



Selected Policies Manual  
2011-2012

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## **Statement of Equal Opportunity and Compliance**

Willamette University is a diverse community that provides equal opportunity in employment, activities, and its academic programs. The University shall not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, veteran status and sexual orientation. Willamette is firmly committed to adhere to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations. Willamette University complies with the Student-Right-to-Know Act, the Campus Security Act and Clery Act, the Equity in Athletics Disclosure Act (EADA), and the Family Educational Rights and Privacy Act (FERPA). For information on who to contact with questions regarding the University's compliance with these laws, contact the Office of Human Resources, Willamette University, 900 State Street, Salem, OR 97301, 503-370-6210.

## **Statement of Title IX Compliance**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. Willamette has established a committee of Title IX Coordinators to respond to concerns in these areas. Questions related to this policy can be directed to the Vice President and Executive Assistant to the President, who serves as chair of this committee and is the University's central Title IX Coordinator.

Dear Willamette University Community Member,

Willamette University is committed to the ideals of both individual autonomy and community citizenship, balancing the rightful claims of personal freedom and privacy with the needs of membership in the campus at large.

The *Selected Policies Manual* constitutes a guide to the standards that help maintain and define Willamette as a vital living and learning community. Citizenship flourishes when members of the community live by standards of conduct that reaffirm our motto, "Not unto ourselves alone are we born," and embody the ideals of honesty, integrity, civility and mutual respect. As a community of learning, dedicated to open inquiry, we must consistently work to put these ideals into practice.

As a citizen of the Willamette University community, it is necessary that you understand your responsibilities to the whole and your rights as an individual. These rights and responsibilities may be found in the *Selected Policies Manual* on-line at <http://www.willamette.edu/dept/campuslife/policies>. Important policies, procedures and resources include (but are not limited to) the following:

- Alcohol Policy
- Drug-Free Schools and Community Act
- Prohibition of Harassment including Sexual Harassment
- Sexual Conduct Information
- Standards of Conduct
- Statement of Title IX Compliance
- Student Right-To-Know and Campus Security Act

Although the *Selected Policies Manual* can be found on-line, you may also request a printed copy from the Office of Campus Life by e-mailing [cspedale@willamette.edu](mailto:cspedale@willamette.edu) or calling 503-370-6447.

If you have questions about the *Selected Policies Manual*, or your rights and responsibilities as a Willamette University community member, please do not hesitate to contact me.

David Douglass  
Dean of Campus Life  
[ddouglas@willamette.edu](mailto:ddouglas@willamette.edu)

# Policies Related to Students

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## **Willamette University Student Disability Accommodation Procedures**

These guidelines promulgate policies and procedures that students of Willamette University should follow when seeking disability accommodation, and/or disputing decisions that Willamette University makes in response to accommodation requests. These guidelines are designed to comply with the disability accommodation requirements of the Federal Rehabilitation Act of 1973 section 504 and the Americans with Disabilities Act as amended in 2009.

For more detailed information about Willamette's disability accommodation procedures, contact Willamette's Coordinator of Disability Services.

**This policy is subject to amendment due to any change in state and/or federal law and any change in University policy. For a copy of the most recent University policy, please check with the Coordinator.**

### **I. GENERAL PROVISIONS**

Willamette does not discriminate on the basis of disability in any of its programs, services or activities. The school will not deny any otherwise qualified student with a disability the opportunity to participate in, or benefit from, any aid, benefit or service that Willamette provides. Willamette will also strive to accommodate students with disabilities on an individual basis. Willamette will make whatever reasonable accommodations it can to accommodate students with disabilities, unless the accommodations would pose an undue burden to the school.

### **II. REQUESTING ACCOMMODATIONS**

Students requesting accommodation must first provide professional verification of the condition(s) that necessitate the accommodations. Students requesting accommodation must provide acceptable professional documentation of the condition(s) within the semester requested.

Students with physical or mental health disabilities must provide documentation from a licensed health care provider who is qualified to diagnose the disability being claimed. Requests for services shall be made by submitting the proper forms, which are available at the Coordinator of Disability Services office (i.e., the Coordinator will provide the forms to the student who will then have the forms completed by the appropriate medical provider(s). The documentation must indicate how the student is limited by his or her disability (e.g., cannot sit for periods longer than 30 minutes, cannot see or hear beyond certain distances, etc.), and how long the limitation(s) is/are expected to last. The student shall provide the documentation to the Coordinator of Disability Services. The Coordinator may ask the student to provide additional information if the initial documentation the student provides is incomplete or inadequate to justify the need for accommodation. A student with learning disabilities must provide professional testing and evaluation results that reflect the student's present levels of achievement and ability to process information. For documentation criteria, contact the Coordinator of Disability Services. The cost of obtaining professional documentation of a disability shall be borne by the student.

### **III. GRANTING ACCOMMODATIONS**

The Coordinator of Disability Services shall review all documents submitted and will conduct a personal interview to explore the particular needs of the student requesting accommodation. The student may be asked to submit a history, if any, of accommodations received in secondary or post-secondary institutions or in places of employment. Such a history of accommodations will be subject to verification by the institution or place of employment that facilitated the accommodations.

After considering the information provided by the student and his or her health care provider, the results of the personal interview, and any information related to the student's history of disability-related accommodations, the Coordinator will work with the appropriate staff, dean or faculty member to devise a schedule of academic accommodations. The student shall be notified, in writing, of the Coordinator's decision promptly after it has been made. Unless the student challenges the decision subject to the provisions of Section IV below, the accommodation decision will be implemented as soon as is practicable. Every student who receives accommodation shall meet, upon request, with the Coordinator of Disability Services to evaluate the effectiveness of the accommodations in place.

Each student shall immediately report any dissatisfaction with an accommodation to the Coordinator of Disability Services. It is the student's responsibility to request from the Coordinator of Disability Services a schedule of academic accommodation each semester which gives notice to his or her professor(s) of the granted accommodations. (In the graduate programs, this letter would be given by the student to the Disability Liaison in the respective College.) The nature of the disability is confidential.

#### **IV. REQUEST FOR REVIEW OF A DISABILITY SERVICES DECISION**

If a student does not feel that an accommodation decision by the Coordinator of Disability Services will adequately address the student's disability, then the student should first seek to resolve the concern cooperatively with the Coordinator. Students wishing to question accommodation decisions by the Coordinator must do so within 10 business days of receiving the written decisions. If the student and the Coordinator cannot resolve the student's concerns, then the student should contact the Vice President and Executive Assistant to the President, located in the Office of the President, who shall receive the appeal as the Disability Appeals Officer for Willamette University. After reviewing the issue in dispute, the Appeals Officer may take steps as necessary to acquire additional information prior to making a determination about what accommodation(s) will be offered to the student. Accommodation decisions by the Appeals Officer are final.

Students may also request review of situations where they believe accommodation decisions are not being adequately implemented and/or enforced. If the student who has received accommodation deems that an accommodation decision is not being sufficiently implemented by Willamette faculty or staff, students should first attempt to resolve the dispute amicably through discussion with the specific faculty and/or staff member(s) involved. If resolution by informal means is not achieved, the student may submit a written complaint to the Coordinator of Disability Services, setting forth the particular problem(s) and the prior informal attempts at resolution. The Coordinator shall then meet with the student and the faculty and/or staff member(s) involved, and the appropriate Dean, if necessary, to attempt to resolve the problem.

Students may have an advisor present in an advisory capacity, and the advisor is not permitted to participate in the proceedings.

If resolution is not achieved, the Coordinator shall refer the issue to the Vice President and Executive Assistant to the President who shall receive the complaint as the Disability Appeals Officer for Willamette University. The Appeals Officer may review all documents directly related to the complaint. The Appeals Officer may also meet with the student and any faculty and/or staff member(s) involved. After reviewing the documents and any other relevant information, the Appeals Officer shall make a determination concerning the complaint within a reasonable amount of time, but no later than ten (10) business days following the receipt of the referral from the Coordinator of Disability Services. Decisions by the Appeals Officer are final.

**Complaints not directly related to the accommodations, but that relate to Disability Services in general may be made to the Dean of Campus Life.**

#### **Emergency – Medical or Psychological**

In case of an extreme medical or psychological emergency in which a student appears to be at risk to him or herself or another, Campus Safety should be contacted immediately at X6911. The student will be transported to Salem Hospital for evaluation and determination of appropriate care.

All costs incurred are the responsibility of the student. Student health insurance is billed automatically through the Business Office at the beginning of the academic year. The policy is for 12 months. Students not covered by another policy must maintain coverage through the plan offered by the University. Students covered by another health insurance plan may sign a hard waiver form to option out of the University plan. This must be done within 10 days of the first day of class in the fall. For assistance with claims or insurance questions, call 503-370-6972. Counseling and health services are available on campus to students. See those sections in the *Student Handbook* for available services.

#### **Non-discrimination Policy**

Willamette University adheres to a policy of non-discrimination. Employers wishing to interview on campus must indicate compliance with the University's policy, which reads as follows:

## **Willamette University Non-Discrimination Policy**

Willamette University opposes discrimination in the recruitment and hiring of students and graduates based on sex, race, age, marital status, physical disabilities, sexual orientation, religion, or national and ethnic origin. The University will not allow its facilities or services to be used by an organization that practices unlawful discrimination or whose employment practices violate the University's equal opportunity policy.

In the case of employers who follow policies of legal discrimination but who do not practice a policy of equal opportunity, the University will permit employer information to be made available to assist students in making choices and contacting potential employers but will not permit on-campus interviews.

Any complaints concerning practices by employers during the recruitment and hiring process that are inconsistent with the terms of this policy should be reported to the Dean of the appropriate graduate school of the University or to the Dean of Campus Life for the College of Liberal Arts who will investigate by following a procedure developed within each school.

### ***Amendment to Willamette University's Non-Discrimination Policy Statement***

#### **Military Recruiting At Willamette University**

On December 22, 2010 President Obama signed a bill repealing the policy barring those who are openly gay, lesbian, or bisexual from military service. This policy, known as "Don't Ask, Don't Tell," violates Willamette University's non-discrimination policy.

Despite the President's signature, the repeal will not go into effect until sixty (60) days after the President, the Secretary of Defense, and the Chairman of the Joint Chiefs of Staff certify that the repeal will not harm military readiness. Until that time, "Don't Ask, Don't Tell" remains in effect, and gay, lesbian or bisexual service members remain at risk for discharge.

While this is a temporary situation, the military's hiring practices continue to violate the Willamette University CLA's non-discrimination policy. Due to the threat of withdrawal of federal funds to the University posed by federal law under the Solomon Amendment, the University will continue to make a limited exception to our non-discrimination policy in order to accommodate the US Armed Forces and JAG.

The Willamette University CLA is optimistic that the military's discriminatory hiring practices will soon be eliminated altogether and that all qualified students of the University who desire employment opportunities with the US Armed Forces and JAG will be eligible to do so.

*Updated August 2011*

## **Publicity Policies for Students and Student Organizations**

Below are some guidelines for posting publicity on campus. If a student or student organization wishes to go beyond posting flyers or posters, they must consult a member of the Student Activities staff on the 2nd floor of the University Center for more information and approval. Every effort will be made to accommodate a special request, as long as the following principles are followed:

- publicity that contains obscene language or references to alcoholic beverages or illegal substances will not be approved,
- publicity may not be anonymous; the name of the sponsoring individual or group must be displayed as well as contact information such as an email address or phone number,
- a cleaning charge will be assessed if materials are not removed 24 hours after the event (e.g., painting windows, sidewalk chalking, helium balloons, etc.), and
- the Office of Student Activities reserves the right to discuss concerns with the individual or group prior to posting the material.

Some buildings on campus have special policies that are listed below.

### **Academic Buildings**

To post publicity in academic buildings, the department secretaries in each of the buildings must grant approval.

### **Bistro and Willamette Store**

Contact the managers individually about their posting policies.

### **Grounds**

Upon approval from the Grounds Manager, outside publicity is permitted as long as nothing is attached to the foliage or outside of buildings. The placement of stakes in the ground must be approved ahead of time so as not to damage underground systems. Chalking is permitted on sidewalks only. Portable sandwich boards are available in the Office of Student Activities on a first-come, first-served basis. Portable barriers are available in the Grounds Department by contacting x6143.

### **Library Boards**

The Office of Student Activities will post flyers and posters, space permitting.

### **Mail Center**

Only registered student organizations can stuff mailboxes. A form is available in the Office of Student Activities or the Mail Center.

### **Montag Center**

The Montag Center is a great place to spread the word about campus activities. Acceptable forms of advertisement include posters, window painting and reader board messages. For information and policies on publicity at the Montag Center, refer to [www.willamette.edu/montag/events/](http://www.willamette.edu/montag/events/).

### **Residence Halls**

All publicity, with the exception of posting during ASWU elections, must be approved by the Office of Residence Life. For information on this policy, refer to the *Student Handbook*.

### **University Center**

Flyers:

Flyers may be posted on designated bulletin boards on the 1st and 2nd floors.

Banners:

- Banners may be hung outside on the UC railings. Poster paper is available in the Office of Student Activities for registered student organizations.
- Non-registered groups or individuals may purchase the same paper in the Willamette Store. Please tie the banner to the railing (string is available in Student Activities) and do not use tape.
- Banners may be hung inside the UC, but the space is limited so a sign-up is available at the UC Information Center. Use a 78" long piece of banner paper folded in half for a double-sided banner.

## **Sexual Conduct Information**

Sexual assault is an issue in every community, and Willamette University is committed to being at the forefront of institutions confronting this issue. The University seeks to support the physical, mental, and emotional needs of sexual assault survivors while addressing the behavior of students found responsible of violating our Standards of Conduct.

Willamette University is committed to fostering a supportive learning community. Sexual misconduct in any form is a direct violation of this commitment and will not be tolerated, whether it occurs on or off campus and regardless of who is involved (students, staff, faculty, University community and guests). It undermines the trust and respect essential in

an institution of higher learning, can create a hostile learning, working, and/or living environment, and represents a breach of specific provisions of the student code of conduct.

The information that follows is designed to provide a clear understanding of expectations and outcomes regarding sexual conduct on this campus. It includes a definition of terms and discussion of responsibilities and resources.

### **Definitions of Sexual Misconduct**

**Rape** is any nonconsensual penetration including: penile-vaginal, oral/genital, penile-anal, digital-vaginal, digital-anal, object-vaginal, and object-anal.

Rape may be accomplished by fear, threats of harm and/or actual physical force. Rape may also include situations in which penetration is accomplished when the victim is unable to give consent for any reason, including but not limited to being intoxicated, drugged, unconscious or asleep.

**Sexual Assault** is a broader term than rape. Sexual assault includes any nonconsensual sexual act. An act is nonconsensual if it is inflicted upon a person unable to grant consent OR is unwanted and compelled through the use of physical force, manipulation, coercion, threats, or intimidation. Sexual assault includes rape as well as various types of unwanted sexual touching, however slight, with any object, by a man or a woman.

**Sexual Harassment** includes unwelcome sexual advances, a request for sexual favors, and any other conduct of a sexual nature when any of the following applies:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
- Such conduct has the purpose or effect of interfering with an individual's academic performance or creating an intimidating, hostile, or offensive living, working, or academic environment (see General Student Conduct Regulations).

Sexual harassment may occur regardless of whether the alleged harasser and person being harassed are members of the same or opposite sex.

**Consent** is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent may not be obtained through the use of force (actual or implied, immediate or future), whether that force be physical, threats, intimidation, or coercion. The survivor of sexual assault is not required to physically or otherwise resist a sexual aggressor.

Silence, previous sexual relationships and/or the existence of a current relationship may not be taken as an indication of consent.

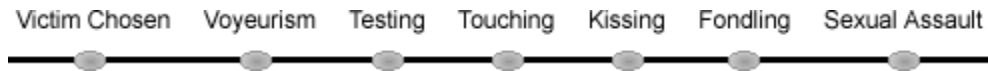
Consent may not be given by someone who is not of legal age or who is incapacitated due to physical or mental illness. Drug or alcohol consumption may render a person incapable of giving consent because such consumption can decrease one's ability to communicate their intentions or make decisions. Consent may not be given by someone who is unconscious or unaware, or for any reason is unable to communicate her/his intentions. Use of alcohol or other drugs is not an excuse for violation of the sexual conduct policy.

### **Continuum of Behaviors**

The issue of sexual assault can be confusing because there are many behaviors that fall under sexual assault that may also be included on the continuum of healthy sexuality - such as touching, kissing, fondling, and sexual intercourse.

We have to remember that sexual assault is **not** "sex gone bad," but that it is on a different continuum all together. The difference is simply one of mutuality. On the continuum of sexually assaultive behaviors consent, care and concern for the other person is absent. Sexual assault is a crime and a choice; those who commit this crime do not lose control or lack the ability to otherwise moderate their behavior.

## Sexual Assault - NOT Mutual and NON-Consensual



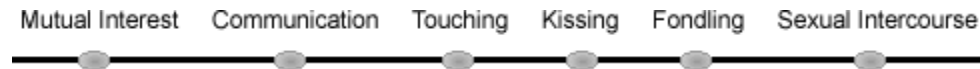
The continuum of sexual assault can (and does) include many other behaviors (e.g., obscene phone calls, exhibitionism, stalking, etc.). Similarly, offenders or predators do not have to exhibit all of the above behaviors.

It is important to realize that rape or sexual assault may occur even though:

- the assailant was known to the survivor (in the college setting, 9 out of 10 cases are ‘non-stranger assaults’)
- the survivor didn’t yell or scream
- the survivor didn’t physically fight back and/or have physical injuries
- the survivor had been intimate with the assailant previously, or with someone else
- the survivor agreed to go to the assailant’s room alone or invited the assailant to his/her room

On the other hand, healthy sexuality is defined by consent and by care and concern for the other person.

## Healthy Sexuality - MUTUAL and CONSENSUAL



### Responsibilities

All members of the University community have an obligation to act responsibly in the realm of sexuality. All members of the University community have the responsibility to recognize and challenge any form of sexual misconduct.

Responsibilities for all community members include:

- Respecting sexual partners and their intentions by listening and obtaining clear, viable consent.
- Listen carefully to what your date/partner is saying. Remember: no means no, always.
- Ask for clarification if you are getting mixed messages. Don’t guess about what your partner may or may not want.
- Speak out. Don’t allow others to make jokes about rape, or derogatory comments which condone violence.
- Support friends, family members and partners who have been assaulted. Let them know it was not their fault and encourage them to follow up with available resources (see information below).

