

**PACIFIC LUTHERAN UNIVERSITY**  
**STUDENT CODE OF CONDUCT**  
2009-2010

**INTRODUCTION**

PLU admits and enrolls students who possess the capacity for success both intellectually and personally at the collegiate level. It is our belief that each student is responsible for her/his behavior at all times. When accepted for membership into the PLU community, each student assumes the responsibilities and rights emerging from the university's goals and objectives. These include, but are not limited to, dedication to exploring human knowledge and culture while promoting the intellectual, physical, social, and spiritual development of students, and nurturing each student's preparation for responsible participation not only on the campus but also in local, state, regional, national, and international settings.

Once accepted for admission into the PLU community, PLU assumes that each student who enters the university possesses an earnest purpose; the ability to exercise mature judgment; the ability to act in a responsible manner; a well-developed concept of, and commitment to honor, morality and integrity; and a respect for law and the rights of others. This assumption prevails unless a student negates it through misconduct.

The university adopts only such policies, rules and regulations that seem necessary for the welfare of the educational community. Regulations include those items that fall within policies set by the Board of Regents and the university administration, along with local, state, and federal laws. Each student associated with PLU is expected to be familiar with and to follow all policies, rules and regulations promulgated by the university. Failure to abide by the policies, rules, and regulations may result in disciplinary action(s) outlined in "Student Conduct Procedures."

In addition to the Code of Conduct, rules and regulations developed by the university to maintain a safe and orderly environment may be found on the PLU website, in the Course Catalog, Living on Campus brochure, Housing Contract, Dining Contract, Student Parking Regulations brochure and the PLU Housing Guide. The print publications may be obtained from the Residential Life Office, LuteCard and Information Center, Campus Safety and Information and the Student Services Center. Additional resources are found on the respective websites of these offices.

The Student Code of Conduct may be revised when, in PLU's discretion, the need arises. This may occur during the course of an academic year, as well as a break between academic years. Revisions occur under the direction of the Vice President for Student Life and Dean of Students, in consultation with the Student Conduct Coordinator, appropriate student, faculty, and administrative committees/councils and legal counsel. Members of the PLU campus community requesting changes to the Code of Conduct may do so through the officers of ASPLU or RHA, as a request to the Campus Life Committee of the Faculty, or directly with the Vice President of Student Life and Dean of Students. Students will be notified of changes as they become effective. Notification will usually be made via email.

**PLU POLICY AND THE LAW**

Students are separately accountable both to local, state, and federal laws and to the PLU Student Code of Conduct. When local, state, or federal law and the PLU Student Code of Conduct overlap, the university may invoke the Code to protect its own interests and standards.

A student who breaks the law must be prepared to accept the consequences, since he/she has no more immunity from the law than other citizens. Students participating in PLU study away programs, or who are enrolled at PLU as international students, are also expected to adhere to the laws of their host country and uphold the standards outlined in PLU's Student Code of Conduct.

## **JURISDICTION**

The Student Code of Conduct contains policies and procedures that apply to all students enrolled in courses at Pacific Lutheran University. Individuals involved in incidents prior to or during a break between successive terms of enrollment may be subject to action in the Student Conduct System.

The University reserves the right to follow the procedures outlined in the Student Conduct System if a student's behavior violates the Student Code of Conduct, regardless of where the behavior occurs. The University will generally, but not exclusively, respond to off-campus behavior if an alleged violation occurs while a student is engaged in a PLU-sponsored or sanctioned event (i.e., study away, alternative spring break, athletics, music performance, outdoor recreation), the behavior raises concern for the safety of those on-campus, or the behavior jeopardizes the university's interests in the community.

In addition, the university may follow the procedures outlined in the Student Conduct System whenever a student is accused of a criminal act, regardless of the location of its occurrence.

## **ACADEMIC INTEGRITY**

### *Introduction*

An essential dimension of Pacific Lutheran University's mission is to provide for the intellectual, social, physical, emotional, and spiritual development of students. Faculty, students, and administrators share responsibility for accomplishing these goals. Academic integrity is honesty concerning all aspects of academic performance. Academic integrity must be fully integrated into the campus academic environment, including norms for student life and classroom expectations. Integration is best accomplished when faculty and students understand and accept standards of academic behavior, and when the standards are fairly and uniformly enforced.

The faculty's authority over the classroom and grades reinforces the principles of academic integrity and the consequences of academic misconduct. Expectations and policies regarding academic dishonesty should be clear within and across academic units, and the classroom should be conducted in a manner to support those policies. Instructors need to know the following enforcement system and are obligated to use it when academic dishonesty occurs. Enforcement supports honest students and promotes our commitment to academic integrity. Enforcement also allows for the ability to better monitor the quantity and nature of academic dishonesty incidents and to track students who repeatedly commit acts of academic dishonesty so that such behavior by students is discouraged but dealt with accordingly.

PLU's expectation is that students will not cheat or plagiarize, and that they will not condone these behaviors or assist others who cheat or plagiarize. Academic misconduct not only jeopardizes the career of the individual student involved, but also undermines the scholastic achievements of all PLU students and attacks the mission of this institution. Students are inherently responsible to do their own work, thereby insuring the integrity of their academic records.

Administrators shall disseminate this policy through publications and presentations to all students while the Campus Life Committee (CLC) shall also publicize this policy to all faculty. Administrators must promote uniform interpretation and enforcement of this policy, and the CLC shall regularly report

summarized data to the campus community concerning instances and outcomes of academic misconduct. The CLC will review this policy every three years.

### *What is Academic Dishonesty?*

The most common forms of academic dishonesty are cheating and plagiarism.

Cheating includes, but is not limited to:

- Submitting material that is not yours as part of your course performance, such as submitting a downloaded paper off of the Internet; or
- Using information or devices not allowed by the instructor (such as formulas or a computer program or data); or unauthorized materials (such as a copy of an examination before it is given); or
- Fabricating information, such as data for a lab report; or
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; or
- Collaborating with others on assignments without the instructor's consent; or
- Cooperating with or helping another student to cheat; or
- Other forms of dishonest behavior, such as having another person take an exam for you, altering exam answers and requesting the exam be re-graded, or communicating with anyone other than a proctor or instructor during an exam.

Plagiarism occurs when one omits, misrepresents, or inaccurately documents how the work of others appears in and influences one's own work. Plagiarism can involve both products (such as words, formulas, or images) and ideas (such as ideas, intellectual approaches, or concepts), and can result from an intent to deceive or from a lack of due attention to the responsibilities of accurate documentation.

In short, plagiarism is the act of using any source (published or unpublished) that appears in or directly influences one's own work without properly identifying it, such as (but not limited to):

- Directly quoting the words of others without attribution and without using quotation marks or other accepted formats to identify them; or
- Using altered wording, materials, or ideas of others without properly identifying their source; or
- Representing an idea or strategy that is significant in one's own work as one's own when it comes from someone else.

Because plagiarism involves a misrepresentation of principles and processes fundamental to the integrity of the university, matters of plagiarism are taken very seriously by both administration and faculty. If a student is unsure about something that s/he wants to do or the proper use of materials, it is the student's responsibility to ask the instructor for clarification.

### *Reporting Suspected Academic Dishonesty*

When an instructor believes a student has violated the university's academic integrity policy, s/he will attempt to contact the student to inform him or her of the issue. Generally, instructors are encouraged to report any breaches of academic integrity. If a suspected violation constitutes 10% or more of the course grade, the incident should be reported through formal channels by submitting an Academic Dishonesty Report Form (ADRF) with appropriate documentation. ADRFs and appropriate documentation should be sent to the CLC chair care of the Office of the Provost.

### *Resolving an Academic Dishonesty Incident*

Instructors may resolve an incident of academic dishonesty in accordance with one of the following options. If the matter is not resolved by the meetings described in the first or second options set out below, the instructor may proceed to the third or fourth options set out below. Instructors are encouraged to consult with any member of the CLC regarding these procedures.

1. The instructor may meet informally with the student to resolve the matter.
2. The instructor may ask to meet with the student in the presence of witnesses to resolve the matter. In this case, the student will be informed in writing of the purpose of the meeting, and of his or her right to have a witness present.

When an instructor is unable to meet with a student, as at the end of Spring Term or a term before a student studies abroad, the instructor will document the allegation and send it to the student, via certified mail or email, together with a letter stating the penalty to be imposed.

3. The instructor may submit an ADRF and supporting documentation to the chair of the CLC.
4. The instructor may request a formal hearing administered by an Academic Dishonesty Hearing Panel (ADHP) by notifying the chair of the CLC on the ADRF. The CLC chair will then notify the student of the charge of misconduct and initiate a hearing as outlined below in "Formal Hearing Process." The CLC chair will also initiate a search of any prior academic misconduct records for that student. When a hearing is requested by the instructor or is required (see below), the student and instructor will be notified at least 48 business hours in advance.

