center for Student Leadership.
   - If the student is on disciplinary probation, the student is eligible to participate in the organization, but is not allowed to hold a leadership position.
   - If the student is on interim suspension, deferred suspension, suspended, or expelled, the student is not eligible to participate in the organization.

B. Members of the Residential Learning Community Association.
   - If the student is on disciplinary probation, the student is eligible to participate in the organization, but is not allowed to hold a leadership position.
   - If the student is on interim suspension, deferred suspension, suspended, or expelled, the student is not eligible to participate in the organization.

C. Members of the University’s intercollegiate (including practice squad members) and club athletic teams.
   - If the student is on disciplinary probation, the student is eligible to practice with the team, but is not allowed to compete.
   - If the student is on interim suspension, deferred suspension, suspended, or expelled, the student is not eligible to be a member of the team.

D. Members of the University’s intercollegiate debate team.
   - If the student is on disciplinary probation, the student is eligible to practice with the team, but is not allowed to compete.
   - If the student is on interim suspension, deferred suspension, suspended, or expelled, the student is not eligible to be a member of the team.

E. Members of the Emergency Medical Service.
   - If the student is on disciplinary probation, interim suspension, deferred suspension, suspended, or expelled, the student is not eligible to participate in the organization.
F. Students who apply to study abroad or are admitted to a study abroad program.
   • If the student is on disciplinary probation, interim suspension, deferred suspension, suspended, or expelled, the student is not eligible to apply to study abroad or participate in the program.

G. Students who are involved in the broad range of artistic performances on campus, including but not limited to auditions, recitals, and theatre productions.
   • If the student is on disciplinary probation, interim suspension, deferred suspension, suspended, or expelled, the student is not eligible to participate in the program.

H. Students who hold internships in the Campus Ministry department.
   • If the student is on disciplinary probation, the student is not eligible to perform the duties of an intern until the end of the probationary period.
   • If the student is on interim suspension, deferred suspension, suspended, or expelled, then the student is not eligible to participate in non-public Campus Ministry activities.

I. Students involved in other organizations and activities that the University Policy Committee on Student Affairs shall periodically recommend to the University administration and which shall be so declared by the University administration.

As a result of their participation in any of the above activities, the financial aid of students who may be receiving aid from the University will be affected, according to the policy defined in the current Limitations on Financial Aid Eligibility: Undergraduates, which is published by Financial Aid and the Financial Aid Eligibility policy detailed in the Undergraduate Bulletin. Nothing in the above shall prohibit any department or division in the University or the advisor(s) of any regulated student activity from setting their own higher standards.

Medical Marijuana Policy
Students who qualify under California Proposition 215 to use marijuana for medical reasons are encouraged to inform the Office of Student Life for the purpose of notifying Santa Clara University that they are authorized users within the law. For students who live in University housing, the Office of
Student Life informs the appropriate personnel in Residence Life. Santa Clara University does not permit the use of marijuana for any purpose on University property. Students who qualify under California Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on University-owned or controlled property (including, but not limited to, residence halls, academic buildings, athletic facilities, and parking lots), or during a University-sanctioned activity, regardless of the location. Students who fail to follow this policy are in violation of the Student Conduct Code and are subject to disciplinary action. See “Student Conduct Code” on page 14 for more specific information.

**Missing Person Notification Policy**

In compliance with the Higher Education Opportunity Act, this policy addresses the manner in which the University will proceed in the event that a resident student (i.e., a student who lives in University housing) is believed to be missing.

Any concern that a resident student is missing should be immediately directed to Campus Safety Services at 408-554-4441. A resident student is considered to be missing if the person's whereabouts have not been established for a period of 24 hours, or if there is information within the 24-hour period that suggests the person is missing. In such circumstances, staff, faculty, and students are required to immediately notify Campus Safety Services. Campus Safety Services will implement the Emergency On-Call Protocol for the Office of Student Life and Office of Residence Life and will notify the appropriate law enforcement agency upon receipt of information establishing that a resident student is missing. Such notification shall be made in a timely fashion and within 24 hours of the receipt of this information.

In support of this policy, resident students are encouraged to provide the University with the name and contact information of someone to be notified in the event that the resident student is determined by Campus Safety Services or the local law enforcement agency to be missing. Resident students can confidentially provide this contact information via their eCampus account. If a resident student is determined to be missing and is under 18 years of age and not emancipated, the University is required by law to notify a custodial parent or guardian, and any other contact person designated by the student within 24 hours of when the resident student is determined to be missing.
Nondiscrimination Policy

Santa Clara University prohibits discrimination and harassment on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, sexual orientation, religion, marital status, registered domestic partner status, veteran status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, genetic information, or any other consideration made unlawful by federal, state, or local laws in the administration of its educational policies, admissions policies, scholarships and loan programs, athletics, or employment-related policies, programs, and activities; or other University-administered policies, programs, and activities.

Additionally, it is the University’s policy that there shall be no discrimination or retaliation against employees or students who raise issues of discrimination or potential discrimination or who participate in the investigation of such issues. The University will provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability under the law.

Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of the University’s grievance procedures covering discrimination and harassment complaints should be directed to:

Charlie Ambelang, Interim Director
Office of Affirmative Action
475 El Camino Real
Santa Clara University
Santa Clara, CA 95053
408-554-4113

A person aggrieved by unlawful harassment or unlawful discrimination may file a complaint within the time required by law with the appropriate federal or state agency. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), the federal Office for Civil Rights (OCR), or the California Department of Fair Employment and Housing (DFEH).

Policy for Withdrawal for Health Reasons

Students may experience an illness, injury, or psychological condition, herein referred to as a health condition, which significantly impairs their ability to function successfully or safely in their roles as students. In these instances, time away from the University for treatment and recovery can restore functioning to a level that will enable them to return to the University.
The purpose of this policy is to set forth the procedures for student withdrawals from the University for reasons of health and/or safety.

The University has designated four categories relating to enrollment status. They differ according to who initiates the action, whether it is voluntary or not, and the re-enrollment procedures.

Students who withdraw under this policy are strongly encouraged to either purchase or continue purchasing the tuition insurance plan. See “Tuition Insurance Plan” at the end of this section for more details.

The Vice Provost for Student Life or designee, in consultation with the appropriate mental and medical health professionals and other staff as deemed necessary, is responsible for the implementation of this policy.

Health Withdrawal Categories

**A. Health Withdrawal and Re-enrollment**

A student who has a health condition that temporarily precludes continued enrollment, other than the conditions described in categories B, C, and D, can choose to withdraw from the University. The process of withdrawing for health reasons is the same as that of withdrawing for any other personal reason with the intention of returning to the University. The student is responsible for using standard procedures and for notifying the University in writing when withdrawing and re-enrolling in the University. A student who drops all of his/her courses is not withdrawn from the University. During an academic quarter, a student who takes a health withdrawal, as defined in this section, is subject to the University’s Tuition Refund Policy.

**B. Conditional Health Withdrawal and Re-enrollment**

If the student’s health condition substantially threatens the welfare of himself/herself or others, or the student’s behavior significantly disrupts the integrity of the University’s learning environment, the University may recommend professional evaluation and treatment, withdrawal from on-campus housing, and/or withdrawal from the University. Conditions for re-enrolling in the University are established and documented at the time of the withdrawal. If the student does not agree to the recommendation, the University reserves the right to implement such action without the consent of the student. See “Involuntary Health Withdrawal and Re-enrollment.”
A conditional health withdrawal may apply to:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others is here defined to include, but are not limited to, any danger of suicide, self-mutilation, accident, or assault, which necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his/her safety and the safety of those around him/her.

2. Students whose behavior is severely disruptive to others. Disruptive is here defined to include, but is not limited to, behavior that causes emotional, psychological, or physical distress to students, faculty, or staff beyond what is normally experienced in daily life and/or impacts the integrity of the University’s learning environment. Such disruption may be in the form of a single behavioral incident or somewhat less severe but persistent disruptions over an extended period.

3. Students (a) who refuse or are unable to cooperate with their recommended assessment and/or treatment, and/or (b) whose behavior or physical condition suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without such assessment and/or treatment. When a standard assessment is impossible because of the student’s resistance, indirect -behavioral observations may constitute the basis for such judgment.

The advantages of taking a conditional health withdrawal:

1. The time away from the University will allow the student to focus on his/her health condition without the additional responsibilities associated with being a student.

2. The student can seek the most appropriate professional treatment and resources without the constraints imposed by remaining enrolled at the University.

3. The student may be granted grades of “W” (Withdrawn) in all enrolled classes, even if the normal deadline for a “W” has passed.

4. The student may be eligible for a tuition refund for the quarter less any applicable financial aid. If the student lives on campus, the student may be eligible for a room and board refund based upon the date he/she officially checks out of the on-campus residence, in accordance with Residence Life and Housing procedures. See “Tuition Refund” at the end of this section for more details.
Re-enrollment Procedures
When the student is ready to be considered for re-enrollment, the student should contact the Vice Provost for Student Life or designee according to the written conditions for re-enrollment and provide appropriate documentation of sustained behavioral change, and satisfactory resolution of the initial condition that gave rise to the withdrawal, including compliance with the conditions of re-enrollment. The student must be assessed by an appropriate professional: a licensed psychologist or psychiatrist, if the evaluation is regarding mental health concerns; or a licensed physician, if the evaluation is regarding other medical concerns. All professional providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern. The off-campus health care professional will be asked to provide a written evaluation of the student’s current health status, explain the nature of the treatment, and provide recommendations regarding:

(a) the student’s readiness to return to the academic and co-curricular demands of university life;

(b) the student’s readiness to live in the on-campus residential community;

(c) ongoing treatment, academic accommodations, or testing needs; and

(d) any conditions or restrictions that the University should impose.

The Vice Provost for Student Life or designee may consult with the Director of Health and Counseling Services and any other appropriate University departments. The Vice Provost for Student Life or designee will either initiate the re-enrollment process, or deny the student’s request and specify when the next request for re-enrollment will be considered, as well as the conditions that must be met for re-enrollment.

Once approved for re-enrollment by the Vice Provost for Student Life or designee, a student may re-enroll without further permission if the student was in good academic standing prior to leaving the University, does not have any outstanding financial obligations with the University, is returning to the same college or school, and is returning within five years of the date of the withdrawal. Students who do not meet these conditions must seek permission to re-enroll from the Dean of Academic Support Services.
C. Involuntary Health Withdrawal and Re-enrollment

This policy is meant to be invoked only in extraordinary circumstances when a student is unable or unwilling to request a voluntary withdrawal, and if such a withdrawal may be necessary to protect the safety of that student and/or others, or the integrity of the University’s learning environment. If a student does not agree to comply with the University’s recommendation to withdraw voluntarily, the following actions will take place:

1. The Vice Provost for Student Life or designee will:
   • Consult, as may be appropriate and feasible, with representatives from the Office of Student Life, the Cowell Center–Counseling and Psychological Services and Student Health Services, Residence Life, the Drahmann Advising Center, the student’s professors, and other individuals or departments.
   • Seek, if appropriate and feasible, the cooperation and involvement of parents or guardians of the student. The decision to notify a student’s family members will be weighed carefully against the student’s privacy rights. The student’s parents or guardians may be contacted without the expressed consent of the student, if it is perceived necessary to protect the welfare of the student or other individuals.
   • Review, if feasible with the student, the reasons why an involuntary health withdrawal is being considered, and provide an opportunity for the student to respond to the reasoning and assert his/her reasons as to why withdrawing is not necessary and/or appropriate.

2. In the event that the student is incapable of responding on his/her own behalf due to his/her condition, or if the student is choosing not to respond to inquiries or directives of the University, the University reserves the right to withdraw the student without the voluntary consent of the student or the parent or guardian. The terms of the withdrawal may include denying the student permission to be on property owned or controlled by the University.

3. The student will receive written notice of the final decision, including the conditions for re-enrollment, if the student is withdrawn.

4. The student may be granted grades of “W” (Withdrawn) in all enrolled classes, even if the normal deadline for a “W” has passed.

5. The student may be eligible for a tuition refund for the academic term less any applicable financial aid. If the student lives in University housing, the student will be eligible for a room and board refund based upon the date he/she officially checks out of the on-campus residence, in accordance with Residence Life and Housing procedures. See “Tuition Refund” at the end of this section for more details.
6. If the decision includes a requirement for the student to obtain off-campus health care as a condition of re-enrollment, the student must give signed consent for the off-campus health care professional and the Director of Health and Counseling to communicate about the nature of the problem that led to this action by the University, a complete description of the University’s concerns, and the scope of the resources that the University offers. This communication should occur prior to the beginning of the student’s treatment to ensure that there is clarity regarding the medical and/or psychological problems that need to be addressed.

Appeal Process
A student who is involuntarily withdrawn from the University may appeal this decision. If an appeal is denied, the decision is final and no further appeal is permitted. The student must submit the appeal and the reason(s) why the appeal should be granted within three business days of notice of the involuntary withdrawal. The student must submit the appeal and the reasons supporting the appeal to the Vice Provost for Student Life. In the event that the Vice Provost for Student Life is the person who made the decision to involuntarily withdraw the student, the Provost or the Provost’s designee will hear the appeal. On appeal, the decision will be upheld if there is sufficient evidence that the student’s health condition substantially threatens the welfare of self or others, or the student’s behavior significantly disrupts the integrity of the University’s learning environment. The decision on the appeal will be communicated to the student within three business days of the day the appeal was submitted.