### Risk Reduction

- Limit your use of alcohol. Alcohol is the #1 date rape drug. Studies show that perpetrators target those they perceive as 1) accessible, 2) vulnerable, and 3) lacking in credibility. Alcohol is often used to create these characteristics in a victim, thus increasing an assailant’s chances of success.
- Be aware of other date rape drugs. Do not leave your drink unattended or accept a drink from someone you do not know.
- Go out in groups and come home in groups. Do not leave friends behind.
- Use a “sober buddy system;” agree that one person will stay sober and watch out for others.
- Trust your feelings. If you feel threatened, intimidated or afraid, get out of the situation. Put your safety first; do not be concerned with what others may think of you.

**While limiting alcohol consumption and maintaining an awareness of surroundings can help reduce individual risk in many circumstances, it is vital to recognize that such precautions do not prevent a perpetrator from choosing to violate others. Regardless of the conduct of a survivor, including the use of alcohol or drugs, the responsibility for any sexual assault lies entirely with the perpetrator.**

### What to Know If You Are Sexually Assaulted

Sexual assault is **never** the survivor’s fault. You have control of the choices you can make following an assault. The following are recommendations to assist you in dealing with this crime:

If you feel unsafe where you are and are able to leave, go somewhere you will feel more comfortable.

If you are injured, seek medical attention:

- HEALTH SERVICES in Bishop Wellness Center can perform a medical examination for injury post assault (this does not include forensic evidence collection). Medications for possible sexually transmitted infection exposure and pregnancy prevention are offered to survivors at no cost. Bishop is located on the South Side of Baxter Hall Complex and is open Monday- Friday 8am-5pm. Telephone: 503-370-6062.
- SALEM HOSPITAL EMERGENCY DEPARTMENT performs medical examinations for injury and forensic evidence collection post assault. Medications for possible sexually transmitted infection exposure and pregnancy prevention offered to survivors at no cost. A trained advocate will be offered to support survivors during the visit. Reporting to Law Enforcement can be facilitated, but is NOT REQUIRED to access care. Do not shower, bathe, douche or brush your teeth before going to the hospital. If possible, save all of the clothing you were wearing at the time of the assault and place each item of clothing in a separate paper bag. Bring these items with you. The Salem Hospital Emergency Department is located across Bellevue Street from Willamette University, on the corner of Bellevue and Winter streets at 665 Winter St. SE.

If you feel like talking to someone and/or have questions you want answered about resources and/or reporting, you can contact any of the following entities:

- SEXUAL ASSAULT RESPONSE ALLIES (SARA) are trained student volunteers offering support to survivors and their allies. They can help with accessing campus and community resources and with reporting options. They hold Walk-In hours weekday evenings in the Women's Resource Center, 3<sup>rd</sup> floor UC. Weekend Crisis Number 503-851-4245.
- SEXUAL ASSAULT ADVISORS have been designated by the University to provide information about procedures and resources at Willamette and in the community. These individuals have been trained to assist you and, if you choose to file a complaint with the University Conduct Officer, can accompany you through the process. You may contact any of them directly or call Campus Safety at 6911 to be connected to an Advisor. Calling Campus Safety for this information will not constitute a report to the University Conduct Officer.

Warren Binford, Associate Professor of Law/Director of Clinical Law Program  
wk: 503-480-0281 hm: 503-363-9788

Seth Cotlar, Associate Professor of History  
wk: 503-370-6297 hm: 503-391-5287

Meredyth Goldberg Edelson, Professor of Psychology  
wk: 503-370-6133 hm: 503-363-7787

Charlie Wallace, Chaplain and Associate Professor  
wk: 503-370-6213 hm: 503-581-1555

- COUNSELING SERVICES in Bishop Wellness Center provides confidential counseling for survivors, friends and partners by appointment and emergency appointments available for urgent needs.
- MID-VALLEY WOMEN'S CRISIS SERVICE offers safe refuge and support for women and children who are impacted by domestic and sexual violence. 24 hour hotline: 503-399-7722.
- TITLE IX COORDINATOR Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. Willamette has established a committee of Title IX Coordinators to respond to concerns in these areas. Questions related to Title IX compliance can be directed to the Vice President and Executive Assistant to the President, who serves as chair of this committee and is the University's central Title IX Coordinator.

A note about confidentiality: University personnel are required to inform civil authorities of any felonies. Therefore, community members should be aware that when any alleged act that meets the definition of a felony comes to the

official attention of a member of the Willamette University community, the appropriate law enforcement agency may be notified. With the exception of an emergency, a felony should be reported to Campus Safety which will then investigate, or contact the appropriate agency. If University employees receive a disclosure of sexual assault, they will strive to preserve privacy but may need to consult with experts on campus, such as Bishop Wellness Center, to ensure that survivors receive all the resources and support available to them. The only departments on campus that are confidential are Bishop Wellness Center and the Office of the Chaplains. Other resources, such as SARA and Sexual Assault Advisors, strive to preserve anonymity.

**Survivor's Bill of Rights** (guaranteed by the Clery Act):

- Accuser and accused must have the same opportunity to have others present in any conduct process.
- Both parties shall be informed of the outcome of any disciplinary proceeding in writing.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

#### **What to Know If a Friend is Sexually Assaulted**

- Listen and be supportive.
- Let your friend make her or his own choices.
- Encourage your friend to contact the Sexual Assault Advisors, SARA or one of the other resources listed above.
- Stay with your friend during interviews and examinations if she or he wants you to do so.
- Take care of yourself. You may need to talk with someone about how this has affected you. The resources listed in this section are for you, as well.

#### **Adjudication Process for Sexual Misconduct**

Sexual assault and rape are crimes subject to the Oregon Criminal Code, as well as violations of the Willamette University Standards of Conduct. A student who has been sexually assaulted can file a report with the police, or file a complaint with Willamette University, or both. Please note: filing a report with the police does not excuse Willamette University from the obligation to gather information about what happened, provide access to resources to survivors, and respond to community safety concerns. As much as possible, Willamette will endeavor to follow the wishes of the survivor in responding to the incident and will work to keep the survivor informed as to what, if any, responses need to be made.

##### **A. Seeking Information and Considering Options**

Willamette University has designated sexual assault advisors to provide information about procedures and resources at Willamette and in the community. These individuals are trained to assist students who have been sexually assaulted and, if a student chooses to file a complaint with the University Conduct Officer, can accompany the student through the process. More information on the sexual assault advisors and other resources is available on page 10.

The associate director of Residence Life (Doney, x6212) is the University Conduct Officer. Telling the University Conduct Officer about an alleged incident of sexual misconduct does not commit you to filing a complaint. Finding out more about the procedure for filing a complaint and having questions answered may help you make a decision. The University Conduct Officer will generally ask a sexual assault advisor to be present for the conversation if you haven't already contacted one.

Restricted Contact Orders – Any Willamette community member who feels unsafe around another community member may request a restricted contact order -- a formal report does not need to be filed in order to put a restricted contact order in place. In order to request a restricted contact order, contact Campus Safety or the Residence Life Area Coordinator On-Call. In cases involving students, a professional Residence Life staff member will work with Campus Safety to write and deliver the restricted contact letter (if a University employee is involved, Human Resources will be involved in the process). Once put in place, all restrictions apply equitably to both parties and are in effect until formally removed. While providing for reasonable access to campus resources and activities, restricted-contact orders are intended to reduce the likelihood that

the involved parties will have contact with each other. There may be situations in which one or both of the parties are temporarily moved out of his or her room into another space on campus. These actions do not indicate a decision about a violation of the Standards of Conduct; rather, they are ways of limiting the interaction of the involved parties until the matter is formally resolved. Violating a restricted contact order is in itself a violation of the Standards of Conduct and will not be tolerated. Failure to abide by the restricted-contact order is a serious violation and will be grounds for immediate judicial action.

Options for Changing Living Situation and Academic Schedule – A survivor of sexual assault can work with Residence Life to find a different residential assignment (temporary or permanent) if the alleged assailant lives in the same residential area. A survivor may also work with their college Dean’s office to modify their academic schedule as necessary in order to avoid having class with the alleged assailant. It is not necessary to file a formal report in order to pursue these options.

**B. Filing a Formal Report**

In order for a formal report to be filed, the complainant needs to provide a factual account of the incident to the University Conduct Officer or make the report to Campus Safety. Either method requires that the complainant date the written report and sign it to attest to accuracy. Assistance in creating the written report can be provided by SARA, a Sexual Assault Advocate, and/or Campus Safety.

The complainant will meet with the University Conduct Officer or designee to deliver the written report. The University Conduct Officer or designee will meet with the accused student, review the report, and determine whether to file charges under the Standards of Conduct.

**C. When a Charge is Filed**

The University Conduct Officer will send a letter to the student(s) named in the charge, outlining that a violation of the Standards of Conduct is alleged to have occurred and describing the next step of the conduct process (usually an administrative hearing or Standards Committee hearing). The student who has been named is considered the respondent.

Only those who need to know that a charge has been filed will be notified – Willamette endeavors to keep all conduct information as private as possible. The complainant, University Conduct Officer, respondent and any other hearing officers involved in the case will always be notified. It is not part of our procedures to automatically notify student residential staff, club advisors, coaches, or faculty members of these allegations specific to any student.

**D. If You Are Alleged to Have Engaged in Sexual Misconduct**

You are strongly encouraged to talk with someone who can be helpful and supportive. The University Conduct Officer will make available to you an advisor to help you understand the conduct process and give referral information to other campus resources.

Please note that any actions of retaliation towards the reporting party are a violation of the Standards of Conduct and will not be tolerated. If you are upset, please contact campus resources for support, such as a Sexual Assault Advisor, Bishop Wellness Center, University Chaplain’s Office, or Residence Life.

**E. Administrative and Standards Committee Hearings**

The hearing officer(s) shall consider the case in accordance with the Administrative Hearings Procedures outlined in Section VI of the Standards of Conduct in the *Selected Policies Manual*. Additional information, specific to hearings of alleged sexual offenses, is available from the University Conduct Officer.

*Updated August 2011*

## Standards of Conduct and Related Procedures

### I. Purpose

The chief purpose of Willamette University is the creation of a community which supports the development of intellectual skills, character and values that contribute to the pursuit of knowledge and the search for excellence. As such, the University strives to promote independent thought and intellectual curiosity, respect for differences and for the rights of others and a commitment to the development of ethically sensitive and responsible individuals.

The University therefore has the obligation to protect this educational community and to maintain socially and educationally responsible behavior among its members. Some situations may require separation from the University to reinforce community standards or ensure the safety and wellbeing of the campus community. Consistent with its purposes, reasonable efforts are made to support the personal, academic and social development of those students who are held accountable for violations of University regulations.

The purpose of the Standards of Conduct and related procedures is to set forth:

1. the rights and responsibilities of students;
2. the authority and responsibility of the University in maintaining discipline and in pursuing the central purpose of the University;
3. the general principles and policies upon which Willamette University operates;
4. the process for determining student accountability for violating these standards; and
5. the guidelines for ensuring that this process is fair and based on tolerance, mutual respect, and compassion.

These standards and procedures are intended to provide substantial justice and, in rare cases, procedural modifications may be necessary to accomplish this end.

### II. Jurisdiction

The Willamette University Standards of Conduct apply to all University undergraduate and graduate students and student organizations.<sup>1</sup> “Student(s)” includes persons enrolled in credit or non-credit courses or educational programs offered through Willamette University; “student organization” includes any group of students that is officially recognized by the University or group of students acting as a collective. The term “student” throughout the Standards of Conduct shall refer to an individual student or student organizations. The Standards of Conduct apply to any officially recognized organization, event or academic program, whether it is on or off-campus. Student status, for purposes of enforcement of the Standards of Conduct, continues whether or not the University is in session and includes persons who were enrolled during the immediately preceding semester, who are not officially enrolled for a particular semester but have a continuing relationship with the University, and who have been notified of their acceptance for admission.

Student organizations may be held responsible when any of the following situations exist:

1. members of the organization act in concert to violate Willamette University Standards of Conduct;
2. a violation arises out of an event sponsored, financed or endorsed by the organization;
3. an organization leader has knowledge of the act or incident before or while it occurs and fails to take corrective action;
4. the incident occurs at a facility, on or off campus, which is leased, rented, or used by the student organization;
5. a pattern of individual violations is found to have existed without proper or appropriate organization remedy or sanction;
6. members of the organization attempt to cover up or fail to report improper conduct to the appropriate Willamette University officials.

The jurisdiction of these Standards of Conduct shall generally be limited to conduct which occurs on University premises or at University-sponsored events. The University may be compelled to act when the

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<sup>1</sup> The College of Law, Graduate School of Management and College of Liberal Arts subscribe to the principles of the Standards of Conduct. However, the implementation of academic standards is governed by the College of Law Student Grievance Procedure, Graduate School of Management Grievance and Complaint Procedures, or the CLA Plagiarism and Cheating Policy, and shall be accomplished through those procedures. The determination of whether a matter falls within academic standards shall be made by the Dean of the College of Law, the Dean of the Graduate School of Management, or the CLA Academic Status Committee.

conduct is egregious and is detrimental to the interests of the University, such as instances of sexual harassment or sexual assault. The University Conduct Officer shall decide whether the Standards of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

As designated by the Willamette University Board of Trustees, the Dean of Campus Life is responsible for regulation of student conduct. The Dean of Campus Life has designated the associate director of Residence Life to be the University Conduct Officer, responsible for development of the Standards of Conduct and related procedures as well as administration of these standards and procedures. Any question of interpretation regarding the Standards of Conduct and related procedures shall be referred to the University Conduct Officer or his/her designee for final determination. Proposed revisions to the Standards of Conduct may be submitted by any member of the University community to the University Conduct Officer or Dean of Campus Life.

### **III. Application of Law**

The University does not seek to create an academic community detached from the reach of civil authorities, social customs or the important responsibilities of citizenship. In addition, Willamette abides by the Drug-Free Schools and Communities Act Amendments of 1989 (see Alcohol Policy). The University's conduct system is not a substitute for any civil or criminal court proceedings. Students do not surrender their constitutional rights as citizens by becoming members of the Willamette community.

### **IV. Students' Rights and Responsibilities**

#### **A. Student Rights**

1. Students have a right to pursue an education free from discrimination based upon sex, race, cultural background, religion, political creed, marital status, age, sexual orientation or disability.
2. Students have a right to fair and impartial academic evaluation.
3. Students have a right to be free from involuntary disclosure of information about their views, beliefs and political association which professors or administrators acquire in the course of their work as advisors.
4. Students have a right to have the University maintain and protect the confidential status of all educational records except as directed by appropriate legal authority.
5. Students, through student representatives, may have a right to participate in formulating and evaluating institutional policies.
6. Students have a right to organize and join associations to promote interests held in common with others.
7. Students have a right to peaceful protest on University premises. These protests may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process or damage property.
8. Individual students, student groups and campus organizations have a right to invite to the campus and hear any persons, or to view films or other media of their own choosing, subject to University requirements regarding reasonable time, place and manner for the use of its facilities.
9. Students have a right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the University, subject to the Non-Discrimination Policy and requirements for the use of University facilities.
10. Students have a right to a press free of any censorship, subject to state, local and federal laws and University policies.
11. Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
12. Students have a right to a confidential disciplinary process, as described in the University Standards of Conduct.

#### **B. Student Responsibilities**

1. Students are responsible for acting in a manner that does not infringe upon the rights of other members of the University community.
2. Students are responsible for maintaining an atmosphere that promotes respect for learning and human dignity.
3. Students are responsible for familiarizing themselves with the Standards of Conduct, other University policies, and applicable laws, and for any actions violating those Standards, policies, and/or laws.
4. Students are responsible for reporting violations of the Standards of Conduct to a faculty or staff member.

**V. Standards of Conduct**

The University may take disciplinary action against a student or student organization when the student or student organization's alleged behavior can reasonably be held to engage or attempt to engage in any of the actions listed below. The University may take disciplinary action against a student organization when the alleged violation may reasonably be held to be a collective act of that organization.

1. Falsification, forgery, unauthorized alteration or misuse of University documents, records, keys, student identification or combination door locks;
2. Disruption, obstruction or material interference with the process of instruction, research, administration, career placement, discipline or any other service or activity provided or sponsored by the University;
3. Lying, furnishing false information, withholding of information or misrepresentation to any University office or faculty, staff, or conduct board member, whether oral or written (including financial aid applications);
4. Damage, destruction, theft or misuse of University property or personal property located on the University campus;
5. Unauthorized entry or use of University owned or controlled property, facilities, equipment or resources;
6. Physical or verbal abuse, threats, intimidation, harassment, or other conduct which threatens or endangers any person or causes reasonable apprehension of such harm. This includes cyber-bullying via e-mail, social media, or other technological means of communication;
7. Aiding and abetting another in a violation of the Standards of Conduct;
8. Failure to comply with a directive from a University staff member in the performance of his/her duty;
9. Lewd or indecent conduct on University property or at University-sponsored activities;
10. Non-sexual harassment – Behavior that results in an intimidating, hostile, or offensive work, living or academic environment; includes harassment on the basis of race, ethnicity, national origin, gender, religion, sexual orientation, as well as the existence of a hostile environment that is created, encouraged, accepted, tolerated or left uncorrected (see Standards of Conduct, IV, A. 1. for the inclusive list); Bullying, a form of harassment, is abusive treatment (may be verbal, physical, written, or otherwise), the use of force or coercion to affect others, particularly when patterned and involving an imbalance of power (real or perceived).  
Stalking, a form of harassment, refers to repeated harassing or threatening behavior by an individual, such as following a person, appearing at a person's home or place of business, making harassing phone calls, leaving written messages or objects, or vandalizing a person's property. Any unwanted contact between two people that directly or indirectly communicates a threat or places the victim in fear can be considered stalking.
11. Sexual harassment (quid pro quo and hostile work environment) – see Prohibition of Harassment on the Human Resources website.
12. Sexual harassment– Unwelcome sexual advances, requests for sexual favors and other verbal, physical or written activity of a sexual nature toward any guest or member of the University community when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive work, living or academic environment, regardless of whether the alleged harasser or person being harassed is a member of the same or opposite sex.

The University standard for differentiating between an isolated instance and harassment is "... when the conduct is sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment."

Each incident is to be judged individually and is subject to a "reasonable person" standard, which would include such criteria as whether a reasonable person would subjectively feel harmed, or if a reasonable person would actually incur harm.<sup>2</sup>

13. Sexual offenses – The following are sexual offenses when the alleged victim does not consent or is incapable of consenting:
  - a. Intercourse – penetration of the vagina or anus with a penis, finger and/or foreign object, and/or oral-genital contact.
  - b. Sexual contact – any touching of intimate parts of the alleged victim or causing the alleged victim to touch the intimate parts of the alleged perpetrator.

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<sup>2</sup> Fed.Reg. 61, 194, 52173

Consent means informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent may not be obtained by physical force, threats, intimidation or coercion.

