



Selected Policies Manual
2006-2007

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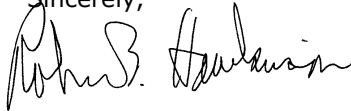
Dear Willamette University Community Member,

As a residential liberal arts institution, Willamette University is committed to the ideals of both individual autonomy and community citizenship. This means that we recognize and seek to balance the rightful claims of personal freedom and privacy with the needs of membership in the campus at large.

We understand students to be citizens of the Willamette academic community, having responsibilities to the whole in addition to rights as individuals. This campus citizenship flourishes in two ways. First, there are a variety of opportunities for service, both on and off campus. Participating in such service activities reaffirms a basic component of our community and gives concrete expression to the motto, "Not unto ourselves alone are we born." Second, citizenship flourishes when members of the community live by standards of conduct that 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.

The *Selected Policies Manual* constitutes a guide to the standards that help to maintain and define Willamette as a vital learning community. I hope you will take a moment to read the guidelines that are included in this handbook. This handbook offers a great deal of useful information about what makes our community congenial and functional. If you have questions, please don't hesitate to contact me. I'd be happy to explain a policy in more detail and explain why we feel that it is important to our community.

Sincerely,

A handwritten signature in black ink, appearing to read "R. E. Hawkinson". The signature is fluid and cursive, with the first name being the most prominent.

Robert E. Hawkinson
Dean of Campus Life
Adjunct Professor of Politics

Policies Related to Students

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 and the Americans with Disabilities Act ("ADA") of 1990.

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 director.

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

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 Director of Disability and Learning Services office (i.e., the Director will provide the forms to the student who will then have the forms completed by the appropriate medical provider or providers). 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 Director of Disability and Learning Services. The Director 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 Director of Disability and Learning Services.

The cost of obtaining professional documentation of a disability shall be borne by the student.

III. GRANTING ACCOMMODATIONS

The Director of Disability and Learning 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 Director 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 Director'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 Director of Disability and Learning Services to evaluate the effectiveness of the accommodations in place. Each student shall immediately report any dissatisfaction with an accommodation to the Director of Disability and Learning Services.

It is the student's responsibility to request from the Director of Disability and Learning Services a letter of 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 Director of Disability and Learning Services will adequately address the student's disability, then the student should first seek to resolve the concern cooperatively with the Director. Students wishing to question accommodation decisions by the Director must do so within 10 days of receiving the written decisions.

If the student and the Director 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 case history and interviewing the student, relevant representatives from the University community, and the Director of Disability and Learning Services, the Appeals Officer will make a determination about what accommodation(s) will be offered to the student. Accommodation decisions by the Appeals Officer are final.

Students may also challenge 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 disputes 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 Director of Disability and Learning Services, setting forth the particular problem(s) and the prior informal attempts at resolution. The Director 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.

If resolution is not achieved, the Director 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 shall review all documents 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 Director of Disability and Learning Services. Decisions by the Appeals Officer are final.

For any complaints not directly related to the accommodations but Disability Services in general, those may be made to the Dean of Student Development or 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 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 the Dean of Campus Life for the College of Liberal Arts who will investigate by following a procedure developed within each school.

The University has instructed each Career Services office to obtain a signed copy of the University's non-discrimination policy from each organization interviewing on campus as an indication of a willingness to comply with the University's policy.

Non-smoking Policy

Willamette University takes seriously its obligation to provide a safe, healthy environment for staff, students and guests. Recognizing that smoke from tobacco products has direct adverse effects on the health of smokers and non-smokers alike and responding to growing concerns expressed by employees, all University buildings are designated no-smoking areas. In and around University buildings the rights of the non-smoker take precedence over the rights of the smoker. Designated smoking areas are generally located outside of most academic and residential facilities.

Individual complaints or concerns regarding this policy should be directed to the director of Residence Life for residential facilities and the vice president for Administrative Services for other university facilities.

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, posters, and/or table tents, 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.

Cat Cavern and Goudy Commons

Table Tents:

- There is space for 25 table tents in the Cat Cavern and 90 in Goudy Commons.
- Table tents should be constructed of light or pastel colored paper to avoid staining the tables if the tents become wet.
- Please note that table tents will be discarded for special brunches.

Posters in Goudy Commons:

- Only one poster per event may be posted on the designated posting area.

Grounds

Upon approval, 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, table tents, window painting and reader board messages. For information and policies on publicity at the Montag Center, refer to 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

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. Such misconduct is an affront to the dignity of the individual and it diminishes the perpetrator. It also undermines the trust and respect essential in an institution of higher learning and represents a breach of specific provisions of the student code of conduct.

Information About Sexual Conduct

College students, often away from home for the first time, may be unsure of how to handle rapidly expanding social circles and a lack of parental restrictions. Moreover, they may be unsure about what constitutes sexual misconduct or how to react when confronted by it. 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

At Willamette University, *rape* is nonconsensual completed penetration including: penile-vaginal, mouth on your genitals, mouth on someone else's genitals, 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, or is prevented from resisting, due to being intoxicated, drugged, unconscious or asleep.

Sexual assault is a broader term than rape. Sexual assault includes any nonconsensual sexual act. A sexual 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. It includes rape as well as various types of unwanted sexual touching, however slight, with any object, by a man or a woman.

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.

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

Healthy Sexuality - MUTUAL and CONSENSUAL



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

Sexual harassment is unwelcome sexual advances, a request for sexual favors, and other verbal or physical 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 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 physically or otherwise to resist a sexual aggressor.

Silence, previous sexual relationships and/or current relationship with the perpetrator may not be taken as an indication of consent. Use of alcohol or other drugs by the perpetrator is not an excuse for violation of the sexual conduct policy.

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 as they 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.

Responsibilities

All members of the University community have an obligation to act responsibly in the realm of sexuality. This includes accepting personal responsibility for choices made about alcohol and drug use that might lead to behavior that violates another person. In addition, all members of the University community have the responsibility to recognize and challenge any form of sexual misconduct.

Responsibilities for both men and women include:

- Communicate clearly; state your sexual desires and limits.
- 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 at the end of this manual).

Risk Reduction

- Limit your use of alcohol. Alcohol is the #1 date rape drug. Use of alcohol increases your chance of being victimized and makes it more difficult to avoid or escape an assault. Studies show that perpetrators look for a victim who is 1) accessible 2) vulnerable and 3) lacks 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.

What To Do If You Are Raped or Sexually Assaulted

- Go to a safe place.

- **If you want to report the assault, notify the police or campus safety immediately.** Reporting the event can help you regain a sense of personal power and control, and it can also help to ensure the safety of other potential victims. You can request a campus advocate or a crime victim's advocate to assist you in reporting to the police. In some circumstances, the University may call an advocate to assist you with reporting.
- Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.
- Preserve all physical evidence of the assault. Do not shower, bathe, douche or brush your teeth. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred.
- Go to a hospital emergency department or a specialized forensic clinic that provides medical care for sexual assault victims. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from sexual assault.

Judicial Process for Sexual Misconduct

The University's judicial procedures should be viewed as a resource to the survivor of sexual assault or rape. Sexual assault and rape are criminal violations and violations of the Willamette University Standards of Conduct. Even if the survivor does not file a complaint with civil authorities, a student charged with any type of sexual misconduct will be subject to the University disciplinary process.