The instructor has the authority to impose penalties with respect to his or her class. The minimum penalty grade for dishonesty in coursework that constitutes 30% or more of a course grade shall be an "E" for the course, unless the student is enrolled "pass/fail" in the class, and then the course grade will be an "F". Dishonesty in other required course work shall result in a minimum penalty grade of zero for that work.

### *Occasions When an Academic Dishonesty Hearing Panel Must Be Called*

1. When there is a record of prior substantial academic misconduct by the student in question.
2. When academic dishonesty includes flagrant behavior. Examples include, but are not limited to, having a substitute take an exam, fabricating experimental data, or buying a written term paper from someone.

### *Student Request for Formal Hearing*

Students who disagree with a penalty imposed by an instructor may request a formal hearing by an ADHP. Such a request must occur within five business days of notification of the grade in question or the notification of suspected academic dishonesty. When filing such a request, the student must contact the CLC chair and provide a rationale for why s/he is challenging the instructor's decision. The CLC chair will then notify the instructor and coordinate a date and time for the formal hearing. The student and instructor will be given at least 48-hours notice of the date, time and location of the formal hearing.

### *ADHP - Composition and Jurisdiction*

An ADHP shall include two faculty and one student member assisted by the Student Conduct Coordinator or designee as a non-voting, advisory member. During the academic year, faculty members will be appointed by the CLC chair from the faculty membership of the CLC; the student

member will be appointed by the CLC chair from a pool of ten students (one appointed by the dean of each of the seven academic areas and three members appointed by ASPLU, all serving renewable one-year terms). Every effort shall be made to conduct ADHPs during the academic year whenever possible. In cases where conducting an ADHP during the summer months cannot be avoided, the Provost will appoint available trained students to serve on ADHPs. The Provost will also recruit, subsequently assign, and financially compensate available faculty from the membership of the previous academic year's CLC to serve on ADHPs in these cases. If members of the previous academic year's CLC cannot be recruited, the Provost may ask faculty with 12 month contracts (deans, chairs, etc.) to fill these faculty positions on ADHPs. A faculty chair for each ADHP shall be elected from its membership. Training for potential ADHP members will be provided as needed by the Student Conduct Coordinator.

The jurisdiction of an ADHP is to conduct hearings of alleged misconduct brought by instructors, by students who wish to appeal penalties imposed on them by instructors, or by the CLC chair when multiple infractions of the policy are discovered.

### *Formal Hearing Process*

The purpose of an ADHP is to determine whether a student is responsible for academic dishonesty as described in the university's Academic Integrity policy. ADHP hearings are structured educational discussions, which focus on the student's alleged misconduct within the university community.

ADHP hearings will be convened in a timely fashion relative to the request, either at the student's request or due to the filing of an Academic Dishonesty Report Form by an instructor that requires a panel hearing. ADHP hearings must be attended by the instructor alleging the misconduct or by a proxy of the instructor in cases in which he or she is unable to attend.

ADHPs are conducted as review meetings as described in the Student Conduct Procedures (Section VII). Throughout the review process, the following rights will be maintained and respected. For the student, these include:

- The right to receive a written notice of the date, time and place of the ADHP hearing and a copy of the relevant Academic Dishonesty Report Form, at least 48-hours in advance of the ADHP;
- The right to have an individual ADHP hearing if more than one student is charged with misconduct;
- The right to request disqualification of any ADHP member he/she believes to be biased. Final determination of disqualification is made by the CLC chair;
- The right to have witnesses with direct knowledge of the incident in question speak on his/her behalf (character witnesses are not permitted);
- The right to have a support person who is a non-familial student, staff member, or faculty member of the university community (excepting a lawyer) assist them in the proceedings. A support person who accompanies a student is present for emotional support only and may not speak on the student's behalf;
- The right to fair and impartial decision-makers;
- The right to a written copy of the ADHP's decision;
- The right to a self-initiated appeal.

For the instructor alleging misconduct, these include:

- The right to have a support person, as described above.
- The right to be informed of the ADHP's decision (excluding recommended sanctions that do not directly affect the instructor) at the same time the student is notified of the decision.

In cases in which the instructor disagrees with the ADHP's decision, s/he may provide the Provost's Office with a document asserting his or her dissent within three business days.

The chair of an ADHP oversees the review meeting while the Student Conduct Coordinator or designee responds to questions about an ADHP's procedures, and may decide procedural matters not already established by an ADHP, with or without the advice of the other members. Otherwise, a majority vote of the three voting members will decide a procedural question. The chair is the spokesperson for an ADHP and is responsible for all communication on behalf of an ADHP.

#### *Outline of Proceedings*

An ADHP will review the written materials prior to the meeting and determine appropriate questions. If a student wishes to submit additional written materials, these should be provided to the CLC chair in advance of the hearing, if at all possible. Students are strongly encouraged to provide such materials to better support their argument and to reduce the likelihood of an extended decision-making process.

An ADHP will hear from the instructor, student, and witnesses, asking questions as appropriate. Questions must be pertinent to the report and the purpose of the meeting. Witnesses may be brought forward by both the instructor and the student. An ADHP may limit witness testimony to the facts of the situation, and excuse a witness if the information shared seems unproductive, redundant, or irrelevant. An ADHP may invite as witnesses individuals who were included in the original written record of the incident.

The university expects that community members possess the skill and resources to discuss alleged academic misconduct; hence, legal counsel is not permitted at ADHP meetings.

An audio record of the proceedings will be made. An ADHP's file of the hearing and the recording shall be retained by the Provost until the appeal period has expired. After the appeal period has ended, the records will be kept in accordance with the Student Conduct Procedures (Section X).

#### *Penalties*

The minimum penalty grade for dishonesty in coursework that constitutes 30% or more of a course grade shall be an "E" for the course, unless the student is enrolled "pass/fail" in the class, and then the course grade will be an "F". Dishonesty in other required course work shall result in a minimum penalty grade of zero for that work.

Academic Dishonesty Hearing Panels may render a finding of either "responsible," "not responsible," or "inconclusive." The ADHP shall use majority vote to reach decisions. ADHP decisions of "not responsible" or "inconclusive" should not be used as a record of previous academic misconduct.

An ADHP is empowered, at its discretion, to take the following actions in accordance with its findings:

- Recommend a change of grade to the instructor; and/or
- Impose sanctions as listed in Section IX of the Student Conduct Procedures (except suspension, expulsion, or grade changes); and/or
- Recommend suspension or expulsion of a student to the Provost. Suspension and expulsion may be considered in severe cases and in cases where there is a previous history of academic dishonesty; grievous offenses such as academic dishonesty in capstones or culminating experiences may result in expulsion. Penalties of suspension and expulsion must be endorsed by the Provost. The Provost will convey his/her recommendation and reasons that support his/her position to the Vice President for Student Life and Dean of Students and confer with the Vice President for Student Life and Dean of Students

regarding the import of the incident. Sanctions of suspension or expulsion are imposed by the Vice President for Student Life and Dean of Students. No specific mention of Academic Dishonesty will appear on the student's transcript; however, suspensions and expulsions will be recorded as detailed in Section IX in the Student Conduct Procedures.

An ADHP may also recommend that the instructor reduce a penalty that the ADHP believes was arbitrary or too severe. If an ADHP finds that academic dishonesty did not occur, it will recommend to the instructor that the penalty imposed be rescinded and for the instructor to grade the course work on its academic merit.

When the penalty grade is an "E" or an "F" for the course, the instructor will notify the Registrar that the student may not withdraw from the class. The Registrar will not record a final grade for the course until the date for the student to request a formal hearing has passed. Students requesting a formal hearing shall be permitted to attend and fully participate in the course until the process is complete.

Generally, ADHP decisions will be made within 72 hours (excluding weekends and holidays) of the formal hearing and will be either available for pick-up by the student at Campus Safety or personally delivered to the student or sent by certified mail to the student's most recent local address or permanent address, whichever is most appropriate as decided by the chair of the ADHP. The decision will include an outline of the appeal process. In the event that additional time for review, further investigation and/or deliberation is required, the instructor and student involved will be notified in writing or via email of the revised timeline.

#### *Student Appeal Process*

All imposed sanctions may be appealed on the grounds of lack of a fair review or severity of sanction within five working days of being notified of the sanction. Students who wish to appeal a sanction should submit a written request for appeal to the chair of the CLC. The letter must include: the appeal date; a detailed explanation of the grounds for the appeal; any information that was not available at the time of the formal hearing, and the signature of the student filing the appeal. Electronic submissions of appeals will be accepted. In cases that do not involve suspension or expulsion, the appeal is submitted by the chair of the CLC to the Provost for consideration of the appeal of the ADHP's decision. In cases involving suspension or expulsion, the appeal will be forwarded to the Vice President for Student Life and Dean of Students for action by the President. Students may not appeal a sanction more than once.