Incapable of consenting means that, at the time of the incident, the victim is unable to make or communicate a decision for any of the following reasons:

- a. the victim is under the influence of a controlled substance or other intoxicating substance;
- b. the victim is asleep or unconscious;
- c. the victim is in a protected class according to Oregon law, such as a minor or someone with a mental disability that renders them incapable of legally consenting (based on ability to make a fully informed decision).

If a student is found responsible for violation of Standard 13, the recommended sanction is suspension for up to eight semesters or expulsion. Minimally, the sanctions must include a) University conduct probation and b) education, assessment and/or treatment programs at the student's expense.

14. Possession, use or threatened use of firearms, ammunition, explosives or any other objects on University property or at University-sponsored activities (see Firearms/Weapons Policy);
15. Possession, sale or unauthorized use of narcotics or illegal drugs on University property or at University-sponsored activities; being present or remaining in an area where illegal drugs are being consumed;
16. Violation of the University Alcohol Policy (see Alcohol Policy);
17. Disorderly conduct (including disorderliness resulting from intoxication), unreasonable noise or behavior which results in material inconvenience, annoyance or alarm. Disorderly conduct includes unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress;
18. Engaging in, supporting or promoting hazing or violating University policies governing hazing. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes acts which may create undue mental stress or physical discomfort, embarrassment, humiliation, or ridicule. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts. They are violations of this Standard.
19. Tampering with fire equipment, turning in a false alarm or engaging in behavior which constitutes a fire hazard;
20. Making harassing phone calls, misuse or abuse of University telephone equipment, computer access lines, mail services or telecommunication resources;
21. Failure to abide by any published University policy or procedure, applicable local, state and federal laws (e.g., including, but not limited to Residence Life policies, residential community agreements, academic catalogs);
22. Failure to comply with the terms of any agreement or sanction imposed in accordance with these Standards of Conduct.

## **VI. Enforcement and Resolution Procedures**

If a student is charged with a violation of the Standards of Conduct, formal resolution is required. In other situations, informal resolution is encouraged. Alleged academic violations will be adjudicated by the dean of the affected college or school using the guidelines and procedures of the appropriate college. Students who have a pending disciplinary case or sanctions are not eligible for graduation until the case has been resolved and/or sanctions have been completed.

Notice related to conduct proceedings is considered effective as of the date of delivery to the student's campus mailbox (or last known permanent address if during a break period), posting to his/her University email account, or delivery to the student in person.

### **A. Informal Resolution**

Willamette community members are encouraged to resolve differences, conflicts and misunderstandings directly and informally. Students may contact the Office of Residence Life for conflict resolution assistance from a Resident Assistant, an Area Coordinator, or a professional mediator.

## **B. Formal Resolution**

Willamette community members may contact the University Conduct Officer or a Campus Safety officer (students living on campus may contact a Residence Life staff member) when they believe a student's behavior violates:

- the Standards of Conduct, or
- when informal efforts to resolve the issue have been unsuccessful.

Either the reporting party or the staff member may submit an incident report - a written factual account of what happened - to the University Conduct Officer or his/her designee. The University Conduct Officer, who has the sole discretion to make the determination, may resolve the matter through:

- mediation
- restorative justice agreement
- discussion with a staff member
- Administrative Hearing
- Conduct Board Hearing
- Standards Committee Hearing

### **1. Mediation**

Mediation is a face-to-face meeting during which parties discuss and resolve points of disagreement with the assistance of a neutral facilitator. Generally, both or all parties share responsibility for the dispute and must be willing to make a good-faith effort to determine a mutually agreeable resolution. A copy of the resolution will be placed in the students' files. If the parties are able to reach agreement, both or all parties must agree to be bound by the agreement with no right to an appeal. If the parties are unable to reach agreement, the University Conduct Officer may refer a student accused of a violation to a hearing. Mediation is not an option in cases of alleged sexual misconduct.

### **2. Restorative Justice Agreement**

Restorative justice involves bringing a student(s) responsible for a violation together for a discussion with the individuals affected by the behavior (victims and others). The student(s) responsible must be willing to acknowledge wrongdoing and have a desire to repair the harm. Together, everyone develops and signs an agreement regarding specific actions the responsible student(s) will take to repair the harm done to relationships and to the community. This process requires a trained facilitator. A copy of the agreement will be placed in the student's file. If the group is able to reach agreement, the responsible student(s) must agree to be bound by the agreement with no right to an appeal. If the group is unable to agree on actions to repair the harm, the University Conduct Officer may refer the responsible student(s) to a hearing. Restorative justice agreements are not an option in cases of alleged sexual misconduct.

### **3. Discussion with a Staff Member**

Some violations may only require a conversation with a staff member. A note summarizing the conversation will be placed in the student's conduct file.

### **4. Administrative and Conduct Board Hearings**

An administrative hearing is conducted by an individual hearing officer or a panel of hearing officers - the University Conduct Officer or his/her designee(s). A conduct board hearing is conducted by a student-led conduct board. Information on the composition and selection of the conduct board members is available on the website: <http://www.willamette.edu/dept/conduct/>. Information on the administrative hearing procedures for complaints of sexual offenses is available from the University Conduct Officer.

#### **a. Hearing Rights**

All students have the following rights pertaining to conduct hearings:

- i. The right to be notified in writing of all charges.
- ii. The right to receive advance notification in writing of the time and place of the formal hearing.
- iii. The right to request that a specific hearing officer or panel member be replaced due to a conflict of interest. (This request should be made to the University Conduct Officer prior to the date of the formal hearing.)
- iv. The right to address charges in person. (If a student fails to attend a conduct hearing, the case may be heard in absence of the student at the discretion of the hearing officer. In this case, all evidence present will be considered when deciding responsibility.)
- v. The right to present supporting evidence that pertains directly to the events in question including written statements of personal testimony from others involved in the incident in question.
- vi. The right to be apprised of all known evidence at the time of the hearing.
- vii. The right to receive a formal letter summarizing the results of the hearing.
- viii. The right to request an appeal.

b. Notice

The student who is alleged to have violated a University policy or regulation will be notified in writing of the alleged violation with an appointment letter. The appointment letter shall offer the student the opportunity to attend a hearing. If there is any substantial reason the student feels a hearing officer or board member cannot be fair and impartial, the student may notify the University Conduct Officer within two working days. Should a student fail to schedule a hearing or appear at a scheduled hearing, it will be held in his/her absence.

b. Option to Accept Responsibility

The accused student may be given the option to forgo a hearing, accept responsibility for the alleged violation(s) and agree to a proposed sanction. If the student selects this option, he/she will meet with the designated hearing officer to discuss the behavior and sanction. He/she also gives up the right to an appeal.

c. Hearing Procedures

The goal of the hearing is to present all pertinent information so that the hearing officer, panel or board receives an accurate account of the events as well as an understanding of the perspectives and intentions of the involved parties. The hearing is not intended to be adversarial.

The hearing will be conducted by a hearing officer, hearing panel or conduct board. The hearing officer(s) or board will decide the case based on a preponderance of the evidence available through testimony and exhibits.<sup>3</sup> The technical rules of evidence applicable to civil and criminal cases shall not apply. All procedural questions are decided by the hearing officer or board chairperson.

During this hearing the following will occur:

- i. A hearing officer or board chairperson will explain the process, and ask the accused student(s) if s/he has any questions about the process.
- ii. A hearing officer or board chairperson will review the available information about the incident.
- iii. The student(s) will then have an opportunity to confirm or contest the accuracy of the presented information and share additional information.
- iv. When all of the information has been presented, the hearing officer(s) or board will render a timely decision.
- v. If a violation of University policy or regulation is found, the hearing officer(s) or board will make a decision about the appropriate sanction(s) and discuss them with the student. The sanction is subject to review by the University Conduct Officer.
- vi. The University Conduct Officer may review and, if necessary, remand or alter the sanctions after the conclusion of the hearing. If he/she deems the sanctions to be inappropriate, he/she will discuss the issue with the student(s) prior to any revision of the sanction(s) and send a follow-up letter confirming the revised sanction(s).
- vii. The process for appeal will be explained and the student(s) will be asked if there are any questions about the appeal process.
- viii. A follow-up letter will be sent to confirm the decision. A copy of the letter will be placed in the student's conduct file.

d. Hearing Privacy

All hearings are considered private, and hence, are not open to the public. The hearing may be attended by:

- i. the student(s) charged with the violation
- ii. the hearing officer(s) or conduct board members conducting the hearing
- iii. conduct board advisor and the University Conduct Officer
- iv. hearing officers, conduct board advisors, or conduct board members who are in training.

Other individuals may be present only with permission from the hearing officer(s) or conduct board chairperson.

e. Sexual Misconduct Hearings

In cases involving alleged sexual misconduct (Administrative or Standards Committee hearings; these cases are not referred to student conduct boards), the following guidelines apply and supersede any conflicting procedures normally followed in other types of hearings:

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<sup>3</sup> Preponderance of Evidence – Evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.

In any hearing involving allegations of sexual misconduct:

- i. the respondent and complainant will at no point be expected to be in the same room at the same time, or be allowed to question the other party directly
- ii. the respondent and complainant will have the equitable opportunities to present evidence and witnesses
- iii. the respondent and complainant will have equal access to evidence, written statements, and testimony
- iv. both the respondent and the complainant will be informed in writing of the outcome of the hearing
- v. both the respondent and the complainant may appeal the outcome and/or sanctions of the hearing

#### **VII. Appeal Procedure of Administrative and Conduct Board Hearings**

Respondents found responsible may request one appeal of an Administrative or Conduct Board Hearing decision. Complainants may request one appeal of an Administrative Hearing decision in cases of alleged sexual assault. The Dean of Campus Life or his/her designee will determine the most appropriate person/body to serve as an appeal officer from the list below to consider the request for an appeal and, if granted, the appeal:

1. the University Conduct Officer (only an option when he/she was not involved in the hearing process)
2. the Appeals Board
3. the Standards Committee
4. other person(s) that the dean deems appropriate

Information on the composition and selection of the appeals board members is available on the website: <http://www.willamette.edu/dept/conduct/>.

The written request for an appeal must be filed with the Assistant to the Dean of Campus Life within five working days from the date the hearing follow-up letter is issued. The consideration of the request for an appeal and the appeal itself shall be limited to a review of the hearing record. It is not a new hearing, except as necessary to explain the basis of information required under #2 below. The student(s) must explain the basis for the request for an appeal in writing to the appeal officer(s) who will determine if one of the four criteria has merit:

1. A significant procedural error occurred.
2. Newly discovered information exists which is sufficient to alter a decision and which by due diligence could not have been discovered in time for the hearing.
3. The sanction is more severe than the established guidelines (available on the website: <http://www.willamette.edu/dept/conduct/>).
4. The sanction results in either suspension or expulsion, in which case the Dean of Campus Life or his/her designee usually will refer the appeal to the Standards Committee for review. The student may request that the appeal be referred to another hearing officer(s) in lieu of the Standards Committee.

The progression of an appeal:

An appeal officer(s) will determine if one of the criteria has been met. If one has not been met, the request for an appeal is denied and the determination of the hearing officer(s) or conduct board is final.

If the request for an appeal is granted on the basis of newly discovered information, the matter may be referred back to the original hearing officers(s) or conduct board for reconsideration of the original determination and/or sanction.

If the request for an appeal is granted on the basis of a significant procedural error or a sanction which is more severe than the established guidelines, the appellate officer(s) or board shall:

1. conduct a new hearing,
2. refer the matter to another hearing officer(s) or board to conduct a new hearing, or
3. revise the sanction (if the issue of responsibility is not in dispute).

While an appeal is pending, the student must comply with sanctions deemed necessary by the University Conduct Officer.

#### **VIII. Standards Committee**

The Standards Committee will hear appeals of cases that resulted in a sanction of suspension or expulsion, or when called upon for other matters related to the Standards of Conduct. The Standards Committee shall be

governed by a commitment to fair process, education and prevention. Committee members will be appointed for two-year, renewable terms. A student who has been found in violation of the Standards of Conduct or the Academic Plagiarism and Cheating Policy may be ineligible to serve as a member of the Committee.

**A. Membership**

The Standards Committee shall be comprised of the following:

- two faculty, nominated by the College of Liberal Arts faculty council
- two faculty, one nominated from Atkinson Graduate School of Management and one from the College of Law, by their respective deans
- two staff/administrators, nominated by the Dean of Campus Life
- three College of Liberal Arts students nominated by A.S.W.U.
- one law student nominated by the Student Bar Association
- one graduate student nominated by the Associated Students of the Graduate School of Management

The Dean of Campus Life appoints individuals to serve on the Standards Committee. A faculty or staff/administrator shall be selected by the president to serve as chairperson to conduct the proceedings according to Standards Committee procedures and serve ex-officio, voting in the case of a tie.

**B. Alternate Membership**

In the event of absence, unavailability or disqualification of any member, alternate members will serve to assure full committee membership. Alternate members will be selected from the same group, i.e., students replace students, staff replace staff, etc. Alternate members may participate in committee meetings, but will not be present at actual proceedings, unless they are serving as alternates. Alternates will be called to serve by the Standards Committee chairperson.

**C. Temporary Disqualification**

The chairperson shall consider, upon request of the accused student, the complainant, or any committee member, the temporary disqualification of one committee member. Disqualification may be on any grounds. Students or committee members must submit their request in writing to the chairperson for consideration and a decision 48 hours prior to the proceeding of the particular case.

**D. Quorum**

A quorum shall consist of the chairperson and six members. The six members shall consist of a minimum of three students and three faculty/staff. A quorum is required for any official business of the Standards Committee unless sufficient committee members are unavailable and the accused student and complainant agree to waive quorum.

**E. Standards Committee Procedures**

1. The chairperson of the committee is responsible for scheduling the proceedings and notifying the participants. The administrative assistant to the University Conduct Officer will be available to assist the chairperson with these responsibilities.
2. At least two working days prior to the proceeding, the student(s) will receive a written notice of the alleged violation. The notice will also contain the time, date and place of the proceeding. Requests for postponement will be considered if extraordinary circumstances exist. A party shall request a postponement from the chairperson of the Standards Committee.
3. Either party may review all information to be submitted at the proceeding, including a list of witnesses if requested. Parties shall not discuss the substance of the case with committee members prior to the proceeding.
4. The respondent may elect not to appear at the proceeding; however, the proceeding will then be conducted in the student's absence.
5. All proceedings are considered private, and hence, are not open to the public. The proceeding may be attended by:
  - a. the students involved (respondents and complainants)
  - b. advisors to the students (1 per student)
  - c. committee members
  - d. University Conduct Officer or designee
  - e. support staff for conducting hearing
  - f. others called upon by the committee
6. During the proceeding, either party may have an advisor present in an advisory capacity. The advisor is not permitted to participate in the proceedings.
7. The complainant and respondent may appear in person, hear all testimony, present any relevant information, make witnesses available to the committee and present argument at the proceeding. A

decision to appear does not obligate either party to testify or to present information or argument. Failure to testify or present information or argument will not be held against either party.

8. In the case where a complainant or respondent asks for a clarification or change in a procedure, the chairperson is authorized to make a ruling on this request or refer the matter to the committee for discussion.
9. Proceedings will be conducted by the chairperson in an informal manner, using committee guidelines for the type of proceeding to be conducted, with appropriate regard for the conduct of a fair, sensitive and respectful process. The proceedings of the Standards Committee are closed unless otherwise determined by the chairperson.
10. The Standards Committee operates on the general philosophy that all members, complainants, respondents, witnesses, advisors and representatives use a standard of courtesy when conducting themselves in proceedings before the Standards Committee. This includes, but is not limited to:
  - a. allowing witnesses to finish statements before committee members' questioning begins
  - b. directing questions to the chairperson when appropriate
  - c. allowing clarification or restating of questions by the chairperson in order to promote a courteous atmosphere
  - d. seeking recognition from the chairperson before asking questions of witnesses, etc.The chairperson, upon affirmation of the committee, has the authority to remove any party who is disruptive and/or obstructs the proceedings or the procedures.
11. The chairperson of the committee shall make a recording of the proceedings. The complainant/respondent may listen to the recording in the presence of the chairperson or the chairperson's designee.
12. All statements, information, and comments given during the proceeding will be held in strictest confidence by Standards Committee members.
13. After all information and arguments have been presented, the committee will meet in private to discuss the case and reach a decision. The outcome of the appeal will be based on the proceedings before the Standards Committee, a preponderance of evidence in the record of the hearing below, and University policy.
14. The chairperson may vote only to break a tie.
15. The committee may affirm, reverse or remand a sanction imposed. If the committee determines that a sanction of suspension or expulsion is too severe, the case shall be referred back to the original hearing officer(s) for consideration of lesser sanctions. The committee may consult with the University Conduct Officer related to specific provisions that are required for a student to return to the University after a suspension.
16. After the proceeding, the chairperson of the committee shall notify both parties in writing of the committee's findings.
17. The University Conduct Officer shall enforce compliance with sanctions imposed by the Standards Committee.

## **IX. Sanctions**

Willamette University's conduct process is intended to be educative, rather than punitive. However, separation from the University may be necessary to reinforce community standards or to ensure the safety and wellbeing of the campus community. The University Conduct Officer has established sanctioning guidelines to provide a balance of consistency and flexibility in the determination of sanctions. Hearing officers and boards are not bound by these guidelines; they may consider mitigating and aggravating circumstances. Sanctions will be situational and dependent on factors such as the student's attitude, commitment to changing behavior, level of self-responsibility, and personal circumstances in his/her life. Additional information on the University Conduct Officer's sanctioning guidelines is available on the website: <http://www.willamette.edu/dept/conduct/>.

Willamette University adheres to a progressive disciplinary system. In determining the appropriate sanction, hearing officers, panels and boards will consider a student's record of prior violations and the time which has elapsed between offenses. Repeat offenses will have a cumulative impact that will result in more severe sanctions.

Except when the behavior has been egregious, permanent records of disciplinary conduct action are not kept beyond three years after the student's last semester of enrollment and may be purged after graduation.

If a student is found responsible for violation of Standard 13 (sexual offenses), the recommended sanction is suspension for up to eight semesters or expulsion. Minimally, the sanctions must include a) University Conduct probation and b) education, assessment and/or treatment programs at the student's expense.

**A. Warning**

The student is given written notice of the outcome of the hearing and that future violations of the Standards of Conduct may result in the imposition of more serious sanctions.

**B. Service to the University**

The student is required to render a designated number of hours in the service of the academic, on-campus, or off-campus community under the direction of the University Conduct Officer or his/her designee.

**C. Restitution**

The student is required to reimburse personal injury costs or replace or restore damaged, stolen or misappropriated property.

**D. Fine**

The student is required to pay a designated amount of money to the University as penalty for a violation. Unfulfilled University service sanctions may be converted to a fine at a rate of \$20.00 per hour.