A. Filing a Complaint

The director of Residence Life (Doney, x6212) is the University judicial officer. Telling the University judicial officer about an alleged incident of sexual misconduct does not commit you to filing a complaint. **He/she will generally contact a sexual assault advisor.** Finding out more about the procedure for filing a complaint and having questions answered may help you make a decision.

In order for a formal complaint to be filed, the complainant will be asked to write a factual account of the alleged incident. Within two working days, the student(s) named in the complaint will receive a letter outlining that a violation of the Standards of Conduct is alleged to have occurred and that the student(s) has/have been named as the complaint respondent(s).

B. What Will Happen Next?

When a written complaint is filed, both parties (the complainant and the complaint respondent) will be sent letters which require that they not have any contact until the matter is resolved. Failure to abide by these statements of "no contact" is considered a serious violation and will be grounds for immediate judicial action. This no-contact directive will provide for reasonable access to campus resources and activities. In addition, there may be situations in which one or both of the parties is temporarily moved out of his or her room into another space on campus. Neither of these actions is an indication of guilt or responsibility; rather, they are ways of protecting all involved parties until the matter is formally resolved.

If the complainant requests, the University will make every reasonable attempt to assist her/him should s/he desire to change her/his residence. The student may

request consideration in the completion of academic work in progress. This request should be made to the associate dean of the appropriate College.

C. If You Are Accused of Sexual Misconduct

You are also strongly encouraged to talk with someone who can be helpful and supportive at this time. The University judicial officer will make available to you an advisor to help you understand the process and give referral information if needed.

D. Administrative Hearings

Within two working days of receipt of the letter, the accused student(s) must schedule a conference with the University judicial officer. The complainant will not be present at this conference. At the conclusion of the conference, the judicial officer will determine how that complaint will move forward. In the case of an administrative hearing, he/she shall appoint administrative hearing officers, **at least** one of each gender. The hearing officers shall consider the case in accordance with the Administrative Hearings Procedures outlined in Section VII of the Standards of Conduct in the *Selected Policies Manual*.

E. Standards Committee Hearings

Either party may request that the case be heard by the Standards Committee. Standards Committee hearings are closed. If the accused student(s) is/are found responsible, the sanctions will follow those outlined in the Standards of Conduct. See Standards of Conduct, sections IX-X for information regarding the Standards Committee and Sanctions.

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. 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.¹ "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. 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.

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 conduct is egregious and has an adverse effect on the University's pursuit of its objectives. The University judicial 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 director of Residence Life to be the University judicial 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 judicial 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 judicial 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 judicial 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.

¹ 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.

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.

V. Standards of Conduct

The University may take disciplinary action against a student or student organization that engages or attempts 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 judicial 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. Conduct which harms or threatens the health or safety of any person on University property or at University-sponsored activities;
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. Acts that threaten, intimidate, harass, degrade or disgrace another;
11. Sexual harassment (quid pro quo and hostile work environment) – see Prohibition of Harassment *Selected Policies Manual*;
12. Sexual harassment (peer) – Unwelcome sexual advances, requests for sexual favors and other verbal, physical or written activity of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive living or academic environment, regardless of whether the alleged harasser or person being harassed are members 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.²

The following examples are intended to clarify where harassment is not severe enough to create a hostile environment:

- Single comment (e.g., "You have a nice figure")
- Single request for a date, even if unwelcome
- Single gift of flowers, even if unwelcome
- Single incident or comment regarding student's muscles, even if sexual in nature and unwelcome
- Student actively participates in sexual banter and gives no indication that he/she doesn't like it

-
13. Non-sexual harassment – 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. I. for the inclusive list);
 14. Sexual offenses – the following are sexual offenses when the alleged victim does not consent or is incapable of consenting.
 - a. Intercourse – penetration of the penis into the vagina, sodomy, oral sex and/or penetration with a foreign object.
 - 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.
 - c. Incapacity to consent – if at the time of the alleged offense, the alleged victim is rendered incapable of making or communicating a decision to the alleged perpetrator for any of the following reasons:
 - I. the alleged victim is under the influence of a controlled substance or other intoxicating substance;
 - II. the alleged victim is unconscious;
 - III. the alleged victim has a mental disability;

² Fed.Reg. 61, 194, 52173

- IV. consent is obtained by force or threat of force;
- V. for any other reason the alleged victim is unable to communicate his/her intentions.

If a student is found responsible for violation of Standard 14, he/she is subject to minimum sanctions that must include one of the following:

- disciplinary probation
 - education, assessment and treatment programs at the student's expense
15. 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);
 16. 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;
 17. Violation of the University Alcohol Policy (see Alcohol Policy);
 18. 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;
 19. 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.
 20. Tampering with fire equipment, turning in a false alarm or engaging in behavior which constitutes a fire hazard;
 21. Making harassing phone calls, misuse or abuse of University telephone equipment, computer access lines, mail services or telecommunication resources;
 22. 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);
 23. 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 judicial 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 judicial officer or a Campus Safety officer (students living on campus may contact a Residence Life staff member) when a student's behavior violates:

- the Standards of Conduct, or
- others' rights and direct, 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 judicial officer or his/her designee. The University judicial 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
- Judicial 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 judicial officer may refer a student accused of a violation to a hearing.

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 judicial officer may refer the responsible student(s) to a hearing.

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 file.

4. Administrative and Judicial Board Hearings

An administrative hearing is conducted by an individual hearing officer or a panel of hearing officers - the University judicial officer or his/her designee(s). A judicial board hearing is conducted by a student-led judicial board. Information on the composition and selection of the judicial board members is available on the website:

<http://www.willamette.edu/dept/judicial/>.

a. 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 judicial 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 the 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 hearing is not intended to be adversarial. Rather, the goal 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 will be conducted by a hearing officer, hearing panel or judicial board. During this hearing the following will occur:

1. 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.
2. A hearing officer or board chairperson will review the available information about the incident.
3. The student(s) will then have an opportunity to confirm or contest the accuracy of the presented information and share additional information.
4. When all of the information has been presented, the hearing officer(s) or board will render a timely decision.
5. 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).
6. The sanction(s) will be discussed with the student(s).
7. The process for appeal will be explained and the student(s) will be asked if there are any questions about the appeal process.
8. A follow-up letter will be sent to confirm the decision. A copy of the letter will be placed in the student's file.
9. The University judicial 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).

The hearing officer(s) or board will decide the case based on a preponderance of the evidence available through testimony and exhibits.³ 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.

d. Hearing Privacy

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

1. the student(s) charged with the violation

³ 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.

2. the hearing officer(s) or judicial board members (and advisor) conducting the hearing
 3. judicial board advisor and the university judicial officer
 4. newly selected hearing officers or judicial board members who are in training
- Other individuals may be present only with permission from the accused student(s) and the hearing officer or judicial board chairperson.

VII. Appeal Procedure of Administrative and Judicial Board Hearings

Students have the right to one appeal of an Administrative or Judicial Board Hearing decision. The dean of Campus Life or his/her designee will determine the most appropriate person/body to consider the appeal:

- the University judicial officer (only an option when he/she was not involved in the hearing process)
- the Appeals Board
- the Standards Committee
- 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/judicial/>.

The written appeal must be filed with the University judicial officer within three working days from the date of the hearing follow-up letter. The accused student may appeal his or her Administrative or Judicial Board Hearing decision based on one of the following criteria:

1. Procedural error which was significant.
2. Newly discovered evidence which by due diligence could not have been discovered in time to be presented at the hearing.
3. The sanction is more severe than the established guidelines (available on the website: <http://www.willamette.edu/dept/judicial/>).
4. The sanction results in either suspension or expulsion, in which case the University judicial officer will refer the appeal to the Standards Committee for review.