During the appeal process, the student will be placed on interim emergency health restriction (see category D). If the student does not submit an appeal, the involuntary health withdrawal will be implemented at the conclusion of the three-business-day period to submit an appeal.

Re-enrollment Procedure
A student who is involuntarily withdrawn from the University under this policy may be considered for re-enrollment. See “Re-enrollment Procedures” in category B.

D. Interim Emergency Health Restriction
If, for reasons pertaining to a health condition, a student's behavior poses an immediate and direct threat to self or others, or an immediate disruption to the integrity of the University's learning environment, the Vice Provost for Student Life or designee may suspend the student from the University or restrict the student’s access to the University campus, University housing,
services, and activities, as appropriate, for an interim period before a final
determination of the matter. If the student is placed on interim emergency
health restriction at the discretion of the Vice Provost for Student Life or
designee, the student will not be permitted to attend classes, participate in
class in any way, or be on property owned or controlled by the University.

This decision will be based upon a review of the available information
that may include, if possible, speaking with the student regarding the matter.
The Vice Provost for Student Life or designee may seek the cooperation and
involvement of the student’s parents or guardians. The decision to notify a
student’s family members will be weighed carefully against the student’s
privacy rights. The student or family member, if appropriate and feasible,
will be notified of the interim emergency health restriction as well as the
subsequent process in making a final determination regarding the student’s
enrollment status.

The interim emergency health restriction will remain in effect until a final
decision has been made. The Vice Provost for Student Life or designee will
review relevant available information related to the student’s behavior and
health, and provide, if possible, an opportunity for the student to meet with
him/her. The standards for making the decision are whether the student’s
health condition substantially threatens the welfare of self or others or the
student’s behavior significantly disrupts the integrity of the University’s
learning environment. The Vice Provost for Student Life or designee will
document the findings of the review process and the recommendations and
will notify the student in writing accordingly. If the student is withdrawn, the
student will be informed of the conditions that must be met for re-enrollment.

Re-enrollment Procedure
A student who is withdrawn from the University under this policy after
being placed on interim emergency health restriction may be considered
for re-enrollment. See “Re-enrollment Procedures” in category B.

Tuition Refund
Students who are placed on conditional health withdrawal or involuntary
health withdrawal are eligible to receive only one tuition refund under the
Policy for Withdrawal for Health Reasons during their academic tenure at the
University. Any student who receives a tuition refund under this policy must
meet re-enrollment conditions before the student will be permitted to return
to the University.
**Tuition Insurance Plan**

The student is strongly encouraged to purchase the University’s tuition refund insurance prior to the beginning of the quarter and to maintain the insurance through the remainder of his/her enrollment. Students are eligible to receive only one tuition refund under the Policy for Withdrawal for Health Reasons. This is applicable even in the event that the tuition insurance plan excludes coverage for a student’s condition. The student is responsible for reviewing the terms and conditions of the insurance plan including those pertaining to coverage and exclusions.

**Posting Printed Material and Chalking**

The University policy on posting printed material and chalking applies to all printed materials on mini A-frames, bulletin boards, and display cases in Benson Memorial Center; bulletin boards in the residence halls; and chalking on campus grounds. Materials may be placed on bulletin boards inside academic or administrative buildings subject to the approval of the office with administrative jurisdiction over the area registered student organizations (RSOs), chartered student organizations (CSOs), academic departments, administrative offices, and faculty and staff groups may post written information concerning programs or activities sponsored by Santa Clara University or one of its groups. Off-campus groups and individuals may post written material concerning their events, goods, and services in designated areas within the Benson Memorial Center. All posting and chalking on campus, whether by a University-affiliated group, an off-campus organization, or an individual, must comply with University regulations and any applicable municipal, state, and federal laws.

**Approval**

Printed material for posting in Benson Memorial Center must be approved at the center’s Information Desk. Posting for all events where alcohol will be served must also be approved by the facility manager for the event (see “Alcoholic Beverage Policy”). The appropriate staff will do all posting.

**Content**

All printed material and chalk messages posted by University organizations must contain the name of the sponsoring organization and the words “SCU” or “Santa Clara University” in the description of the event. Printed material posted by off-campus organizations or individuals must contain the name as well as telephone number or email address of a contact person. Printed material posted on campus and chalk messages may not be libelous, slanderous, obscene, or incite violence.
Printed material publicizing an event covered by the Speakers Policy must contain the following statement: “The presence of a guest speaker on the campus of Santa Clara University does not necessarily imply approval or endorsement by the University of the views expressed by the guest speaker or by anyone else present at the event.”

Printed material publicizing all events on campus must contain the following statement: “In compliance with the ADA/504 please direct your accommodation requests to [name of the sponsor/organizer/coordinator responsible for the event] at [phone number or email address of the sponsor/organizer/coordinator of the event].”

Size
Printed material placed on the bulletin boards in the Benson Memorial Center may be no larger than 12 inches by 24 inches. Printed material on mini A-frames may be no larger than 30 inches by 36 inches. Balcony banners in Benson Memorial Center may not be larger than 6 feet long by 3 feet wide.

Location
Printed material and chalk messages may be placed only in approved areas of campus. Printed materials may not be placed over other posters or fliers, and no more than one poster/flier per event per bulletin board is allowed. Posting on light poles, trees, floors, ceilings, elevators, planter boxes, and on exterior walls and other building surfaces, is prohibited and such items will be removed; the responsible group or individual may be subject to a removal and/or cleanup charge.

Printed material may be placed on the bulletin boards in the Benson Memorial Center subject to the limitations (e.g., rental housing, buying and selling of goods and services, carpooling and riding arrangements) for specific bulletin boards and kiosks. All employment-related information must be posted by the Career Center on the designated employment bulletin board(s).

Printed material pertaining to University-sponsored events may be placed on mini A-frames available through the Event Planning Office by registered student organizations (RSOs), chartered student organizations (CSOs), academic departments, administrative offices, and faculty and staff groups. Mini A-frames may be placed on the paved sidewalk areas in and around the residence halls, on the east plaza of Benson Memorial Center, on the paved sidewalk areas immediately adjacent to Benson Memorial Center, and on the paved sidewalk areas immediately adjacent to the Locatelli Student Activity Center.
Banners pertaining to University-sponsored events may be placed on the balcony areas of Benson Memorial Center by officially registered student organizations.

Chalk messages pertaining to University-sponsored events may be placed in the designated areas by registered student organizations (RSOs), chartered student organizations (CSOs), University offices, academic departments, administrative offices, and faculty and staff groups. Chalk messages, using water-soluble chalk, may be placed on paved sidewalk areas in and around residence halls, on the east plaza of Benson Memorial Center, on the west porch of Benson Memorial Center, on paved sidewalk areas immediately adjacent to the Benson Memorial Center and on the paved sidewalk areas immediately adjacent to the Locatelli Student Activity Center. Chalk messages on sidewalks in other campus locations, on outdoor stairs and ramps, on planter boxes, on fountains, on walls, on the brick walkways adjacent to the learning commons and on other ground and building surfaces are prohibited.

Time
Printed material on the bulletin boards, display cases, and banners in Benson Memorial Center may be posted for a maximum of two weeks. Printed materials on mini A-frames and chalk messages may be posted a maximum of one week. All printed material, banners, and chalk messages must be removed within 24 hours following the event by the group responsible for the event. Failure to remove such materials within that time frame may subject the responsible group or individual to a removal and/or cleanup charge.

Violations
Violation of any of the provisions of this policy will result in the removal of the printed material or chalk message. In addition, the responsible group or individual may be subject to appropriate University sanctions and/or legal action by the University.

For information about posting within University residential facilities, see page 82.
Pregnancy Resources

While attending Santa Clara University, a student may be pregnant, desire assistance for another student who is, or just need someone to talk with about pregnancy issues and options. In keeping with its mission as a Jesuit and Catholic university, Santa Clara is committed to offering students resources that support the choice of life. For these reasons, the University makes every effort to provide any student who should become pregnant with a supportive environment that assures caring, nonjudgmental, professional assistance and support.

A student who becomes pregnant while attending Santa Clara University may elect to stay at the University during pregnancy if she wishes. The University community will do its best to accommodate the student’s needs and concerns regarding classes, housing, and personal counseling during and after the pregnancy.

The focus of the University is to provide a comprehensive team that emphasizes support and personal respect. If you are pregnant, or if you know someone who is pregnant, the following support services are resources that are available at SCU and in the local community. Please feel free to contact any of the individuals or offices listed. All consultations will be handled confidentially.

Health Services
Cowell Center–Student Health Services (SHS)
Dr. Jillandra C. Rovaris, Director
Peggie Robinson, Clinic Manager
408-554-4501

Health Educator
Wellness Center
Dr. Alison Bateman
408-554-4409

Counseling Services
Cowell Center–Counseling and Psychological Services (CAPS)
Dr. Jillandra C. Rovaris, Director
Dr. Marie Herbert, Associate Director
408-554-4501

Campus Ministry
María de la Luz (Lulu) Santana, Director, Campus Ministry
408-554-4372
Sexual and Gender-Based Misconduct Policy Purpose Statement
Santa Clara University upholds a zero tolerance policy for sexual and gender-based misconduct and does not discriminate on the basis of sex in its educational programs. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. It applies on campus, and it may apply off campus, if the conduct negatively affects a victim’s school experience or the overall school environment. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The University seeks to provide a consistent, caring, and timely response when sexual and gender-based misconduct occurs within the University community. Sexual misconduct includes sexual harassment, sexual assault (non-consensual sexual contact and non-consensual sexual intercourse), and sexual exploitation. Gender-based misconduct includes violent actions, discrimination, hazing, bullying, domestic violence, dating violence, and stalking when such behaviors are perpetrated because of one’s gender.
Members of the University community, guests and visitors have the right to be free from sexual and gender-based misconduct and the University prohibits such behavior. Sexual and gender-based misconduct can occur between people of different sex or gender or of the same sex or gender. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

This policy was created to:

• Increase the safety of the campus community;
• Clarify expectations of behavior;
• Cultivate a campus environment that both expedites and encourages the prompt reporting of sexual and gender-based misconduct;
• Cultivate a climate of community involvement in sexual and gender-based misconduct prevention;
• Adjudicate cases through the University Judicial System;
• Facilitate the recovery of a victim by providing prompt and compassionate support services;
• Ensure accurate reporting of crime statistics; and
• Maintain compliance with Title IX which is federal legislation that protects against sex discrimination, inclusive of sexual harassment and sexual assault, in education programs that receive federal funding, and other related legislation: the Campus Sexual Violence Elimination Act, Campus Sexual Assault Victims’ Bill of Rights, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Women Act.

Individuals are encouraged to report all instances of sexual and gender-based misconduct. Complainants who have engaged in alcohol or other drug use at the time of the misconduct will not be subject to disciplinary action for such use. Every effort will be made to ensure that students are informed of rights and resources, including options for reporting through the University and/or the appropriate police department.

The complete policy, reporting protocol and University response, and student judicial procedures are available in the Office of Student Life and the Office of Affirmative Action. This information is also available at www.scu.edu/studentlife/osl/Student-Life-Publications.cfm.
**Sexually Transmitted Infections**

Santa Clara University, a Catholic, Jesuit university, is aware that sexually transmitted infections are a potential health problem for the entire population. Santa Clara University and the Cowell Center–Student Health Services provide educational opportunities about the transmission and prevention of sexually transmitted infections. These educational opportunities are provided with consideration of confidentiality, sensitivity, and compassion. Educational programs address medical information, issues of prevention, and the social, psychological, spiritual, and legal ramifications related to sexually transmitted infections.

The Cowell Center–Student Health Services provides confidential appointments with physicians, nurse practitioners, physician assistants, and registered nurses regarding sexual health issues. These appointments may include evaluation, testing, and treatment of sexually transmitted infections.

**Smoking Policy**

The purpose of the smoking policy is to promote and foster the health, comfort, and safety of all members of the Santa Clara University community.

Santa Clara University, in compliance with the City of Santa Clara Ordinance No. 1654, has adopted a nonsmoking policy. Smoking is prohibited at all times in all University facilities that house offices, work areas, classrooms, or residence rooms. Members of the community who choose to smoke must maintain a distance of 25 feet from any building openings (doors, windows, air intakes).

**Solicitation Policy**

In order to protect students’ right to privacy, and to maintain and promote efficient operations, the University has established rules applicable to all students, faculty, and staff that govern solicitation, distribution of written material, and entry into premises and work areas. (Staff members are also directed to Staff Policy 308: Solicitation and Distribution.)

Solicitation that is prohibited includes, but is not limited to, selling products or services, door-to-door collections or campaigning, flier delivery or posting of materials in facilities owned, operated, or controlled by SCU, including kiosks, light poles, and in parking lots. Solicitors or tradespeople, including those who may be Santa Clara University students, faculty, or staff, are prohibited from entering University housing facilities for the purpose of transacting business and should be reported immediately to the Event Planning Office, Campus Safety, and/or the building staff.
Speakers Policy

The purpose of this policy is to assure the right of free expression and exchange of ideas, to minimize conflict between the exercise of that right and the rights of others in the effective use of University facilities, and to minimize possible interference with the University’s responsibilities as an educational institution.