**E. University Conduct Probation**

The University may require the student to acknowledge specific terms of the probation and specific outcomes should the student fail to abide by the terms of probation. Additionally, the student's participation in University life may be placed on provisional status, with or without loss of designated privileges, e.g., suspension of participation in campus activities, clubs, etc.

**F. Suspension**

The student's participation in University life is severed including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the suspension takes place. As applied to student organizations, this sanction is equivalent to loss of University recognition and all privileges associated with such recognition.

**G. Expulsion**

The student's participation in University life is severed indefinitely, including denial of enrollment, attendance and other University privileges, loss of all fees and academic credit for the semester in which the expulsion takes place.

**H. Other**

The University may impose other sanctions as deemed necessary and appropriate. This may include but is not limited to required education, assessment and treatment programs at the student's expense. The University may limit participation in University activities or organizations and/or revoke designated privileges to participate in University life.

**X. Behavioral Concern**

The University may consult to assess behavior, and respond to a student's behavior that causes concern, especially when:

- A student allegedly violates the Standards of Conduct, and/or
- The University conduct officer or his/her designee believes that a physical or mental health issue may be interfering with the student's ability to abide by these standards, and/or
- Other information is presented regarding a student's ability to perform in, or adapt to, the university setting.

The consultation may include sharing information from a student's educational record. In this circumstance, the University conduct officer or his/her designee may require the student to meet with others for support, evaluation and/or treatment.

**XI. Health Concern**

If a student's behavior causes University staff to be concerned for his/her or another person's health, the University may require the student to meet with a staff member at the Bishop Wellness Center for discussion, evaluation and/or treatment. In some instances, medical or psychological episodes, or behavioral difficulties may become chronic, dangerous, or excessively disruptive. When this occurs, the University may require the student to be assessed off campus, at his/her own expense, by a licensed provider (mental health counselor, psychologist, psychiatrist, physician, or other health provider) approved by the Director of Counseling Services or Director of Health Services. Some types

of assessment may restrict the student's access to campus facilities, programs and/or services. The purpose of the evaluation will be to assess if:

1. The student can return to campus without being an immediate threat to self or others.
2. The student is able to adequately care for him/herself using the normal resources available to students at the University.
3. The student is capable of functioning socially and academically without disruption to the community.

Upon completion of the assessment, the student may request re-entry to campus. The student's request must include written documentation of their evaluation, certification by the approved provider, and a plan that would facilitate a successful return to academic and campus life. It is advised that this plan be developed in consultation with the Director of Counseling Services and/or Director of Health Service and an academic advisor representing the respective college.

The plan should include a description of specific goals, meetings, and supportive steps that the student will implement to demonstrably reduce the risk of repeating the behaviors or episodes. In order for the student to return, the plan must be reviewed and approved by the Director of Counseling and/or Director of Health Services. Re-entry would then require approval by the appropriate college Dean.

Review may include, but is not limited to the following considerations:

1. The quality and content of the evaluation.
2. The adequacy and merit of the academic plan.
3. As evidenced by the evaluation and academic plan, the student's ability to return to campus and complete academic work.
4. The ability to return without disruption to the campus community.
5. Additional information necessary to the University to adequately respond to the student's circumstances, or to the information contained in the evaluation or plan.

## **XII. Immediate Restriction of a Student's Access to Campus Facilities, Programs or Services**

To fulfill its responsibility to provide a safe and secure environment for all community members, Willamette University, by action of the President, a Dean, or their designee, may immediately restrict a student's access to campus facilities, programs and/or services. The University may immediately remove or restrict a student's access to campus facilities, programs, and services, if:

- The presence or activities of the student poses a threat to the safety of a member(s) of the Willamette community;
- The student poses a threat to him/herself;
- The student is deemed unable to participate in the campus community for health or safety reasons, or
- The totality of circumstances around the student's presence causes a significant disruption, obstruction or material interference with the process of instruction, research, administration, career placement, discipline or any other service or activity provided or sponsored by the University.

*This action will take effect immediately upon notice to the student. This restriction or removal allows for an appeal. An appeal may be submitted in writing within 48 hours to the University conduct officer, but only after the student has complied with this action. The University conduct officer will appoint a committee of faculty and/or staff to consider the appeal and to respond as soon as practicable.*

## **XIII. Immediate Suspension of a Student Organization**

The University Conduct officer or designee may suspend an organization's privileges and activities pending the outcome of a hearing if the organization's activities:

- pose a threat to the physical safety of a member(s) of the Willamette community,
- pose a threat of disruption or interference with University services or operations, or
- are incongruent with the academic mission and Standards of Conduct of Willamette University.

Suspension will take effect immediately upon actual notice to the organization. The organization will receive notice of a hearing within a week of the notice of suspension. The hearing will occur as soon as practicable and will consider the issue of continued suspension of privileges and activities in addition to the alleged violation of the Standards of Conduct.

## **IX. Publication and Notification of Revision of the Standards of Conduct**

The Standards of Conduct are published in the annual *Willamette University Selected Policies Manual*. Additional copies will be available in the Office of Residence Life and available online at: <http://www.willamette.edu/dept/campuslife/policies/>. Changes to these Standards of Conduct and related procedures take effect upon notice to the Willamette community by the University Conduct officer or his/her designee.

## **Student Grievance Policy**

This policy does not apply to Standards of Conduct violations, nor is it an appeal or process to supersede the Standards of Conduct. In cases of sexual harassment or sexual assault, please refer to those policies for appropriate procedures.

1. Students who believe that a faculty or staff member has violated their rights have the responsibility to discuss thoroughly their complaint with that faculty or staff member. Students in the College of Law and Graduate School of Education shall be governed by their respective procedures.
2. In the case that students and the faculty or staff member involved are unable to resolve their differences, students should then discuss the complaint with the immediate supervisor of the faculty or staff member. After the initial meeting, the faculty or staff member, the appropriate supervisor and the student may meet if all parties agree.
3. If the student is not satisfied by steps 1 and 2, he/she should submit a written complaint to the Dean of Campus Life, if the matter is non-academic, or the dean of the respective college if the matter is academic. In either case, the respective dean or vice president will establish a Hearing Board. In cases involving rights or a matter which is not readily categorized as either academic or non-academic, the vice president for Administrative Services and the dean of the college will review the situation together and decide which classification is most appropriate.
4. The Hearing Board will be composed of five members – one student and one faculty member from the campus life committee, one student from the student senate, one faculty member from the faculty council, and the appropriate dean/director who serves as chairperson.
5. Within five class days of receiving a copy of the student's complaint, the faculty or staff member involved shall submit a written response to the Hearing Board chairperson. Copies of the response shall be given to all persons who received copies of the student's complaint.
6. The Hearing Board will convene upon receipt of the response. After reading and discussing the complaint and the response, the Hearing Board may request interviews with faculty, staff members or students involved. The Hearing Board shall write a recommendation and rationale upon reading and discussing the initial written complaint and response. Copies will be sent to the student, the faculty or staff member, and the appropriate supervisor.
7. If after five class days, the Hearing Board is aware that no action has been taken on its recommendation, it may forward its recommendation to other levels for further action (e.g., appropriate vice president or dean).
8. A written appeal of the outcome by the student or faculty/staff involved to the chairperson of the Hearing Board may be filed within five class days after the receipt of the recommendation. The appeal must be based upon one of the following criteria: 1) procedural error which was significant, or 2) newly discovered evidence which by due diligence could not have been discovered in time to be presented at the Hearing. Upon receipt of the written appeal, the chairperson of the Hearing Board shall submit a copy of the original complaint, response, Grievance Board recommendations and rationale, and the appeal to the appropriate dean.
9. All proceedings of a Hearing Board shall be kept confidential and not noted in the student's permanent record.

## **Student Refund Policy**

Students are admitted to Willamette University with the understanding that they will remain until the end of the semester unless unforeseen circumstances necessitate their withdrawal. Students who are suspended or expelled from the University forfeit all refunds of tuition and fees.

In compliance with the Higher Education Amendments of 1998 (Section 668.22), Willamette University's refund policy is as follows:

1. A student's withdrawal date is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or the midpoint of the period for a student who leaves without notifying the institution.
2. Refunds for tuition for full withdrawals will be prorated, per day, based on the academic calendar up to the 60% point in the semester. If a student drops below full-time (3.0 credits) but remains enrolled, after the 10<sup>th</sup> day of class (the Add/Drop Period), they will not have their tuition charge adjusted, but will be billed as a full time student for the semester.
3. Withdrawing students are responsible for applicable room and board charges through the date they checked out of their campus housing with Residential Services.
4. Students withdrawing for medical reasons may petition for a Medical Withdrawal. In the case of an approved Medical Withdrawal, the student refund is the same as a student who withdraws from the University. However, the student's transcript will indicate a withdrawal for medical reasons. Applications for a Medical Withdrawal may be obtained from the Registrar's Office.
5. Health insurance charges and student body fees will not be refunded to withdrawing students.
6. In the case of a student's death during a term, a full tuition refund will be granted to the student's estate.

Students who withdraw and have received financial aid will receive their refund after the required portion of their financial aid is returned to the aiding programs. The required portion of financial aid that is returned to the aiding programs is calculated as follows:

- Title IV aid and all other aid is earned in a prorated manner on a per day basis based on the academic calendar up to the 60% point in the semester. After the 60% point, no refunds are granted for tuition.
- Recalculation of financial aid is based on the percent of earned aid using the following federal formula:

Percent Earned = Number of days completed up to the withdrawal date divided by total days in the semester.

- Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (Percent earned x aid that was eligible to be disbursed) – aid that was actually disbursed.

- When financial aid is returned, the student may owe a balance to the University. The student should contact the Business Office to make arrangements to pay the balance.

Questions regarding this refund policy should be addressed to the Director of Student Accounts located in the University's Business Office, first floor of Waller Hall.

## **Telephone Harassment: Procedure to Order a Phone Number Change**

If a residential student receives a harassing phone call on a campus phone, he/she should take the following steps:

1. Report the incident to the Campus Safety office.
2. Authorize Campus Safety to place a trace on the phone.
3. De-list your phone number from the on-line Fusser's Guide.
4. If it is deemed necessary for the protection of the student to change the phone number, Campus Safety will order a new number from Willamette Integrated Technology Services. When the number has been changed, Campus Safety will provide the new number to the student and to Residential Services.

# All-Campus Policies

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## Alcohol Policy<sup>4</sup>

### I. Introduction

Willamette University does not approve of the illegal consumption of alcoholic beverages by underage persons. Moreover, Willamette University condemns the abuse of alcoholic beverages. No person under the age of 21 years shall attempt to purchase or acquire an alcoholic beverage, and no person under the age of 21 years shall have personal possession of an alcoholic beverage.

Evidence has shown that underage consumption of alcoholic beverages is prevalent on university campuses despite state laws and university rules and regulations. Due to the persistence of underage consumption of alcoholic beverages, Willamette University's policy and procedures implements an educational as well as regulatory aspect in addressing this situation. This alcohol policy is intended to serve the following objectives:

- To promote legal and responsible behavior and attitudes among all members of the University community;
- To create programs and services to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making;
- To aid individuals experiencing difficulties associated with the use of alcohol.

This alcohol policy is also a component of the University Standards of Conduct and its procedures. It applies to all students, faculty, staff and administrators. Failure to observe the following policies and regulations shall constitute a violation of the University policy and may subject the individual(s) or group(s) to sanctions outlined in the Standards of Conduct and the appropriate employee handbook. Ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

### II. Policies Governing Use of Alcohol

- Individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- Individuals not of legal drinking age (not yet 21 years old) are not permitted to consume, or be under the influence of alcohol.
- No person shall misuse or abuse alcohol.
- No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- No person shall sell, give or otherwise make available any alcoholic beverage to any person who is "under the influence" as defined in D-1 of this policy.
- Applicable state and federal laws related to alcohol or other drugs, required for compliance with the Drug Free Schools and Campus Act, are found in Addendum A of this policy.

#### A. Individual Student Rooms

University residences include fraternity and sorority houses, residences and apartments.

1. Consistent with Oregon State law, private gatherings in individual student rooms will not be considered social functions and need not be registered. Occupants and participants are responsible for abiding by all University policies.
2. Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room. The University defines "safe and manageable occupancy" as no more than three (3) times the residential occupancy for that room.
3. Regardless of the number of persons in an individual student room, a University employee may enter a room to ensure compliance with health and safety standards, or if there is reason to believe that there have been violations of University policy or state and federal law.

#### B. Other University Facilities/Common Areas

1. When alcohol is to be served in any Willamette University approved facility or function, the Alcohol Use Request must be submitted on line at <http://www.willamette.edu/dept/scheduling/form/alcohol> ten (10) working days prior to the event for final approval by the Vice President for Administrative Services or designee. Copies will then be sent to the following offices as deemed appropriate: campus safety, food service, the appropriate building manager, and the director of scheduling and conference services.

2. Consistent with the general alcohol policy regulations, alcohol may be served or consumed in the following buildings (excluding classrooms) upon approval of the Alcohol Request Form:
  - a. University Center
  - b. Playhouse
  - c. Art Building
  - d. Smith Fine Arts Building
  - e. Law School
  - f. Atkinson Graduate School of Management
  - g. Waller Hall
  - h. McCulloch Stadium patio
  - i. Montag Center recreation area
  - j. Thetford Lodge
  - k. Kaneko Commons Atrium
  - l. Portland Center
  - m. Ford Hall special event area
3. Upon approval of the Alcohol Request Form, alcohol may be served at catered events (i.e., receptions, dinners) in:
  - a. Goudy Commons
  - b. Sparks Recreational Center
  - c. Mary Stuart Rogers Music Center
  - d. Hallie Ford Museum of Art
  - e. Residential Common Areas
  - f. Hatfield Room in the Hatfield Library
  - g. Kaneko Commons
  - h. Thetford Lodge (by permission)
  - i. Concrete areas outside of Rogers Rehearsal Hall, Law School Student Lounge and Atkinson Graduate School
  - j. YWCA/Carnegie Building
  - k. Legal Arts Building
  - l. Atkinson Annex
4. A notice of the approval of the Alcohol Request Form shall be displayed at the event.
5. In instances where a registered event is only utilizing a portion (i.e., room) of a building, the serving and consumption of alcohol must be confined to the specific registered or designated area (i.e., room).

**C. On/Off-Campus University Sponsored Events & Travel**

1. This alcohol policy is also in effect at on/off-campus, University sponsored events.
2. Employees should consult this document and applicable employee handbooks for policy guidelines.
3. Students should review the University Standards of Conduct, including review of this alcohol policy, prior to consuming alcohol on a university trip/travel, or at a University-sponsored event on/off campus.
4. Students will be held responsible for their behavior during University travel, and at on/off-campus University events or functions.
5. Students driving on University business, or driving vehicles on behalf of the University, are prohibited from consuming alcoholic beverages before driving.
6. University employees are expected to be professionally responsible when consuming alcohol during work hours, when they are representing the University, or at University-sponsored events.
7. Consumption of alcohol at events where employees represent the University, or at events sponsored by the University, shall not violate the limits defined in section D-1 of this policy, or applicable laws and regulations.

**D. Regulations and Procedures**

1. The University defines “under the influence” as any noticeable level of alcohol where perceptible impairment of mental or physical capacity is present.
2. Any noticeable level of alcohol in an underage student (not yet 21) is a violation of this policy.
3. Alcohol may not be served or consumed in any outdoor areas of the campus during the academic year.
4. Direct or indirect sale of alcohol is prohibited without the written permission of the vice president for Administrative Services.
5. To sponsor an event where alcohol will be served, access the Alcohol Use Request form on line at least ten (10) working days prior. When alcohol is to be consumed on campus, or when a student group seeks to contract for alcohol to be provided off campus through another third party vendor,

- an Alcohol Use Request form must be submitted and approved at least 10 days prior to scheduling, or contracting, for the event. No contracted use of alcohol, on or off campus, is permitted without an approved Alcohol Request form.
6. Alcohol must be distributed through a Willamette approved third party vendor, unless otherwise approved by the vice president for Administrative Services.
  7. When alcohol has been approved to be served in University facilities or sponsored events, it is approved with the intent that participants will not leave the facility or event and operate a vehicle under the illegal influence of alcohol.
  8. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than members of the Willamette community and approved guests of the University.
  9. Willamette participants in a sponsored event may be required to produce current Willamette University ID. A guest of any Willamette University community member must produce identification (e.g., driver's license, University ID) verifying at, or above age status, when asked.
  10. Willamette University community members are responsible for the conduct of their guests. The University reserves the right to require guests to leave an event.
  11. Alcoholic beverages or offering of alcoholic beverages will not be mentioned or implied in publicity or announcement of an event.
  12. Alcohol will not be the main focus of an event.
  13. Appealing non-alcoholic beverages and food must be served at all events while alcohol is being consumed or served. Food and non-alcoholic drinks must be displayed as prominently as alcoholic beverages.
  14. The area where alcohol was served or consumed must be cleared and cleaned immediately following the event. Sponsors of the event will clear and clean this area or will make arrangements to have this done.
  15. The presence, possession, or use of common source containers of/for alcoholic beverages (including, but not limited to kegs, beer/party ball, bulk containers requiring a tapping or spigot device, punch bowls, trash cans, or other containers used to dispense alcohol greater than 1.5 l), by individuals or groups, other than at a registered and approved event, is prohibited on the University campus, without the express written permission of the vice president for Administrative Services.
  16. The availability and use of common source containers at approved events will be at the sole discretion of the University.
  17. Student body activity fees or any special fee or levy initiated through University-sponsored or supported student organizations may not be used for purchase of alcoholic beverages.
  18. An event where alcohol is present may not exceed a safe and manageable number of people at any one time. The University will determine this number.
  19. All entrances and exits of University facilities where alcohol is served must be monitored. In the case of a large event (as defined by the University), organizers must arrange with Campus Safety for security officers for the duration of the event.
  20. A member of the University staff shall take measures to stop an activity where alcohol is served or consumed if there are problems or violations that cannot be readily corrected. Food Service staff also has the responsibility of monitoring the use of alcohol at catered events and are authorized to suspend alcohol distribution.
  21. Students, faculty, staff and administrators will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations, which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action by the University or by local, state or federal law enforcement.
  22. All events must comply with applicable Oregon Liquor Control Commission guidelines.
  23. Open containers of alcoholic beverages are not permitted in public areas. A student room or apartment is considered public if the door to the hallway is open.
  24. Students and guests consuming alcohol may be required to present identification and verification of age.

### **III. Procedures for Enforcement**

1. The vice president for Administrative Services shall be responsible for the enforcement of the Alcohol Policy. Any other member of the University community may refer violations of this policy to the vice president for Administrative Services for possible action.
2. Violations of the Alcohol Policy by students or student groups will be adjudicated through the Standards of Conduct Policies and Procedures.
3. Violations of the Alcohol Policy by University employees, departments, or department-sponsored groups will be addressed by the vice president for Administrative Services and referred to a dean/administrator for action.