VIII. Standards Committee

The Standards Committee will hear matters referred to them by the University judicial officer. The Standards Committee may, at the discretion of the University judicial officer, hear cases involving sexual assault. 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 hearings according to Standards Committee procedures and serve ex-officio, voting in the case of a tie.

B. Alternate Membership

When nominations are made of persons to serve on the committee, one alternate member from each category will also be nominated. 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 hearings, unless they are serving as alternates. Alternates will be called to serve by the Standards Committee chairperson.

C. Temporary Disqualification

The committee shall consider, upon request of the accused student or any committee member, the temporary disqualification of one committee member. Disqualification will 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 hearing 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.

E. Standards Committee Procedures

1. At least two working days prior to a hearing, the student(s) will receive a written notice of the alleged violation. The notice will also contain the time, date and place of the hearing. Requests for postponement will be considered if extraordinary circumstances exist.
2. Either party may review all information to be submitted at the hearing, including a list of witnesses if requested. Parties shall not discuss the substance of the case with committee members prior to the hearing.
3. The student may elect not to appear at the hearing; however, the hearing will then be conducted in the student's absence.
4. During the hearing, either party may have an advisor present in an advisory capacity; the advisor is not permitted to participate in the proceedings. The complainant and respondent may appear in person, hear all testimony, present any relevant information, call witnesses (see below) and ask questions at the hearing. A decision to appear does not obligate either party to testify. Failure to testify will not be held against either party.
 - a. Up to two (2) people speaking to the character of the complainant and/or respondent may be called at a hearing (two character witnesses per complainant and/or respondent).
 - b. In the case where a complainant or respondent asks for a clarification or change in a hearing procedure, the chairperson is authorized by the committee to make a ruling on this request, subject to approval by committee members in person or through email. If committee members do not respond to email, then the chairperson will consider this an affirmation to the request.
 - c. Hearings will be conducted by the chairperson in an informal manner, using committee guidelines for the type of hearing to be conducted, with appropriate regard for the conduct of a fair, sensitive and respectful process. The hearings of the Standards Committee are closed unless otherwise determined by the committee.
 - d. 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 a hearing. This includes, but is not limited to:
 - i. Allowing witnesses to finish statements before committee members questioning begins
 - ii. Directing questions to the chairperson when appropriate

- iii. Allowing clarification or restating of questions by the chairperson in order to promote a courteous atmosphere
 - iv. Seeking recognition from the chairperson before asking questions of witnesses, etc.
 - v. The chairperson, upon affirmation of the committee, has the authority to remove any party who is disruptive and/or obstructs the hearing or its procedures.
5. The chairperson of the committee is responsible for scheduling the hearing and notifying the participants. The administrative assistant to the University judicial officer will be available to assist the chairperson with these responsibilities.
 6. The chairperson of the committee shall make a tape recording of the hearing. The complainant/respondent may listen to the tape recording in the presence of the chairperson.
 7. The chairperson may only vote to break a tie.
 8. After all evidence has been presented, the committee will meet in private to discuss the case and reach a decision. Finding of violation of a University policy or regulation shall be based upon a preponderance of evidence.
 9. All statements, information, or comments given during the hearing will be held in strictest confidence by Standards Committee members.
 10. After the hearing, the chairperson of the committee shall notify both parties in writing of the committee's findings.
 11. The University judicial officer shall enforce compliance with sanctions imposed by the Standards Committee.

IX. Appeal of a Standards Committee Sanction

Decisions of the Standards of Conduct committee are final as to both the existence of a violation and as to any sanction imposed. Committee decisions are not subject to appeal.

A sanctioned student may seek committee reconsideration by delivering a letter to the University judicial officer within three working days of receipt of the chairperson's notice of committee findings:

1. If the letter identifies significant procedural error previously called to the attention of the committee and specifies particular unfair prejudice to the student resulting from that error, the University judicial officer may direct the committee to reconsider and correct the error; or
2. If the letter specifies newly discovered evidence which by due diligence could not have been discovered in time to be presented at the hearing, the University judicial officer shall submit the letter to the chairperson of the Standards Committee who may poll committee members. If a majority of the members voting at the former hearing now elect to consider the new evidence, a committee hearing will be scheduled.
3. In all other cases, the reconsideration request is deemed denied. If reconsideration is granted, the chairperson of the Standards Committee may suspend all or part of the sanctions pending that reconsideration.

X. Sanctions

Willamette University's judicial process is intended to be educative, rather than punitive. The University judicial 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 judicial officer's sanctioning guidelines is available on the website: <http://www.willamette.edu/dept/judicial/>.

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.

Permanent records of disciplinary conduct action are not kept beyond three years after a student's date of graduation, except where the behavior has been egregious.

If a student is found responsible for violating Standard 14 (sexual offenses), he/she is subject to a minimum sanction that must include one of the following: disciplinary probation; or education, assessment and 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 judicial 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.

F. Disciplinary Probation

The student's participation in University life is placed on provisional status, with or without loss of designated privileges, e.g., suspension of participation in campus activities, clubs, etc. In the case of a violation of Standard 14 (sexual offenses), this will be a minimum sanction.

G. 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.

H. 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.

I. 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. If a student is found

responsible for violating Standard 14 (sexual offenses), he/she is subject to a minimum sanction that must include one of the following: disciplinary probation; or education, assessment and treatment programs at the student's expense; suspension; or expulsion.

XI. Judicial Process Advisor

The University judicial officer will designate a Campus Life administrator to serve as an advisor to students who have questions or concerns about the judicial process. He/she will not act as an advocate or take an active role in a hearing, but rather is available to explain the process.

XIII. Health and Behavioral Concern

The University judicial officer or his/her designee may consult with a staff member at the Bishop Wellness Center if:

- a student allegedly violates the Standards of Conduct, and
- the University judicial 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.

The consultation may include sharing the student's name and a description of the behavior. The University judicial officer or his/her designee may require the student to meet with a staff member at the Bishop Wellness Center or other designated mental health professional for discussion, evaluation and/or treatment.

XIV. Health Concern

If a student's behavior causes University staff to be concerned for his/her or another person's health, the University judicial officer or his/her designee may require the student to meet with a staff member at the Bishop Wellness Center or other designated mental health professional for discussion, evaluation and/or treatment.

XV. Immediate Restriction of a Student's Access to Campus

The University judicial officer or designee may restrict a student's access to campus or their residence community if:

- the presence of the student poses a threat to the physical safety or emotional well-being of a member or members of the Willamette community;
- the student poses a threat to him/herself;
- in the judgment of Bishop Wellness Center staff, the student is unable to participate in the academic and campus community, or
- the student's behavior 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.

Such restriction will take effect immediately upon actual notice to the student. The student will receive notice of a hearing within 48 hours of the notice of restriction. The hearing will occur as soon as practicable and will consider the issue of continued restriction in addition to the alleged violation of the Standards of Conduct.

XVI. Immediate Suspension of a Student Organization

The University judicial 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 or emotional well-being of a member or members 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.