#### *Retaliation*

The University expressly prohibits retaliation against any person who has reported academic misconduct to a member of the university community or who has participated in any way in the conduct of a case of academic misconduct or in the imposition of a sanction for academic misconduct. Any person who violates this policy may be subject to disciplinary action, including suspension or expulsion from the university.

#### *Maintenance of Records*

Records of academic integrity violations will be maintained in accordance with the university's Family Educational Rights and Privacy Act (FERPA) policy and the Student Conduct Procedures (Section X). The records will be housed with the Student Conduct Coordinator and will be kept according to Section X of the PLU Student Conduct Procedures.

### **ACCOMMODATION OF PERSONS WITH DISABILITIES**

As stated in its Equal Opportunity policy, Pacific Lutheran University will not discriminate against any student because of the presence of a mental or physical disability. As part of its long-range plan, the

University has committed the financial and human resources necessary to provide access to University facilities according to the recommendations and requirements of the ADA. Where a student with a disability is able to perform essential academic/program requirements or job functions, the University may be obligated to provide reasonable accommodation to the needs of that student, unless such accommodations would provide undue hardship to the University.

Students with medically recognized and documented disabilities and who are in need of special accommodation have an obligation to notify the University of their needs by contacting the Director of Disability Support Services in Ramstad 106. Students with disabilities who want to appeal a decision regarding accommodation should contact the Director of the Counseling Center per the guidelines outlined in the *Policy, Procedures and Guidelines for Nondiscrimination on the Basis of Disability for Students Attending Pacific Lutheran University*, <http://www.plu.edu/~dss>.

## **ALCOHOLIC BEVERAGES**

The university is concerned about students and their total physical, mental, and emotional well-being. The university recognizes that a complex cluster of student and social issues surround the use of alcohol in society and that student views concerning its use vary widely. The following policy has been established in recognition of Washington State law and out of desire to create a living/learning environment consistent with the university goals and mission. Community members participating in PLU sponsored study away programs are expected to respect the drinking laws of their host country while upholding the university policy outlined below. Students living off campus are expected to adhere to local drinking laws. Violations of local law may be considered violations of the PLU Alcoholic Beverages Policy.

1. Possession of alcoholic beverages is prohibited in or on university premises with the exception of the Gonyea House (the President's private residence), the Faculty House (which is privately owned), a Resident Director's university housing, and for the purpose of approved religious worship.
2. The use or possession of alcoholic beverages is prohibited on campus and in the residence halls. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Empty alcohol containers and brewing equipment are similarly prohibited.
3. If alcoholic beverages are available at PLU sponsored off-campus events, then nonalcoholic beverages must also be available.
4. Students must show current valid identification (driver's license and PLU ID) in order to obtain alcoholic beverages at PLU sponsored off-campus functions.
5. At off-campus events sponsored by PLU, alcoholic beverages must be refused to minors, apparently intoxicated individuals, or persons in a state of helplessness.

Use of student government funds or residence hall dues and funds to purchase alcoholic beverages is prohibited.

Misconduct related to consumption, provision of alcohol to others or use of alcohol that creates risks for one's safety, threatens the safety of others, detracts from the living-learning community, disrupts the university community either on or off campus may be a violation of PLU's Alcohol Policy.

Students voluntarily seeking assistance for an alcohol-related problem may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Residential Life Office, x7200; Health Center, x7337; Counseling Center, x7206; Campus Ministry, x7464; Campus Safety x7441 and the Office of Student Life, x7191. Students who are documented for violating the alcohol policy, and who subsequently request assistance for alcohol related problems, are not exempt from the review process or any sanctions that may result.

### **BUILDING SECURITY**

It is the responsibility of all members of the university community to care for the security of the buildings. Unauthorized presence in, or unauthorized use of keys to campus buildings or residence hall rooms is prohibited. Locked or closed buildings may be entered only with permission of supervisory personnel.

The unauthorized duplication of any university key, or the use of an unauthorized key is prohibited, will be cause for action via the Student Conduct System and may be cause for referral to a local law enforcement agency.

In the residence halls, students are urged to report the presence of unaccompanied and/or unknown non-residents to hall staff or Campus Safety.

### **COMPUTER USE - *General & Network Use Policies, Anti-Virus and Web Policies***

Pacific Lutheran University provides computing and networking resources to students, faculty and staff. Use of these resources is a privilege granted to members of our community as we work and learn in an environment supportive of education and service.

The University will take reasonable and necessary steps to preserve the security of its computer and network resources. Doing so maintains a respectful community in which our computing and information resources may be utilized as intended. Users are expected to maintain this community by abiding by computing policies and reporting violations of these policies immediately. Complaints of potential policy violations should be reported to Computing and Telecommunication Services, x7525 or e-mail to [comptelc@plu.edu](mailto:comptelc@plu.edu).

Violations of the Policy alleged to have been committed may be referred to the Student Conduct Coordinator, the Director of Human Resources, the Provost, or another appropriate University Officer.

Activities that in any way conflict with these policies can result in sanctions, corresponding to the severity of the action and ranging from a written reprimand to expulsion (for students) and/or referral to the appropriate legal authorities.

The University reserves the right to access electronic communication or data (e.g., email, computer files) as it deems necessary. While the University rarely does this, at times it may be compelled to do so in the enforcement of University policies and ethics, or by an external law enforcement agency.

#### *General Use Policy*

Pacific Lutheran University students, faculty, and staff are responsible for legal and ethical use of computers and the network.

Activities considered to be in conflict with this policy include, but are not limited to, the following:

- Spreading viruses or causing disruptions on the network.

- Unauthorized access to restricted or personal computers, data, or programs or knowing use of restricted computers, data or programs accessed or acquired by someone else.
- Sharing a password or account(s). Account holders are responsible and will be held accountable for all activity occurring on their accounts.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Violating copyright laws or software license agreements.
- Installing software, including freeware, shareware, public domain or commercial software on any university-owned computer equipment without appropriate authority.
- Using computers or networks with the intent to compromise any other computers or networks or to commit crimes or other unethical acts.
- Using computers or networks for unauthorized non-University-related commercial or for-profit activity.
- Sending or forwarding electronic mail for unauthorized purposes (i.e., spam). This includes but is not limited to unsolicited and unsanctioned mass mailings. University officials authorized to send or approve mass electronic mailings are the President, Provost and the Vice President for Student Life and Dean of Students.
- Viewing, printing, storage, display, or playing of sounds of any sexually explicit or potentially offensive materials in a way that may create an offensive working or learning environment.
- Excessive use of paper, toner, disk space, or other resources.
- Monopolizing systems so that others are prevented from use.
- Overloading computers or networks with excessive data.
- Activities in violation of faculty and staff employment handbooks or student conduct policies (the PLU Code of Conduct).
- Using email or other electronic methods for purposes of harassment or stalking.
- Activities which violate local, state, or federal laws.
- Removing any PLU owned computer software or hardware from campus without written permission of the appropriate administrator.

### *Network Use Policy*

This policy applies to all persons connecting personally owned computer systems to the Pacific Lutheran University network.

The PLU network includes shared, finite resources installed by the University to promote scholarship and learning for all students. Disruption of the network will deprive others of access to important University resources.

### *Responsibilities for Personally Owned Computers*

To comply with the PLU General Computer Use Policy (<http://www.plu.edu/~comptelc/policies>) and PLU Network Use Policy, users must:

- Maintain a valid, regularly updated anti-virus program. (See the anti-virus web page at: <http://www.plu.edu/antivirus>);
- Maintain effective security practices on the personally owned computer system to avoid intentional or unintentional activities from or to any network connection. Included, but not limited to, are attempts to monitor other network connections, hijack connections, spread viruses, spyware, or any other activity which may impact the overall security of the network; and

- Obtain authorization prior to operating a server on the PLU network. Contact Computing and Telecommunication Services for technical guidance and restrictions.

### *Specific Consequences for Non-compliance with This Policy*

#### ***1st Incident***

- If a computer is found to contain a virus, the computer will be temporarily removed from the network and the owner will be notified via email and/or telephone.
- The computer will need to be “cleaned” prior to accessing the PLU network. If the user is able to clean the computer, the user will then need to provide evidence of the cleaning prior to reconnection to the network.
- Students may enlist the Help Desk staff to clean the computer.
- Faculty and staff should consult the Help Desk staff for direction.

#### ***2nd Incident***

- If a second incident of a virus infection occurs, the computer will be temporarily removed from the network and the owner will be notified via email and/or telephone.
- The owner will be charged \$50 before the computer can be reconnected to the network. If the PLU Help Desk determines that the infected machine had been infected even though appropriate steps were taken to protect it, e.g., latest virus definitions were on the computer, a charge would not apply.
- The computer will need to be “cleaned” prior to accessing the PLU network. If the user is able to clean the computer, the user will then need to provide evidence of the cleaning prior to reconnection to the network.
- Students may enlist the Help Desk staff to clean the computer.
- For students, other sanctions may include but are not limited to referral to Student Conduct

#### ***3rd Incident***

- The stipulations are similar to those in the 2nd incident except that the owner will be charged \$75 to be reconnected to the network.