#### **IV. Sanctions, Information, and Notification under FERPA**

Sanctions will be administered under the policies and procedures of the Standards of Conduct, or as outlined in the employee handbook, whichever is appropriate.

- Sanctions will be administered for the abusive use of alcohol.
- Sanctions generally include an educational component.
- Students should expect to attend an alcohol education class for first time violations of the Alcohol Policy.
- Sanctions may include suspension of privileges to serve, possess or consume alcohol on campus in University-owned facilities, or at University-sponsored events.
- Repeat or egregious violations or behaviors by students may require more comprehensive educational sanctions including outpatient treatment and assessment.
- The University may require students to not be present where alcohol is served or consumed, including but not limited to, their own private residences on campus.
- The University may require employees to not be present where alcohol is served or consumed at University sponsored events.
- Egregious or unhealthy use of alcohol, or repeated violations of this policy, may cause the University to contact a student's parent in accordance with FERPA guidelines.
- Repeated or egregious violations by students may lead to suspension.

**The University may require additional sanctions. Any questions or suggestions for changes to this policy should be directed to the Vice President for Administrative Services.**

### **ADDENDUM A**

#### **APPENDIX B**

#### **Oregon and Federal Statutes**

##### **Oregon Statutes**

In Oregon, the Controlled Substance Schedule upon which the drugs appear determines penalties for possession and distribution of illicit drugs. In the discussion below, the term "controlled substance" is employed instead of "illicit drugs." Alcohol sanctions are listed separately.

##### ***Manufacture or distribution of controlled substances***

- Schedule I drugs except marijuana (marijuana is on Schedule I but is treated separately under the law. Examples: heroin, LSD, peyote, mescaline, psilocybin):  
Class A felony (up to 20 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
- Schedule II drugs (including opium, cocaine, methamphetamine):  
Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money)
- Schedule III drugs (including amphetamine, depressants, PCP):  
Class C felony (up to 5 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
- Schedule IV drugs (including various prescription drugs):  
Class B misdemeanor (up to 6 months and up to \$1000 plus twice the value of any resulting gain of property or money).
- Schedule V drugs (including other less dangerous prescription drugs and small amounts of certain drugs):  
Class C misdemeanor (30 days and up to \$500 plus twice the value of any resulting gain of property or money).

##### ***Marijuana***

- Delivery for consideration:  
Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).

- Delivery not for consideration:  
Less than 1 oz: Class A misdemeanor (up to 1 year and up to \$2500)  
Less than 5 gm: Violation and fine of at least \$500 but not more than \$1000.

#### ***Unlawful possession of controlled substances***

- Schedule I drugs  
Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
- Schedule II drugs  
Class C felony (up to 5 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
- Schedule III drugs  
Class A misdemeanor (up to 1 year and up to \$2500 plus twice the value of any resulting gain of property or money).
- Schedule IV drugs  
Class C misdemeanor (up to 30 days and up to \$500 plus twice the value of any resulting gain of property or money).
- Schedule V drugs  
Violation (\$250 plus twice the value of any resulting gain of property or money).  
Marijuana (less than 1 oz) Violation (\$500 to \$1000 plus twice the value of any resulting gain of property or money).

In addition to the penalties set out above, the court may order the defendant to pay the cost of prosecution, and the defendant's vehicle used in the crime may be forfeited to the state. Finally, the defendant may forfeit any property used in the crime to the county in which the crime occurred.

#### ***Alcohol***

##### **Minors in possession of alcohol**

Under Oregon law, any attempt to purchase alcohol by a person under 21 years of age is a violation and may carry a fine of up to \$250. Providing liquor to a person under 21 years of age is a Class A misdemeanor with jail time up to 1 year and a fine plus restitution and community service.

The mandatory minimum fines are based on the number of convictions:

First conviction: \$350

Second conviction: \$1000

Third or subsequent conviction: \$1000 and 30 days.

##### **Driving Under the Influence of Intoxicants**

A person commits the offense of driving while under the influence of intoxicants (DUI) if he or she drives a vehicle while having a blood alcohol level of .08 or higher. This statute extends both to alcohol and controlled substances. For drivers under the age of 18 years, any detectable amount of alcohol (above .00 blood alcohol level) is grounds for losing their licenses until they are 18. There are also sanctions against drinking alcohol in a motor vehicle upon a highway and having open containers of alcohol in an automobile upon a highway.

##### **Providing Alcohol to Others**

The law opens the door to the possibility of a social host being liable for damages incurred or caused by intoxicated guests. A critical element in this statute is service of an alcoholic beverage to a person while he or she is visibly intoxicated.

##### **Federal Statutes**

The federal system establishes penalties for possession and distribution of controlled substances based on the Schedule of the drug (see above) and the amount involved. In addition, the statutory penalties for possession and distribution are subject to the "Sentencing Guidelines for U.S. Courts." Use of these guidelines may lead to higher offense levels and to stricter penalties than otherwise indicated. Courts must make adjustments in the offense level for victim-related considerations, defendant's role in the offense, multiple counts, obstruction and acceptance of responsibility. The guidelines establish sentences for each offense based on the defendant's criminal history.

Federal penalties range as follows:

Manufacture, distribution, or trafficking of large amounts of heroin, cocaine, PCP, methamphetamine, Schedule I and II hallucinogens, marijuana, hashish, or any of their derivatives: 30 years to life regardless of the defendant’s criminal history

Possession of any Schedule III, IV, or V drug if the defendant has the lowest level of criminal history: 0 to 4 months

If serious injury or death results from the crime, minimum sentences of up to 10 years (in the case of serious injury) and 20 years (in the case of death) plus a fine of up to \$4,000,000 may be added. These penalties may be doubled for defendants with past felony drug convictions. Penal sanctions in the federal system are “real time” with reductions in sentences only for good behavior. Federal defendants may also be required to pay restitution if convicted of a drug-related crime. Their property gained or used in the crime may be forfeited to the federal government.

## **Alcohol and Drug Abuse**

### **Drug-Free Schools and Community Act Amendments**

Willamette University abides by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. At a minimum, the University must annually distribute the following to each student and employee:

1. Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on University property or as any part of University activities;
2. A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and
5. A clear statement that the University will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the Standards of Conduct.

### **Alcohol and Drugs: An Informational Guide**

The use of mood-altering chemicals is common in our society. Willamette University takes seriously its responsibility to educate and inform members of its community – students, faculty and staff – about the hazards of chemical use. The following text describes various drugs of abuse, hazards and short and long-term effects. For further information, you may wish to check out the web site at: [www.drugfreeamerica.org](http://www.drugfreeamerica.org). For further information, contact the staff of the Bishop Wellness Center or any of the resources listed below.

#### **Self-Help Groups**

The following resources can be of help to people with substance abuse problems or to their friends and family. In Salem, call these self-help groups:

Alcoholics Anonymous .....	503-399-0599
Alcohol Abuse 24 Hour Assistance and Treatment .....	1-800-234-1253
Alcohol & Drug Helpline/Youthline .....	1-800-923-HELP
Alanon/Alateen (for friends, family) .....	503-370-7363
Cocaine Anonymous .....	503-662-2463
Substance Abuse Helpline .....	1-800-888-9383
Narcotics Anonymous .....	503-990-0861
Crisis Hotline-NW Human Services .....	503-581-5535 or 800-560-5535
TDD .....	503-588-5833

#### **Outpatient Treatment:**

Bishop Wellness Center Health Services (for students) .....	x6062
Counseling Services (for students) .....	x6471

Employee Assistance Program, Cascade Centers, Inc..... 503-588-0777  
 (for Willamette University employees) ..... 1-800-433-2320  
 Creekside Counseling (in Salem)..... 503-371-4160

**Inpatient Treatment:**

Pacific Recovery, Inc. (Dana Point, CA)..... 800-793-5596  
 Pacific Ridge (Jefferson, OR)..... 503-361-7758  
 Serenity Lane (Salem, OR)..... 503-588-2804  
 Serenity Lane (Eugene, OR)..... 1-800-453-9905  
 Sundown Ranch (near Yakima, WA) ..... 1-800-326-7444

**Where to go for help**

**Students**

If you believe that you, a friend, or a family member is harmfully involved with alcohol or other drugs, seek help. There are resources available. Willamette University offers no-cost professional assessment, counseling and referral services to all students. There is an on-campus group for Adult Children of Alcoholics, an abstinence support group, and members of Alcoholics Anonymous willing to talk with you. We can work with you to find appropriate treatment services in Salem or in your hometown, if you prefer.

Counseling Services is located in the Bishop Wellness Center, South side of the Baxter Complex, and is open Monday through Friday, 8 a.m.-5 p.m. Students may call 503-370-6471 for an appointment. Indicate if it is urgent and you will be seen immediately. In case of an after hours emergency, contact your Resident Assistant for immediate help. Counseling staff will be contacted. Senior Residence Life staff are also available 24 hours a day in case of an emergency.

In an after-hours emergency, call Campus Safety, 503-370-6911, or go directly to Salem Hospital, 890 Oak Street SE (phone 503-5200 or 503-814-1572). If someone needs medical help immediately, call 911.

**Employees**

For employees, the University provides counseling and referral services through Cascade Counseling Center. This is a completely confidential service. An employee or family member can call directly for an appointment, 503-588-0777. In case of an after-hours emergency, call 1-800-826-9231.

**Index**

<b>Type of Drug</b>	<b>Classification</b>
Alcohol	depressant
Amphetamine	stimulant
Cocaine	stimulant
Codeine	narcotic
Dalmane	narcotic
Demoral	narcotic
Dextroamphetamine	stimulant
Ecstasy/MDMA (3-4 methylenedioxymethamphetamine)	stimulant
Heroin	narcotic
Librium	depressant (barbiturate/sedative)
Lysergic Acid Diethylam (LSD)	hallucinogen
Marijuana	hallucinogen
Mescaline	hallucinogen
Methamphetamine	stimulant
Morphine	narcotic
Mushrooms	hallucinogen
Peyote	hallucinogen
Psilocybin	hallucinogen
Rohypnol	depressant (barbiturate/sedative)
Valium	depressant (barbiturate/sedative)
Xanax	depressant (barbiturate/sedative)

A significant risk of all drug and alcohol use is accidental injury. Alcohol or drug use impairs perception and motor coordination. Driving and operating motorized equipment under the influence of drugs and alcohol is the leading cause

of accidents and Emergency Room admissions in all age groups. Purity of street drugs is always suspect as drugs are almost always cut with other substances, including rat poison and baking soda.

### **Depressants**

Barbiturates, sedatives and alcohol are central nervous system depressants. There are over 2500 different forms of barbiturates. Barbiturates and sedatives have long been used for medical reasons. The medical use ranges from treatment of migraine headaches, peptic ulcers and as an anticonvulsant. Method of administration is oral, intravenous or intramuscular. Examples: Valium, Librium, Xanax, Rohypnol.

### **Psychological effects**

- Calming effects ranging from less tension and anxiety to the euphoria of a “high”
- Hypnotizing effect, which impairs judgment
- Sense of “no worry”
- Disinhibition

With the progression of use there are increased mood swings, depression, irritability, manipulation, abusive behavior and drug-seeking behavior.

### **Physical effects**

Short term:

- Calm anxiety
- Relax muscles
- Induce sleep
- Affect brain stem-inducing sleep
- Speech and movement
- Affect brain stem, including heart and lungs
- Tolerance (develops quickly)

Long term:

- Cardiovascular: bradycardia, hypertension
- Digestive: nausea, vomiting and constipation
- Nervous: agitation, confusion, ataxia, nightmares and nervousness
- Reproductive: fetal abnormalities, infant will experience withdrawal symptoms
- Respiratory: hypoventilation, apnea
- Other: liver damage, anemia

*Psychological and physical dependence and addiction – high potential for both*

When combined with alcohol, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

### **Alcohol**

Alcohol is the oldest and most commonly used central nervous system depressant. Within the last month approximately 98 million Americans consumed some form of alcoholic beverage. About 5,000,000 college students also had a drink, as did approximately one half of the 2,500,000 high school students. Last week 1,500,000 college students had 5 or more drinks during one sitting. Yesterday about \$200,000,000 was spent on alcoholic beverages.

### **Psychological effects**

Alcohol affects the body and mind upon consumption. Effects include:

- Euphoria
- Increased risk-taking behavior
- Aggressive humor/behavior
- Feeling of decreased inhibitions
- Delusion
- Denial
- Tolerance
- Blackouts (amnesiac state during which individual appears to be functioning with awareness, but has no memory of any events at a later time)

Tolerance, blackouts and morning tremors are signs of the development of physical dependency.

### **Physical effects**

Short term:

- Alteration of perception
- Feelings of no fear
- Sleepiness
- Increased urine output
- Elevated heart rate
- Lowered motor coordination

High levels can cause coma and death.

Long term:

- Mouth oral lesions run the risk of becoming cancerous
- Deterioration of the stomach lining, can cause hemorrhage and ulceration
- Kidney: inflammation and possibility of waste accumulating in the body
- Increased risk of high blood pressure, strokes and arteriosclerosis
- Calcium depletion causing brittle bones and increased fractures and back pain
- Loss of muscle tone
- Hormonal changes

### **Psychological and physical dependence/addiction**

When combined with sedatives or narcotics, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

### **Rohypnol**

A sedative (related to benzodiazepines, i.e., Valium, Xanax) that is legal in Europe but not in the United States. Its legal use is for sleep disorders and as an anesthetic. It is known currently for its abuse as a drug used to rape, because the victims are quickly incapacitated and have impaired memory. In these instances, it has been put into the drink of the intended victim. It is also taken intentionally for the sedating effects. Street names are Rophies, LaRoche.

*Psychological dependence – moderate to high dependence potential*

### **Physical effects**

Same as other sedatives, but impaired memory, especially when used with alcohol, is severe, and may last 8-24 hours.

*Physical dependence and addiction – high potential*

When combined with alcohol, there is a high potential for toxic overdose and death.

### **Hallucinogens**

The only approved medical use of hallucinogens was as an anesthetic. The medical use of PCP was discontinued due to the hallucinogenic side effects. Native Americans use the hallucinogens, peyote and mescaline, during religious ceremonies. Examples: LSD, mushrooms, psilocybin, PCP.

### **General symptoms of users**

- Trance-like states
- Confusion
- Hallucinations
- Euphoria
- Depression
- Dilated pupils
- Increased pulse
- Incoordination
- Labile mood
- Time/space distortion

### **Psychological effects**

- Distortions in perceptions
- Euphoria
- Disturbed judgment

- Impaired short term memory
- Depression

**Physical effects**

- Increased pulse
- Withdrawal
- Tolerance

**Severe adverse effects**

- Anxiety reaction
- Flashbacks
- Accidents
- Schizophrenia-like episode; sometimes long-lasting and difficult to treat
- Irrational acts done while under the influence

*Physical dependence and addiction - none or low potential*

*Psychological dependence - low to moderate potential*

**Marijuana**

The psychoactive components of marijuana are actually hallucinogens; the difference lies in their effective dose. Cannabis is less potent and must be taken in very large doses to obtain all the effects caused by the other hallucinogens. Method of ingestion is smoking or eating.

**Psychological effects**

- Mild euphoria
- Decreased inhibitions
- Depression
- Acute panic reactions
- Toxic psychosis
- Amotivational syndrome

**Neurological effects**

- Incoordination
- Involuntary movements
- Tremors
- Headaches
- Light sensitivity
- Short-term memory impairment
- Numbness
- Mild slowing in alpha-wave frequency
- Dizziness
- Increase in stage 4 sleep and decrease in REM sleep

**Physical effects**

- Disruption of menstrual cycle
- Possible infertility or difficulty with conception
- Long-term use may result in birth defects similar to Fetal Alcohol Syndrome
- Lowering of body temperature (compounding problem of infectious disease)

*Physical and psychological dependence and addiction – low to moderate potential.*

*(Withdrawal effects reported. Moderate to high potential for psychological dependence.)*

**Narcotics**

Narcotics vary in potency, speed by which effects are produced, the degree to which they are effective, and the duration of action. They are unique in their ability to reduce or eliminate severe physical pain, which is their major medical use. Ingested by smoking, orally or intravenously. Examples: morphine, codeine, dalmene, demoral, heroin (see below).

**Psychological effects**

- Euphoria

**Physical effects**

- Drowsiness
- Lethargy
- Slurred speech
- Bobbing head
- Constipation
- Flushing skin, face, neck, chest, pupils
- Nausea
- Rapid tolerance

*High and rapid physical and psychological dependence and addiction – high potential for both*

When combined with sedatives or alcohol, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

**Heroin**

Heroin is a highly addictive drug derived from morphine, which is obtained from the opium poppy. It is a “downer” that affects the brain’s pleasure systems and interferes with the brain’s ability to perceive pain.

**Psychological effects**

- Euphoria
- Clouded mental functioning

**Physical effects**

Short term:

- Flushing of the skin
- Heavy extremities
- Dry mouth
- Alternating wakeful/drowsy
- Slowed, slurred speech
- Constricted pupils
- Slow gait
- Vomiting
- Constipation

Long term:

- Collapsed veins
- Infection of the heart lining/valves
- Abscesses
- Cellulite
- Liver disease

Physical dependence and addiction – highly addictive – with regular use, tolerance develops and the abuser must use more heroin to achieve the same effect

**Steroids**

These are psychoactive chemicals made of male hormones.

**Effects**

- Elevated mood
- Aggressiveness, rage
- Difficulty concentrating
- Paranoia
- Liver cancer
- Females – increase in body hair, lowered voice
- Males – testicular atrophy

High risk of injury because muscle mass is all that increases; tendon strength remains the same.

*Physical and psychological dependence and addiction – high potential*

**Stimulants**

Synthetic CNS stimulants consist of amphetamines, methamphetamines, Ecstasy and dextroamphetamine. These include diet pills, Cylert, Ritalin and Preludin.

**Natural CNS stimulants are caffeine:**

- Chocolate
- Coffee
- Colas
- No Doz, Alert, Vivarin
- Tea
- Chai

**Nicotine:**

- Chewing tobacco
- Cigarettes, cigars
- Pipe tobacco
- Snuff

(Cocaine is the best known CNS stimulant and will be addressed below.)

Methods of administration are drinking, snorting, injecting and smoking.

**Psychological effects**

- Anxiety
- Irritability
- Insomnia
- Loss of appetite
- Paranoia
- Excitability
- Toxic psychosis

**Physical effects**

- Increased motor activity
- Increased and rapid speech
- Dilated pupils
- Dry mouth
- Tolerance develops quickly

*Physical and psychological dependence and addiction — high potential for both*

**Cocaine**

Cocaine is sometimes cut with amphetamine or local anesthetics such as benzocaine or lidocaine. It is also sometimes mixed with heroin to intensify effects; this is called “speedballing.” The reactions to cocaine and route of ingestion are similar to other CNS stimulants.