XVII. 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 judicial 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 vice president for Administrative Services, 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 will be prorated on a per day basis based on the academic calendar up to the 60% point in the semester. If a student drops below full-time (3.0 credits) before the 60% point in the semester, tuition will be charged at the per credit rate for part-time students. If a student drops below full-time after the 60% point in the semester, the tuition charge will not be adjusted. Students who are enrolled less than full-time are not eligible for any institutional or campus-based aid, including all merit-based scholarships, need-based grants, Perkins loans and Federal Work Study. In some cases, part-time students may receive Federal Pell grants or Federal Stafford loans.
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.
7. 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. 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 directed to the Assistant Controller located in the University's Business Office.

Telephone Harassment: Procedure to Order a Phone Number Change

If a residential student is receiving harassing phone calls, he/she should take the following steps:

1. Report the incident to the Campus Safety office.
2. If it is deemed necessary to change the phone number for the protection of the student, Campus Safety will order a new number from WITS. When the number is changed, Campus Safety will give the student and Residential Services the new number. Also, a trace can be put on the phone to try and locate the origin of the incoming calls. It is the student's responsibility to login to the on-line Fusser's Guide and unlist their directory information if they so choose.

All-Campus Policies

Alcohol Policy⁴

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 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 visibly intoxicated.

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.

⁴ End notes: Passed by the Willamette University Board of Trustees as part of the official University Standards of Conduct. Revised in 1998. The Board of Trustees has the authority to challenge this policy and change it as necessary.

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, the Alcohol Use Request Form must be submitted on line at www.willamette.edu/schedule twelve (12) working days prior to the event for final approval by the Vice President for Administrative Services. Form 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) on campus upon approval of the Alcohol Request Form:
 - a. University Center
 - b. Playhouse
 - c. Art Building
 - d. Smith Fine Arts Building
 - e. Law School (including patio)
 - f. Atkinson Graduate School of Management (including patio)
 - g. Waller Hall
 - h. Common areas in most University residences
 - i. McCulloch Stadium patio
 - j. Montag Center recreation area
 - k. Thetford Lodge
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. Hatfield Room in the Hatfield Library
 - f. Tokyo International University of America
 - g. Thetford Lodge (by permission)
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. University Trips and Off-Campus University Events

1. This University alcohol policy is in effect on all University-sponsored travel involving students and at off-campus, University functions involving students, as applicable.
2. Prior to any University travel, participants are encouraged to review the University Standards of Conduct, including review of this alcohol policy. All participants will be held responsible for their behavior during University travel and at off-campus, University functions.
3. Employees or students on University business or driving University vehicles are prohibited from consuming alcoholic beverages before driving.

D. Regulations and Procedures

1. Alcohol may not be served or consumed in any outdoor areas of the campus during the academic year unless the serving complies with the alcohol policy guidelines, and receives specific approval on a case-by-case basis.
2. Direct or indirect sale of alcohol is prohibited without the written permission of the vice president for Administrative Services.
3. To sponsor an event where alcohol will be served, access the Alcohol Use Request form on line at www.willamette.edu/schedule at least twelve (12) working days prior to any scheduling.
4. Alcohol must be distributed through a Willamette approved third party vendor, unless otherwise approved by the vice president for Administrative Services.
5. When alcohol has been approved to be served in University facilities, it is approved with the intent that participants will not leave the facility and operate a vehicle under the influence of alcohol.
6. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Willamette community and their guests without specific written permission.
7. Willamette participants in a sponsored event must 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 University-age status.
8. Willamette University community members are responsible for their guests.
9. Alcoholic beverages will not be mentioned or implied in publicity for an event.
10. Alcohol will not be the main focus of an event.
11. 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.
12. 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.
13. Kegs, party balls and other common-source containers are not permitted on campus without the written permission of the vice president for Administrative Services.
14. Student body activity fees may not be used for purchase of alcoholic beverages.
15. An event where alcohol is present may not exceed a safe and manageable number of people at any one time. This number will be determined by the University.
16. 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.
17. A member of the University staff shall take measures to stop an activity at which alcohol is served or consumed if there is any problem which cannot be corrected. Food Service staff also has the responsibility of monitoring the use of alcohol at catered events.
18. 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.

19. All events must comply with applicable Oregon Liquor Control Commission guidelines.
20. 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.
21. Students and guests consuming alcohol may be required to present identification and verification of age.
22. The University defines "under the influence" as any detectable level of alcohol or noticeable or perceptible impairment of mental or physical faculties.

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 in this handbook.
3. Violations of the Alcohol Policy by University faculty, staff or administrators, departments or their department-sponsored groups will be adjudicated by the appropriate dean/administrator, in consultation with vice president for Administrative Services.

IV. Corrective Measures and Sanctions

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 will always include an educational component. Students may be required to attend an alcohol education class for first time violations of the Alcohol Policy. The University may require additional sanctions such as, but not limited to, Risk Management and liability or leadership education programs. Repeat or egregious behavior will require more comprehensive educational sanctions including outpatient treatment and assessment. Violations may require that the University contact a parent under FERPA guidelines. Repeated violations may lead to suspension. Sanctions may include suspension of privileges to serve, possess or consume alcohol on campus in University-owned facilities. The University may require students to be absent from events or activities where alcohol is served or consumed including, but not limited to, their on-campus private residences

Campus Security Act

This report is prepared on an annual basis by the Office of Campus Safety based on incidents reported during the prior calendar year.

I. Campus Crime Statistics

Willamette University does not allow 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. 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 reported to the Office of Campus Safety is maintained and is available and open for public inspection during normal business hours. This daily crime log includes the type of crime, the location of occurrence, the date and time reported, and disposition of the situation (if known).

Statistics on the following crimes during the current year and during the three preceding years are listed below.

Specific Categories of Federal Offenses	2005	2004	2003	2002
Homicide	0	0	0	0
Sexual Offenses, forcible	1	2	1	0
Sexual Offenses, non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	20	20	23	17
Arson	3	5	1	2
Motor Vehicle Theft	3	1	6	2
Liquor Law Violations (total)	312	208	208	181
Residential	284	205	-	-
Outside	5	2	-	-
Academic	11	1	-	-
Off-Campus	1	-	-	-
Drug Abuse Violations (total)	55	21	51	49
Residential	50	14	-	-
Outside	3	7	-	-
Academic	1	0	-	-
Off-Campus	1	-	-	-
Weapons Possessions	1	0	3	2
Hate Crimes (total)	1	1	0	2
Because of Race	1	0	0	1
Because of Gender	0	0	0	0
Because of Sexual Orientation	0	0	0	1
Because of Ethnicity	1	1	0	0
Because of Disability	0	0	0	0

2005 Crime Statistics	On Campus	In Residences	In Campus Buildings	Off Campus Property
Criminal Homicide	0	0	0	0
Sexual Offenses, forcible	1	0	0	0
Sexual Offenses, non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	19	11	8	1
Motor Vehicle Theft	3	0	0	0
Arson	3	3	0	0
Liquor Law Violations	311	284	11	1
Drug Abuse Violations	54	50	1	1
Weapons Possessions	1	0	0	0
Hate Crimes (total)	1	1	0	0
Because of Race	0	0	0	0
Because of Gender	0	0	0	0

Because of Sexual Orientation	0	0	0	0
Because of Ethnicity	1	1	0	0
Because of Disability	0	0	0	0

II. Campus Security Information

The Office of Campus Safety is responsible for the security of the structures on campus. The officers are responsible for checking all facilities to ensure that they are in fact secured and locked. 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 written or e-mail requests to 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. 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: Marilyn Derby, director of Residence Life; Ross Stout, director of Campus Safety; Bernie Liang, associate director of Residence Life; 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 within 24 hours of the incident. 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.