#### ***4th Incident***

- In the event of a fourth incident, the computer will be disconnected from the network (put in 'lock-down') and the owner notified by email and/or telephone.
- Student violations will be referred to Student Conduct for additional sanctions, including but not limited to an extended period of loss of the network connection. The length of time will be determined in collaboration with the Dean for Information & Technology Services based on the impact to network services.

### *University Web Policy*

The PLU web site contains information for and about the PLU community and is a major means of communication, publication and collaboration in support of the mission of the University. The University maintains the right to temporarily disable access to any Web page under review for possible policy violations as well as web pages containing inaccurate information reflecting upon the integrity of the University.

- Any member of the PLU community posting information on the web must abide by U.S. and international copyright and licensing laws.

- Copyrighted material reproduced on the web site must have prior written permission of the copyright holder.
- All published information will include identification of the owner, date modified or created, and contact information.
- Commercial use of PLU web pages is prohibited.
- Owner(s) of published information are responsible for the accuracy and maintenance of content.

PLU is not responsible for the content of individual home pages, links from these pages, or material accessed via those links.

Because technology is rapidly changing, future revisions to this or other technology policies will be made as needed, and may occur at any time, including during the academic year.

### **CONCERN FOR SELF AND OTHERS**

The University holds as basic the safety and well-being of every person in the community. Students are therefore expected to demonstrate common sense and good judgment in all areas where safety, health and cleanliness are concerned. The University prohibits activities that cause or threaten mental, emotional or physical harm, suffering or exhaustion; or which may cause damage or constitute a safety or health hazard for self and/or others. Such actions are subject to referral to the Student Conduct System. The university reserves the right to restrict students whose behavior violates this policy from campus until professional clearance is obtained that indicates the student may return without posing a threat to him/herself or others.

### **CONFISCATION OF POSSESSIONS**

The university reserves the right to confiscate items considered illegal, hazardous or harmful to the community, and those items that are prohibited per university policy.

### **DISRUPTION OF UNIVERSITY COMMUNITY**

The university holds as basic the integrity and well-being of every person in the community. It is committed to providing a living, learning and working environment that is fair, consistent, caring, and supportive of intellectual and personal growth. Further, it is committed to protecting the rights of its community members to engage in dialogue and express ideas in an environment that is free from harassment, discrimination, and exploitation. This freedom of expression does not, however, entail the freedom to threaten, stalk, intimidate, harass, or abuse.

Students are therefore expected to treat every individual with respect and civility. The university prohibits any activities which cause or threaten physical or mental harm, suffering or exhaustion, which demean the dignity of any individual, and/or which interfere with one's academic progress, living environment or employment responsibilities.

Students are also expected to demonstrate respect and good judgment by acting in a manner that is appropriate to the university setting, whether in an office, classroom, residence hall or sponsored activity. Disruption or obstruction of teaching, research, administration, or any PLU sponsored activity is prohibited.

Individuals who demand unreasonable access to university resources or disrupt community business by denying others the ability to live, learn and work in the environment that PLU seeks to maintain for all community members may be found responsible for disrupting university community.

Students who do not attend a Student Conduct Review Meeting without making prior arrangements also may be found responsible for disrupting university community. (See Student Conduct Procedures, “*Section IV - Student Rights and Responsibilities*”, Subsection A.)

### **EQUAL EDUCATIONAL OPPORTUNITY**

Pacific Lutheran University is committed to providing equal opportunity in education for all students without regard to a person’s race, color, national origin, creed, religion, age, gender, sexual orientation, mental or physical disability, or any other status protected by law. The university community will not tolerate any unlawful discrimination, harassment, or abuse of or toward any member of the university community.

The university holds as basic the integrity and well-being of every person in the community. It is committed to providing an educational environment which is fair, consistent, caring, and supportive of intellectual and personal growth. Further, it is committed to protecting the rights of its community members to engage in dialog and to express ideas in an environment which is free from harassment, discrimination, and exploitation. This freedom of expression does not, however, entail the freedom to threaten, intimidate, harass, or abuse.

The university prohibits any activities which cause or threaten physical or mental harm, suffering, or exhaustion; which demean the dignity and personhood of any individual; or which interfere with one’s academic progress. Examples of such actions are verbal threats or abuse, harassment, intimidation, stalking, threatened or actual physical assault, or consistent disregard of the rights and welfare of others. In particular, the university will see as a violation of this policy, any behavior which communicates a message that is threatening, intimidating, or demeaning or which causes physical harm to a person or persons because of race, color, national origin, creed, religion, age, gender marital status, sexual orientation, mental or physical disability, or any other status protected by federal, state, or local law. Any person or persons who are found to have violated this policy will be subject to disciplinary action up to and including suspension, expulsion, or termination.

### **EQUIPMENT (UNIVERSITY)**

University equipment may be used only for university functions during the hours and at the locations that have been approved through advance scheduling. Inappropriate use of university equipment may result in referral to the Student Conduct System.

### **FALSE INFORMATION**

Students who provide false information to a university member or who forge, alter or misuse university documents or records may be subject to Student Conduct and/or local law enforcement action.

### **FERPA POLICY STATEMENT**

Family Educational Rights and Privacy Act of 1974

In accordance with the Family Educational Rights and Privacy Act of 1974, popularly known as the "Buckley Amendment" and carrying the acronym "FERPA," PLU has adopted the following policies and procedures. This policy was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of

students' basic rights under the law, and explains certain procedures for PLU's full compliance with the law.

*Definitions:*

Pacific Lutheran University uses the following definitions in this policy:

*Student:* any person who attends or has attended PLU.

*Education Records:* any record maintained by the university that is directly related to a student, with the following exceptions:

1. Personal records maintained by university employees which are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute;
2. Employment records unless the employment records are contingent on the fact that the employee is a student;
3. Records maintained by Campus Safety solely for law enforcement purposes;
4. Medical treatment records - records created and maintained by the Health Center and Counseling Center (health records may be reviewed by a physician or psychologist of the student's choosing). These are maintained under the provisions of the Washington Administrative Code.
5. Pastoral counseling records maintained by the University Pastors; and
6. Alumni records containing information about a student after he/she is no longer attending the university, and which do not relate to the person as a student.

*Annual Notification to Parents of Students & Currently Enrolled Eligible Students:*

Parents of students, and currently enrolled eligible students will be notified of their FERPA rights annually by publication of the PLU FERPA Policy in the Student Handbook. Notices of students' right of review of the policy in the Office of Student Life may also appear in the Schedule of Classes and the university Catalog.

*Types, Locations, and Custodians of Education Records:*

The following is a list of the types of education records that Pacific Lutheran University maintains, their locations, and their custodians.

*Admission and Academic Records*

Registrar  
Hauge Administration, 102  
Records Coordinator

*Disciplinary & Student Conduct Records*

Student Involvement and Leadership  
University Center, 153  
Student Conduct Coordinator

*Financial Aid Records*  
Student Services Center  
Hauge Administration 102  
Files Coordinator

*Physical/Learning Disability Records*  
Disability Support Services  
Ramstad 106  
Director/Disability Support Services

*Progress and Advising Records*  
Faculty Office at each Academic Department/School and Office of Academic Advising, Career Development  
Ramstad 111  
Department Administrative Assistant/Advisor

*Student Account Records*  
Student Services Center  
Hauge Administration 102  
Files Coordinator

*Procedure to Inspect Education Records:*

Students may inspect and review their education records upon request to the appropriate record custodian. Students should complete the Request to Review Records form, available in the Student Services Center, identifying as precisely as possible the records they wish to inspect. The custodian will arrange for access as promptly as possible and will notify the student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

*Fees for Copies of Records:*

The fee for an official transcript of the student's permanent academic record is \$5 per copy. The fee for copies of other education records is \$1 per page.

*Right of the University to Refuse Access:*

Pacific Lutheran University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend Pacific Lutheran University if that application was denied.
4. Education records containing information about more than one student, in which case the university will permit access only to that part of the record that pertains to the inquiring student.  
(May seek release from other student(s) to reveal record.)

5. Those records which are excluded from the FERPA definition of education records.

*Right of the University to Refuse to Provide Copies:*

Pacific Lutheran University reserves the right to deny official transcripts and/or copies of other educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to the university, or if there is an unresolved disciplinary or academic dishonesty action against the student.

*Disclosure of Education Records:*

Pacific Lutheran University will disclose to third parties information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
  - a. A person employed by the university in an administrative, supervisory, academic, research, support and staff position (including student safety officers and student workers);
  - b. A person elected to the Board of Regents;
  - c. A person employed by or under contract to the university to perform a special task, such as legal counsel or an auditor.