**Chronic high dose use:**

- Hyperstimulation
- Intense paranoia
- Headaches
- Auditory and visual hallucinations
- Loss of appetite
- Nosebleeds
- Irregular heart beat
- Seizures/convulsions
- Shortness of breath
- Intense anxiety and depression
- Cardiac arrest

These reactions can occur the second or third time a person uses cocaine. Some individuals are highly sensitive to cocaine.

*Physical and psychological dependence and addiction — high potential for both*

#### **MDMA-Ecstasy (3-4 methylenedioxyamphetamine)**

This amphetamine-like drug is an analogue of MDA. Street names include MDMA, MDA, Adam, Ecstasy and XTC. It produces LSD effects (minus the hallucinations) such as increased self-awareness, removes communication barriers and seems to remove fear response. Synthesized about 70 years ago for use as an appetite suppressant, Ecstasy is now sold in tablets and capsules. The effects last about six hours. Recent studies suggest usage of this drug may have long-term damaging effects on the brain.

#### **Physical effects**

- Increased heart rate
- Increased blood pressure
- Irregular heart beat

#### **Psychological effects**

- Panic attacks
- Anxiety
- Sleep disorders
- Drug craving
- Rebound depression

#### **Methamphetamine**

Methamphetamine (meth) is a synthetic drug manufactured in clandestine labs, and is categorized as a central nervous system stimulant. It is known as “speed” or “crystal” when it is swallowed or sniffed; as “crank” when it is injected; and as “ice” when it is smoked. All forms are extremely dangerous and induce long-lasting, debilitating effects.

#### **Physical effects**

- Increased blood pressure
- Increased pulse/heart beat
- Increased respiration
- Sweating
- Dry mouth

#### **Psychological effects**

- Mental confusion
- Severe anxiety
- Paranoia
- Potential for violent behavior
- Depression

*Physical and psychological dependence and addiction – high potential for both*

#### **What Is Dependence?**

Dependence results from continued, prolonged use of alcohol and/or other mood-altering drugs. Genetic predisposition is an additional risk factor.

#### **Experimentation: learning the mood swing**

- Use of a mind-altering chemical two-three times.

#### **Social use: seeking the mood swing**

- One knows the effect of the chemical and uses to feel the related effect.
- Use of chemical with others and/or at social events.
- Controlled use of mind-altering chemical.
- Chemical use does not interfere in any aspect of one’s life.
- Chemical use does not interfere with relationships.
- Chemical use is open.

#### **Abuse: harmful use**

- Socializing is increasingly focused on the chemical of choice being available.
- Chemical abuse is interfering with many aspects of a person's life.
- Use is interfering with relationships (people are voicing concern about use).
- Chemical user is hiding his/her use, minimizing amount and time spent using.
- Thinking errors are being employed to continue one's use (justifying, rationalizing, minimizing, denial of level of use and its consequences).
- Chemical user is developing self-made contracts (i.e., "I will only use on weekends").
- Positive social activities are being discontinued.
- Tolerance and preoccupation are occurring.

**Dependence: using to feel normal**

- Failing self-made promises to reduce or quit use.
- Social activities are replaced or consumed with chemical use.
- Use is interfering with relationships and major areas of life (school, work, etc).
- Chemical use is occurring when one is alone and prior to attending social events.
- Tolerance, physical and/or psychological dependence exists.

## **Candle/Open Flame Policy**

As a means of fire prevention, and in accordance with the Uniform Fire Code of Oregon, Section 25.116 (c) and Section 1109.8 of the United States Uniform Fire Code, candles, potpourri, incense, smoking, or any other open flames are not permitted inside any residence on campus.

An exception for specific events or ceremonies may be requested by completing and submitting a Candle Use Requirements/Agreement to the Office of Campus Safety at least 24 hours in advance and between 8:00am and 5:00pm Monday through Friday.

If an exception is approved, candles that meet the guidelines stated in the Uniform Fire Code may be purchased (at cost) from the Office of Campus Safety. A copy of the approved form must be present in the room at the time of the event.

## **Dogs on Campus**

The rights of others will always take precedence over the rights of people who bring dogs to campus. There are requirements and restrictions for having a dog on campus. These include, but are not limited to, the following:

1. Dogs must be kept on a leash while on Willamette University property.
2. Dogs are not allowed in residences, College of Law buildings, Atkinson Graduate School of Management, Goudy Commons, The Bistro, Cat Cavern, Kaneko Commons food service area or the Montag Center (except for dogs to aid persons with disabilities).
3. Dog owners must clean up after their dogs.
4. Dogs may not be left unattended by their owners.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, as amended, is intended to ensure a student's right to inspect and review his/her educational records and to protect the student's right to privacy by limiting the transferability and disclosure of information in his/her records without prior consent.

Under the guidelines of student rights.

1. Consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that the Act authorizes disclosure without consent.
2. File with the Department of Education a complaint under the Act concerning alleged failures by Willamette University to comply with the requirements of the Act.

3. Refuse the designation of any or all information as Directory Information by requesting a Directory Information Hold on that category of information. All requests for Directory Information Holds must be in writing and submitted to the Registrar's office. Although the initial request may be filed at any time, Willamette University will honor the request for no more than the current academic year, at the end of which a new request must be filed. Without such a hold in place, the University may disclose the following Directory Information from student records without the student's consent: name, address, telephone number, photographs, honors and awards, dates of attendance, date and place of birth, major field of study, sports participation history, height and weight of athletes, email address, current enrollment status, previous institutions attended, and degrees conferred and dates.

Public notice of these categories and of the right of a student to request a Directory Information Hold will be given annually. Failure to respond to such notice may result in the routine disclosure of one or more of the designated categories of personally identifiable information. The University will continue to exercise informed discretion in responding to requests for information contained in student records.

Willamette University has developed institutional procedures to ensure compliance with the Family Educational Rights and Privacy Act. University policy is consistent with the intent, guarantees and safeguards embodied in the legislation. Departmental policies may vary procedurally, but are to be in alignment with the institutional guidelines. A complete version of Willamette University's Education Records Policy can be found at the Office of the Registrar (x6206).

## Fire Alarm Response

### Reporting

- Pull fire alarm
- Evacuate
- Call 6911

Initiating a false fire report or tampering with fire equipment will result in a fine.

### General Response

- ***Always assume an alarm is real*** and exit the building quickly without running. You ***must*** exit, even if you know the alarm is false.
- Use normal exits if you can, but ***never use the elevator.***
- Before opening a door, use the back of your hand to feel near the top for heat.  
If the door is hot or warm, or smoke is present, ***do not open.***  
If the door is cool, open slowly.
- Close doors behind you to limit the spread of fire and smoke.
- If you must exit through heat or smoke, cover your nose and mouth with a towel or a piece of clothing, then crawl or crouch.
- Move well away from the building and meet your fellow residents at the designated location. Do not re-enter until a Campus Safety officer or the Fire Department gives permission. Anyone who interferes with a firefighter or fails to cooperate in any way is subject to a fine and/or arrest.
- If you cannot exit, place towels or a blanket (wet, if possible) at the base of the door. Open a window, yell for help, wave a towel or shirt. If there is a phone, call 6911.

### Mobility Impairment Response

- COLLINS SCIENCE CENTER, HATFIELD LIBRARY, WALLER HALL: Individuals who use wheelchairs or other assistive technology for mobility should be directed to designated safe areas in the stairwells.
- ALL OTHER BUILDINGS: Building Captains will check for individuals needing special assistance.
- Call 503-370-6911, or 6911 from campus phones. Report that there is a mobility-impaired individual in Building\_\_\_\_, Floor\_\_\_\_, Room\_\_\_\_. If you cannot call, open a window, yell for attention, wave a towel or shirt.
- Close the door and wait with the person for Fire Department personnel.
- NEVER CARRY AN INDIVIDUAL UNLESS THERE IS IMMINENT DANGER. Leave any assistive devices behind and follow the instructions of the individual as to how he/she is best transported.

## **Firearm/Weapons Policy**

Willamette University has a zero tolerance policy regarding firearms, weapons, and simulated weapons on campus. Firearms and other types of weapons, including simulated weapons, are not allowed on Willamette University property, in University vehicles, or at University-sponsored events off-campus. Possession, use, or threatened use of firearms, ammunition, explosives, or other objects used as weapons is prohibited. Standard pocket knives are not considered weapons.

Persons who possess a concealed weapons permit are NOT exempt from this policy.

Weapons for the purpose of sport, hunting, games, or any benign reason may be stored at the Office of Campus Safety by pre-arrangement.

Anyone who observes or has knowledge of someone violating this policy should immediately report the incident to Campus Safety.

Campus Safety officers have the right to confiscate weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety office while an investigation is conducted.

Failure to adhere to the University's firearms/weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, up to and including include termination or dismissal.

## **Responsibilities of Skateboarders and Bicyclists**

Pedestrians always have the right of way; it is the responsibility of individuals skateboarding or cycling to avoid pedestrians and to courteously yield the right of way.

Skateboarding and cycling activities are limited solely to members of the Willamette University community.

Reckless skateboarding is not permitted on the University campus. "Reckless" includes but is not limited to jumping on steps and rails, skating which damages University property, or behavior which may intimidate or harass others.

Trick skateboarding is not allowed:

- In any areas with decorative brick paving
- Within 20 feet of entrances to buildings
- On the Tennis Courts
- After Residence Hall quiet hours
- If it inhibits the normal function of any University area
- On raised platforms and concrete structures

## **Identification**

Your Compass card is for the sole use of the person to whom it is issued. Do not loan it to anyone. If, in the performance of duty, a University staff member requests to see your Compass card or another form of identification, you must present it promptly. Failure to present it is a violation of the Standards of Conduct.

If you lose your Compass card, report it promptly to Campus Safety. Replacement cost for a new card is \$10.

## **Inclement Weather**

Salem's winter climate is generally mild, allowing the University to be open year-round. However, when weather conditions are extreme, the decision to close the University will be made in the President's office and communicated to the Deans and Vice Presidents by 6 a.m. Closure information will be available from the Information Center (503-370-6300), the University home page ([www.willamette.edu](http://www.willamette.edu)), or [www.flashnews.net/pdx.html](http://www.flashnews.net/pdx.html).

## **Name and Logo Imprint Policy**

In order to ensure that all merchandise projects are image consistent with Willamette's policies and positions, a more formal process for gaining approval was established in 2000. The University has implemented a policy that guides us to evaluate the use of our image and identity in clothing and gifts as it relates to the University position against "sweatshop" labor.

Any department, employee, student group or affiliated/sponsoring group that uses the University name, logo or affiliated image (e.g., "WU," the compass logo, shield, "Willamette," "Willamette University," "Bearcats," the Bearcat paw or head, the Willamette seal, College of Law, Willamette Law, College of Law seal, School of Education, Willamette MAT, Atkinson Graduate School of Management, Willamette MBA) must fill out an "Imprint Request Form" and be formally approved before the purchase or placement of an order for the manufacturing of an item. This includes all items, from pens to T-shirts, coffee mugs, bumper stickers, etc.

The University will review the requested item, evaluate the intended imprint and seek to insure that the manufacturer complies with our anti-sweatshop code of conduct. Imprint Request forms can be found on the University website at [www.willamette.edu/wu/policy/cmr](http://www.willamette.edu/wu/policy/cmr). Contact the Office of Administrative Services with questions or for additional information. If an incident of noncompliance occurs, then the matter will be referred to the appropriate administrative official for action.

## **University Promotion/Publicity**

The Office of Marketing and Communications is responsible for building recognition of Willamette University which includes promoting events and supporting admission and fund-raising activities. Willamette reserves the right to photograph students, faculty and staff for these purposes and to use photographs of individuals and groups in University publications, direct mail pieces, printed advertisements, web sites, etc. Participation is always voluntary and individuals who are contacted by our photographer and asked to participate have the option to decline. Should you find yourself in an area of campus where photos are being taken, and you wish not to be photographed, we respectfully ask that you either leave the site momentarily or speak to the photographer.

## **Parking Regulations**

### **A. General**

The University strongly encourages use of alternative and environmentally friendly forms of transportation. For example, students and employees may purchase Salem bus passes at a 50% discount, get the special educational membership rate for the three on-campus Zipcars, rent a bike at the Willamette Bike Shop, or find a friend to share a Carpool permit.

1. It is your responsibility to know and abide by these Parking Regulations. Lack of knowledge of these regulations is not justification for appealing a citation.
2. Speed Limit: 10 miles per hour, without exception.
3. Oversize Vehicles: RVs, buses, trailers, moving vans, etc., may not park on campus.
4. Disabled Parking Spaces: require a State disabled permit AND a University parking permit.
5. Restricted Areas: A vehicle parked in a fire lane, no-parking area, Reserved space, sidewalk, driveway, landscaped area, crosswalk, etc., is subject to immediate towing at the owner's expense. These restricted areas are in effect **24 hours a day, 365 days a year**. However, you may request permission to temporarily park in certain restricted

areas by calling Campus Safety in advance.

6. Loading Zones: limited to 15 minutes, while **actively** loading or unloading.
7. Citations/Appeals: citations must be paid or appealed within five business days. Refer to Section G. for appeal process information.
8. All vehicles parked on campus must be in operable condition.
9. Theft/Damage to Vehicles: Willamette University and Tokyo International University of America are not responsible for theft from or damage to vehicles parked on University property; however, if your vehicle is damaged or items are stolen, contact Campus Safety immediately to initiate an investigation/report.
10. Sleeping in vehicles overnight on campus is prohibited.
11. The University partners with Mission Mill and Bush Elementary School to prevent illegal parking on their property.
12. Vehicle information may be provided to government agencies on a need-to-know basis. If you do not want this information released, you must notify Campus Safety in advance.

## **B. Parking Permits**

*Valid Willamette University parking permits are required year-round, as posted in every lot.*

**Standard permits** are valid in any Standard lot. The purchase and proper display of a current Standard parking permit allows an individual to park in a Standard lot if there is a legal parking space available. Possession of a permit does not guarantee space availability.

**Reserved permits** are specific to the assigned Reserved lot; a space in the lot is guaranteed. Parking in Standard lots is permitted evenings and weekends. Kaneko Commons Residents: Reserved parking is available only in the Kaneko parking lot (\$300/year); Standard parking is available only in the lot south of the softball field.

**Carpool** permits are valid in any Standard lot, or in designated Carpool spaces in the Guest/Visitor lot between 7am and 2pm Monday-Friday. Carpool is defined as two or more Willamette University students and/or employees.

1. To be valid, a permit must be current and hanging from the rear-view mirror, with the numbers facing out.
2. Permit Cost: Standard = \$120/year, \$80/second semester only. Reserved = \$390/year, or \$300/year for Kaneko Commons residents.
3. Re-sale: Permits are the property of Willamette University, and may NOT be re-sold, loaned, or gifted by the holder.
4. Hold for Unpaid Fines: Before a permit is issued, all outstanding fines must be paid.
5. Permit Transferability: Permits may be transferred to any motor vehicle that you drive, excluding motorcycles/motorbikes and vehicles mentioned in section A. 3.
6. Lost Permits: Replacement = \$10.
7. Limited-Use Permit: A five-use permit is \$5; additional permits are \$10 each. Valid in Standard lots only.
8. Standard Permit Refund Schedule: If the permit is returned to Campus Safety,
  - before October 1 - \$120
  - during October - \$90
  - during November - \$70

- during December and January - \$50

- during February - \$30

- on or after March 1 - \$0

9. Temporary Mobility Impairment: If you have a short-term injury or illness which significantly reduces your ability to walk short distances, and you have a Standard or Reserved permit, you may request a special permit to allow parking nearer to campus housing or academic buildings, for a period of up to two weeks. A specific space or area will be assigned. **Disabled parking spaces cannot be utilized for this purpose.**

### **C. Motorcycle/Motorbike/Bicycle Parking**

1. Motorcycles, motorbikes and bicycles may park ONLY in designated racks or areas:

- south end of Lausanne Hall, off Winter Street

- west side of the 12<sup>th</sup> Street parking lot (near footbridge)

2. No permit is required to park in designated racks or areas.
3. Bicycles locked to railings or in hallways are subject to removal by Campus Safety.

### **D. Guest/Visitor/Other Parking Options**

1. The Guest/Visitor parking kiosk at the corner of Winter and Bellevue streets is staffed Monday-Friday, 7:00 a.m. to 3:00 p.m.

**Guests:** University departments may reserve a parking space for department-sponsored guests (such as invited lecturers, artists, and prospective students, for example) at no charge. Go to the Faculty or Staff web page, and click on Guest Parking Reservations under the University Services section.

**Visitors:** Individuals such as event attendees, vendors, media representatives, personal guests of employees, and members of the general public may purchase a one-day permit at the parking kiosk for \$5 before noon or \$3 after noon.

2. Parking Meters: There are a limited number of 30-minute meters at the north edge of the Sparks (main) parking lot, near the Montag Center (west side), in the Kaneko Commons lot (near the vehicle gate), and in the courtyard between Lausanne and Doney Halls.

### **E. Violations and Fines**

Following is a list of violations and corresponding fines.

1. THESE VIOLATIONS MAY RESULT IN IMMEDIATE TOWING 24 HOURS A DAY, 365 DAYS A YEAR, WITHOUT ADVANCE NOTICE TO THE OWNER:

Fire Lane (\$50)

Disabled Parking (\$100)

Reserved Parking (\$25)

Visitor Parking without a Visitor Permit (\$15)

Parking in a Loading Zone (\$15)

Blocking/Impeding Traffic (\$15)

Parking/Driving on Grass/Landscaped Area (\$25)

Parking/Driving on Sidewalks (\$15)

Parking in a Driveway/Service Road (\$15)

No Parking (\$15)

Parking in an Unauthorized Lot (\$15)

Expired Meter (\$15)

2. Other violations:

No Permit (\$15)

Invalid Permit (\$15)

Altered Permit (\$50)

Reckless Driving (\$50)

Issue Boot/Tow Notice (\$15)

Apply Boot (\$50)

Tow Vehicle/Call Tow Truck (\$100)

Speeding (\$25)

Other (\$15)

3. Violations of University Standards of Conduct: The following violations will be referred to the Campus Judicial Office:

- Receiving more than 10 citations.

- Vehicle is towed more than once in the same academic year.

**F. Payment of Fines**

1. Citation Payment Responsibility: Permit holders are responsible for payment of fines on all citations issued to a vehicle displaying their assigned permit, regardless of who was driving.
2. Where/How to Pay: Fines may be paid at the Campus Safety Office. Towing and storage charges must be paid direct to the towing company.
3. Late Payments/Unpaid Citations: Fines not paid or appealed within five business days will be charged to the student's tuition account, and a \$5 processing fee added. Unpaid employee fines will be handled following section H.2. below, and will prevent purchase of future permits.