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."

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, new or burnt candles, potpourri, incense, smoking, or any other open flames are not permitted inside any buildings on campus.

Exceptions to this policy will only be considered for specific celebrations or ceremonies, and even then, must be approved prior to the event based on guidelines available from the Office of Campus Safety, and the receipt of a completed, signed copy of the CANDLE USE REQUIREMENTS/AGREEMENT, also available from the Office of Campus Safety.

To facilitate compliance with this policy, candles that meet the guidelines stated in the Uniform Fire Code may be purchased, at cost, from the Office of Campus Safety.

Completed CANDLE USE REQUIREMENTS/AGREEMENT forms must be submitted for approval to the Office of Campus Safety between the hours of 8 a.m. – 5 p.m., Monday through Friday.

Dogs on Campus

1. Dogs must be kept on a leash while on Willamette University property.
2. Dogs are not allowed in residences, Goudy Commons, The Bistro, Cat Cavern or the Montag Center (except for dogs to aid persons with disabilities).
3. Dog owners are expected to clean up after their dogs.
4. Dogs are not to be left unattended by their owners.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act, Public Law 93-380, effective Nov. 19, 1974, 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 FERPA, a student has the right to:

1. Inspect and review his/her educational records.
2. Seek amendment of his/her educational record which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. Consent to disclosure of personally identifiable information contained in his/her education records, except to the extent that the Act authorizes disclosure without consent.
4. 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.
5. 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

For Persons with Mobility Impairment

First, always assume it is a REAL FIRE and follow the general evacuation procedures listed in "Watching Out For Yourself on Campus" published by the Office of Campus Safety (Call x6911 for a copy).

Guidelines Specific to Individuals with Mobility Impairments

- COLLINS SCIENCE CENTER AND HATFIELD LIBRARY: These buildings offer safe areas. Individuals who use wheelchairs or other assistive technology for mobility should be directed to those designated safe areas.
- THE LIBRARIES, SPARKS CENTER, AND ANY OTHER AREA WHERE THERE ARE RANDOM GROUPS: An employee(s) MUST be designated on each floor to make a thorough check of carrels, book stacks, locker rooms, etc. to make certain there are no individuals needing special assistance in the area.
- ALL OTHER BUILDINGS: The procedures listed below should be followed. The Fire Department will carry out the evacuation.

Until the Fire Department Arrives

- Assign a student to immediately call x6911 (cell phone or nearest phone). Report that there is an individual who uses a wheelchair or other assistive device in Hall____, Floor____, Room____. Instruct the student to report back.
- The professor (or an assigned person) is to remain in the room with the student while the class follows usual evacuation procedures. KEEP the door closed.
- Never enter an elevator. It commonly stops working when the fire alarm rings.
- If the fire is in the room with the student, the student and professor should go into the hall to the nearest stairwell and wait for assistance. (All hallway doors should be closed.)
- NEVER CARRY AN INDIVIDUAL UNLESS IT IS A MATTER OF IMMEDIATE DANGER. IF A STUDENT MUST BE CARRIED, LEAVE THE WHEELCHAIR 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 are not allowed on University property, in University vehicles, or at any University-sponsored event off-campus.

This policy prohibits the possession, use or threatened use of firearms, ammunition, explosives, or other objects as weapons.

Persons who possess a concealed weapons permit are NOT allowed to carry weapons on the private property of Willamette University's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Anyone who observes or has knowledge of someone on the Willamette University campus violating this policy should immediately report the incident to the Campus Safety office by dialing x6911. The complainant should be prepared to provide the Campus Safety office with any relevant information that caused them to observe or suspect the violation.

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 a thorough investigation of the incident is conducted.

Failure to adhere to the University's firearms/weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, which, depending on the circumstances, may include termination of employment.

Guidelines for Responsible Rollerblading, Skateboarding, Bicycling

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

Reckless boarding is inappropriate on the University campus. Definition of 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. Rollerblading, skateboarding and cycling activities are limited solely to members of the Willamette University community.

Trick skateboarding is not allowed:

- In any areas with decorative brick paving
- Within 20 feet of entrances to buildings
- After Residence Hall quiet hours
- In any way that 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

Because of the normal weather conditions in Salem during the winter months, it is unlikely that Willamette will be closed due to inclement weather. 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. Students and employees can call the Information Center desk at 503-370-6300 to get updated information, or access this website: www.flashnews.net/pdx.html.

Name and Logo Imprint Policy

In order to ensure that all merchandise projects an 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 they purchase or place 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. Contact Tricia Durgin at the Office of Administrative Services to obtain the proper form or more specific information. If an incident of noncompliance occurs, then the matter will be referred to the appropriate administrative official for action.

Parking Regulations

A. General

The University strongly encourages use of alternative and environmentally friendly forms of transportation. For example, students and employees may ride Salem's Cherriots buses free of charge by showing their Willamette University ID card.

1. It is your responsibility to know the Parking Regulations. Lack of knowledge of these regulations will not be 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: requires a State disabled permit AND a University parking permit.
5. Motorcycles: may park only in designated motorcycle parking areas; a permit is not required to park in the designated areas.
6. Restricted Areas: A vehicle parked in a fire lane, no-parking area, reserved space, sidewalk, driveway, landscaped area, 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. Permission may be obtained to temporarily park in certain restricted areas by calling Campus Safety in advance.
7. Loading Zones: limited to 15 minutes, while actively loading or unloading.
8. Citations/Appeals: must be paid or appealed within five business days. Appeals must be in writing; forms are available from the Campus Safety office, the University Information Center, or on the Campus Safety parking web page.
9. All vehicles parked on campus must be in operable condition. All student vehicles must be removed from campus by May 18, 2007.
10. 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.
11. Sleeping in vehicles overnight on campus is prohibited.

B. Parking Permits

Valid Willamette University parking permits are required on all motor vehicles (except motorcycles) Monday-Friday, 9am-4pm, September 5, 2006 through August 15, 2007.

1. Parking Availability: The purchase and display of a parking permit allows an individual to park on University property if there is a legal parking space available. The permit does not guarantee availability.
2. Kaneko Hall Residents: Park ONLY in the Softball lot (off 14th Street) - yellow permit. Swipe Compass Card to access this lot. (Reserve spaces may be available - contact Campus Safety.)
3. Faculty, Staff, Students (except Kaneko Hall residents.): Park in any campus lot - blue permit.
4. Cost: \$105 for the entire year, \$70 for second semester only; \$35 summer only.
5. Refund Schedule:
 - Before October 1 - \$105
 - During October - \$75
 - During November - \$60
 - During December and January - \$45
 - During February - \$30
 - On or after March 1 - \$0
6. Second Vehicle: Employees may purchase a second permit for \$10, but **only one vehicle may be on campus at any time.**
7. Before a Permit Will Be Issued: All outstanding fines must be paid.
8. A permit must be correctly displayed and attached to the vehicle to be valid.
9. Permit Transferability: Permits are not transferable.
 - If you change vehicles, return the old permit for a free replacement. Without the old permit, a replacement is \$10.
 - If you purchase a vehicle from a student or employee, the previous owner's permit becomes **invalid on the date of sale.** You must purchase a new parking permit and submit a copy of the new vehicle registration.
10. Five-Day Parking Permit: A limited-use parking permit, valid for any five days, on any vehicle or vehicles, is \$5; additional permits are \$10 each. Kaneko-resident parking lot restrictions are in effect. Not valid in the Guest/Visitor parking lot.
11. Temporary Mobility Impairment: You may request a special University parking permit to allow parking nearer to campus housing, for a period of up to two weeks. A specific space or area will be assigned. **Handicap parking spaces cannot be utilized for this purpose.**
12. Parking permit holders are responsible for payment of all citations issued to their vehicle,

regardless of who is driving.