The time, place, and manner of exercising speech on campus are subject to regulations adopted by the University administration. Orderly conduct, noninterference with University functions or activities, and identification of sponsoring groups or individuals are required. Outdoor sound amplification will be permitted only with explicit approval of the Vice Provost for Student Life or designee. (Refer to “Amplification of Sound.”)

Members of the faculty, academic departments, staff, administrative offices, or student organizations registered by authorized student government bodies may invite non-University speakers to address meetings on campus. Student groups that have not been registered by authorized student government bodies may not invite non-University speakers to address meetings on campus. If there would likely be extensive public notice or controversy associated with the presence of any speaker on campus, prior notice should be given to the head of the Office of Marketing and Communications, in the case of likely inquiries from external constituencies of the University or media; and to the Director of Campus Safety Services, in the case of possible protest or disruption. Except for unusual circumstances, the notice should be at least one week before the meeting or event is to occur.

_The presence of a guest speaker on the campus of Santa Clara University does not necessarily imply approval or endorsement by the University of the views expressed by the guest speaker, or by anyone else present at the event._

The person or organization sponsoring a speaker around whom there would likely be extensive public notice or controversy is responsible for including the above statement in its advertisement, announcements, and news releases. If deemed appropriate, the University administration may also require the above statement be read at the beginning of the event.

Whenever the University administration considers it appropriate in furtherance of educational objectives, it may require either or both of the following:

- That the meeting be facilitated by a person approved by the University administration
• Any invitation to a non-University speaker extended by a registered student organization, member of the faculty, staff, academic department, or administrative department may be rescinded only if the President, or his authorized designee, determines, after appropriate inquiry, that the proposed speech will constitute a clear and present danger to the orderly operation or peaceful conduct of campus activities by the speaker’s advocacy of such actions as:
  – Willful damage or destruction, or seizure of University buildings or other property
  – Disruption or impairment of, or interference with, classes or other University activities
  – Physical harm, coercion, intimidation, or other invasion of the rights of University students, faculty, staff, or guests
  – Violation of law
  – Other disorder of a violent or seriously disruptive nature

Student Events, Activities, and Organizations

The Catholic, Jesuit character of the University is defined by both spiritual and moral values that arise from Scripture, are rooted in the teachings of the Church and the Society of Jesus, and are consistent with human wisdom. These values, which center on the themes of creation, covenant, and community, include the equality and inalienable dignity of all persons; the recognition that human life is life in community, and that human beings develop, not in isolation, but in interactions with others, interactions characterized by respect for self and others, justice, love, compassion, and truthfulness; an individual and societal commitment to ensure that at least minimum conditions of human dignity are met for all; the acknowledgment that those members of society with the greatest need require the greatest response; and the understanding that all persons have a right and a corresponding responsibility to be active and productive participants in the life of the community.

As a Catholic, Jesuit institution, the University has both the opportunity and responsibility to teach and to advance the religious and theological tenets upon which it is founded. Just as the very nature of religious belief requires free, uncoerced assent, so, too, the nature of “University” requires a respect for evidence, for investigation, for discovery, and for reason.
We are best served by an educational experience enriched by exposure to differing, and, indeed, to antithetical, opinion. Debating of “uncomfortable” ideas or points of view ought not to be shunned just because it is uncomfortable, for it may stimulate us to think and to think seriously. Thoughtful dialogue in search of truth leads to critical thinking, informed learning, and an honest exchange of facts, beliefs, and points of view. The belief system allowed to go untested is likely to be found weakest in the face of argumentative challenge.

The University has previously recognized this view of education in its mission and goals statement (see the following excerpt).

The University is dedicated to:

1. The continuing development of a community of highly qualified scholars, teachers, students, and administrators committed to an uncompromising standard of academic excellence; providing an education that, in its emphasis on undergraduate education and in its pursuit of selected high-quality graduate and professional programs consonant with such an education, stresses the development of both moral and intellectual values, an education of the whole person, an education constantly seeking to answer not only “what is” but “what should be.”

2. The continuing development of an academic community informed by Catholic principles, a community offering its members the opportunity of worship and for deepening their religious commitment, yet a community enriched by men and women of diverse social, racial, ideological, and religious backgrounds, a community opposed to narrow indoctrination or proselytizing of any sort, a community wherein freedom of inquiry and freedom of expression enjoy the highest priorities.

3. The continuing development of an academic community in which students, teachers, and staff dedicated to the ideals of academic freedom and united in pursuit of truth are actively involved in formulating and in implementing University policies. Because as a university we remain irrevocably committed to intellectual discourse, we acknowledge, affirm, and defend the right of every member of the campus community to freedom of expression, freedom of association, and freedom of exercise of faith in accordance with the University’s stated mission and goals. (A full list of University policies is included in the table of contents of the Student Handbook.)
Expressive Activity Regulations on the Campus of Santa Clara University

Introduction
Santa Clara University is operated as a privately owned institution of higher education. It has not been dedicated to public uses. The University’s sole purpose is, and shall remain that of an institution of higher learning providing an education to its students, which includes encouraging the free exchange of ideas for the purpose of developing knowledge and pursuing truth. The University recognizes and supports the rights of free expression. In view of the University's responsibility to promote free expression, the campus is open, but only to University affiliates (Santa Clara University students, faculty, staff, organizations, departments, and offices), for the purpose of freedom of speech and related expressive activity, subject to the time, place, and manner regulations indicated below. The right of free expression includes, but is not limited to, the right to peaceful dissent, protests in peacable assembly, and orderly demonstrations such as picketing, protests, vigils, and rallies.

Purpose and Regulations
The purpose of these time, place, and manner regulations is to guarantee the right of free expression; ensure the safety of students, faculty, and staff; advance the academic mission of the University; and protect the property rights of the University. No person shall engage in expressive activity, conduct, or behavior that disrupts the normal or essential operations of the University, including, but not limited to, classes, residence hall quiet hours, University business, liturgical celebrations, or other scheduled University functions. Nor shall persons engaged in an expressive activity engage in any conduct or behavior that potentially poses a threat to the safety, welfare, and/or property of the University, its students, faculty, or staff. The Vice Provost for Student Life, in consultation with the Director of Campus Safety Services and the Director of University Event Planning, will determine whether the activity, conduct, or behavior poses an imminent threat and/or disrupts the normal or essential operations of the University. If such a determination is made, the event may be cancelled, postponed, moved, or terminated.

Notification
The Vice Provost for Student Life is responsible for reviewing requests for expressive activity to ensure compliance with time, place, and manner regulations. University affiliates wishing to use the University for purposes of engaging in expressive activity must complete an Expressive Activity Management Form (available from the University Event Planning Office and Center for Student Leadership) 72 hours in advance of the planned activity.
The Expressive Activity Management Form must include information about the sponsoring and co-sponsoring organizations, including any proposed participation by non-affiliates. Notification is not required for normal, regularly scheduled, or otherwise routine or essential University activities such as classes, liturgical celebrations, etc.

**Reservations**

The purpose of a reservation is to assist with communication between those planning the activity and the University Event Planning Office, and to ensure that adequate services are available for the event. A reservation will secure the appropriate venue for an expressive activity. When reservations are made for an expressive activity event, the following information may be collected: the name, address, telephone number, and signature of the event organizer(s); the intended topic; the name(s) of the invited speaker(s); and the nature, location, and anticipated attendance at the event.

The University Event Planning Office can suggest venues that are most appropriate for the event. In order to ensure equal access to the many groups wanting to use the University for events, there may be times when limits on the length of time that a venue can be reserved by a single group will be imposed.

**Mission Church**

The Mission Church, including the area bounded by the walkways on each of the four sides of the Mission Church, is an operating Roman Catholic Church. As such, the Mission Church is used exclusively for liturgical celebrations and certain University functions approved by the rector of the Jesuit Community or the president of the University. It is not a permissible location for expressive activity.

**Amplification of Sound**

Organizations wishing to have amplified music at an outside event must obtain specific approval from the manager of the facility being reserved. Approval must then be granted from the City of Santa Clara for an outside noise permit. The general hours available for outdoor amplification of sound are Friday from 4:30 to 10 p.m., Saturday from 11 a.m. to 10 p.m., and Sunday from 11 a.m. to 5 p.m. Outdoor amplification is not permitted Monday through Thursday. No outdoor amplification is allowed during the undergraduate and graduate final exam periods and law school final exam periods. Amplification of music or speech is not permitted in outside areas immediately adjacent to classroom buildings while classes are in session.
Clean-up of Property
Each person engaged in expressive activity shall be responsible for cleaning up any debris or garbage occasioned by his or her activity, including picking up and properly disposing of any handbills, fliers, or other material distributed as a part of such activity. The event organizer(s) will be charged for failure to provide adequate clean-up and/or if damage to property occurs resulting from, or in any way connected with, the event.

Appeals Process
Should event organizers feel that their rights to expressive activity have been violated, they shall have the right to appeal in the following manner:

1. The appeal shall be in writing and should state with specificity how their rights to expressive activity under this policy have been violated.
2. The appeal shall be filed within five business days of the occurrence.
3. Appeals related to expressive activity sponsored by students shall be filed with the Vice Provost for Student Life. The Vice Provost for Student Life will consult with a student member of the University Policy Committee for Student Affairs in reviewing the request for appeal.
4. Appeals related to expressive activity sponsored by faculty shall be filed with the Provost.
5. Appeals related to expressive activity sponsored by staff shall be filed with the Assistant Vice President of Human Resources.
6. The appropriate official (see Nos. 3–5 above) shall review the information submitted and shall provide a written determination as to the merits of the appeal within five business days of the appeal.
7. The event organizer(s) may then appeal any adverse decision to the University President in writing, within five business days, following the date of the written determination.
8. The University President shall render a final decision regarding the expressive activity and shall provide the event organizer(s) with written notification of this decision within five business days after receipt of the appeal to the President.

In exceptional circumstances, the Vice Provost for Student Life may suspend the published timeline and establish an appropriate procedure for the particular needs of a pending event.
Student Organizations

Registration

Students are free to organize and to join associations whose stated purposes are consistent with the University mission and its Catholic, Jesuit character. All student organizations seeking eligibility for University benefits must be registered or chartered with the University and must follow the procedures listed below. Registering or chartering a student organization carries with it certain rights and responsibilities. Registered student organizations (RSOs), and chartered student organizations (CSOs), like registered students, can be held accountable to the standards and norms of conduct and civility that help constitute a Catholic, Jesuit campus community. Registering or chartering an organization says to those who belong to it that their contribution is viewed as part of the overall educational mission of the institution and that the students must continue to strive to be faithful to that mission. Rightly understood, however, registration of an organization does not of itself imply an institution’s endorsement of particular stands the organization may take.

The following are guidelines for the registration of student organizations:

1. With the exception of chartered student organizations (CSOs) such as Associated Student Government (ASG) of Santa Clara University, Santa Clara Community Action Program (SCCAP), Activities Programming Board (APB), Into the Wild, Multicultural Center (MCC), KSCU 103.3 FM, Santa Clara Review, The Redwood, and The Santa Clara, Santa Clara University delegates responsibility for the registration of student organizations as follows:

   A. The criteria for becoming a chartered student organization (CSO) are available on the Center for Student Leadership’s website at www.scu.edu/csl/organizations/cso/charter.cfm.

   B. All undergraduate student organizations seeking eligibility for University benefits are required to be registered student organizations (RSOs) and approved by the ASG Senate. See the student organization registration website at www.scu.edu/csl/organizations/rso/register.cfm for specific registration information.

   C. Graduate school student organizations seeking eligibility for University benefits are required to be registered by their school’s student government. Registration can also be withdrawn by the action of the appropriate student government. See appropriate graduate student organization bylaws for registration procedures.
2. Registration and eligibility for University benefits shall be neither withheld, nor denied on the basis of race, color, religion, gender, sexual orientation, disability, national and/or ethnic origin, age, or any other consideration made unlawful by federal, state, or local laws.

3. The University administration reserves the right to review such decisions, offer guidance on them, and even intervene when necessary if the educational values and mission of the University appear to be undermined. Santa Clara University seeks to encourage the exercise of responsible freedom, however, student representatives should be allowed the greatest possible discretion in making these judgments.

4. Disputes, challenges, and exceptions to the above registration policies shall be presented to the Vice Provost for Student Life or designee.

5. Registering or chartering a student organization, in no way implies that the University endorses positions or points of view espoused privately or publicly by the organization, and the student organization should represent itself in ways that make this point clear.

6. All student organizations seeking registration shall, at the time they apply to be registered, meet the following criteria and agree to the following rights and responsibilities:

**Rights**

A. Use of the University name in association with the student organization in the manner designated by the institution

B. Use of University facilities at no charge or at reduced charge

C. Ability to solicit membership on campus

D. The opportunity to sponsor events, programs, fundraising, and guest speakers in accordance with the University Speakers Policy

E. Eligibility to request student activity funding from appropriate sources

F. Access to campus services, leadership programs, the expertise of a faculty or staff advisor, representation by the respective student government, and the advice and counsel from the appropriate administrative offices

G. Use of campus bulletin boards and other designated posting areas, and other communication resources on campus
Responsibilities

A. The student organization shall be reviewed for compliance of their activities with their constitution, shall have a constitution that states the purpose and goals of the organization and how they are consistent and compatible with the mission and goals of the institution and its Catholic, Jesuit character. Any changes in an organization’s constitution related to the purpose of the organization will require review of the organization’s registration status.