**G. Parking Citation Appeals**

1. Citations may be appealed up to five business days from the date of issue. **Repeated violations cannot be appealed.**

- Appeals must be in writing. Required forms are available from the Campus Safety office and on the Campus Safety Parking web page.

- Appeals must be based on firm and verifiable evidence. Lack of knowledge of these parking regulations is not justification for appealing a citation.

The director of Campus Safety will review appeals and make a decision based on the written appeal and on

Campus Safety records. Appellants will be notified of the decision by mail.

2. The director's decision may be appealed to the University Judicial Office. To submit a UJO appeal:
  - notify Campus Safety in writing within five business days from the date of the appeal decision;
  - include full payment of fines (if the UJO reduces or suspends the fine, payment will be refunded);
  - submit additional written comments (optional).

The original appeal documents will be forwarded to the UJO; you will be notified of the UJO's decision by mail.

## **H. Booting/Towing Procedures**

### **1. Restricted Area Violations (see section E.I. above):**

- Third RA violation during academic year: Boot/Tow notice advises of future booting and/or towing
- Fourth RA violation: vehicle is booted
- Fifth and subsequent violations: vehicle is towed

Note: Citation records are NOT cleared at the end of the academic year. However, first RA-violation consequence will revert to previous year's ending level.

2. **Other Violations:** Any vehicle or individual with two unpaid citations will be issued a Boot/Tow Notice on receiving a third citation of any type. Future violations will result in immediate booting or towing. The notice is in effect until the citations are paid.
3. **Releasing booted vehicles:** All citations must be paid; WU paperwork must be signed; the vehicle must be immediately moved.
4. **Vehicles towed from University property:** All citations must be paid; WU paperwork must be signed. The vehicle owner may then take the paperwork to the tow company to arrange for release of the vehicle.

The vehicle owner is responsible for all costs associated with booting or towing. The University is not liable for any loss or damage resulting from booting or towing.

## **Prohibition of Harassment Including Sexual Harassment**

Willamette University will not tolerate harassment of any individual. Tolerance and respect for dignity and worth should be the guiding principles for our relations with each other. The University strives to provide a community where students, faculty, staff and others work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination. Harassment is demeaning to all persons involved, and subverts the mission of the University.

The University can fulfill its distinctive mission only in an arena where ideas are vigorously debated, including those which some find offensive, and in an arena where staff, students, and faculty respect one another's dignity in their common membership in a community of inquiry. We must take great care neither to stifle discussion nor to make it dangerous to speak one's mind. However, harassment compromises academic freedom and damages the trust that we must all repose in one another and will not be tolerated. Furthermore, harassment is a violation of state and federal law.

### **(a) Harassment**

Harassment is verbal or physical conduct that demeans or shows hostility toward an individual because of his/her race, color, religion, gender, national origin, age, disability, sexual orientation, or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or sexual orientation and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation and that is placed on walls, bulletin boards, or elsewhere on the University's premises, or circulated in the workplace.

(b) Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of sexual conduct influences employment or academic decisions affecting the individual, or (3) sexual conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work or academic environment.

Prohibited sexual harassment may include, but is not limited to sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another individual; sexually suggestive comments; inappropriate use of University communications including e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an individual's sex; sexual slurs; negative sexual stereotyping.

Harassment will not be tolerated at Willamette University. It is against the policies of the University for any individual to harass another individual. This includes acts between supervisors and employees, between fellow employees or between employees and students, and between third parties such as vendors or visitors and employees or students.

Where one party is in a position to extend academic or employment benefits to another, even a completely welcome, consensual, romantic or sexual relationship raises at least the appearance of impropriety and can create an unwelcome appearance of favoritism and bias. Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome. Sexual harassment is not limited to situations where there is an unequal power relationship between parties, but such a relationship may make sexual harassment more likely.

Any staff member, faculty member or student who believes he or she has been the subject of harassment by an employee of the University should report the circumstances immediately to his/her supervisor, the supervisor of the person with whom he/she is having difficulty, or the Director of Human Resources. A staff member, faculty member or student may contact the Director of Human Resources without first contacting his/her supervisor. The University will not tolerate any retaliatory treatment or adverse consequences as a result of acting in good faith to report harassment or participating in an investigation.

Reports of harassment or retaliation will be promptly, thoroughly and impartially investigated. Consistent with the University's need to conduct an adequate investigation and, where a reasonable person would consider an action to be in violation of this policy, prompt corrective action to rectify any harassment or retaliation will take place. Confidentiality will be maintained to the extent possible. Inquiries will proceed pursuant to the *Procedural Guidelines for Addressing Claims of Harassment Involving Staff or Faculty at Willamette University*, provided below.

Any supervisor who sees or hears about conduct that may constitute harassment under this policy must immediately report such conduct to the Office of Human Resources.

Any staff or faculty member found in violation of this policy will be subject to discipline up to and including discharge.

(Adopted March 2009)

## **Willamette University Institution-Wide Policy**

### ***Procedural guidelines for addressing complaints of harassment involving staff or faculty at Willamette University***

The following are to be used as procedures for addressing complaints that a faculty or staff member has violated Willamette's harassment policy. If you are still unsure of what constitutes "harassment," please consult the University's [Human Resources](#) department. These procedures do not apply to allegations of student-student harassment. Student to

student harassment is addressed under the standards of conduct for students of Willamette University within this manual.

If a person believes that they have been harassed by a staff or faculty member, they should ask that staff or faculty member to stop the harassing behavior immediately, if he or she can do so safely. Willamette's harassment policy and these procedures address complaints of harassment based on race, color, sex, religion, age, marital status, national origin, physical or mental disability, veteran status, sexual orientation or any other basis protected by applicable local, state or federal law. "Harassment" as described, is a form of discrimination under Title VII of the Civil Rights Act of 1964 and under Title IX of the Education Amendments of 1972. Failure to respond to written or verbal concerns of sexual discrimination or harassment, or, failure to report incidents of sexual discrimination or harassment, is a violation of University policy.

#### **Duty to Conduct Inquiry**

If a harassment complaint is reported to the Director of Human Resources, or any other appropriate University official, the University may proceed to conduct an inquiry, even if that is not consistent with the complainant's wishes. An official inquiry is intended to protect the well being of involved parties, others in the community, and the University at-large.

Willamette may investigate suspected instances of harassment even if individual complaints are not made. If a supervisor or other managerial employee has reason to believe that an environment of harassment exists, or that any other provision of the University's policy prohibiting harassment is being violated, it should be reported immediately to the Director of Human Resources.

#### **Procedures for Reporting Harassment**

Any staff member, faculty member or student who believes they have been harassed by an employee of the University is encouraged to report the issue immediately to the Director of Human Resources. Alternatively, a report can be made to the claimant's supervisor, Vice President or Dean responsible for the accused offender's department. You may be asked to provide the information in writing. A staff member, faculty member, or student may contact the Director of Human Resources without first contacting other officials identified above. Any party may have an advisor or advocate in these proceedings, however the advisor or advocate may not participate in, or represent, a complainant in this process. Efforts will be made to ensure the confidentiality of the information received as a part of the process.

Supervisors and other University officials receiving complaints of potential harassment are required to consult with the Director of Human Resources, or a responsible Vice President or Dean, immediately upon receiving a complaint. A supervisor should not attempt to resolve a complaint of harassment without assistance from the Director of Human Resources.

#### **Preliminary Review**

Upon receiving a complaint, the Director of Human Resources will make a preliminary determination as to whether or not the complaint is appropriately brought under the process for addressing violations of the University's harassment policy. The Director shall convey that preliminary determination to the complainant. The Director of Human Resources may choose to refer the complaint to a designee if warranted. If the complainant disagrees with the determination by the Director of Human Resources, the complainant may appeal this decision under the Procedures for Reconsideration to the Universities Title IX Coordinator within ten (10) working days of the date on the notice received of the determination. The Title IX Coordinator will either affirm the Director's determination, or remand the complaint back to the Director of Human Resources to proceed with further review, which may include direction that a third party conduct a renewed and independent inquiry. The Title IX Coordinator's decision will be delivered within ten (10) working days of receipt of any appeal, and the decision is final.

#### **Procedures for Informal Complaint Resolution Option**

The parties concerned may request an informal resolution of allegations of harassment. An informal resolution is one in which a satisfactory resolution to the issue is reached, usually without a formal investigation, findings or unilateral disciplinary action. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it.

The person receiving the complaint may explore whether the parties wish to seek an informal resolution or whether they wish to proceed directly to an investigation and subsequent finding.

An informal resolution typically includes the appropriate Dean or Vice President or his/her designee meeting separately with the complainant and the accused, discussing the problem, possible violation(s) of policy and possible solutions, mediating to establish satisfactory conditions for further University-related interactions, and coordinating on-going

steps to foster a successful resolution. In all cases, the Director of Human Resources should be consulted before addressing a complaint.

An attempt at a mediated resolution is recommended but not required prior to an investigation of the complaint. In addition, informal resolution may not be appropriate under certain circumstances, even with agreement on the part of the complainant.

#### **Procedures for determining if a violation has occurred**

Should a complainant choose not to use informal complaint resolution then the Director of Human Resources will proceed with an inquiry, unless the University chooses to use a third party investigator to perform the inquiry. The investigator will ordinarily start the process by notifying the accused that he or she has been named in a complaint; describe the nature of the complaint, and advising him or her of any restrictions about appropriate contact with the complainant.

The purpose of an investigation is to establish whether there is sufficient evidence to conclude that the alleged harassment policy violation has occurred. In conducting the investigation, the investigator may interview and/or obtain written statements from the complainant, the accused, and other persons believed to have pertinent factual knowledge. An advisor or advocate may not participate, or represent in this investigation process. The specific allegation(s) shall be given to the accused in writing. The accused must be given the opportunity to respond in writing to the allegations.

If investigation identifies inappropriate behaviors, related to the incident, that do not violate the harassment policy, but violate other University policies, these behaviors may result in disciplinary action.

The investigator shall make written summary of their findings. If the Director of Human Resources delegated the investigation to a third party investigator, the summary of the findings will be conveyed in writing to the Director of Human Resources. The Director of Human Resources will use a standard of "*more likely to have occurred than not*" to determine an outcome. The Director of Human Resources shall communicate the outcome to the complainant and respondent in writing.

Possible outcomes of the investigation are a) a determination that a violation of the harassment policy did occur; b) a determination that a violation of the harassment policy has not occurred but inappropriate actions/behaviors have occurred which may warrant other disciplinary action; c) a determination that the allegations cannot be substantiated.

#### **Procedures for determination of Sanction**

Any subsequent sanction to be taken shall be appropriate to prevent any recurrence, and shall be reasonably related to the gravity and/or frequency of the violation. Disciplinary action for administrative and classified staff will be considered using the guidelines in the Administrative and [Classified Staff Handbook](#). Determination of the sanction (disciplinary action) will be made through the appropriate Vice President or Dean, in consultation with the Director of Human Resources. Disciplinary action for faculty will be considered with reference to faculty employment policies contained in the appropriate [faculty handbook](#) corresponding to the College in which the faculty member teaches. Disciplinary action for faculty will be made through the appropriate Dean in consultation with the Director of Human Resources.

A final determination will be communicated in writing to the complainant and the respondent. An individual who has made a report of sexual harassment may be advised of sanctions imposed against the complaint respondent when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). However, information regarding disciplinary action taken against the respondent shall not be disclosed without the complaint respondent's consent, unless it is necessary to ensure compliance with the action or the safety of individuals. In some cases, the exact nature of disciplinary action may not be completely disclosed to the complainant. From the time the outcome is sent in writing, both parties have seven (7) working days to submit a written request for reconsideration.

#### **Request Procedures for Reconsideration**

A written request for reconsideration of the determination may be made by either party to the University's central Title IX Coordinator, who is the Vice President and Executive Assistant to the President.

The written request shall set forth the procedures that allegedly were not properly handled in the investigation. Each party will be allowed to review a reconsideration request and respond to the reconsideration request in writing within ten (10) working days of when the information is sent. The Title IX Coordinator will determine whether the procedures outlined in these Guidelines were followed, and based on that assessment, may affirm, revise, reverse, or remand the decision of the Director of Human Resources. The determination concerning the request for reconsideration shall be

made within a reasonable amount of time, generally within ten (10) working days. The Title IX Coordinator may extend the time of response by providing notice to the parties. The Title IX Coordinator's decision is final.

### **Other considerations**

Following is information intended to support your inquiry and to help you determine if you would like to file a complaint of a violation of the University's harassment policy.

### **Non-Retaliation**

The University will not tolerate any retaliatory treatment or adverse consequences as a result of acting in good faith to report harassment or participating in an investigation. Retaliation may subject the person who retaliates to disciplinary action up to and including termination.

### **Counseling**

Filing a complaint can be a difficult and emotional decision. Counseling resources can assist in understanding the implications of coming forward with a complaint, as well as help with the emotional impact before, during, and after an investigation. Counseling resources may also be helpful for those accused of harassment. Students are encouraged to contact the Counseling Center in Bishop Wellness Center at 503-370-6471. Any faculty or staff member who feels a need for counseling assistance is encouraged to contact the University's employee assistance program (EAP) for confidential counseling. Cascade Centers (EAP) can be reached 24 hours a day at (800) 433-2320.

### **Timing of the Complaint**

Complaints of harassment should be made as soon as possible after the alleged harassment occurs, or within one year. Prompt reporting provides the best opportunity for the University to conduct an appropriate and complete investigation. Generally speaking, the longer a delay in reporting, the more difficult it is for the university to conduct an investigation. Complaints brought more than one year after the last alleged conduct occurs will not be pursued.

### **Contact Information**

#### Director of Human Resources

Willamette University  
900 State Street, Salem, OR 97301  
(503) 370-6210  
[www.willamette.edu/dept/hr](http://www.willamette.edu/dept/hr)  
email: [human-resources@willamette.edu](mailto:human-resources@willamette.edu)

#### Vice President and Executive Assistant to the President

Title IX Coordinating Officer, Office of the President  
900 State Street, Salem, OR 97301  
(503) 370-6209  
[www.willamette.edu/about/president/](http://www.willamette.edu/about/president/)  
(Adopted March 2009)

### **Raffles**

Willamette University policy permits raffles to be held on campus under the parameters of and local laws and a State of Oregon Class "A" raffle license. All staff, faculty, and student organizations planning a raffle must register with and report their raffle event and proceeds to the Administrative Services Office at 503-370-6112. Please contact our office for assistance.

"Raffle" means a form of a lottery in which each participant buys a ticket for an article or money designated as a prize and where the winner is determined by a random drawing. A raffle includes the elements of consideration, chance and a prize. Consideration is presumed to be present unless it is clearly and conspicuously disclosed to prospective participants that tickets to the drawing may be acquired without contributing something of economic value. Tickets for a raffle are usually sold outside of the event.

- The following information must be printed upon each ticket sold or otherwise provided to each purchaser at the time of the ticket sale:
- The date and time of the drawing

- The location of the drawing
- The name of the organization conducting the drawing
- The price of the chance
- A full and fair description of the prize or prizes to be awarded
- The retail market value of each prize to be awarded, and the total number of tickets which may be sold.

If there are no special raffle tickets printed, it is required that you have at all ticket sale locations a flyer/poster listing the required information as stated above. The Office of Student Activities can assist you in developing and printing raffle tickets.

Raffle Records and Reports - Oregon Administrative Rule 127-25-310:

137-025-0240

Raffle Records

1. A raffle licensee shall maintain the following records or information with regard to individual raffle games and retain the information for a period of three years:
  - (a) The total amount of proceeds received from the sale of tickets for each raffle game;
  - (b) All expenses relating to the conduct of each raffle game; and
  - (c) The winning ticket stubs.
2. A Class A licensee shall maintain a raffle log book for all raffle games where sales are intended to exceed \$10,000. The raffle log book shall be retained by the licensee for a period of three years. The raffle log book shall contain:
  - (a) A list of the names of all volunteers or employees who receive raffle tickets for sale;
  - (b) The numbers of tickets received by each seller;
  - (c) The number of purchased tickets returned to the licensee by each seller; and
  - (d) The amount of money from ticket sales returned to the licensee by each seller.

137-025-0250

Raffle Receipts

1. A record shall be prepared by a raffle licensee for each winner of a prize with a retail value of \$100 or more, which shall include:
  - (a) The name of the licensee;
  - (b) The date of the drawing;
  - (c) A description of the prize;
  - (d) The name and address of the prize winner; and
  - (e) The signature of the prize winner.
2. A raffle licensee shall obtain a receipt from the seller/distributor for all noncash prizes awarded with a retail value of more than \$500.
  - (3) The preceding receipts shall be retained by the licensee for a period of three years.

137-025-0260

Notice of Raffle Game

1. Prior to conducting sales of raffle tickets, each Class A raffle licensee shall submit to the Department a completed raffle notice for all raffles where sales are intended to exceed \$10,000.
2. The notice shall be submitted on a form to be obtained from the Department. The information to be submitted shall include:
  - (a) The name of the organization;
  - (b) The organization's raffle license number;
  - (c) The location, date and time for the draw;
  - (d) A description of and the retail value of the prizes to be awarded;
  - (e) The total number of tickets to be offered for sale and the price of each ticket; and
  - (f) A copy of a sample ticket.

137-025-0270

## Raffle Reports

1. A raffle licensee shall file an annual report with the Department of Justice no later than 60 days after the end of the license year. The report shall be on a form prescribed by the Department. The report shall include the following information:
  - (a) The number of raffle games held during the license year;
  - (b) The date of each drawing;
  - (c) The total sales of each game;
  - (d) The total expenses relating to the conduct of each raffle game;
  - (e) The total amount of cash prizes and the total cost to the licensee of all noncash prizes awarded;
  - (f) The total expenses of all games expressed as a percentage of the total raffle handle; and
  - (g) The net income from raffle games.
2. All raffle reports shall be signed by a responsible official of the organization.

## Scheduling Policy

### Philosophical Statement

Willamette University's facilities and grounds are primarily designed and reserved for supporting the educational mission of the institution. Secondly, Willamette space is used to facilitate related activities of significant interest to the University. The facilities and grounds also may be made available to other users for approved purposes (most often activities that are related to Willamette's mission) if space is available after meeting all other needs.

These policy guidelines are intended to reflect Willamette University's general practices in scheduling the use of facilities and grounds, and to provide a basis for people's expectations in scheduling the use of campus space. Though the institution commits itself to handling requests for space use in a manner that is not arbitrary, capricious, or in violation of the University's nondiscrimination policy, Willamette expressly reserves the right to deny the use of space at any time.