A school official has a legitimate educational interest if the official is:

- a. Performing a task that is specific in his or her job description or by a contract agreement; or
  - b. Performing a task related to a student's education; or
  - c. Performing a task related to the discipline of a student; or
  - d. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, financial aid, or writing letters of recommendation.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
  3. To certain officials of the US Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
  6. To organizations conducting certain studies for or on behalf of the university.
  7. To accrediting organizations to carry out their functions.
  8. To parents who claim the student as a dependent for income tax purposes.
  9. To comply with a judicial order or a lawfully issued subpoena.
  10. To appropriate parties in a health or safety emergency.

11. To an alleged victim of any serious act of violence, disclosure will be limited to the decision of any institutional disciplinary proceeding against the alleged perpetrator.

*Record of Requests for Disclosure:*

Pacific Lutheran University will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The parent(s) and/ or eligible student may review the record.

*Directory Information:*

Pacific Lutheran University has designated the following items as directory information (available to the public): student name, local and permanent addresses and telephone numbers, E-mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, class standing, previous educational agency or institution(s) attended, major and minor fields of study, anticipated date of graduation (if that has not yet occurred), and degree(s) and award(s) conferred (including dates). The university may disclose any of those items without prior written consent unless notified in writing to the contrary to the Office of the Vice President for Student Life and Dean of Students by the last day of registration for any given academic term at Pacific Lutheran University.

*Correction of Education Records:*

A student who believes that information contained in her/his education records is inaccurate, misleading, or in violation of privacy rights may request in writing that the office, which contains those records, amend them. A student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights.

That office will reach a decision and inform the student within a reasonable amount of time after receiving the request. If the records custodian refuses to amend the record, the student has the right to a hearing. A hearing officer appointed by the Provost, Vice President for Finance & Operations, or Vice President for Student Life and Dean of Students will conduct this hearing. The hearing officer will be someone who does not have a direct interest in the outcome of the hearing, but may be an official of the university. The hearing will be held within a reasonable amount of time after it is requested. The hearing officer will notify the student, reasonably in advance, of the date, place, and time of the hearing.

The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised. One or more other persons, including an attorney, may accompany the student. The hearing officer will make a decision in writing based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the hearing officer supports the complaint, the education record will be amended accordingly, and the student will be so informed. If the hearing officer decides not to amend the education record, a student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

Pacific Lutheran University's policy statement implementing FERPA is maintained by, and available for review in the Office of the Vice President for Student Life and Dean of Students, Hauge Administration Building, Room 105. Students should address questions, concerns, or problems to the Student Life Office. Students may file complaints regarding alleged failure of the university to comply

with FERPA with The Family Policy Compliance Office, US Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605; (202) 260-3887, FAX: (202) 260-9001.

## **FIRE SAFETY**

Everyone must leave the building when the fire alarm sounds. Obstructing or discouraging participation in a building evacuation will be subject to disciplinary action. Any prank, joke or other intentional act involving fire (including alarm covers, alarms, extinguishers or smoke alarms) is prohibited and will be subject to disciplinary action and/or local law enforcement action.

## **FIREARMS, EXPLOSIVES, OR WEAPONS**

Items potentially hazardous to members of the campus community are prohibited. This policy applies to the campus, university vehicles and at any university sponsored off-campus event.

PLU has a zero-tolerance policy for firearms and all guns are prohibited on-campus. Guns include, but are not limited to: air-soft guns, bb guns, stun guns, flare guns, look-a-like toy guns, paint guns and pellet guns. Students who are aware of a weapon on-campus are encouraged to call the Sheriff's Department anonymous gun hotline at 1-800-862-4867 or make a report with Campus Safety at (253) 535-7441

Explosive materials, including but not limited to, firecrackers, fireworks and other explosives, live ammunition, combustible liquids (except where authorized for university use) and flares are prohibited on-campus.

Weapons, including but not limited to: hunting weapons, swords; knives (e.g. hunting knives, switch blades, etc) and martial arts weapons are prohibited. Additionally, possession of any instrument or weapon of the kind usually known as sling shot, and club, or metal knuckles, or spring blade knife, or any knife, the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward or centrifugal thrust or movement, or any pocket knife with a blade length longer than three inches, are prohibited.

## **FREEDOM OF EXPRESSION**

Students who function and live in a university environment are encouraged to exercise freedom of expression and to participate responsibly in the freedoms of membership in a democratic society. Every student has the right to express a personal opinion as long as it does not infringe on the rights of others, disrupt community or university functions, or otherwise violate university policy, or local, state or federal laws.

The university welcomes opportunities for students, faculty, staff and community members to come in direct contact with issues, candidates and the political process. While the university does not endorse a specific political party or candidate(s), recognized campus organizations may present educational programs on campus that are consistent with the university's mission and policies. Such programs may include candidates and political party activities so long as the activities do not disrupt or obstruct university business. All such activities must be scheduled in accordance with university guidelines and procedures.

All university facilities, including materials, are to be paid for personally. University stationery and envelopes are not to be used for private matters.

## **GAMBLING**

Pacific Lutheran University does not permit wagering or games of chance on campus or at scheduled events off campus. Recognized student clubs and organizations are authorized to conduct events that include raffles, casino activities and auctions, provided participants do not pay for participation and the event is approved by Student Involvement and Leadership (SIL).

Students planning fundraising activities need to request permission from the SIL Office and meet with SIL staff to review compliance with PLU policy and Washington State law.

Students voluntarily seeking assistance for a gambling-related problem may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Residential Life Office, x7200; Health Center, x7337; Counseling Center, x7206; Campus Ministry, x7464; and the Office of the Vice President for Student Life and Dean of Students, x7191. Students who are documented for violating the gambling policy, and who subsequently request assistance for gambling related problems, are not exempt from the review process or any sanctions that may result.

## **GRADE DISPUTES**

Students, who believe an instructor has unfairly or inaccurately evaluated their coursework, may appeal a grade. Each school and division (Arts, Business, Education, Humanities, Natural Sciences, Nursing, Physical Education, Social Sciences) has its own grade dispute procedure. Students should first attempt to resolve the dispute with their instructor, and, only if that effort fails, contact the office of the dean of the school or division in which the course was offered for information on how best to proceed.

## **GRIEVANCE POLICY AND PROCEDURES**

Pacific Lutheran University is committed to the internal resolution of disputes arising within the university community. To that end, the President has appointed a University Dispute Resolution Committee that includes representatives from the faculty, student life, human resources and academic administration. The Committee appointments shall each be for a minimum two-year term.

The University Dispute Resolution Committee (UDRC) is charged with reducing conflicts and helping members of the community resolve disputes appropriately, expediently and fairly. The committee does so by educating the community about campus policies and dispute resolution options; coordinating dispute resolution services; investigating grievances when appropriate and advocating for review of university policies and procedures when necessary.

It is the intent that the University Dispute Resolution Committee be a resource for all members of the PLU community. The UDRC may assist any faculty, administrator, staff or student who needs consultation or referral to resolve an on-campus conflict, or who desires conflict resolution services. The UDRC also processes all formal grievances as allowed by the University's Grievance Policy, except those that relate to faculty tenure or discipline or which otherwise arise under the faculty constitution and bylaws or which arise under the Student Conduct System. The UDRC shall have authority to establish separate policies and procedures for certain types of grievances. Subject to faculty approval, the UDRC shall also have authority to enact special policies and procedures for resolution of grade disputes and issues of academic dishonesty. The University Dispute Resolution Committee has the authority to appoint additional committee members on an as needed basis, for example, when one or more UDRC members would be unable to participate in a specific matter or when an additional member would assist in serving the mission of the University Dispute Resolution Committee.

The university encourages community members to resolve their disputes at the earliest and most informal level (i.e. by talking directly with the individual(s) involved; through facilitated conversation and/or through conflict mediation). When informal resolution is not possible, every member of the university community, whether faculty, student, administrator or staff, has the right to file a grievance and access the grievance procedures established by the UDRC. Grievances may be initiated by contacting any member of the Committee. Grievances first reported elsewhere in the community should be referred to the Committee for resolution, except for grievances that arise under the faculty constitution and by-laws or under the Student Conduct System.

If, at any time during a conflict resolution or grievance proceedings, a participant believes that a member of University Dispute Resolution Committee has a conflict or the appearance of a conflict, or that the dispute/grievance involves or potentially involves a member of the Committee, that member will be excused from any further involvement in the grievance proceedings. In such circumstances an additional UDRC member may be appointed by the remaining University Dispute Resolution Committee members.

The grievance policy and procedures will be published bi-annually and distributed to all members of the university community.

### **GUESTS ON-CAMPUS AND AT PLU EVENTS**

Students who bring guests onto campus and to PLU events are responsible for informing the guest(s) of conduct appropriate at the university and may be held responsible for the conduct of the guest(s) during the visit. Each student, upon showing her/his PLU ID card, may bring a maximum of three guests to scheduled university events for which no fee is charged. Those events that charge a fee reserve the right to limit the number of guests each student may bring if appropriate.