B. The constitution and other registration or chartering materials should include a statement with respect to the student organization’s affiliation, if any, with off-campus organizations.

C. The student organization should agree to institutional policies and procedures appropriate to the organization’s activities and conduct both on and off campus.

D. The student organization shall ensure that all leaders and officers meet the “Eligibility Policy for Participation in Student Activities.”

E. The student organization should agree that the exercise of freedom of expression will be peaceful and non-disruptive, with appropriate consideration of and respect for differing points of view.

F. The student organization should seek the advice and counsel of its advisor.

7. Clarification and interpretation of the above guidelines will be provided as needed by the Vice Provost for Student Life or designee.

Activities Regulation

1. The University reserves the right to:

A. Limit or restrict the on-campus activity of any student organization, registered or unregistered, or any individual whose purposes are directly contrary to the institution’s stated mission and purpose and its Catholic, Jesuit character.

B. Exclude funding or other forms of University support for particular events that involve the organized advocacy of positions or activities deemed contrary to the institution’s mission and its Catholic, Jesuit character.
2. The University also has the right to regulate the time, place, and manner of all on-campus student activities and expression, and to prohibit any activity, speech, or expression that is deemed by the administration to create a clear and present danger of:
   A. Blocking roadways or walkways or common areas
   B. Restricting or preventing physical access to campus buildings
   C. Generating excessive noise
   D. Interfering with or disrupting classes or unlawfully interfering with other campus events or activities

3. In addition, the University has the right to prohibit, prevent, or stop expression which, by its content:
   A. Presents a clear and present danger of inciting violence or unlawful behavior
   B. Advocates the physical harm, coercion, intimidation, or other invasions of personal rights of individual students, faculty, staff, administrators, or guests
   C. Violates University policies regarding harassment and student conduct
   D. Advocates willful damage, destruction, or seizure of University buildings or other campus property; destruction or interference with University classes; or unlawful interference with University events or activities

4. The University has the right, through its student judicial system, to impose discipline, as deemed appropriate, on any student or student organization whose oral or written expression violates University policy or codes of conduct, or goes beyond that which is protected by this particular policy.

Scheduling

All activities held by registered student organizations (RSOs) and chartered student organizations (CSOs), other than a regular business meeting, must be scheduled by the appropriate University office.

Events scheduled inside a residence hall must end by the start of quiet hours, unless prior permission is granted by the appropriate resident director. Events held in outdoor areas adjacent to residence halls and Benson Memorial Center must end by nightfall Sunday through Thursday and by midnight on Friday and Saturday.
Risk Management

Student organizations planning an event must follow risk management strategies. Risk management strategies may include, but are not limited to, the review of contracts, transportation, fire and safety regulations, crowd control measures, instructor/facility certification, accessibility for disabled individuals, food safety, and insurance review of outside agency. For additional information, contact the Center for Student Leadership.

Amplified Sound

Student organizations wishing to have amplified music at an outside event must obtain specific approval from the manager of the facility being reserved. Approval then must be granted from the City of Santa Clara for an outside noise permit. The general hours available for outdoor amplification of sound are: Friday from 4:30 to 10 p.m., Saturday from 11 a.m. to 10 p.m., and Sunday from 11 a.m. to 5 p.m. Outdoor amplification is not permitted Monday through Thursday. Outdoor amplification is not permitted during the undergraduate and graduate final exam periods and law school final exam periods. Amplification of music or speech is not permitted in outside areas immediately adjacent to classroom buildings while classes are in session.

Student Records and Release of Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the confidentiality of the University records of Santa Clara University students. A student is any person who attends or has attended class, which includes courses taken through videoconference, satellite, Internet, or other electronic and telecommunication technologies, and for whom the institution maintains education records. The University is authorized under provisions of the Act to release directory information to any person on request, unless a student explicitly requests in writing that the University not do so and keep directory information confidential.

A student’s directory information is designated as follows:

1. Student’s name
2. Address: Campus post office box, local, and permanent addresses (residence hall and room numbers are not disclosed)
3. Telephone number
4. Email address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Classification level/academic level
9. Dates of attendance (defined as academic year or quarter)
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Degrees (including expected or actual degree date), honors, and awards received and dates
13. Most recent educational agency or institution attended

During the registration period and throughout the academic year, students may request in writing through the Office of the Registrar that directory information be kept confidential. Once filed, the request remains in effect until the beginning of the next academic year or a shorter period if designated by the student. Graduating students must notify the Office of the Registrar in writing to remove the nondisclosure notation from their record.

The University is authorized under FERPA to release educational and directory information to appropriate parties without consent if the University finds an articulable and significant threat to the health or safety of a student or other individuals in light of the information available at the time.

Former or current borrowers of funds from any Title IV student loan program should note carefully that requests for nondisclosure of information will not prevent the University from releasing information pertinent to employment, enrollment status, current address, and loan account status to a school lender, subsequent holder, guarantee agency, the United States Department of Education, or an authorized agent.

Students have the right to inspect and review their educational records at the following offices:

1. Official academic records, including application forms, admission transcripts, letters of acceptance, and a student's permanent academic record are on file and maintained in the Office of the Registrar
2. Working academic files are also maintained by the Drahmann Center
3. Records related to a student's nonacademic activities are maintained in the Office of Student Life
4. Records relating to a student's financial status with the University are maintained in the various student financial services offices
Certain records are excluded from inspection, by law, specifically those created or maintained by a physician, psychiatrist, or psychologist in connection with the treatment or counseling of a student. Parents’ financial information, including statements submitted with scholarship applications, is also excluded from inspection, by law. Third parties may not have access to educational records or other information pertaining to students without the written consent of the student about whom the information is sought.

Students have the right to request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. Students may direct complaints regarding academic records to the dean of the college or school in which they are enrolled or to the University registrar. In addition, students have the right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with the requirements of the Act. Written complaints should be directed to the Family Policy Compliance Office, Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-5920.

For further information regarding Santa Clara University’s FERPA policy, see www.scu.edu/students/ferpa/policy.cfm.

Transportation

Vehicles
Parking on campus requires a valid parking permit or visitor pass at all times. Parking permits are available at Campus Safety Services in the Parking Structure from 7 a.m. to midnight. Daily passes may also be purchased at the Main Entrance. Copies of the current parking regulations are also available at Campus Safety Services or on the web at www.scu.edu/cs.

Permits
Permit parking is enforced Monday through Friday from 6 a.m. to 8 p.m., SCU holidays excepted, or unless otherwise posted. Visitor parking spaces are reserved for University guests. Temporary visitor permits may be obtained at the main entrance guard station or from Campus Safety Services. Certain spaces marked “Reserved” or “Enforced 24 Hours” may result in the vehicle being towed at the owner’s expense.
Enforcement of parking regulations is carried out by Campus Safety Services. All citations are turned over to a contract citation-processing administrator. Unpaid parking fines will result in the placement of a hold on the student’s University account. The accumulation of three or more unpaid parking citations may result in the towing and storage of the vehicle by any law enforcement agency until the citations are cleared. Three or more unpaid citations may result in the vehicle being immobilized.

Parking is authorized only in designated lots and spaces according to the class of the permit displayed on the vehicle. Anyone parking a car on campus should check for signs posted at the entrances plus interior signs and surface stencils to ensure that he/she is parking in an authorized space. The parking regulation brochure also includes a map showing the type of parking authorized in the various spaces.

Red zones are emergency access lanes and must be kept clear at all times. Vehicles parked in red zones will be towed at the owners’ expense.

Skateboarding, In-line Skating, Roller Skating, and Bicycle Riding
The disturbing, reckless, or unsafe riding of skateboards, in-line skates, roller skates, or bicycles on campus is prohibited. Any riding that endangers the safety of pedestrians, damages University property, or creates a noise nuisance is prohibited under this policy. Tricks, stunts, acrobatic actions, or other actions likely to cause personal injury or damage to University property are specifically prohibited.

Due to the potential risk of harm to the participant, others, and/or damage to property, this policy also applies to other recreational activities such as slacklining,* an activity that involves stretching nylon webbing between two anchor points at different heights for the purpose of walking across and doing stunts.

*Note: Slacklining is allowed only at the facility on Bellomy Field.

The operation of vehicles, including bicycles, mopeds, motor scooters, and motorcycles, in the parking lots and interior streets of the campus is governed by the University parking and traffic regulations. Enforcement of this policy is the responsibility of Campus Safety Services (408-554-4441). Violations of the policy may be subsequently dealt with in the following manner:

- Students—through the University judicial system;
- Employees—through the employee disciplinary process;
- Nonaffiliates—through trespass, malicious damage, or other sections of public law as are appropriate.
The University policies, procedures, and standards apply to all students. In addition to these, the following policies, procedures, and standards apply to students living in the University housing facilities.

Introduction

Living in a University housing requires all individuals to be responsible and respectful of the policies, procedures, and standards that have been established to protect each student, to ensure personal and University property is well-maintained and protected, and to maintain a reasonable sense of order and structure. The items identified assist us in providing a safe, clean, academic environment. Additional information for students living in University housing is provided in the University Housing Contract.

By choosing to live on campus, students agree to:

1. Develop, embrace, and hold others accountable for the Community Standard Agreement for the community
2. Accept responsibility for their actions and for the actions of those they bring into the community
3. Use the Roommate Agreement form to aid in creating a respectful and comfortable living situation
4. Respect and cooperate with custodial staff, maintenance staff, and University personnel who work within the community

Justice Starts Here

The Offices of Housing and Residence Life affirm and celebrate the dignity of all people. By entering into the residential communities, you agree to actively, intentionally, and continuously engage each member and guest in discussion and celebration of both our incredible differences and our unifying commonalities. We welcome you in joining us to meet our goal of creating a community where Justice Starts Here—in your home!
Celebrating the Dignity of All People. The Offices of Housing and Residence Life recognize that the University community comprises individuals who represent diversity on many levels and celebrate this diversity, which includes, but is not limited to: thought, age, race, ethnicity, socioeconomic status, sexual orientation, gender, gender identity/expression, ability, medical condition, religion, belief system, culture, ancestry, nationality, military/veteran status, marital status, and body image.

LISTEN: to the stories of others. In the spirit of Magis, we seek not only tolerance of each other’s unique identities, but a greater understanding and holistic acceptance. By entering into the community, you are agreeing that you and your guests are equally accountable to each other for the words and actions that take place within the community. We will strive to create a community where listening takes priority in conversation. From listening will come understanding, positive and educational dialogue, and appreciation.

SPEAK: find your voice and be a voice for others. By entering our community we empower you to respectfully confront and report instances of intolerance, injustice, and hate. We ask that you be open to being challenged on your own words, actions, and inactions with humility and that you understand that our intentions can be very different than our impact. We hope that through sustained dialogue our community can restore broken relationships and find opportunities for healing and growth.

ACT: take personal responsibility for yourself, others, and this community. We embrace the philosophy that all persons who are marginalized, ridiculed, and demeaned in our community for their identities—visible and invisible—are entitled to a safe space in our home. It is the responsibility of each member of the Santa Clara University’s Housing and Residence Life community to create this safe space for all. We strive for an atmosphere of inclusion and unity within our community at all times. We will not tolerate hateful talk or actions that make people feel unsafe in our community.

Listen: to the stories of others
Speak: find your voice and be a voice for others
Act: take personal responsibility for yourself, others, and the community
Housing and Residence Life Community Operations

The following section outlines many of the policies and procedures necessary for building a respectful community and providing for efficient residence hall operations.

Check-in/check-out procedures are important processes for all residents to follow. Upon arrival, you should obtain your Room/Apartment Condition Report (RCR or ACR) and submit it to your appropriate Residence Life/Housing staff member. Certain communities may be asked to complete electronic RCR or ACR forms. The paper or electronic RCR or ACR will protect you from being held responsible for damages that existed in your space prior to your occupancy.

All residents must follow certain check-out procedures as outlined by your building staff when moving out of your assigned space.

Undergraduate residents will check out utilizing the Express Check Out process. Although charges incurred during the Express Check Out process are not able to be appealed through the University appeal process as detailed in this handbook, information/clarification regarding charges incurred can be obtained by contacting the Housing Office no later than twenty one (21) calendar days after the charge has been posted to your SCU bursar account.

Graduate residents must follow check out procedures as outlined by your building staff. This may require scheduling an in-person check out appointment or the Express Check Out process. Although charges incurred during the Express Check Out process are not able to be appealed through the University appeal process as detailed in this handbook, information/clarification regarding charges incurred can be obtained by contacting the Housing Office no later than twenty one (21) calendar days after the charge has been posted to your SCU bursar account.

If you are moving out prior to the end of the academic year, you must contact the Housing Office so that a decision on a possible refund can be determined. Remember, the University Housing Contract is in effect for the entire duration of a full academic year. Cancellation requests are reviewed on a case-by-case basis. You are expected to check out no later than 24 hours after your last final exam.
Closing and opening: All residence halls/housing facilities will close at specified times as announced by the Offices of Housing and Residence Life. All residence halls/housing facilities, except for University Villas and Graduate facilities, close at the end of the fall quarter and re-open for the winter quarter at 11:00 a.m. the day prior to the first day of classes. You are expected to vacate your room and building at the scheduled times and to properly follow all check-out procedures. Failure to vacate in the specified timeframe will result in the immediate removal of access to the residence halls, possible accrual of additional fees (packing, moving, storing of personal items, etc.), and possible University disciplinary action.