13. 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.

C. Guest/Visitor/Other Parking Options

1. Guests: University-invited guests may park at no charge in the Guest Parking Lot at the northeast corner of Winter and Bellevue streets; advance reservation by University department is required.
2. Visitors: A one-day parking permit at the Parking booth at the northeast corner of Winter and Bellevue streets is \$5 before noon or \$3 after noon.
3. Parking Meters: There are a limited number of 30-minute meters at the north edge of the Sparks (main) parking lot, and off 12th Street, near the Montag Center.

D. Violations and Fines

The 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)

Handicapped Parking (\$50)

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)

Any person who has been issued more than 15 citations in one academic year will be referred to the University Judicial Office for a violation of University Standards of Conduct.

E. Payment of Fines

1. Citation fines may be paid at the Campus Safety Office by cash, check or Compass Cash.
2. Fines not paid or appealed within five business days will be charged to a student's account, and a \$5 processing fee added.
3. Towing and storage charges must be paid, in cash, direct to the towing company.

F. Parking Citation Appeals

1. Citations may be appealed within five business days from the date of issue.
2. Appeals must be in writing. Forms are available from the Campus Safety Office, the University Info Center, or on the Campus Safety Parking web page.
3. Appeals must be based on firm and verifiable evidence. Lack of knowledge of these parking regulations is not justification for appealing a citation.
4. 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.
5. This decision may be appealed to the University Judicial Office. To submit a UJO appeal,
 - the request must be received by Campus Safety within five business days from the date of the appeal decision, and
 - full payment of fines must accompany the appeal (if the UJO reduces or suspends the fine, payment will be refunded).

The original appeal will be forwarded to the UJO; additional written comments may be submitted within five business days from the date of the appeal decision.

G. Towing Procedures

1. Restricted Area Violations (*see section D.1. above*): Upon receiving a *third* citation in the current academic year, the permit owner will immediately be issued a Boot/Tow Notice; future violations will result in immediate booting or towing. The notice is in effect from date of issue until the beginning of the next academic year.

The next academic year, a Boot/Tow Notice will be issued on receiving the *first* restricted area citation.

2. Unpaid Citations: Any vehicle or individual with two unpaid citations will be issued a Boot/Tow Notice on receiving a third citation of any type. Subsequently, the vehicle will be booted or towed if it is found anywhere on Willamette University or TIUA property.

3. Releasing booted or towed vehicles: All unpaid citations must be paid, either in cash or by charge to a student account; WU paperwork must be signed.

The vehicle owner is responsible for all costs associated with booting or towing, including cash payment to the tow company for towing and storage charges. The University is not liable for any loss or damage resulting from booting or towing.

4. The owner of a vehicle that has been towed more than once in the same academic year will be referred to the University Judicial Office for a violation of University Standards of Conduct.

H. Bicycle Parking

1. Bicycles may park only in designated bicycle racks.
2. Bicycles locked to railings or in hallways are subject to removal by Campus Safety.

Prohibition of Harassment Including Sexual Harassment

This only applies to cases of alleged employee harassment. This does not apply to student-to-student harassment misconduct. Please refer to the Standards of Conduct for policies and procedures related to student-to-student harassment.

Willamette 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 or 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 email 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 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 their supervisor or the director of Human Resources. A staff member, faculty member or student may contact the director of Human Resources without first contacting their 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.

Any supervisor who sees or hears about conduct that may constitute harassment under this policy (as set forth here and in Section 2.3, Harassment 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.

Raffles

"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. "Door prize drawing" means a drawing held by a nonprofit organization at a meeting of the organization where both the sale of tickets and the drawing(s) occur during the meeting and the total value of the prize(s) does not exceed \$500. (For more information on raffles, go to http://arcweb.sos.state.or.us/rules/OARS_100/OAR_137/137_025.html.)

Willamette University policy permits raffles to be held on campus within the parameters of state and local laws. All staff, faculty, students and organizations responsible for the planning and production of a raffle must register their raffle at least five (5) days prior to the event with the Administrative Services office at 503-370-6112 or online at: www.willamette.edu/dept/admin_services/raffles.

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, 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.

Student Travel Procedures for the Advisor/Coach

Pre-Departure

1. A Trip Form (available in the Office of Student Activities or at www.willamette.edu/dept/pplant/office/passfm.htm) is filed in Campus Safety by the advisor or coach accompanying the students on the trip, referred to as the trip leader. 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 and insure that the form is completed and filed in Campus Safety prior to departure. The trip leader picks up an official cell phone and telephone calling card provided by Willamette University. Any trip deviations are reported to Campus Safety immediately.
2. Student participants must 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.
3. In order to serve as a driver for travel in a University vehicle, a person must meet the following qualifications:
 - a. Current Willamette University employee or student
 - b. Passed "Coaching the Van Driver" training test
 - c. Possess a driver's record that meets Willamette's requirements (monitored by Campus Safety)
 - d. Be at least 19 years of age
 - e. Possess a valid U.S. driver's license with a minimum of two years driving experiencePrivate cars may be used for student travel, as long as the drivers are student volunteers or University employees.
4. The trip leader will clearly communicate expectations of student participants during a pre-trip meeting. If the advisor or coach is not accompanying the students, he/she will still attend this meeting. For groups that travel regularly, one meeting each academic year is sufficient. During the meeting, the following items are addressed:
 - a. Participants should carry little cash (travelers checks recommended) and leave valuables at home.
 - b. Trip leader has authority to return a participant home in the event of misconduct or medical emergency.
 - c. Standards of Conduct are in effect and enforced, e.g. alcohol, drugs, conduct, sexual harassment, etc.
 - d. Buddy system enforced at all times.
 - e. Curfew for overnight trips (recommended, but coach/advisor's discretion).
 - f. Signing of appropriate waivers.
 - g. Need to bring health insurance information, medical alert bracelet, etc.
 - h. Decision on whether to travel in bad weather is not influenced by class schedules for the next day.
 - i. 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 Policies – Vans/Rental Cars

1. Maps are obtained and travel routes are determined before the trip.
2. No driver may drive more than four (4) hours per shift and must take at least a two-(2) hour break between driving shifts. The shotgun passenger must stay awake to keep the driver awake.

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 a.m. without prior approval of the department head (i.e., director of Student Activities, director of Athletics, department chair, etc.).

Student Travel Emergency Procedures

In case of an 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, who alerts crisis management team leader.
3. Campus Safety will ask scripted questions depending on situation – death involved, etc.
4. Crisis management team leader dispatches appropriate individuals to hospital, accident scene, etc. and goes to Campus Safety to oversee communications. If the incident takes place out of state or the country, the team leader will decide the University personnel and travel plans to reach the scene in an expedient manner.
5. All students, regardless of whether they are injured, are taken to the hospital to be checked out and released. Campus Safety may assist in process if the vehicle is not drivable.
6. 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.