The university reserves the right to declare a guest unwelcome, when the guest has violated a regulation, code, or rule. Guest behavior that violates this policy may result in separation from all university grounds, facilities and services. Persons who are designated as Restricted From Campus (RFC) are not allowed to be guests on campus, reside in PLU housing or attend PLU off-campus events.

Guests who violate this policy are viewed as trespassers and are subject to arrest. (See also "*Visitation and Guests in the Residence Halls*".)

### **HAZING**

PLU is first and foremost an educational institution. Hazing prevention policies, and response procedures for hazing incidents, grow from and embody the institution's mission. Membership in clubs, organizations, and other university-affiliated groups can increase leadership and service potential; provide athletic, recreational, intellectual and spiritual opportunities; and otherwise contribute positively to personal and social development of our students. Where membership is linked with involvement in hazing activities, the educational purpose of the endeavor is compromised and safety of students is endangered. Hazing is therefore prohibited by university policy.

#### *A. Policy Statement and Definition*

In conjunction with Washington State Law (RCW 28B.10.901 and RCW 28B.10.902), PLU defines hazing as any act of initiation (committed by a person, whether individually or in concert with others) into a student organization, athletic team or living group, or any pastime or amusement engaged in with respect to that organization or group with or without the consent of the participant(s), which:

- a) causes, or is likely to cause, bodily danger or physical harm, or serious mental, emotional or psychological harm to any student or other person; or
- b) may abuse, mistreat, degrade, humiliate, harass, ridicule, intimidate or endanger him or her, or which may in any fashion compromise his or her inherent dignity as a person; or
- c) subjects a student or other person to conduct or conditions which a reasonable person in the circumstances would find harmful, including but not limited to
  - excessive mental or physical discomfort
  - alcohol or drug abuse
  - physical confinement
  - abandonment
  - verbal or physical abuse
  - or substantial interference with the person's educational pursuits; or
- d) otherwise involves a violation of a law or University policy or which encourages a student or other person to violate a law or University policy, including but not limited to the "Student Code of Conduct", "Alcohol and Drug Policy", and "Sexual Harassment Policy".

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of persons to participate in the activity. Hazing is prohibited no matter if it occurs on or off campus.

#### *B. Sanctions*

1. **Individual Sanctions:** A student who participates in or encourages hazing shall be subject to disciplinary action by the University through its Student Conduct Code and Procedures. Hazing that endangers a person's mental or physical safety is also a criminal offense. As required by state law, a student who participates in criminal hazing, in addition to the possibility of being subject to persecution, shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the university, but not less than one academic term.
2. **Group Sanctions:** A student organization or living group that permits hazing to occur by its members or by others, subject to its direction or control, shall itself be subject to sanctions, including but not limited to the University's withdrawal of its recognition of the group. Violations of the hazing policy by athletic team members will result in department-imposed sanctions, which may include department service dismissal from the team or cancellation of competition. In addition, the organization or group may be liable under state law for resulting harm to persons or property.

#### **IDENTIFICATION CARD**

Pacific Lutheran University provides students with a free university identification card at the time of the student's enrollment. This card, called a LuteCard, is the property of PLU. LuteCards support many privileges granted to members of the PLU community. These privileges include access to events, facilities and parking areas, meal plan access, convenient purchasing power and identification for university business. Students must carry their LuteCard with them at all times while on campus. Failure to provide a LuteCard to university staff members who are performing their job function may result in disciplinary action. (Note: See "False Information" and "Non-cooperation" sections.) Cards deemed unusable may be confiscated or refused by university employees performing their job functions. Unusable or confiscated cards must be replaced at the holder's expense.

As university property, LuteCards must not be altered or defaced in any manner. LuteCards and the privileges they support are not transferable. Under no circumstance is a student to provide their LuteCard to another individual to use for any purpose. Under no circumstance is a student to use a LuteCard issued to another member of the PLU community for any purpose. Unless reported lost, students are responsible for any use or misuse of their LuteCard. Misuse of a LuteCard may result in confiscation of the card and disciplinary action via the Student Conduct system. Any student found to be in violation of this policy via the Student Conduct system is subject to removal of privileges supported by the LuteCard and/or responsible for restitution for financial damages caused by misuse.

Students are responsible for reporting lost LuteCards and replacing their LuteCard immediately at their own expense. Cards must be returned upon graduation or withdrawal from the university. The LuteCard and Information Center is located on the main floor of the University Center.

### **ILLEGAL DRUGS AND NARCOTICS**

In keeping with the local, state, and federal laws, the possession, use, distribution, or sale of illegal drugs is prohibited. Illegal drugs and narcotics include, but are not limited to, those categories often known as cannabis, acids, hallucinogens, barbiturates, amphetamines, narcotics and the illicit use of prescription drugs. Drug paraphernalia is also prohibited.

Students voluntarily seeking assistance for a drug-related problem may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through a residence hall staff member; the Residential Life Office, x7200; Health Center, x7337; Counseling Center, x7206; Campus Ministry, x7464; Campus Safety x7441 and the Office of the Vice President for Student Life and Dean of Students, x7191. Students who are documented for violating the drug policy, and who subsequently request assistance for drug-related problems, are not exempt from the review process or any sanctions that may result.

#### *Drug-Free Schools and Communities Act*

Each student will be notified of PLU's policy on alcohol and drugs posted on the web. The information describes health risks associated with alcohol abuse and illicit drug use, legal sanctions, disciplinary sanctions, and resources for counseling and treatment.

### **IMMUNIZATION POLICY**

All full-time and part-time undergraduate and graduate students who are accepted into degree programs are required to provide to PLU's Health Center documentation of their immunizations for measles, mumps, rubella. Documentation means official records signed by a health care professional. Students with a PLU Medical History Record and immunizations in compliance with the PLU Immunization Policy on file with the Health Center are considered cleared. Those students not in compliance are placed on *medical hold* and will not be allowed to register, drop or change classes after their initial (entry) registration.

Any student born before January 1, 1957 is considered immune to measles, mumps, and rubella. Students born after January 1, 1957 must provide records for required immunizations. The full-text of this policy is available online at [www.plu.edu/~health](http://www.plu.edu/~health).

Any questions concerning immunizations should be directed to PLU's Health Center at (253) 535-7337.

### **NEIGHBOR RELATIONS**

PLU is an integral part of Parkland, and therefore all members of the PLU community have a responsibility for the quality of the greater Parkland neighborhood. PLU expects all students to act

safely, legally and neighborly and may intervene if students' behavior off-campus negatively impacts campus-neighbors or the on-campus community.

Students whose behavior neighbors complain about may be required to meet with a PLU representative and/or referred to the Student Conduct System. Students who meet with a PLU representative as a result of a neighborhood complaint will have a notice of the meeting placed in their Student Conduct file for reference if needed in the future. Students who fail to meet with a PLU representative when summoned will be referred to Student Conduct for disruption of university business.

## **NOISE**

### *Residence Halls*

Students are expected to realize that in a community setting, and especially in an academic environment, consideration and courtesy for others is a most important factor at all times. While it is a fact that some amount of noise is bound to occur, students who continually infringe on the rights of others by maintaining unacceptable noise levels will be subject to disciplinary action. Students are expected to comply with all designated quiet hours. Residence hall quiet hours are minimally established from 10:00 pm to 8:00 am Sunday through Thursday and 12:00 am to 10:00 am Friday and Saturday. These hours may be extended by the individual hall communities.

### *Campus*

Between 8:00 am to 10:00 pm, noise on campus is to be kept to a level that does not disturb university classes or business. Between 10:00 pm - 8:00 am, quiet hours are in effect and noise on campus is to be kept to a minimum.

## **NON-COOPERATION**

Faculty, staff and student workers at PLU are charged with responsibilities appropriate to their training and authority. Students are expected to comply with the directions of any university employee acting in performance of her/his duty. Students involved in violations of university policies are expected to be responsible for their actions and to accurately identify themselves to university employees when requested to do so. Any individual who believes that an employee has made an inappropriate request is encouraged to talk with the employee's supervisor or a grievance facilitator.

## **PARKING**

See "*Vehicle Registration and Parking*"

## **PETS IN THE WORKPLACE**

The university recognizes the important role of pets in the lives of some employees and students. This defines the policies within which pet visits to campus are welcome. For the purposes of this policy, the following definitions will apply:

*Pet Owner:* Anyone working or studying at the university, including faculty, staff, administrators, students, temporary employees, or others who bring a pet to campus.

*Pet:* A domestic animal that is owned by, resides with, and is cared for by an employee or student. This will include dogs, cats, and fish in aquariums holding less than 25 gallons of water. For the purposes of this policy, pets are not snakes, ferrets, rats and spiders. Those with questions about domestic animals that are not specifically addressed here should call the offices listed at the end of this policy statement. Decisions about the appropriateness of bringing a pet to campus will be made on any potential risk to the pet and to people in the community, and to the perceived disruptions caused by the pet.