Common-area space (lounges, hallways, and restrooms) is for the use and enjoyment of all residents. Common-area spaces are frequently used for individual studying, group study sessions, and occasionally for classes. Located in various lounges are pool tables, televisions, microwave ovens, ping-pong tables, kitchenettes, and study areas. Residents are responsible for the day-to-day upkeep of these areas; therefore, student cooperation in maintaining a clean atmosphere is appreciated. Lounge furniture, cushions, or any University property must not be removed from common-area spaces. Walls and/or ceilings in common areas should not be more than 10% covered by combustible material like paper or fabric.

Community damage is damage done to public areas that would not be considered individual room damage. The public-area losses or damages that are preventable (such as broken windows, stolen furniture, light fixtures, and elevator vandalism) and are not assignable to individuals will be billed in equal amounts to the floor or building community, or as determined by building staff. It is the responsibility of all residents to be aware of their environment and to hold students who vandalize property accountable.

Consolidation is necessary when numerous students are living in rooms or apartments without roommates. Requests to consolidate will happen no later than the fifth week of the spring quarter. To make the best use of available space, students who want to pay the double room rate need to consolidate with other students. When possible, students living alone in double rooms will be offered the opportunity to rent their double room as a single at an increased cost.

Contracts for both the University residence halls and University apartments are legally binding documents and should be read carefully and retained for future reference. Policies for suspending or terminating a contract can be found in the documents.
Express Check Out is a process that is required of all undergraduate residents and may be available to graduate residents. You must follow instructions provided to you by your building staff member regarding this process. The final assessment/walk-through of your space will be conducted by staff members of the Offices of Housing and Residence Life after you have moved out of your space. This assessment/walk-through will be conducted before any other entity/person takes occupancy of your vacated space. Although charges incurred during the Express Check Out process are not able to be appealed through the University appeal process as detailed in this handbook, information/clarification regarding charges incurred can be obtained by contacting the Housing Office no later than twenty one (21) calendar days after the charge has been posted to your SCU bursar account.

Keys and ACCESS key cards should be in your personal possession at all times. Do not loan out your residence hall or apartment keys to anyone. Report lost or stolen keys to the Housing Office immediately. Residents will be charged $50 for a standard room or apartment bedroom lock change, $15 for a lost restroom key, and $15 for replacement of an ACCESS key card. Locks are changed to protect both current and future residents and their belongings. If you drop your keys down the elevator shaft or a sink, you will be held responsible for any resulting maintenance expenses.

Lockouts are managed by the Housing Office, the University Villas Service Desk, and Campus Safety Services. Should you be locked out of your room between 8 a.m. and 5 p.m. Monday through Friday, you may check out a loaner key in the Housing Office in Benson Center, Room 212. Residents of the University Villas may check out a loaner key card at the University Villas Service Desk anytime the desk is open. After 5 p.m. on weekdays, or at times that the University Villas desk is closed, you must contact Campus Safety Services.

The Offices of Housing and Residence Life recognize that students will occasionally lock themselves out of their room. Residents who check out loaner keys or key cards, or call Campus Safety Services for assistance more than three times in the academic year may be subject to fines. The first three lockouts during the academic year will not result in a fine. However, after the third lockout, there will be an incremental fee structure beginning at $50 for the fourth lockout, $75 for the fifth, and $100 for any lockout thereafter. Students should take great care in securing their keys/key card when leaving campus for break periods. Due to the high volume of lockouts during the first 24 hours after a break period, the Housing Office reserves the right to increase the fine up to $100 for lockouts performed during this period.
**Personal property insurance:** The University assumes no responsibility for damage to personal property due to fire, theft, water leaks, interruption of utility service, or other causes. Residents are strongly encouraged to consider purchasing personal property insurance to cover loss or damage to personal property or facilities.

**Repairs and custodial services** are provided by Facilities. If your room needs a repair, you may submit a work order online via eCampus. Reporting common-area maintenance problems to your building staff will keep your lounges, bathrooms, and hallways in top condition. If an emergency repair is needed (such as an overflowing toilet), report it to the first person you can reach, in the following order: your building staff; your service desk; the Community Facilitator on duty from 7 p.m. to 8 a.m., and all day throughout weekends; the Housing Office, open weekdays from 8 a.m. to 5 p.m. at 408-554-4900. If none of these options are available, call Campus Safety Services at 408-554-4441.

**Restrooms** must only be used for whom they are designated (either male, female, or visitor/common area) and are closed during the custodial cleaning time. Times for cleaning will be posted on restroom doors. No one is allowed to enter the restroom for any reason while the custodian is inside cleaning the restroom.

**Room assignments** are made with special attention to the learning community preference and the compatibility of the students. The University reserves the right to assign student rooms and apartments to make the most effective use of available space, to reassign students at any time, and to use unallocated space in any residence hall or apartment. This agreement does not guarantee specific assignments or roommates.

**Room changes and swaps** are allowed according to established guidelines. Residents are encouraged to work out any difficulties they have with their roommates directly and proactively. If, however, a situation arises where irreconcilable conflicts exist, a room change might be possible during the established room-change period. Residents with roommate problems should contact their CF or Neighborhood Representative first and then complete the proper paperwork prior to the move. Room changes are not allowed during the first three weeks of each quarter so that staff may complete accurate rosters and so that roommates will not request changes based on initial impressions.
Room swaps are allowed only when the proper paperwork is completed and approved by the respective Residence Life professional staff. Please refer to the Housing website at **www.scu.edu/housing/** to download the room swap form and review applicable due dates. Room swaps apply only to Casa Italiana, Sobrato, and University Villas.

**Room damage charges** will be assessed once you have moved out of your space. The final assessment/walk-through of your space to determine room damage charges will be conducted by staff members of the Offices of Housing and Residence Life after you have moved out of your space. This assessment/walk-through will be conducted before any other entity/person takes occupancy of your vacated space. Although charges incurred during the Express Check Out process are not able to be appealed through the University appeal process as detailed in this handbook, information/clarification regarding charges incurred can be obtained by contacting the Housing Office no later than twenty one (21) calendar days after the charge has been posted to your SCU bursar account.

Each resident is responsible for damages beyond normal wear and tear in your own space as well any charges assessed through community damage charge process. This includes, but is not limited to, damage to painted walls caused by the use/removal of adhesive products. You will be billed for any cleaning needs that result from inadequate cleaning or excess trash being left behind after moving out of your space.

**Room damage charge information:** Room damage charges will be posted to your SCU bursar account within two weeks of your move out. Although charges incurred during the Express Check Out process are not able to be appealed through the University appeal process as detailed in this handbook, information/clarification regarding charges incurred can be obtained by contacting the Housing Office no later than twenty one (21) calendar days after the charge has been posted to your SCU bursar account.

If you are a graduate resident who did not utilize the Express Check Out process and wish to appeal a room damage charge, you must send a written request to appeal any room damage charge to your Building Resident Manager or designee no later than fourteen (14) calendar days after the charge has been posted to your SCU bursar account.
If the room damage charge is upheld by your Building Resident Manager or designee, you can send a written second level appeal by submitting your appeal to the Housing Office at housing@scu.edu. This written second level appeal must be submitted the Housing Office no later than fourteen (14) calendar days after the damage charge has been upheld by your Building Resident Manager or designee.

**Room entry and safety inspections** will occur periodically. The University balances the right to privacy of the resident students with the responsibility to maintain a safe environment for all students and staff in the residence halls and apartments. The University will take all reasonable steps to ensure the residents of a room or apartment receive adequate notice prior to entry by University personnel for the purposes of verifying occupancy, repair, inventory, construction, and/or inspection. The University also reserves the right to enter a residence room or apartment without notice, for responding to real or reasonably perceived health and safety emergencies, and/or to ensure evacuation during fire alarms, during vacation period, and/or to respond to situations where there is a reasonable suspicion that a violation of the law or University policies is occurring or has occurred inside a particular room. Under such circumstances, it is not necessary that the room’s resident(s) be present; nor will a resident’s refusal, either verbal or physical, prevent an entry or inspection. By entering into the University Housing Contract, the student consents to room entry and inspection under those circumstances indicated.

**Storage** for all personal belongings, including luggage, is limited to the student’s room and/or the interior common areas of the apartment or suite. The Housing Office will dispose of all items not properly claimed and assumes no responsibility for belongings left in the residence halls or apartments. The Housing Office reserves the right to remove and store possessions left on the premises after term of residency ends, at the resident’s expense.

**Housing and Residence Life Policies**

These policies are established for the health, safety, security, and well-being of on-campus residents. Penalties for violating any of the following policies range from a warning up to a maximum fine of $500 per person, per violation, depending upon the severity of the incident, and/or referral to the University Judicial System.
The following items pose a significant safety risk:

**Appliances** are permitted as long as they pose no undue safety risk, include no exposed heating elements, or do not unnecessarily over utilize building utilities. Appliances that create undue safety risks are not permitted within the residential living community. The University reserves the right to require the use of Energy Star rated appliances.

<table>
<thead>
<tr>
<th>Approved appliances</th>
<th>Unapproved appliances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clocks</td>
<td>Air conditioners</td>
</tr>
<tr>
<td>Computers</td>
<td>Ceiling fans</td>
</tr>
<tr>
<td>Desk lamps</td>
<td>George Foreman style home grills*</td>
</tr>
<tr>
<td>Fans</td>
<td>Hot plates</td>
</tr>
<tr>
<td>Hair dryers</td>
<td>Space heaters</td>
</tr>
<tr>
<td>Hot pots with non-exposed coils</td>
<td>Sun lamps</td>
</tr>
<tr>
<td>Microwaves</td>
<td>Toasters*</td>
</tr>
<tr>
<td>Refrigerators (Energy Star certified and 4.5 cubic feet or smaller)</td>
<td>Torchiere halogen lamps</td>
</tr>
<tr>
<td>Televisions</td>
<td>Window appliances (humidifiers, etc.)</td>
</tr>
</tbody>
</table>

*Are permitted only in Graduate housing, Casa Italiana, Sobrato, and University Villa Apartments

**Candles/open flames/incense** are considered extremely dangerous due to the potential of fire and are prohibited. Unburned candles or incense sticks are also not permitted. Students may not create open flames of any kind for any reason in any University housing facility location. Grills cannot be used in or near residence halls, apartments, or on private student patios/balconies without authorization from appropriate housing and residence life staff. All violations of this policy are considered to be serious as open flames pose the largest single safety threat to University housing facilities.

**Dropping objects out of buildings** (windows, balconies, etc.) is strictly forbidden. Due to the obvious danger, as well as potential for broken windows, the throwing or dropping of anything from University residences is not tolerated.

**Elevators** are located in various halls for the convenience of the residents and their guests. It is expected that the elevators will be used properly. Overloading (too many occupants), jumping or swaying in elevators, or the misuse of elevator equipment is a serious safety risk and is strictly prohibited. Costs associated with misuse will be charged to the community or the individual(s), if known.
Exits, doorways, and all hallways must have minimum of a 48-inch clearance from obstructions such as boxes, bicycles, and mattresses, at all times.

Extension cords are not permitted in University residence halls or apartments at any time, for any reason, per California State Fire Code. See “Power Strips” for further information.

Fire safety equipment has been installed in most buildings to provide maximum protection from fire. This equipment includes pull stations, pull station covers, smoke/heat detectors, sprinklers, water hoses, door hold open hardware, fire alarm panels, and fire alarm lights and horns. It is imperative that this equipment be properly respected and maintained. If equipment is not working properly, you must report it immediately to University staff. A student found tampering or fraudulently using this equipment places the community at risk and the disciplinary response will be severe. Disciplinary action may include a maximum disciplinary fine in addition to possible University housing expulsion and possible suspension from the University. The Santa Clara Fire Department may also investigate such activity and may prosecute offenders.

Furniture, other than University issued, must adhere to all California state fire codes. All furniture must be flame retardant. Upon checking out, students are required to return furniture to its original configuration. Water beds are not permitted inside University residence halls or apartments at any time. All University-issued furniture must remain in designated room or apartment and is not be taken outside. Beds in the University Villas community can only be bunked and unbunked by Housing staff and only in spaces designated for bunked beds. Only furniture that is rated/designed to be outside can be used or placed on patio or porch areas.

Halogen-bulb lamps have been the cause of multiple residence hall fires around the country. To promote the safety of students living in residence halls, torchiere halogen-bulb (i.e., floor lamps) lamps are not permitted in any residential community.

Lofts (other than University-issued loft furniture) are not permitted due to the City of Santa Clara fire marshal’s mandate, and the University Risk Management Office. Improperly lofted or b bunked beds using University-issued furniture components, furniture elevated using “stilts” or “risers,” and furniture assembled/supported using cinder blocks, other furniture, or homemade structures are not permitted.
Power strips are permitted only if they are UL-approved, circuit breaker-type and their use must be kept to a minimum in University residence halls and apartments. Students must follow manufacturer guidelines in order to ensure that they are not overloaded.

Residence room numbers must be clearly visible and unobstructed at all times on all doors for security and safety reasons.

