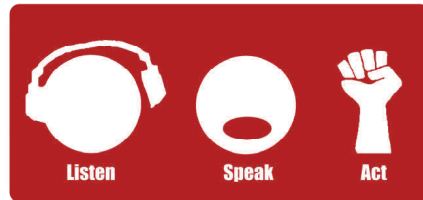


# Justice Starts Here



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 unifying commonalities.

**LISTEN: to the stories of others.** We seek not only tolerance of each other's unique identities, but greater understanding and holistic acceptance. By entering into the community, you are agreeing that you and your guests are equally accountable for the words and actions that take place within the community. We 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.** 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 understand that our intentions can be very different than our impact. 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.** 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 SCU Housing and Residence Life community to create this safe space for all. We strive for an atmosphere of inclusion and unity at all times. We will not tolerate hateful talk or actions that make people feel unsafe in our community.

If you have questions or concerns, please contact:

**Lester Deanes**

Assistant Dean

Office of Student Life

(408) 554-4583

[ldeanes@scu.edu](mailto:ldeanes@scu.edu)

**Jade Agua**

Program Director

Office for Multicultural Learning

(408) 551-7152

[jagua@scu.edu](mailto:jagua@scu.edu)

**Belinda Guthrie**

EEO and Title IX Coordinator

EEO and Title IX Office

(408) 554-4392

[bguthrie@scu.edu](mailto:bguthrie@scu.edu)

**Aldo Billingslea**

Associate Provost

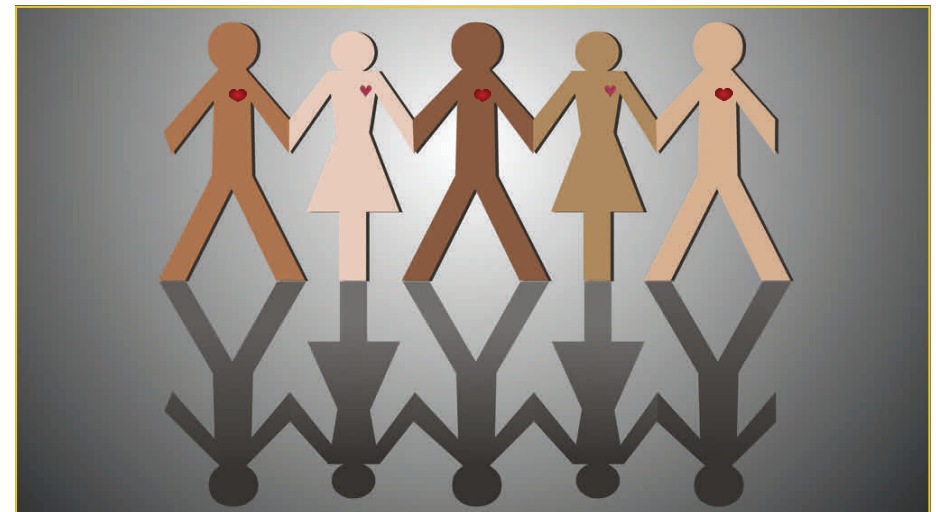
Office for Diversity and Inclusion

(408) 554-4533

[abillingslea@scu.edu](mailto:abillingslea@scu.edu)

## Bias Incident Reporting Protocol & Campus Advocacy Program

### for students



# INJUSTICE has no place here!

**"Injustice anywhere is a threat to justice everywhere."**

- Dr. Martin Luther King, Jr.



# SANTA CLARA UNIVERSITY PROHIBITS BEHAVIOR MOTIVATED BY BIAS

## BIAS INCIDENT

**The University defines a bias incident as any speech, act, or harassing action that targets, threatens, or attacks an individual or group because of its actual or perceived race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical or mental disability, medical condition, marital status, citizenship status, gender identity, gender expression, genetic information, military or veteran status, or other status protected by law.**

## University Response to Bias Incidents Involving Students

The University adjudicates allegations of bias-motivated behavior under the Student Conduct Code, Section 10: Hazing, harassing, threatening, degrading language or actions, 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.

A report of a bias incident filed with the University is evaluated through the University Judicial System, if applicable. The University process is independent of a criminal investigation and court proceedings. The University reserves the right to review all student conduct that occurs on and off campus when such behavior is inconsistent with the Student Conduct Code.

Possible sanctions for students found responsible for committing a bias incident or hate crime include educational sanctions, disciplinary probation, suspension, and expulsion. When applicable, student employees are also subject to termination of employment at the discretion of the supervisor.

Please note that bias incidents occurring in the context of student employment at the University will be addressed by the Office of EEO and Title IX. Contact Belinda Guthrie at (408) 554-4113.

The complete University Judicial System is outlined in the student handbook and available on the Office of Student Life web page.

## Reporting Process

**IF A HATE CRIME IS IN PROGRESS OR JUST OCCURRED,  
CALL CAMPUS SAFETY AT (408)554-4444**

*The Incident can be reported in one of the following ways:*

- Contact Campus Safety (408) 554-4444 (Available 24-hours). Any Campus Safety officer can take a report and will forward the information to the Office of Student Life.
- Contact the Office of Student Life, 8 AM to 5 PM (408) 554-4583, Benson Memorial Center #205. Ask to speak with a member of the Dean's staff.
- SCU Online Reporting ([www.scu.edu/osl/report](http://www.scu.edu/osl/report)) - Select the "Bias & Hate" reporting option which will then allow you to contact the appropriate campus resource who will then follow up with you on the matter.
- Ethicspoint ([www.ethicspoint.com](http://www.ethicspoint.com)) - This anonymous online incident reporting tool is available to Santa Clara University students, faculty, and staff to file incident reports of bias, discrimination, and harassment.

*After a report is filed:*

The University will conduct an in-depth investigation that may include interviewing individuals involved, potential witnesses, or complaints by any of the following: Campus Safety, the Office of Student Life, the Office of EEO and Title IX, other university administrators, and/or Santa Clara police officers. Acts of retaliation against any person filing a report are prohibited and will be subject to appropriate disciplinary action by the University.

### *Rights of the Reporting Party(ies)*

The University will provide assistance in assuring the rights of the reporting party. Specifically, the reporting party has/have the right:

- To request and receive information about the investigation at any time
- To receive counseling from the University's Counseling and Psychological Services

**Reporting Party:** The individual who provides information about any bias incident/hate crime to a University official. The reporting party can be any person who witnessed the incident, the complainant, a friend, or advocate of the reporting party.

**Complainant:** The individual who is the object of the unwanted act, crime, or incident.

**Respondent:** The individual who is allegedly responsible for committing and/or participating in the bias incident/hate crime.

**Witness:** The individual who was present while the bias incident/hate crime was taking place and who can provide a first-hand account of what occurred.

**Hate crimes are motivated by bias and include a definable crime such as: threats of violence, property damage, personal injury and other illegal conduct**