Willamette Integrated Technology Services Policies

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

Introduction

The Willamette University campus computing facilities and network are provided as a service to students, faculty, staff and other members of the Willamette community to support the instruction, research and service missions of the University. The University strives to provide fair and distributed access to computing and network facilities for a large number of users. Proper use follows the same standards of common sense, courtesy and restraint in the consumption of shared resources that govern the use of other campus facilities. Improper use violates those standards by preventing others from accessing shared facilities.

Individual Responsibilities

The interplay of privileges and responsibilities within each individual situation and across campus engenders the trust and intellectual freedom that form the heart of our community. This trust and freedom depend upon each person developing the skills necessary to be an active and contributing member of the community. These skills include awareness and knowledge about information and the technology used to process, store, and transmit it.

This policy applies to all computers connected to the campus network, including those in all campus buildings and facilities, and also those using remote access connections. Use of the computing facilities and network is a privilege, not a right. The University provides uncensored access to information on the Internet. Each individual is responsible for selecting, viewing, and utilizing appropriate resources and avoiding excessive use of the system which could interfere with University purposes.

In addition to access to its own system, the University provides access to other networks or computers. Each network or system has its own set of policies and procedures. Users must abide by the policies and procedures of these other networks and systems.

Policies

The University does not guarantee the confidentiality of any information entering or residing on the system. It also reserves the right to access and examine any information on the system.

All users must respect the integrity of the physical computing facilities and controls, and respect all pertinent policies, laws, licenses, and contractual agreements. In accord with the University Standards of Conduct, it is a violation of policy to:

- Copy, rename, alter, examine or delete the files or programs of another person or a Willamette University department without permission
- Use a computer for any of the following prohibited actions:
Sending abusive, threatening, or harassing messages, sending messages that are likely to result in the loss of recipients' work or systems, sending 'chain letters' or 'broadcast messages' to lists or individuals, any other uses that would cause congestion of the networks or otherwise interfere with the work of others, inserting programs on another's computer without permission
- Create, disseminate or run a self-replicating program ('virus') whether destructive or not
- Tamper with the switch settings, move, reconfigure or otherwise damage terminals, computers, printers or other equipment
- Collect, read or destroy output other than your own work without the permission of the owner
- Use the computer account of another person with or without permission unless the account is designated for group work
- Forge or misrepresent one's identity in electronic communication for any purpose
- Copy any copyrighted software provided by Willamette University. Users should be aware that it is a criminal offense to copy any software that is protected by copyright
- Use licensed software in a manner inconsistent with the licensing arrangement as provided by WITS
- Access or attempt to access a host computer, either at Willamette University or through a network, without the owner's permission, or through the use of log-in information belonging to another person
- Make use of the facility for commercial purposes or financial gain

Procedures

The content and maintenance of a user's electronic mailbox are the user's responsibility. Users are expected to check their electronic mail frequently and delete unwanted messages as soon as possible.

Note that the University does not provide facilities for sending or receiving confidential messages, as outlined in the Electronic and Communications Privacy Act of 1989, Title 18, United States Code, Sections 2510 and following. This means that electronic mail messages are not private and can be accessed by others. The contents and maintenance of a user's own storage area is the user's responsibility. As such, the user is expected to keep the number of files to a minimum, and routinely check for viruses.

Enforcement

Alleged violations of policy shall be investigated under provisions of the appropriate employee or faculty handbooks or the University Standards of Conduct, as applicable. During an investigation, University representatives, with due regard for the right of privacy of users and

the confidentiality of their data, reserve the right to suspend or modify computer access privileges, monitor network access, examine files, passwords, and accounting information, printouts, tapes, and any other material which may aid in an investigation of possible violation. Whenever possible, the cooperation and agreement of the user will be sought in advance. Users are expected to cooperate in such investigations. Violations of policy may result in disciplinary actions as prescribed by University policies and procedures. Additional information on policies and procedures may be found in the documents relating to electronic mail, the Web site, hardware and software support and the administrative system.

Electronic Mail

Electronic mail is a useful tool for communication within the University. A series of internal email lists serving different functions and constituencies will be created. Following are the categories and functions of email lists:

1. University announcement lists

The function of these lists is to enable University officials to circulate announcements to the community. An appropriate header will be devised that indicates the official nature of the announcement, e.g., Official Announcement. Posting to the list is reserved for administrative council members, or their designees. No reply is expected to these announcements, but replies can be sent to the sender. Members of the community who do not have access to email will have access to printed copies of all University announcements through their supervisors. Only messages from "@willamette.edu" addresses will be allowed to post to these lists.

Membership on a list is by virtue of membership in a specific University population and is not optional. The following lists currently exist: College of Liberal Arts faculty, Law faculty, School of Education faculty, Atkinson faculty, School of Education students, Law students, Atkinson students, classified staff, administrative staff, related lists. We propose that a list for CLA students be initiated. Related lists include, for example: TIUA, Governors' School, Bon Appetit, Salem Chamber Orchestra. Alumni lists might also be developed. Additional lists may be designated as needed by members of the Administrative Council. These lists may be accessed either individually or as a group (All Official Lists). The lists are generated by Human Resources (for faculty and staff) and the University registrar (for students) and maintained by WITS.

2. Announcement/limited discussion lists

The function of these lists is to enable members of the University community to circulate general announcements and undertake limited discussion. An appropriate header will be devised that indicates the nature of the announcement, e.g., Announcement, Discussion. Members of any list may post to any or all of these lists. Replies are possible only to the sender. A new message must be composed to address the entire list. Personal postings (e.g., for sale, house wanted) are not appropriate for these lists and should be sent to an appropriate newsgroup. Protracted discussions should be transferred to a topical list (see below).

Initial membership on a list is automatic by virtue of membership in a specific University population, but one can make a request for removal from the list. These lists currently include the following: CLA faculty, Law faculty, SOE faculty, Atkinson faculty, Law students, SOE students, Atkinson students, classified staff, administrative staff. The new CLA student list will be added. The lists are generated and maintained by WITS. Requests for removal from a list should be addressed to WITS.

3. Discussion lists

Discussion lists are initiated through a request to WITS by a sponsor. Students may not sponsor a list. For categories A and B below, the sponsor will determine the membership of the list, whether or not membership is required, and the ability of members to post and reply. For any particular list, the sponsor and WITS will decide who is responsible for making changes in the list.

A – Instructional lists – Membership by virtue of enrollment in a class, sponsored by a faculty member. A class list can be generated automatically from the class roster.

B – Employee, organization, special interest lists – Membership by virtue of employment in a unit of the University, membership in a campus organization, academic major, or other interest.

C – Topical and discussion lists – Membership on the list is by subscription, usually through an automated system of subscribe/unsubscribe. All members can post and receive replies. List is generated by WITS upon request of sponsor.

Glossary of terms:

email group: All the lists and functions described above fall into the category of email group, or mail group. When a message is received, it is forwarded on to every address that has been entered on the list for that group.

list-serve: These are similar to email groups, except that additions or deletions to the list can be made by software. Typically, there is an address for subscription requests and a different address for sending a message to members of the list. We recommend that some topical/discussion lists (3C) be maintained as list-serves.

newsgroup: Newsgroups are separate from email, in that notices are stored centrally and must be accessed by subscribers. There is no automatic notification of new postings.

alias: An alias is an email address that does not belong to a unique account, rather, to a person or persons in a particular role. An alias is created by WITS when mail is to be sent to a particular function, e.g., Webmaster, which may go to several people in different departments.

Lists in all of the above groups reside centrally on WITS servers. Members of one list can contact the entire list. This contrasts with address-book lists that individuals develop and maintain through their individual email system. Such lists can only be accessed by the person on whose email the list resides.