Resident room doors cannot be completely covered and must be recognizable as a door to emergency responders. Door handles/hardware, name tags, room numbers, etc., cannot be covered. Paper decorations should not exceed 80 percent of the door. Room doors must remain in the closed position at all times unless (1) a person is actively moving through the doorway in order to gain entry or exit the room, (2) the door can be held open using a University-installed magnetic door hold device, and (3) the room door opens onto an outside corridor.

Roofs and ledges are not available for use by students or for the placement of a student’s belongings. Due to the obvious danger present, disciplinary action may include the maximum disciplinary fine with possible suspension from the University.

Room alterations and decorations; painted walls: Decorations for your room consisting of sheets, nets, curtains, or large pieces of material hung or draped from the ceiling and walls is not recommended due to the combustion hazard they present. Pieces of any material covering more than 50% of the total wall or ceiling area or fabric above the bed in any residential space is prohibited. Room decorations should not be hung from the ceiling T-bar metal framing that supports the ceiling titles. Additional information regarding room decoration guidelines can be found at [www.scu.edu/housing](http://www.scu.edu/housing).

Painting is completed by Facilities personnel or painting contractors. Because a great deal of effort is expended in repainting student rooms, residents are not permitted to paint their rooms or apartments. Students will be held responsible for any and all damage done to walls, windows, doors, or furniture.

To prevent damage to the painted walls in your space, we encourage the use of push pins to post items. For buildings with concrete walls, we encourage the use of quick-tak adhesive. The use of any other adhesive or hanging hardware, including screw, large nails or pins, 3M command strips, blue tape, or double stick tape is not recommended and often will result in wall damage charges.
Light fixtures and fire equipment (sprinklers and smoke detectors) should never be used to hang things from and must never be tampered with or turned off in any fashion. All room/space fixtures (including but not limited to appliances, electrical outlets and switches, plumbing, and door hardware) are not be removed or altered in any way.

Room and building security: Propped open exterior doors seriously jeopardize the security of the residents and property within the building. NEVER PROP OPEN ANY EXTERIOR DOOR. The University reserves the right to fine communities where propped doors are repeatedly found. Entrance into residence halls is by ACCESS card only. Visitors are asked to use the security phones located at the main entrances to contact their hosts and gain entry. Residents should always escort guests into the buildings and should not allow guests to wander the facilities unescorted. Students should be careful to lock their resident room doors and secure their room windows when they are not present, or while sleeping.

Screens are provided for students’ comfort and safety. Removing or tampering with window screens at any time is considered a significant safety risk and is strictly prohibited.

Smoking: The purpose of the smoking policy is to promote and foster the health, comfort, and safety of all members of the Santa Clara University community. This includes the use of electronic cigarettes as well.

Santa Clara University, in compliance with the City of Santa Clara Ordinance No. 1654, has adopted a nonsmoking policy. Smoking is prohibited at all times in University facilities that house offices, work areas, classrooms, or residential facilities. Members of the community who choose to smoke must maintain a distance of 25 feet from any building openings (balconies, patios, doors, windows, air intakes).

Windows: Hanging items such as banners or posters outside windows and balconies is also prohibited unless permission from Housing and Residence Life staff is obtained in advance. Any items that face outward and are visible to the general public may not include any mention, either implied or explicit, of alcohol or drugs and must be in “good taste” (at the discretion Housing and Residence Life staff). Items that contain material and or language that is deemed to be offensive (nudity, foul language, etc.) or degrading to others, either implicitly or explicitly, based on race, gender, religion, sexual orientation, ability, or social class must be taken down.
The following items have the potential to interfere with a reasonable sense of order, structure, and well-being in the residential facilities:

**Air conditioners** of any type (window or stand-alone) or size are not permitted in University residence halls at any time. If you require the use of an air conditioner, please contact the building staff for approval.

**Amplified musical instruments and drums** are not permitted due to noise levels. Stereo equipment is permitted; however, the Residence Life staff reserves the right to regulate the sound level and to require that residents remove sound equipment from the residence halls if problems with excess noise persist.

**Bikes** may be stored in a student’s room or apartment. Bikes, however, may not be stored in hallways or other common areas within the halls. For safety reasons and to meet fire codes, bikes must not be attached to stairways or exit areas.

**Commercial/business use of facilities** is prohibited. Students may not use their apartments, or any University housing facility for commercial/business purposes. This includes use of data and cable TV connections/lines, as well as university furnished mailboxes. Solicitation and/or the distribution of published materials and fundraising may be conducted only in accordance with University policy. Establishment and use of private wireless gaming, data, or communication networks is subject to review of Housing and Residence Life and/or designated SCU staff.

**Guests** of residents are welcome in University residence halls and apartments. Guests are defined as any person who is not contracted to live in the residence hall or apartment where they are present. This definition includes other SCU students who live in other residence halls or who live off campus.

Students are responsible for the actions of their guests (both SCU and nonaffiliate) and will be held accountable for any violations of University standards, policies, or procedures by a guest. Students must physically accompany their guests at all times while they are present in residential facilities, including when entering and exiting the facility. Residents should not allow guests to wander the residence halls unescorted. Room responsibility lies with the assigned residents of the room in addition to the individual creating the problem.

Guests of residents are permitted to stay overnight in the residence halls. Any guest who intends to stay longer than three consecutive nights or for more than a total of seven nights each academic year must obtain prior written permission from Residence Life staff. Given the values of Santa Clara University, cohabitation is not permitted in University residence halls or apartments.
If the presence of a guest of a resident student, regardless of whether the guest is, or is not, another student, denies the roommate the right to a reasonable amount of privacy and/or use of the room, the roommate is encouraged to discuss this first with the fellow student. If the students are not able to reach agreement on this matter, the students are encouraged to seek the assistance of the residence hall staff by speaking to their CF or Neighborhood Representative first. If necessary, the University reserves the right to limit the guest privileges of a student.

The University reserves the right to remove guests from campus who are found in violation of policy.

**Noise/quiet hours** pose a common problem when large groups of people live under one roof. Because of this, residents are expected to be considerate of other residents at all times, including respecting others’ rights to sleep, to study, and generally, to not be disturbed. Yelling out windows or into buildings is not permitted. Quiet hours (sound level confined to one’s room) are in effect from 11 p.m. to 10 a.m. Sunday through Thursday and from 1 a.m. to 10 a.m. Friday and Saturday. All other times are considered courtesy hours, which means students must comply with any request to be quieter. During final exam periods, quiet hours are in effect 24 hours a day.

**Occupancy limits** for each residence hall room or living space are based on California State Fire Code. No more than:
- 8 persons may be present in any standard double residence hall room
- 6 persons in any suite or apartment bedroom
- 6 persons in a studio apartment
- 8 persons in a one bedroom apartment (including those in the bedroom)
- 10 persons in a two bedroom suite or apartment (including those in bedrooms)
- 20 persons in a four bedroom suite or apartment (including those in bedrooms)

**Pets** are only allowed in University residence halls and apartments when they reside with a live-in residence hall faculty or professional staff member. All pets must be leashed and kept at a minimum standard level of restraint at all times while inside residence hall facilities.

Due to health and sanitary regulations, students and guests are not to bring pets inside University residence halls at any time. Fish that are living in containers that have a volume capacity of less than five gallons are permitted.
**Solicitation:** In order to protect students’ right to privacy, and to maintain and promote efficient operations, the University has established rules applicable to all students, faculty, and staff that govern solicitation, distribution of written material, and entry into premises and work areas (staff members are directed to Staff Policy 308: Solicitation and Distribution).

Solicitation that is prohibited includes, but is not limited to, selling products or services, door-to-door collections or campaigning, flier delivery, or posting of materials in facilities owned, operated, or controlled by SCU, including kiosks, light poles, and in parking lots. Solicitors or tradespeople, including those who may be Santa Clara University students, faculty, or staff, are prohibited from entering the residence halls or apartments for the purpose of transacting business and/or campaigning and should be reported immediately to the appropriate building staff members or Campus Safety Services.

**Sports in the hall** are prohibited due to the potential danger to individuals and property, including safety equipment.

**Thefts** should be reported to Campus Safety Services immediately. The Community Facilitator and Resident Director should also be notified. The University is not responsible for an individual student’s belongings. Each student should insure her or his own property.

**Trash, composting, and recycling** should be removed from your room daily to assist with cleanliness and pest control issues. These items should be taken outside and placed in the proper containers. Individual trash cannot be dumped in bathroom or lounge trash containers.

**Vandalism** refers to misuse of or damage to University property and is strictly prohibited. Vandalism detracts from the physical appearance of student living areas and may also create safety problems. Vandalists will be held responsible for their actions and/or the costs of repair/replacement. Students who observe vandalism should make a report to the building staff or Campus Safety Services.

**Weapons,** as defined in the Student Conduct Code, are not permitted in the residence hall system. Kitchen knives are permitted in University residence hall units that are equipped with a kitchen, or as supplied in community kitchens, or through service desks for community kitchen use.

Any student who violates this policy will be subject to disciplinary action and may also be subject to criminal prosecution.
Posting Within University Residential Facilities

Advertising events in residential facilities can assist student organizations and University departments maximize exposure by reaching students in the various communities. There are two options for publicizing events in residential facilities, digital flyers on display monitors in each lobby area and/or paper flyers to be posted in the various communities. While posting of such information can be valuable to organizations and departments, the Offices of Housing and Residence Life must also balance the need for equity in posting, as well as ensuring enough lead time for staff to post materials. It is for this reason the following guidelines have been provided.

- All postings, digital and paper, must be submitted by the Monday prior to the week of the event by noon. This time ensures the maximum exposure for events and initiatives. Postings submitted after this time will not be approved or distributed.
- Postings will only be approved for campus organizations, departments, or campus-sponsored events.
- Postings may not include any mention, either implied or explicit, of alcohol or drugs and must be done in “good taste” (at the discretion of the Director of Residence Life). Posters that contain material that is deemed to be offensive (nudity, foul language, etc.) or degrading to others, either implicitly or explicitly, based on race, gender, religion, sexual orientation, ability, or social class will not be approved.
- All postings must meet the University’s requirements for content, including the ADA compliance statement, Speakers Policy statement, and/or contact information when appropriate. (See “Content” on page 45 for exact guidelines.)
- Hanging banners, posters, and stickers on the exterior of a residence hall or apartment is prohibited.
- Utilizing student mailboxes in residence halls and apartments for advertising is not permitted without the express consent of the Resident Director or Area Coordinator.
- Failure to follow these guidelines may result in the loss of posting privileges in the residence halls and apartments and/or judicial action.
- Exceptions may be made at the discretion of the Associate Director of Residence Life.
Digital Postings

• In an effort to be more sustainable, publicity for single events or to advertise fundraising efforts will be limited to digital postings. For digital flyer submission guidelines refer to www.scu.edu/residencelife/posting.
• All digital flyers must be submitted through www.scu.edu/residencelife/posting.
• Digital flyers will be displayed for a maximum of two weeks at a time.

Paper Postings

• The Offices of Housing and Residence Life will distribute paper postings for event series, reoccurring meetings and/or monthly event calendars only.
• One paper flyer must be delivered to Benson 212 for approval prior to copies being made. Once the flyer has been approved copies can then be made by the department/organization and delivered to Benson 212 for distribution.
• Paper postings must be no larger than 11 inches by 14 inches.
• To ensure posters are placed on appropriate surfaces, all postings will be hung and removed by staff members of the Offices of Housing and Residence Life. Students or departments may not gain access to residence halls in order to post or remove postings. Staff will attempt to post in the most visible locations, but specific posting locations cannot be guaranteed.
• If you would like each Community Facilitator to receive a posting, please provide 71 copies to the Offices of Housing and Residence Life. Copies will not be made by office staff.
• If you would like postings for communal spaces (main lobbies, designated community bulletin boards, etc.), please provide 13 copies to the Offices of Housing and Residence Life.

Building Evacuations and Fire Safety

The following standards are for the safety of all resident and nonresident students. Violation of many of these standards is also punishable by local and state law.

In the Event of a Fire

If you smell smoke or detect a fire, activate the nearest alarm and call 911 immediately from a safe location on or off campus. Before opening any door, use the back of your hand to see if it is hot. If it is hot, leave it closed and stuff wet towels or clothes in the cracks and open a window. If the door is not hot, open it slowly and be prepared to close it quickly if necessary. Exit the building
cautiously and carry a blanket or towel to protect you from flames and smoke. Do not use elevators. If you see or smell smoke in a hall or stairway, use another exit. If you have knowledge of what may have caused a building evacuation, please immediately notify University staff.

Evacuation Alarms
Evacuation is required of all occupants of University buildings whenever an alarm is sounded. Be familiar with emergency evacuation routes from buildings in which you spend time.

Specific procedures are:

• Exit the building immediately by the proper pathway.
• Lock your door and take your key if you are a resident and in your room at the time the alarm sounds.
• Use stairways, do not use the elevators.
• Once outside, move to your designated emergency assembly point.
• Do not return to an evacuated building until the all-clear signal is given and permission is explicitly granted by a member of the Housing and Residence Life staff or a Campus Safety Services officer.

Failure to evacuate for an alarm is a violation of city and state ordinances and will be treated as a serious violation of the Student Conduct Code.