### Procedures

In order to reserve space on campus, individuals or groups should first fill out a Willamette University Scheduling Request Form found on the web (<http://www.willamette.edu/dept/scheduling/form/>), or contact the Office of Scheduling Events and Conferences at 503-375-5442 to determine space availability. The Office of Scheduling Events and Conferences is responsible for scheduling most spaces on campus. Several additional facilities are available through other facility schedulers and requests for use of these facilities will be coordinated through the Office of Scheduling Events and Conferences. All reservations in any University facility will be considered tentative until confirmed by the Office of Scheduling Events and Conferences.

For further information on scheduling facilities, please refer to the Scheduling Policy on the Web, or contact the Office of Scheduling Events and Conferences.

## Smoking Policy

Willamette University takes seriously its obligation to provide a safe, healthful, and welcoming environment for all students, employees and guests. Willamette complies with Oregon's Smokefree Workplace Law, and all other laws pertaining to smoking. Consistent with these laws, at Willamette, the right of the non-smoker to enjoy a campus environment free of smoke supersedes the right of the smoker to smoke on campus.

Willamette recognizes that smoke from tobacco products has an adverse effect on the health of smokers and non-smokers alike. For this reason, and to promote fire safety on campus, smoking is not permitted inside any buildings, nor is smoking permitted within 25 feet of the exterior of any University building.

All employees of Willamette share in a responsibility to enforce this policy. Campus Safety and Human Resources are available to respond to specific incidents of non-compliance should you require support and assistance.

### Implementation

Signs describing this policy will be posted at all entrances, as required by law. Human Resources will provide on-demand web-based guidance for those who want to learn techniques for politely addressing those whose smoking is disruptive or in violation of this policy.

To assist any University employee who wishes to quit smoking, the University may cover the cost of a cessation program that is approved in advance by the Director of Human Resources. Students looking for help with quitting smoking may contact Bishop Health Center for available options.

Formal reports of violations should be addressed to Campus Safety, Human Resources, or to a supervisor. Reports may also be made directly to the State Department of Human Services toll free reporting line at (866) 621-6107.

## **Student Right-To-Know and Campus Security Act**

### *Annual Security Report and Annual Fire Safety Report*

The goal of the Office of Campus Safety is to protect the Willamette University community and to reduce campus crime. Help us help you by taking personal safety steps and by reporting emergencies, suspicious activity and criminal behavior.

Campus Safety officers, who are certified by the Oregon State Department of Public Safety Standards and Training, are available 24/7 to respond to calls for service from the Willamette Community. Officers have legal enforcement authority on all Willamette University and Tokyo International University of America property. The Office of Campus Safety maintains a relationship with both the Salem Police Department and the Salem Fire Department to assist with campus emergencies, investigation of crimes and fires and providing assistance in crime and fire prevention.

### **I. Campus Security Information**

The Office of Campus Safety is responsible for the security of students, employees and the structures on campus. The officers are responsible for checking all facilities to ensure that they are secured. The residence halls are locked 24 hours a day. Campus academic buildings are locked when no classes are in session. Students can gain access to study, rehearse or perform research through e-mail requests from their professors. Approved access to locked buildings is programmed on ID cards.

All emergencies, suspicious activity, and criminal behavior should be reported immediately to Campus Safety by calling x6911 (503-370-6911). Telephones are available on the outside of many buildings in red metal boxes. When appropriate, Campus Safety will publish information regarding any current danger that reported criminal activities may present. Willamette University has a director of Campus Safety and seven (7) Campus Safety officers, and four support staff. Officers patrol the campus checking for anything out of the ordinary and responding to any dispatch call.

Willamette University has defined Campus Security authorities as: the director of Residence Life; the director of Campus Safety; the Area Coordinator (AC) on-call; and the Campus Safety officers. All crimes observed or reported to either the Campus Safety staff or Residence Life staff are reported to both the director of Residence Life and the director of Campus Safety.

The University begins the academic year with residence hall and floor meetings that discuss safety/security procedures. The goal is to ensure that every residence on campus has a minimum of one safety/security program per semester. These programs educate students on personal safety and security, and fire safety procedures. Employees receive an *Emergency Reference Guide* as part of the annual *Campus Directory*, and also receive training from their Building Captains about issues of building safety and evacuation.

The Office of Campus Safety annually prepares and distributes a brochure entitled, *Watching Out for Yourself on Campus* to all students, faculty and staff. Similarly, the Counseling Office annually prepares and makes available a brochure entitled, *Getting Help ... Resources and Options for Survivors of Rape and Sexual Assault*. These materials are available on the Willamette University website, or upon request.

Willamette University does not accept anonymous reporting of crimes. Community members are encouraged to report immediately any criminal and suspicious activity to a Campus Safety officer by calling 503-370-6911. Community members are encouraged to contact the Salem Police Department if they are a victim of a crime and wish to involve law enforcement outside of the campus community. Every appropriate effort will be made to maintain confidentiality. Persons wishing to discuss a situation in strict confidentiality may do so by speaking with the University's chaplain, a counselor in the Counseling Center, or Health Center staff.

A log of all crimes and on-campus fires reported to the Office of Campus Safety is maintained and is available and open for public inspection during normal business hours. These logs includes the type of crime, the location of occurrence, the date and time reported, disposition of the situation (if known), cause of fire, and values of property damage from fires.

## **II. Emergency Response and Evacuation Procedures**

The *Emergency Reference Guide* is both online and printed in the *Campus Directory (Fusser's)*. This *Guide* will assist community members in preparing for and responding quickly and effectively to a variety of emergency situations. [www.willamette.edu/dept/safety/emergency/guide/](http://www.willamette.edu/dept/safety/emergency/guide/)

An emergency notification system is in place to notify community members via e-mail, cell phone, office phone and home phone of an emergency situation. This notification system is provided by Blackboard-Connect which manages and maintains software to provide these notifications. Campus personnel are able to interface with the software and send emergency messages by either the internet or by calling an 800 number. All students are provided with an account on this system and are required to provide a phone number (preferably a cell phone number) where they could be reached in the event of an on-campus situation. An e-mail is also sent along with the telephone notification. This system is tested at noon, on the first day of each month, during the academic year.

The nature of the emergency will dictate what the message(s) will say. The message could be about a weather closure, or campus evacuation. The message(s) will provide information and necessary updates about what to do and where to go to maintain personal safety. Any time an emergency situation presents itself, the University will immediately determine if this notification system would provide an increased measure of safety for community members and will activate the system if necessary. The Director of Campus Safety, the Director of Residence Life, the Dean of Campus Life, the Vice-President of Administrative Services and the President of the University (or their designees) all have the authority to activate the Emergency Notification System.

## **III. Missing Student Notification**

If a student who lives in on-campus housing is reported missing or there is a concern that they have not been seen in their residence room for an unusual period of time, the Office of Campus Safety will begin an investigation. This will begin with phone calls to all known phone numbers for that individual, personal contact or phone calls to friends, possible calls to parents or other relatives and checking for their vehicle on campus. If a student has been missing for over 24 hours and none of these attempts to contact the student and verify their whereabouts is successful, the Office of Campus Safety will contact the Salem Police Department. The status of the investigation, including all prior attempts to contact the student, will be passed along to the Salem Police Department. The parent of any student under the age of 18 who is not emancipated will be notified.

Students who live on campus have the option of providing the University with a confidential contact person to be notified in the event that the student is determined to be missing. Only authorized campus officials and law enforcement officers, in the furtherance of a missing person investigation, may have access to this information. Students may enter and update their confidential contact person by accessing the "Fusser's Guide Update" in "JASON" on the University Services section of the website. This confidential contact person will be notified if the student is determined to be missing.

## **IV. Fire Safety –Procedures, Statistics, Reports and Documentation**

The Office of Campus Safety should always be notified immediately in the event of a fire alarm or if someone witnesses fire or smoke by calling 503-370-6911, 24 hours a day. All on-campus housing facilities are equipped with smoke detection systems which are automatically activated in the event of smoke or fire in a building. Some campus residences are equipped with fire suppression systems that automatically activate in a fire. These systems are tested and maintained to be in good working order at all times.

If an alarm is activated, an audible siren or bell rings within the facility and a signal is sent to a licensed fire alarm monitoring station, which in turn calls 911. Campus Safety officers are also notified by the alarm monitoring station. Campus Safety officers respond along with the Salem Fire Department to investigate the cause of the alarm and assist in evacuating the building. Fire drills are held twice a year; one in each of the two semesters. All residents are required to evacuate the building, even if they know that the alarm is false, or a drill.

Fire prevention is a vital objective. To this end, there are a number of restricted objects and activities within campus buildings. These include: no smoking at any time, no candles, incense or other incendiaries, no halogen lamps, no hot plates or other cooking, no unapproved electrical cords, no propane or other fuels, and or covering, tampering or

disabling a smoke detector. In-room inspections are performed twice annually to monitor the presence of any prohibited items.

Note: Annual fire statistics are included in the table below, along with the crime statistics for the prior year.

#### **V. Campus Crime Statistics and Fire Safety Report**

Statistics on the following crimes during the current year and during the three preceding years are listed at [http://www.willamette.edu/go/security\\_fire\\_report](http://www.willamette.edu/go/security_fire_report).

### **Student Travel Procedures & Best Practices - University Vehicle**

1. In order to serve as a driver for travel in a University or leased vehicle, a person must meet the following qualifications:
  - a. Current Willamette University employee or student
  - b. Possess a valid driver's license
  - c. Passed online training test, available at <http://www.willamette.edu/dept/safety/parking/safedriver/>
  - d. Possess a driver's record that meets Willamette's requirements (monitored by Campus Safety).  
*Checking the driving record can take up to 7 days, so plan accordingly.*
2. A Trip Information Form is completed, signed and filed in Campus Safety. If the advisor or coach is not accompanying the students on the trip, he/she will select a student to serve as the Trip Leader. The Trip Leader will insure that the form is completed and filed in Campus Safety **prior to departure**. Any trip deviations must be reported to Campus Safety immediately in writing or by phone. Trip Information Form paper copies are available in the Office of Student Activities or online at <http://www.willamette.edu/dept/safety/>.
3. Trips that include travel to and/or through wilderness areas, mountain ranges or inclement weather require the use of a transponder or satellite phone. This equipment may be checked out at Campus Safety upon completion of the trip form.

#### **Pre-Departure Trip Meeting**

The Trip Leader will clearly communicate expectations of student participants while on the trip. The following are recommended best practices to be covered when communicating the expectations.

1. Seat belt usage is required at all times when traveling in the vehicles.
2. Participants should carry little cash (travelers checks recommended) and leave valuables at home
3. Trip Leader has authority to return a participant home in the event of misconduct or medical emergency
4. The policies contained within the Willamette *Selected Policies Manual* are in effect and enforced– alcohol, drugs, conduct, sexual harassment, etc.
5. Students should avoid going anywhere without another person (“buddy system”).
6. Curfew for overnight trips (recommended, but coach/advisor's discretion)
7. Student participants shall sign appropriate waivers.
8. Decision on whether to travel in bad weather is not influenced by class schedules for the next day.
9. Student participants should carry medical insurance information with them and wear or carry medical alert bracelets for serious allergies or unique medical conditions. In the case of athletic or other teams that travel regularly, the advisor or coach should carry this information as well.
10. Inform student participants of emergency procedures should an accident or student injury occurs. At this time, a back-up Trip Leader will be selected in case the Trip Leader is unable to enact these procedures during the trip.

#### **General Travel Best Practices**

1. Maps are obtained and travel routes are determined before the trip.
2. No driver should drive more than three (3) hours per shift and each driver should take at least a two (2)-hour break between driving shifts.
3. Travel should be interrupted, postponed, or cancelled if the schedule does not allow adequate rest for the driver(s), there is bad weather, or the budget is inadequate for overnight accommodations when needed.

4. Groups are not permitted to travel or return to campus after 1:00 AM without prior approval of the department head (i.e., Director of Student Activities, Director of Athletics, Department Chair, etc.).

### **Student Travel Accident & Emergency Procedures**

All accidents in University or leased vehicles are to be reported to Campus Safety. *Failure to report the accident within 24 hours may result in a charge back to the department using the vehicle for any insurance policy deductibles.*

In case of a serious accident or student injury, the Trip Leader enacts the following emergency procedures. If the Trip Leader is unable to carry out this process, the student captain or Trip Leader's designee will take the place of the Trip Leader.

1. Trip Leader calls appropriate emergency number, probably 911.
2. Trip Leader then contacts Campus Safety 503-370-6911
3. All students involved may be taken to the nearest hospital for a medical assessment before being released. Students who claim to be uninjured will be required to be evaluated by Willamette Emergency Medical Services (WEMS) staff upon return to campus. Campus Safety may assist with transport if the involved vehicle is not drivable.
4. Once the students have officially been released from the hospital or if they refuse care, Campus Safety officers or assigned University personnel will escort each student back to campus and his/her residence hall.

Effective 1/01

Updated 8/05, 10/06, 6/08, 11/09, 4/10

### **Student Travel Procedures & Best Practices - Private Vehicle**

1. Private vehicle use is discouraged.
  - a. If it is necessary to use a private vehicle for University sponsored trips, a valid driver's license, proof of insurance and signed Trip Information Form & Passenger List must be furnished to Campus Safety during regular business hours (Monday-Friday, 8am-5pm). **For weekend trips, the above information must be submitted by 3pm on the Friday preceding the trip.**
  - b. Willamette University insurance covers only University owned, leased or rented vehicles driven by a University authorized driver; it does not cover personal vehicles or accidents and injuries that result from the use of a personal vehicle. The vehicle owner's insurance is the primary coverage for any accident or injury related to, or involved with, the use of their vehicle, even if it is being used for a purpose that supports the University.
2. In order to serve as a driver for travel in a private vehicle, a person must meet the following qualifications:
  - a. Current Willamette University employee or student
  - b. Possess a valid driver's license.
  - c. Passed both the online personal vehicle safety and freeway safety tests, available at <http://www.willamette.edu/dept/safety/parking/safedriver/>
  - d. Possess a driver's record that meets Willamette's requirements (monitored by Campus Safety). *Checking the driving record can take up to 7 days, so plan accordingly.*
3. A Trip Information Form is completed, signed and filed in Campus Safety. If an advisor or coach is not accompanying the students on the trip, he/she will work with the group's leadership to select a student to serve as the Trip Leader. The Trip Leader will insure that the form is completed and filed in Campus Safety **prior to departure**. Any trip deviations must be reported to Campus Safety immediately in writing or by phone. Trip Information Form paper copies are available in the Office of Student Activities or online at <http://www.willamette.edu/dept/safety/>.
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5. Students should avoid going anywhere without another person (“buddy system”).
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## **General Travel Best Practices**

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4. Once the students have officially been released from the hospital or if they refuse care, Campus Safety officers or assigned University personnel will escort each student back to campus and his/her residence hall.

Effective 1/1/01

Updated 8/05, 10/06, 6/08, 11/09

## **Willamette Integrated Technology Services Policies**

*University Policy on Appropriate Use of the Campus Computing Facilities and Network*

### **Purpose**

Willamette University provides its information technology resources primarily to support its instructional, research and service missions. This policy outlines the individual responsibilities for use of these information technology resources by the Willamette University community in order to ensure:

- reliable operation of the information technology infrastructure,

- fair access to resources,
- the free exchange of ideas,
- adherence to all applicable federal, state and local laws, applicable contracts and licenses and University policies,
- protection of individual rights of privacy, and
- protection of institutional data and other information resources.

### **Applicability**

This policy applies to all users of Willamette University's information technology resources that include, but are not limited to, computing equipment, networks, institutional data, the library's digital resources and databases, and telecommunications devices whether owned, operated, leased or otherwise provided by Willamette University, and whether accessed from on or off campus.

It applies to equipment and software not owned by the institution only insofar as that equipment or software utilizes or impacts Willamette's information technology resources.

### **Responsible Use**

Precedence in the use of information technology resources is given to activities that support the instructional, research and service missions of the University. Other uses may be allowed if they do not significantly consume resources or interfere with other users, but may be restricted by Willamette Integrated Technology Services.

All users of Willamette University's information technology resources will use only those computer and information technology resources and data for which they have authorization and only in the manner and to the extent they are authorized. Users will not tamper with, deliberately damage or attempt unauthorized access of any of the University's information technology resources. Individuals who are unsure about whether they are authorized to utilize a particular information technology resource should assume that they are not authorized until a University official grants such authorization.

Therefore in order to comply, all users of Willamette University's information technology resources are responsible for:

- Protecting their network access credentials and maintaining the security of their accounts;
- Refraining from sharing or allowing others to use their accounts;
- Respecting the finite capacity of the resources and limiting use so as not to consume an unreasonable amount of resources or interfering with the activity of others;
- Respecting intellectual property and not violating copyright;
- Protecting the integrity of any information they enter or store on Willamette University's systems;
- Refraining from any activity that may compromise the operation of Willamette University's computing and network devices or the software installed on those devices;
- Respecting the privacy and personal rights of others, guarding against abuses and actively taking action to protect the rights of other users of Willamette University's information technology resources;
- Protecting the confidentiality, availability and integrity of computing and information technology resources, including data; and
- Abiding by applicable federal, state and local laws, University policies, as well as applicable contracts and licenses.

### **Prohibited Uses**

Under no circumstances shall members of the University community or others use the University's information technology resources in ways that:

- Violate federal, state or local laws, University policies, or applicable contracts and licenses;
- Intimidate, threaten or harass other individuals;
- Interfere with reasonable use by other members of the University community;
- Reveal confidential information or violate individual rights to privacy;
- Attempt unauthorized access to any information technology resource;
- Purposely damage or degrade any information technology resources; or
- Threaten the University's tax-exempt or other status.

### **Privacy and Security**

As required by federal and state law or other University policy, the University will attempt to manage its information technology resources to maintain an individual's privacy. However, the University does not guarantee the confidentiality of any information entering or residing on its systems and will not be liable for the failure of these privacy efforts. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and network ports for anomalies and vulnerabilities, and other such activities that are necessary for the rendition of service. The University also reserves the right to access and examine any information on its systems or traversing its networks.

### **Responsibility for Policy, Enforcement and Sanctions**

The Vice President of Integrated Technology Services will determine operational policies, networking standards and procedures to implement the principles outlined in this policy. Willamette Integrated Technology Services has the right to take actions to protect the University's information technology resources and enforce this policy.

Failure to comply with the appropriate use of computing and information technology resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information. Willamette Integrated Technology Services has the right to isolate, reduce or eliminate the privileges of any user of the University's information technology resources that it has determined has violated any of these policies. It may refer students to the University's Judicial System for further sanctions. Employees of the University may receive sanctions as outlined in the University's Administrative Handbook. A violation of these policies may result in civil or criminal penalties.

*Approved by Administrative Council, April 23, 1999  
Revised June 20, 2010*