Approved by Administrative Council April 23, 1999.

Data Privacy and Security

Information systems, within both computer and paper files, contain data necessary to conduct the business of the University. This policy establishes data security practices for the privacy of the University's employees, students, alumni, and donors.

Data are institutional resources and must be protected from unauthorized change, destruction, or disclosure, whether accidental or intentional.

Staff who maintain data (electronic or paper) or handle computer-generated documents must:

- Use data and data access only as required in the performance of their jobs,
- Disclose confidential University data to other staff only on a need-to-know basis,
- Exercise due care to protect data from unauthorized use, disclosure, alteration, or destruction, and
- Follow established data processing practices when connected to the database - including the following:
 - Not leaving workstations unattended after logging-in,
 - Changing the login password every 30 days and not writing down or displaying the password near the workstation, and
 - Not disclosing a login account password to anyone, including WITS personnel.

The Integrated Technology Services department, WITS, is responsible for:

- Maintaining a network and computer system that provides safeguards against unauthorized access of these data,
- Providing a custodial environment for the maintenance of the database (It is not the responsibility of WITS to disseminate data to anyone on or off campus. Within the guidelines of this policy, the responsibility for information distribution belongs to the head of the department that maintains the desired data.), and
- Maintaining and identifying the following information classifications for all University data:
 - Unclassified: Information or documents that are available to the public.
 - Internal Use Only: Information or documents that are related to the institution's business and restricted for use solely within the University. Computer generated reports listing students, staff, financial data and telephone directories are primarily for Internal Use Only. Documents and data of these kinds need not be kept under lock and key although reasonable care should be made to keep them from public view. Precautions must be taken when these data are transferred to another individual or destroyed.
 - Confidential: Sensitive data that would breach reasonable privacy expectations or data that could be detrimental to students, staff members or the University if improperly disclosed. These data are made available only to those individuals whose job responsibilities require such data. These kinds of data when printed on paper must be kept under lock and key and carefully safeguarded. Precautions must be taken when these data are transferred to another individual or destroyed.

Selling or transferring of email addresses, mailing labels, other serial data, and any personally identifiable information by anyone to outside agencies or vendors is prohibited unless approved by the department head.

The University complies with applicable laws and regulations regarding the dissemination and protection of data that is confidential. In particular, it adheres to the Family Educational Rights and Privacy Act of 1974, otherwise known as the Buckley Amendment.

Violations of any part of this policy may result in disciplinary action as prescribed by University policies and procedures.

Approved by Administrative Council, April 23, 1999

Information

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. This information has been prepared by Dr. Deborah Loers, Dean of Student Development and director of Counseling Services. For further information, contact them, 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	503-829-9090
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	503-256-1666
Cocaine Abuse Helpline	1-800-888-9383
Narcotics Anonymous	503-393-7281
Crisis Hotline-NW Human Services	503-581-5535
.....	Or -800-560-5535
TDD	503-588-5833
For meeting information, call	503-393-6054

Private Inpatient and Outpatient Treatment:

Bishop Wellness Center Health Services (students)	x6062
Counseling Services (students)	x6471
Employee Assistance Program, Cascade Centers, Inc.....	503-588-0777
(Willamette University employees)	1-800-826-9231
Creekside Counseling.....	503-371-4160
Pacific Recovery, Inc.	503-362-4980
Pacific Ridge.....	503-361-7758
Serenity Lane – Salem.....	503-588-2804
Eugene.....	1-800-826-9285
Sundown Ranch (near Yakima, Wash.)	1-800-326-7444

State and Federal Statutes

Oregon Statutes

In Oregon, penalties for possession and distribution of illicit drugs are determined by the Controlled Substance Schedule upon which the drugs appear. 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 (DUII) 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.

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, 665 Winter Street (phone 503-561-5373). 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

Type of Drug

Alcohol
Amphetamine
Cocaine
Codeine
Dalmane
Demoral
Dextroamphetamine
Ecstasy/MDMA
(3-4 methylenedioxyamphetamine)
Heroin
Librium
Lysergic Acid Diethylam (LSD)
Marijuana
Mescaline
Methamphetamine
Morphine
Mushrooms
Peyote
Psilocybin
Rohypnol
Valium
Xanax

Classification

depressant
stimulant
stimulant
narcotic
narcotic
narcotic
stimulant
stimulant
narcotic
depressant (barbiturate/sedative)
hallucinogen
hallucinogen
hallucinogen
stimulant
narcotic
hallucinogen
hallucinogen
hallucinogen
depressant (barbiturate/sedative)
depressant (barbiturate/sedative)
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 judgments
- 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, dalmane, 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 methylenedioxymethamphetamine)

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.

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.

Sexual Assault Resources and Information

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, can accompany you through the

process. You may contact any of them directly. Only the Chaplain, health and counseling staff have client/patient privilege, but any one of them can give you information in person, anonymously, or over the phone.

Sexual Assault Advisors

Seth Cotlar, assistant professor of history
wk: 503-370-6297 hm: 503-391-5287

Deborah Cagle, associate professor of exercise science
wk: 503-370-6672 hm: 503-581-8461

Meredyth Goldberg Edelson, professor of psychology
wk: 503-370-6133 hm: 503-363-7787

Lisa Holliday, associate dean of Campus Life/director of Student Activities
wk: 503-370-6463 hm: 503-587-8795

***Charlie Wallace, chaplain and associate professor**
wk: 503-370-6213 hm: 503-581-1555

University personnel are required to inform civil authorities of any felonies (e.g., murder, sex offenses – forcible/non-forcible, robbery, aggravated assault, burglary, motor vehicle theft) about which they become aware. Therefore, everyone 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.

Women’s Crisis Service – 24-hour Hotline 503-399-7722
The 24-hour hotline is available for anyone who wishes to talk or ask questions in a safe and confidential setting. This service can provide information in a professional manner, enabling you to make an educated decision.

Bishop Wellness Center, south side of Baxter Hall x6062
Health Services offers: pregnancy tests; screening for HIV; morning after pill: a means of preventing pregnancy

***Margaret Trout, director of Health Services x6062**
Hours: Monday-Friday 8 a.m. to 5 p.m. or by appointment,
Bishop Wellness Center, south side of Baxter Hall.
After hours, call x6911 and ask to speak to a health or counseling staff member

Counseling Services x6471
*Deborah Loers, director of Counseling, dean of Student Development
Hours: Monday-Friday, 8 a.m.-5 p.m., *confidential counseling; information regarding campus regulations and community resources; advocacy-support for survivors, friends and partner

Campus Safety x6911
Ross Stout, Director

Police Emergency 911
Non-emergency calls 503-588-6123
If you choose to report to the police, a crime victim’s advocate can assist you. Request that the police call one for you.

University Chaplain x6213

*Charlie Wallace, chaplain

University Judicial Officer x6707

Marilyn Derby, director of Residence Life

Residence Life Staff Directors

Bernie Liang – associate director x6212

Amanda Palmer – Eastside (Baxter, Belknap, Matthews, Terra) x6212

Terrie Tran – Westside (Doney, Lausanne, Haseldorf) x6212

Ryan Hamachek – Kaneko x6212

Dave Wallace – Cornerstone/Fraternities (WISH, Shepard, Lee, York, UAP).. x6212

* Members of the Health Services staff, the chaplain and the counseling staff are protected by law under the client/patient privilege of confidentiality.