Fire alarms and fire-safety equipment are located in each building to save lives and property. Initiating a false alarm or tampering with fire-safety equipment is a violation of University policy and Santa Clara City Ordinance Number 103.4. Violators face criminal prosecution with penalties of $1,000 and/or six months in jail, in addition to University sanctions.

Fire Prevention
All students must maintain an obstruction-free evacuation route to all exits. The minimum clearance of the route must be 48 inches wide.

Students must follow manufacturer guidelines when using power surge strips in order to ensure that they are not overloaded

Fire Safety
Occupants should follow all safety precautions, including fire safety, and report any violations they observe to their building staff as soon as possible.
The President of Santa Clara University delegates general supervision for matters of student conduct to the Vice Provost for Student Life. Specific responsibility and authority for the University Judicial System is assigned to the Associate Dean for Student Life. A judicial officer or the appropriate judicial board can review student disciplinary cases. The Associate Dean for Student Life or designee determines which course of action is taken based on the nature of the case.

Judicial officers and members of judicial boards are appointed by the Vice Provost for Student Life or designee and have varying degrees of sanctioning authority. A judicial officer/board can recommend a higher level sanction to the Office of Student Life, if that judicial officer/board does not have the authority to assign it. All requests for appeal are made to the Office of Student Life, which acts on behalf of the University President.

In exceptional circumstances, the Vice Provost for Student Life may suspend the normal structure of the University Judicial System and establish an appropriate procedure for the particular needs of the pending case.

University Judicial Officers and Boards
The University Judicial System includes the following judicial officers/boards:

Judicial Officers
University judicial officers are staff members or faculty members whose job descriptions include responsibility for reviewing judicial cases, or are appointed to be judicial officers by the Office of Student Life. The sanctioning authority of an individual judicial officer outside the Office of Student Life ranges from a warning, up to and including, housing contract cancellation. The sanctioning authority of the Assistant Deans, Associate Dean, and the Vice Provost for Student Life ranges from a warning, up to and including, expulsion.
Peer Judicial Board

The Peer Judicial Board is composed of students who are appointed as hearing officers on an annual basis by the Office of Student Life. When a Peer Judicial Board convenes to review student conduct, the board includes three to five students selected from the pool of members. The sanctioning authority of the Peer Judicial Board ranges from a warning, up to and including housing contract cancellation.

University Discipline Council

The University Discipline Council is a board composed of students, faculty, and staff who are appointed as hearing officers on an annual basis by the Office of Student Life. When a University Discipline Council convenes to review student conduct, the board includes three students, one faculty member, and one staff member selected from the pool of members. The sanctioning authority of the University Discipline Council ranges from a warning, up to and including expulsion.

Sexual and Gender-Based Misconduct Board

The Sexual and Gender-Based Misconduct Board is composed of faculty and staff who are appointed as hearing officers on an annual basis, by the Office of Student Life. When a Sexual and Gender-Based Misconduct Board convenes for a hearing, the board includes three faculty and/or staff from the pool of members. The sanctioning authority of the Sexual and Gender-Based Misconduct Board ranges from a warning, up to and including expulsion.

University Board of Appeals

The University Board of Appeals conducts appellate hearings for cases when directed to do so by the Vice Provost for Student Life. The board is composed of student(s), staff, and faculty members who are judicial officers or serve as members of the University Discipline Council. The sanctioning authority of the University Board of Appeals ranges from a warning up to and including expulsion.
Student Responsibilities and Rights

In any case of alleged misconduct, a student has the following responsibilities and rights:

1. To be notified of student responsibilities and rights in the University judicial process.

2. To cooperate throughout the entire judicial process by meeting any deadlines, providing requested information, and abiding by any requests or instructions of the judicial officer/board.

3. To be notified at least three (3) business days prior to the hearing of the alleged violation of the Student Conduct Code and/or University standards, policies, and procedures and to be notified of the date, time, and location of the hearing.

4. To object to the judicial officer or member(s) of the judicial board if the student believes the officer/board member cannot act in a fair and impartial manner. The student must explain the reason(s) for his/her objection. The University reserves the right to either honor or deny the request to assign a new judicial officer or judicial board member.

5. To discuss the incident and his/her alleged involvement in it, and to review the policies that were allegedly violated with the judicial officer/board.

6. To respond to information used in determining the outcome of the hearing.

7. To present pertinent information and witnesses on his/her behalf.

8. To identify witnesses on his/her own behalf and submit anticipated testimony to the judicial officer/board in advance of the judicial hearing. It is the student’s responsibility to assure witness participation in the hearing process.

9. To submit questions for the judicial officer/board to ask of the complainant or witnesses. The judicial officer/board can refuse to ask a submitted question if the judicial officer/board determines the question is irrelevant to the proceedings.

10. To be accompanied by one support person. (See “Support Person” for further explanation.)
11. To be notified in writing within five (5) business days of the outcome of the hearing. Notification could include the finding, judicial sanctions, or information concerning the date, time, and location of a secondary judicial hearing in the event the case is forwarded to a different judicial officer/board.

12. To be informed of the appeal process and given the opportunity to file a request for appeal within five (5) business days of the date of the hearing outcome document. (See “Appeal Process” for further explanation.)

Communications With the Student Regarding the Disciplinary Matter

The University judicial process is an educational process. University officials communicate and engage with the student throughout the judicial process to promote student learning and so the student assumes responsibility for managing his/her own affairs. University staff interact with the student and his/her parent or guardian to the degree that it is appropriate and permissible by the Family Educational Rights and Privacy Act of 1974 (FERPA). When doing so, the intent of the interaction with the parent or guardian is to inform the parent or guardian and appropriately engage them in promoting the educational experience of the student. University staff does not interact with legal counsel who is representing a student.

Judicial Procedures

Initial Review or Hearing

1. **Incident report:** Members of the University community and nonaffiliate persons may file a report regarding the behavior of a student. If the reported information constitutes a potential violation of the Student Conduct Code and/or University standards, policies, and procedures, the University will pursue the matter through the University Judicial System, beginning with either an initial review, or a hearing.

2. **Initial review:** The assigned University judicial officer/board reviews the report, notifies the involved student(s) of the report, gathers relevant information, and interviews any witnesses. The judicial officer/board may elect not to interview a witness who does not have first-hand knowledge of the incident, presents information that is deemed to be unnecessary for the deliberation process, or presents information about the involved student’s character. After the judicial officer/board has gathered all relevant information, the judicial officer/board conducts a hearing or refers the case to another judicial officer/board.
3. **Hearing:** The assigned University judicial officer/board reviews the incident report(s) and statements presented by the complainant(s), respondent(s), and witness(es). The judicial officer/board may elect not to interview a witness who does not have first-hand knowledge of the incident, presents information that is deemed unnecessary for the deliberation process, or presents information about the involved student’s character. A student is not entitled to be present for every interview related to the case that the judicial officer/board conducts. The judicial officer/board may conduct the hearing in a student’s absence if the student does not report for a scheduled hearing, or if the student does not set an appointment for a hearing as directed. In some circumstances, the hearing process may take place over multiple meetings on multiple days.

4. **Burden and standard of proof:** The student responding to the reported allegation is presumed not to have violated the Student Conduct Code. The standard for determining a violation of the Student Conduct Code is preponderance of evidence. There must be persuasive information to establish that the involved student(s) “more likely than not” violated the Student Conduct Code.

5. **Deliberation:** The judicial officer/board may deliberate in private. Sanctioning for a Student Conduct Code violation is based upon the nature of the determined violation and any previous violations of the Student Conduct Code.

6. **Notice of outcome:** The judicial officer/board notifies the student of the hearing outcome in writing no later than five (5) business days after the conclusion of the hearing. The judicial officer/board must notify the student of the option to file a request for appeal. (See “Appeal Process” for further explanation.)

**Victims of Crimes of Violence and Non-forcible Sex Offenses**

Upon written request, the alleged victim of any crime of violence or non-forcible sex offense will be informed of the results of the University disciplinary proceedings against the student who is alleged to have committed the crime. A crime of violence includes arson, assault offenses, burglary, robbery, kidnapping/abduction, forcible sex offense, criminal homicide (manslaughter by negligence, murder, and non-negligent manslaughter), and destruction, damage, and vandalism of property.
No Contact Directive

In instances such as, though not limited to, a serious dispute involving a student, concern for the safety of a person due to the alleged actions of a student, or a conduct code allegation by a person against a student, the Office of Student Life reserves the right to institute a No Contact Directive to a student. This action is taken for the purpose of protecting individuals and to minimize the chance that a dispute between persons will escalate in the process of the matter being addressed by the Office of Student Life.

A No Contact Directive is an official notice to a student that he/she is not permitted to have any type of contact with an identified person(s). This includes, but is not limited to, person-to-person contact, contact through a third party, and contact by way of mail, email, telephone, voice mail, text messaging, etc. A student who violates a No Contact Directive is subject to disciplinary action by the Office of Student Life.

A No Contact Directive can be issued at the discretion of the Office of Student Life outside of the context of the judicial procedures, or as a sanction at the conclusion of a judicial hearing for a defined period of time.

Support Person

The support person must be a member of the Santa Clara University community who is a current faculty or staff member, or a currently enrolled student. Parents or guardians who are members of the University community are not permitted to act as a support person for cases involving their own son or daughter. A student who is represented by legal counsel is not permitted to have the legal counsel be his/her support person. A witness is not permitted to serve as a support person.

The role of the support person is to provide emotional support during the judicial hearing. A support person may not review any documents related to a judicial proceeding or present information during the hearing on behalf of the student. If a support person is disruptive to the hearing process, the judicial officer/board may dismiss the support person. In such cases, and only if it is determined reasonable to do so, the student may be given an opportunity to identify a new support person.
Appeal Process

1. The outcome of a judicial hearing is subject to one request for appeal. An appeal will be granted only if one or more of the following criteria is met:
   A. The disciplinary action appears to be grossly disproportionate to the conduct infraction.
   B. The procedures provided for in the Student Handbook were not followed in the hearing.
   C. New relevant information is available that was not available at the time of the hearing.
   D. The decision is not supported by substantial information.

2. The request for appeal form, available in the Office of Student Life, must be completed by the student and returned to the Office of Student Life within five (5) business days of the date on the hearing summary. The request for appeal must include answers to the questions on the form, in accordance with the criteria described in No. 1 above.

3. The request for appeal, along with other pertinent information, is reviewed by the designated appeal officer to determine the validity of the request for appeal in accordance with the criteria described in No. 1 above. **In general, a request for appeal is granted only when there is a preponderance of evidence that a procedural or substantive error occurred at the original hearing that effectively denied the student a fair and reasonable hearing.**

4. The student must be informed of the decision pertaining to the request for appeal within five (5) business days of submitting the request. In exceptional circumstances, the five (5) business days notification requirement may be extended to allow adequate consideration of the request for appeal. If this is the case, the student is notified.

5. If the request for appeal is granted, the case may be referred back to the original judicial officer or board, a new judicial officer (who could be the appeal officer), or a new judicial board. The appeal officer may also modify the sanction(s) without granting a second hearing.

6. All appellate hearings are conducted in accordance with the general student rights and other judicial procedures outlined in the Student Handbook.

7. A request for appeal may only be filed one time. If a request for appeal is denied, a second appeal cannot be filed. If a request for appeal is granted, the outcome of any subsequent proceeding may not be appealed.
Judicial Procedures for Reviewing Allegations of Sexual and Gender-Based Misconduct

The procedures for reporting, investigating, and reviewing allegations of sexual and gender-based misconduct are addressed in the University’s Sexual and Gender-Based Misconduct Policy, Reporting Protocol and University Response, & Student Judicial System. This information is available at the Office of Student Life and the Office of Affirmative Action. This information is also available at www.scu.edu/studentlife/about/osl.cfm.

Disciplinary Actions

Judicial Sanctions

The following sanctions are official University actions that may be taken as a result of any disciplinary hearing. Sanctions include, but are not limited to those listed below. Violations of national, state, or local laws subject a student not only to University disciplinary action but also to action by the appropriate court of law.

1. **Warning**: Official notification that certain conduct or actions are in violation of University regulations and that continuation of such conduct or actions may result in further disciplinary action.

2. **Educational sanctions**: Preparation and presentation of a program, preparation of a bulletin board, assigned reading and response paper, attending an alcohol education program, counseling, and/or other educational activities.

3. **Contributed service**: Contribution of service to the University or a designated community agency consistent with the offense committed.

4. **Restitution**: Reimbursement by transfer of property or services to the University or a member of the University community in an amount not in excess of the damages or loss incurred.

5. **Fines**: Financial assessment not to exceed $500.
6. **Loss of privileges:**
   A. Limitation on University-related services and activities for a specified period of time, which is consistent with the offense committed; including, but not limited to, ineligibility to serve as an officer or member of any University organization, to participate in intercollegiate competition, to receive any award from the University, or to participate in graduation-related ceremonies.
   B. Residence hall relocation, housing contract probation, or housing contract cancellation. Housing contract cancellation will result in being placed on disciplinary probation by the Office of Student Life.
   C. Restriction from using specific University facilities and services (including parking facilities).
   D. Denial of the on-campus use of a vehicle.

7. **No Contact Directive:** An official notice to a student that he/she is not permitted to have any type of contact with an identified person(s). This includes, but is not limited to, person-to-person contact, contact through a third party, and contact by way of mail, email, telephone, voice mail, text messaging, etc.