*University Commitment:* The University will ensure that applicable legal requirements are met. These include, but are not necessarily limited to:

*Washington Industrial Safety and Health Act (WISHA), Responsibility:* The university has a general duty to create a safe and healthful working environment for employees.

*Americans with Disabilities Act (ADA), Responsibility:* The university must provide reasonable accommodations for employees and students with documented disabilities as defined by law.

In consideration for the general well-being, health and safety of all members of the campus community, the following lists detail areas where pets are allowed and restricted areas.

*Areas Of Campus Where Pets Are Allowed:*

- Outdoors, on leash, and accompanied by pet owner.
- Individual private offices with walls and door. This includes the private office of the pet owner as well as the private offices of colleagues of the pet owner, where advance permission has been obtained from that person. For example, a pet owner may bring his/her pet to a small meeting in a colleague's private office, provided that the colleague has given permission to the pet owner to do so. (Note: see exceptions under "*Restricted*" section below.)
- All areas used by employees or students with documented disabilities who are assisted by designated guide or working pets.
- Classrooms and instructional facilities only when pets or demonstration animals are used by faculty members for teaching purposes.

*Restricted Areas:* Pets are not allowed in locations or situations other than those noted as allowed in the previous section. Such areas of campus where pets are not allowed include:

1. Areas that are open to the public and commonly used, such as libraries, foyers, bathrooms, copy rooms, lounges, meeting and conference rooms, except as necessary to travel en route to permitted locations.
2. Classrooms and training labs (except for instructional purposes as noted above).
3. Dining and food preparation areas; kitchenettes; break-rooms.
4. Health and medical facilities.
5. Private offices that are essentially public areas due to the frequency with which they are visited by others and used for meetings.
6. The University Center.
7. Computing and Telecommunications machine room.

8. Residence halls and offices in residence hall buildings, except as allowed per Student Life Division policies. (Note: see "*Residence Halls*" section below.)
9. Any area or situation in which another person has raised a legitimate concern for health or other reasons about the presence of a pet, except for designated guide or working pets assisting employees or students with documented disabilities.

*Residence Halls:* No pets other than fish are allowed in the residence halls. Aquariums may not exceed 25 gallons of water.

*Pet Owner Commitment:* Employees and students are welcome to bring pets into the working and learning environment in accordance with this policy and PLU's "Pet Owner Commitment" procedures. Pets must be cared for in a responsible manner that ensures the safety of those on campus, as well as the safety of the pet.

Copies of the procedures will be available at Human Resource Services, the Office of the Provost, the Office of the Vice President for Student Life and Dean of Students, and the Office of the Vice President for Finance and Operations. It is the responsibility of the pet owner to obtain and follow the procedures.

*Communication:* Before bringing a pet to campus, the pet owner will check first with others in the work or learning environment to ensure that there are no concerns, such as allergies to dogs, etc. In the event of legitimate health problems, the pet may not be brought to that area. Otherwise, employees and/or students are encouraged to work together to find a reasonable compromise that is acceptable to everyone. If the pet owner requires the animal's presence due to a documented disability, then reasonable accommodation will be made.

*Lab Animals:* Procedures governing the use of lab animals in Rieke Science Center or other locations and situations will be addressed by the Division of Natural Sciences, the Animal Usage Committee, and/or other appropriate offices and committees.

*Questions:* Employee questions about this policy should be directed to Human Resource Services at x7185. Student residence hall questions should be directed to Residential Life at x7200. Student questions regarding other campus buildings should be directed to Student Life at x7191.

## **PHYSICAL ASSAULT**

Physical attacks on another and/or an attempt or threat to harm another will not be tolerated at PLU. A student reacting to physical attack, or the threat of physical attack, with the use of physical contact may be referred to Student Conduct for alleged physical assault. Unwanted physical contact by one person upon another may also constitute assault.

## **PROPERTY DAMAGE OR THEFT**

Attempted or actual theft of and/or damage to university property or the property of a member of the PLU community are prohibited. In addition, knowingly possessing or utilizing stolen property will also be seen as a violation of this policy. Students reported for property damage and/or theft are subject to one or more of the following: (a) prosecution for criminal charges; (b) assessment of the

costs for repair, replacement or recovery of the property; and/or, (c) university and/or disciplinary action via the student conduct process.

## **PUBLICITY AND SOLICITATION**

The university has determined that some control of and procedure for commercial solicitation and advertising is needed to:

1. Maintain a community respectful of individual right to privacy;
2. Regulate the means by which commercial advertising occurs on private property;
3. Offer procedure for students and businesses to request appeal of policy issues.

The intent of Pacific Lutheran University's solicitation policy is to maintain the community living rights extended to all students, staff and faculty. Basics tenants of this policy include:

- (a) The University will maintain its community standards in the advertisement or promotion of commercial interests, goods, services, events, etc.
- (b) Publicity must not interfere with satisfactory maintenance of university property;
- (c) Publicity must not limit the orderly operation of university affairs. Distribution by means of accosting individuals or hawking is not permitted.

### *Commercial Solicitation:*

Commercial solicitation is not permitted on the campus of Pacific Lutheran University. Companies and their representatives, student representatives of commercial and/or personal enterprises, and employees of Pacific Lutheran University may not: post or distribute promotional materials on-campus or using PLU electronic resources; attempt to make sales through phone, room-to-room or electronic contacts. Exceptions to this policy are as follows:

1. Officially recognized student organizations may use the avenues discussed below for purposes of solicitation and/or promotion of their programs and the programs of other organizations that have been approved.
2. Within guidelines specified in this policy, individual students may advertise the sale of their personal goods, such as books, or their personal services, such as car rides or typing.
3. The Residential Life Office, in consultation with the Residence Hall Association and/or the Resident Directors, may authorize individuals or organizations to post promotional materials on residence hall bulletin boards or sell items in the lobby of individual residence halls if it is deemed to be of service to students, and following standard procedures does not seem the best approach. Those seeking approval must complete a request form that may be obtained in the Residential Life Office. Those approved will be given approval in writing and are asked to carry that written approval when conducting business.
4. Sales persons who are not members of the university community may be on campus, as it relates to sales, for the following reasons only:
  - a. to meet students with whom they have previously made appointments;
  - b. to make a request for an exception to the Residential Life Office;
  - c. to discuss the policy on solicitation with the university administration.

The presence of door-to-door salespersons on campus shall be reported to the Residential Life Office, the Student Involvement and Leadership Office, and/or Campus Safety Office.

*Approved Types of Solicitation, Advertisement, and Promotions for Student Organizations on Campus:*

University affiliated groups, organizations, or publications will advertise or sponsor only those commercial interests, goods, services, events, etc., that are legal or permitted on campus. (Alcohol, guns, gambling and credit cards may not be advertised or promoted, consistent with the University's ban on such items.) This restriction does not apply to the editorial content of student media. Editorial content includes all non-advertising material.

1. *Publications, Event Brochures, Sponsorships:* Recognized student organizations are authorized to solicit revenue from non-university businesses for advertising, sponsorship and promotional support of events. In keeping with university community standards that prohibit alcohol (and alcohol containers), and weapons (as described in the PLU Student Code of Conduct "Firearms, Explosives, or Weapons" section), campus groups are restricted from advertising/publicity that encourages or promotes possession, consumption, or use. Advertising/publicity/sponsorship is restricted from businesses that are open only to adults 21 years and older.

Pacific Lutheran University community standards strongly encourage individual choices that do not put students at risk of incurring credit card or gambling debt. To support this, standard campus organizations are restricted from soliciting revenue from credit card purveyors or businesses engaged in gambling, including, but not limited to, casinos and online gambling activities.

2. *Use of Residence Hall Mailboxes:* The use of residence hall mailboxes by student organizations is permitted with the approval of the respective Resident Director. United States mail addressed to individual students, regardless of its nature is approved for distribution.

3. *Room-to-Room Contact:* Room-to-room student contact by student organizations is permitted for purposes of program promotion or election campaigning. It includes placing promotional materials under the doors of individual residents. This type of contact is subject to the approval of the Residential Life Office (who will consult with both Residence Hall Association and the Resident Directors).

4. *Campus Bulletin Boards:*

a. Commercial advertising signs are not permitted except when sponsored by a university department (e.g., the bookstore, athletic department), ASPLU, or Residence Hall Association, or when the Residential Life and/or Student Involvement & Leadership determine they are in the general interest of the university community.

b. Except for the residence hall bulletin boards, all university bulletin boards are classified as either general or reserved. Only "general" university bulletin boards may be used for commercial advertising purposes. These boards are located in the Columbia Center, Eastvold Auditorium, Hauge Administration Building, Ingram Hall, Memorial Gymnasium, Mortvedt Library, Olson Auditorium, University Center and Xavier Hall. All materials posted on boards must be approved for posting and be stamped accordingly or they will be removed. Approval for general bulletin boards may be obtained in the ASPLU Office, and in the Residential Life office for residence halls. Posters will be removed within 24 hours of the event.

c. Students who wish to advertise personal goods (such as books or bunk beds) or services (such as rides or typing) may use residence hall bulletin boards with the approval of the Resident Director.

d. To maintain the beauty of campus, no promotional materials may be affixed to trees, shrubbery, light standards, benches, sculptures, signs, vehicles, trash receptacles, fire hydrants, flag poles, or exteriors of buildings.