8. **Disciplinary probation:** A specified period of observation and review of behavior, including terms appropriate to the offense committed, during which the student must demonstrate compliance with University regulations and the terms of the probationary period and is ineligible to serve in leadership positions in University co-curricular activities. (Refer to “Eligibility Policy.”)

9. **Deferred suspension:** A specified period of observation and review of behavior, including terms appropriate to the offense committed, during which time the student is ineligible to participate in University co-curricular activities. (Refer to “Eligibility Policy.”) If an additional violation of University regulations occurs, suspension will result.

10. **Interim suspension:** In exceptional circumstances, the Vice Provost for Student Life may suspend a student or take other disciplinary action pending the hearing, especially in matters of safety or for the good of the community.

11. **Suspension:** Exclusion from the University for a specific period of time after which application may be made for readmission.

12. **Expulsion:** Permanent exclusion from the University.
Introduction
The sanctions listed in this section are for alcohol and drug violations. *These guidelines are a minimum standard.* A hearing officer can choose to administer a more severe sanction, if it is determined there is reason to escalate the sanction due to the severity of the violation, or if the student has a previous judicial record that does not include alcohol or other drug offenses. For instance, housing contract cancellation can be assigned on the first or second offense if the violation is coupled with physical confrontation, vandalism, or another serious conduct code violation. If deemed necessary, the University reserves the right to mandate alcohol and other drug assessment or treatment through the University judicial process.

The Cowell Center (Counseling and Psychological Services and Student Health Services) and the Wellness Center are available to students who have concerns about their own alcohol or other drug use. The Cowell Center (Counseling and Psychological Services and Student Health Services) staff can also refer students to outside counseling and treatment agencies.

Cumulative Nature of Student Conduct Code Violations
Sanctioning for a Student Conduct Code violation is based upon the nature of the determined violation and any previous violations of the Student Conduct Code.

If 18 months (from the date of the previous alcohol violation) pass without the student committing an alcohol or other drug violation, then the sanction for an additional alcohol or other drug violation will be in the same category as the previous offense. For example, if a student commits his/her second alcohol violation in October of his/her freshmen year and then commits a third alcohol violation during May of his/her junior year, the offense will be considered a second offense. It will not be considered a third offense unless the violation is serious enough to warrant such action.

Low-Risk vs. High-Risk Drinking Violations
Regardless of a student’s age, the University takes into consideration the degree of risk or actual harm done to the person, other individuals, and property or severity of the violation when considering the appropriate sanction to assign to a student who violated the Student Conduct Code. Students who commit
an alcohol violation because they are in the presence of alcohol, whereas University policy states they cannot be in the presence and can be reasonably assumed not to be drinking alcohol or under the influence of alcohol are considered to have committed a low-risk violation.

An alcohol violation is considered to be a high-risk violation in the following circumstances, but not limited to: possession or consumption of alcohol when under the legal drinking age, disorderly conduct such as verbally abusive or lewd behavior, excessive consumption of alcohol (i.e., alcohol shots, beer bongs, drinking games, etc.), excessive intoxication, medical attention due to the use of alcohol, providing alcohol to a person under the legal drinking age, driving a motor vehicle while under the influence of alcohol, or assaults of any type.

It is up to the discretion of the University Hearing Officer to determine if an alcohol violation is considered a low-risk or high-risk violation.

**Minimum Sanctions for Low-Risk Alcohol Violations**

<table>
<thead>
<tr>
<th>First Violation</th>
<th>1. University fine: $50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Violation</td>
<td>1. University fine: $75</td>
</tr>
<tr>
<td></td>
<td>2. Sanctions will be assigned at the discretion of the Hearing Officer and will reflect the fact that this is a second alcohol violation. If appropriate, the violation may be classified as a high-risk violation by the Hearing Officer.</td>
</tr>
<tr>
<td>Third Violation</td>
<td>1. The violation will be classified as a high-risk violation.</td>
</tr>
</tbody>
</table>
Minimum Sanctions for High-Risk Alcohol Violations

<table>
<thead>
<tr>
<th>First Violation</th>
<th>1. Educational sanction: options include, but are not limited to, a paper, community program, contributed work hours, community service, alcohol and other drug education class or program.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. University fine: $50</td>
</tr>
<tr>
<td></td>
<td>3. Parental notification (for any student under the age of 21)</td>
</tr>
</tbody>
</table>

| Second Violation | 1. Educational sanction: options include, but are not limited to, a paper, community program, University service hours, community service, alcohol education class or program.                              |
|                 | The degree of work and time on the behalf of the student to complete this portion of the sanction will reflect the fact that this is a second alcohol and other drug violation.                       |
|                 | 2. University fine: $75                                                                                                                                                                           |
|                 | 3. Parental notification (for any student under the age of 21)                                                                                                                                  |
|                 | 4. Housing contract probation (on-campus students)                                                                                                                                                |

| Third Violation  | 1. Housing contract cancellation (on-campus students)                                                                                                                                               |
|                 | 2. Disciplinary probation                                                                                                                                                                           |
|                 | 3. University fine: $100                                                                                                                                                                           |
|                 | 4. Parental notification (for any student under the age of 21)                                                                                                                                  |

| Fourth Violation | Any subsequent violation will result in either an extension of the student’s disciplinary probation period, deferred suspension, suspension, or expulsion depending upon the nature of the incident and the student’s overall judicial record. |

Kegs and Excessive Amounts of Alcohol Within University Housing

Any student who is in the presence or possession of a keg or an excessive amount of alcohol is subject to housing contract probation, a University fine not to exceed $500, and parental notification. An excessive amount of alcohol is an amount that is too great to be reasonable or acceptable for individual consumption in the context of the incident report details.
Police Action Related to Alcohol and Other Drug Violations

If a student is taken into protective custody, arrested by the Santa Clara Police Department or a similar law enforcement agency for an alcohol or other drug-related violation, or is charged with criminal alcohol or other drug charges, the minimum sanctions below will be administered.

<table>
<thead>
<tr>
<th>First Violation</th>
<th>1. Disciplinary probation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. University fine: $100</td>
</tr>
<tr>
<td></td>
<td>3. Parental notification (for any student under the age of 21)</td>
</tr>
</tbody>
</table>

| Second Violation | Any subsequent violation will result in either an extension of the student’s disciplinary probation period, deferred suspension, suspension, or expulsion depending upon the nature of the incident and the student’s overall judicial record. |

Minimum Sanctions for Other Drug Violations

<table>
<thead>
<tr>
<th>First Violation</th>
<th>1. Educational sanction: options include, but are not limited to, a paper, community program, community service, alcohol and other drug education class or program.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. University fine: $100</td>
</tr>
<tr>
<td></td>
<td>3. Housing contract probation (on-campus students)</td>
</tr>
<tr>
<td></td>
<td>4. Parental notification (for any student under the age of 21)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Violation</th>
<th>1. Educational sanction: options include, but are not limited to a paper, community program, community service, alcohol and other drug education class or program. The degree of work and time on the behalf of the student to complete this portion of the sanction will reflect the fact that this is a second alcohol and other drug violation.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. University fine: $200</td>
</tr>
<tr>
<td></td>
<td>3. Housing contract cancellation (on-campus students)</td>
</tr>
<tr>
<td></td>
<td>4. Disciplinary probation</td>
</tr>
<tr>
<td></td>
<td>5. Parental notification (for any student under the age of 21)</td>
</tr>
</tbody>
</table>
Minimum Sanctions for the Distribution of Other Drugs

If a student is held accountable for distributing a regulated or illegal drug, then the student will be placed on disciplinary probation, at a minimum. Additionally, if the student lives on campus, his/her on-campus housing contract will be cancelled.

Academic Sanctions

In addition to the sanctions imposed under the University Judicial System, individual faculty members are vested with the power to lower a student’s grade on a paper, exam, or other graded product, and/or for the course as a whole, for academic dishonesty.

Administrative Sanctions

The administrative sanction gives official notice that a procedural violation has occurred and will advise the student on how the situation is to be corrected.

Financial Disqualification of University Financial Aid

Financial aid may be contingent upon a student remaining in good judicial standing within the University. If a student faces significant disciplinary matters, is placed on disciplinary probation, deferred suspension, or is suspended, the financial aid arrangement is subject to review. The review may be initiated by either the Office of Student Life or the Office of Financial Aid.

A student who is placed on disciplinary probation for the first time will continue to remain eligible for federal financial aid unless otherwise prohibited by federal, state, or University regulations. If within two years of being placed on disciplinary probation, a student is placed on suspension, deferred suspension, or probation (a second time), the student will automatically lose all eligibility for institutional aid effective the date the suspension, deferred suspension, or second probation is imposed.

Judicial Records Policy

The Office of Student Life maintains a hard copy file and a digital record of a student’s judicial history. Judicial records are educational records, and are thereby subject to the Family Educational Rights and Privacy Act (FERPA) and the University’s Student Records Policy.
The judicial record is confidential and is only shared internally with University officials, in instances when the student grants permission to release the record, or there is what FERPA defines “an educational need to know” basis for the request. The judicial record is maintained throughout the student’s enrollment and thereafter, as indicated below. A student’s judicial record will only be released from the hard copy file to a person or party external to the University, if the student has granted permission, where the disclosure of the record is permissible under the provisions of FERPA, or where the University is required to do so by law. The digital copy of the judicial record will only be released to an external person or party where the University is required to do so by law.

Retention of Hard Copy of Judicial Records

1. The hard copy file of a student’s entire judicial history is kept for a minimum of one (1) academic year beyond the academic year in which the date of the last violation of the Student Conduct Code occurred. When a student commits a violation of academic integrity, the hard copy file is retained for the remainder of a student’s academic career.

2. The files of any student who has received one or more of the following sanctions will be maintained for three (3) academic years beyond the academic year in which the student’s tenure in his/her current degree program at the University has ended:
   A. Removal from University housing
   B. Disciplinary probation
   C. Deferred suspension
   D. Suspension

3. The judicial files of a student who has been expelled will be maintained for seven (7) years beyond the academic year in which the student’s tenure at the University has ended.

The University reserves the right to change this policy at any time at its sole discretion.
To contact any of the offices listed when dialing from an off-campus location, dial the complete seven-digit number. When dialing from on campus, dial only the four-digit extension number. Area codes are 408 unless indicated otherwise.

ACCESS Card Office, Benson Center, Room 106 ..................... 551-1647
Benson Information Desk, Benson Center, 1st Floor ............ 554-4000
Bursar, Admission and Enrollment Services Building, 1st Floor .... 551-1000
Campus Ministry, Benson Center, Room 105 ..................... 554-4372
Campus Safety Services, Parking Structure, 1st Floor .......... 554-4441
Cowell Center–Counseling and Psychological Services ............ 554-4501
Cowell Center–Student Health Services .................. 554-4501
Drahmann Advising and Learning Resources Center,
    Kenna Hall, Room 101 ........................................... 554-4318
Financial Aid, Admission and Enrollment Services Building,
    2nd Floor .......................................................... 554-4505
Housing and Residence Life, Benson Center, Room 212 ......... 554-4900
Human Resources Department, 475 El Camino Real .......... 554-4392
Office of Multicultural Learning, Locatelli, 2nd Floor .......... 551-7152
Office of the Registrar, Admission and Enrollment Services
    Building, 2nd Floor ................................................. 554-4331
Office of Student Life, Benson Center, Room 205 ............ 554-4583
Vice Provost for Student Life, Benson Center, Room 213 ....... 554-4583
Wellness Center, Kennedy Commons ............................ 554-4409
Service Desks
Campisi Service Desk (Communitas RLC) ......................... 551-3100
Casa Italiana Service Desk (DaVinci RLC) ......................... 551-4946
Dunne Service Desk (Modern Perspectives RLC) ................. 551-3200
Graham Service Desk (Alpha RLC) .............................. 551-3300
Kennedy Commons Service Desk ................................. 551-3007
McLaughlin Service Desk (Unity RLC) .......................... 551-3500
Nobili Service Desk .............................................. 551-3800
Sanfilippo Service Desk (Xavier RLC) ......................... 551-3600
Sobrato Service Desk (Loyola RLC) ............................. 551-1806
Swig Service Desk (Cyphi RLC) ................................. 551-3700
University Villas Service Desk ................................. 551-3006
Walsh Service Desk (Unity RLC) ................................. 551-3900

Office of Student Life
500 El Camino Real
Santa Clara, California 95053-1052
408-554-4583
www.scu.edu/studentlife/about/osl.cfm
STATEMENT OF STUDENT RESPONSIBILITY

You and the University share the responsibility for your education. In keeping with this commitment, the University has developed a Student Conduct Code and related standards, policies, and procedures to guarantee each student’s freedom to learn and to protect the fundamental rights of others. The concept of rights and freedoms carries with it corresponding responsibilities for which students are accountable. It is the responsibility of all students, undergraduate and graduate, those living on campus and off campus, to know and abide by the standards, policies, and procedures that govern their conduct as members of the University community.

WEBSITE INFORMATION AND PRODUCTION STATEMENT

This handbook is published by the Office of Student Life and is intended to be used in conjunction with the Undergraduate Bulletin. For the most up-to-date version of the handbook, refer to the following web address: www.scu.edu/studentlife/resources/publications.cfm.