5. *Chalk Drawing*: Advertising with chalk must be approved by Student Involvement and Leadership in the University Center. The specific wording must be presented for approval. All chalk advertising must be erased within 24 hours of the event.

## **REPRESENTING THE UNIVERSITY**

A student or group of students may represent the university with written authority from the university (e.g., the chairperson of the appropriate department, the advisor of an organization, etc.). Otherwise, students must not use the name of Pacific Lutheran University to imply university endorsements of private activities or business endeavors. Individuals, students, or organizations may not use either university business telephones or addresses for private business endeavors.

## **RESIDENCE HALL COMMUNITIES**

The quality of PLU's residential communities is everyone's responsibility. Residential students are responsible for all activity in their rooms, even if a guest or visitor allegedly commits the violation. Individuals residing in South Hall are responsible for all activity in common areas of their apartment as well as the bedroom to which they are assigned. Off-campus students are expected to abide by Residential Life policies when visiting the halls. Students who are present when a policy is being violated are expected to remove themselves from the room/situation and are encouraged to report the violation. Students who do not leave will be documented on an incident report and referred to the Student Conduct System. Residential Life Policies are detailed in the PLU Housing Contract, the PLU Housing Guide and the brochure "Living on Campus". These publications are available in the Residential Life Office and on the departmental website.

## **RESIDENCY REQUIREMENT**

Pacific Lutheran University requires that all single, full-time students live in university housing unless they are:

- Living at home with parent, legal guardian, spouse, or child;
- 20 years of age or older on or before September 1 to be exempt for the academic year, or before February 1 to be exempt for the spring semester;
- Or have achieved junior status (completed 60 semester hours) prior to the beginning of fall semester to be exempt for the academic year or prior to spring semester to be exempt for the spring semester.

## **SEXUAL MISCONDUCT**

### *A. Introduction*

In accordance with its equal opportunity policy, Pacific Lutheran University prohibits any discrimination in education or employment on the basis of gender. Moreover, PLU is committed to providing an environment, in which students and Employees can work, live and study free from all types of sexual misconduct. Sexual misconduct has a serious negative impact on the quality of the education and work experience. The range of sexual misconduct includes sexual harassment, intimidation, coercion, sexual assault, and certain consensual sexual relationships.

As set forth below, the University does not and will not tolerate sexual misconduct by or against any of its students or Employees. The University will work to prevent and eliminate such behavior by providing a comprehensive education program to promote awareness of acceptable and non-acceptable behaviors.

This policy is intended to meet the requirements of applicable federal and state law. If this policy is inconsistent with any applicable law, it is the University's intent to follow applicable law.

### *B. Policy Scope*

This policy applies when the conduct prohibited by this policy occurs between any member of the student body or Employee population and any other member of the student body or Employee population. This policy also applies when the prohibited conduct occurs between a member and a non-member of the student body or Employee population, such as an off-campus vendor, independent contractor, work-study employer, internship supervisor, prospective student or volunteer.

The University may impose sanctions if the prohibited conduct occurs on University premises or in connection with a person's participation in a university-sponsored organization, program or activity, or if the conduct poses a risk of harm to any member of the campus community, including but not limited to any of the harmful effects encompassed by the definition of sexual harassment.

### *C. Sexual Harassment*

Sexual harassment is a form of sex discrimination that is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments and the laws of the State of Washington. When the University becomes aware of allegations of sexual harassment, it is bound by state and federal law to investigate those allegations, stop the harassment if it is found to exist and take measures to ensure a working and learning environment that is free of sexual harassment.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or activity is made either explicitly or implicitly a term or condition of an individual's employment or academic progress;
- Submission to or rejection of such conduct or activity is used as the basis for employment or evaluation;
- Such conduct or activity has the purpose or effect of interfering with an individual's employment or educational performance or advancement; or
- Such conduct or activity creates an intimidating, hostile or offensive working, learning or campus residential environment.

Sexual harassment may occur when there is a difference in institutional authority between persons. It may occur between persons in equal positions, such as co-workers, colleagues and peers. It occurs without respect to gender, age, appearance or status. It may occur between persons of the same sex. It may occur if the sexual conduct of others in the education, work or campus residential environment has the purpose or effect of substantially interfering with another's academic or work performance or environment. Sexually harassing conduct can include unwanted jokes, comments, gestures and non-verbal conduct. Anyone who is uncertain as to whether particular conduct violates this policy should contact any of the people or resources named in the Sexual Assault paragraphs of this policy.

Individuals who believe this policy has been violated, or who observe potential violations, are strongly encouraged to seek redress of their concerns by contacting any member of the University Grievance Committee or by contacting their supervisor.

Violation of these policies shall result in disciplinary action including the possibility of suspension, termination of employment or expulsion from the University. Any form of reprisal, actual or implied, whether academic or related to employment, will be treated as an aggravation of prohibited behavior and will not be tolerated.

The University is committed to providing all members of its community with education and training about the nature of sexual harassment, its damaging consequences and procedures for handling complaints. Training is particularly essential for persons in supervisory roles that may face personal liability if they fail to take appropriate action when they become aware of instances of sexual harassment.

Retaliation against anyone reporting or thought to have reported sexual harassment is prohibited. Such retaliation is considered a serious violation of this policy and will be considered independently of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates this policy.

The University is dedicated to the prevention and elimination of sexual harassment in the workplace, in the campus residential environment, and in the learning environment. The University cannot take corrective action, however, when it does not know about inappropriate behavior. Therefore, it is very important that violations of this policy be reported as soon as possible.

#### *D. Sexual Assault*

Sexual assault is a violation of individual rights and dignity that will not be tolerated by Pacific Lutheran University. Sexual assault is not only an act of violence, aggression or coercion against a single individual, but it is also an attack on human dignity, a value essential to the University community. For these reasons, Pacific Lutheran University strongly encourages victims to report sexual assault incidents to appropriate university and governmental authorities as outlined in this policy. This policy applies to all members of the campus community, students and Employees, and is subject to enforcement via the applicable university policies and/or procedures including the Student Conduct System and the Grievance Policy and Procedures.

1. **Victim Rights and Services:** Victims have the right to:
  - Respectful treatment from all campus authorities;
  - On-campus medical assistance, which may include testing for sexually transmitted diseases, HIV and pregnancy as well as referral to outside medical resources;
  - Confidential counseling;
  - Assistance in changing housing and academic situations if such changes are reasonably available;
  - Pursuit of disciplinary action through the Pacific Lutheran University Student Conduct System as outlined in Section 4(b);
  - Pursuit of action via the University Grievance Policy and Procedures as outlined in Section 4(c);
  - Assistance in the pursuit of criminal and/or civil charges within Pierce County as outlined in Section 4(d);
  - A non-familial member of the PLU community to serve as a support when conducting university business.

a. *PLU Services for Students*: Student victims are entitled to a variety of services on and off campus. The following campus offices are available:

For advocacy services: Women's Center Victim Advocate (ext. 8759)

For counseling and support: Women's Center (ext. 8759), Counseling Center (ext. 7206), Campus Ministry (ext. 7464), Student Life Office (ext. 7191), Residential Life staff (ext. 7200)

For medical assistance: Health Center (ext. 7337), Campus Safety and Information (ext. 7911)

To file a formal complaint: Student Conduct Coordinator (ext. 7462), Dispute Resolution Officers, Campus Safety and Information (ext. 7441)

b. *PLU Services for Faculty & Staff*: Employee victims of an incident committed on campus or in connection with a University-sponsored activity or event, or by a member of the PLU community, are strongly encouraged to contact Campus Safety and Information, Human Resource Services and/or counseling through the University's Employee assistance program.

c. *Off-Campus Assistance*: The Sexual Assault Center of Pierce County offers a 24-hour crisis, information and referral line at 253-474-7273 or 1-800-756-7273. The Center exists to serve victims of sexual assault and abuse, their families and friends. Legal and medical advocacy is available, as well as support groups for victims, their friends and families.

2. **PLU Services for Alleged Perpetrators**: Members of the PLU community who are alleged to have committed a sexual assault against another member of the PLU community are entitled to all rights given within the University's Student Code of Conduct, Faculty Constitution and By-Laws, Personnel Policies and Procedures Manual, and Grievance Policy and Procedures, as appropriate. Such individuals are also entitled to PLU services which may offer them physical and emotional support, consultation and/or referral.

3. **Sexual Assault Terminology**: Sexual assault can occur against both males and females and may be perpetrated by an assailant not known to the victim, or may occur when the victim knows his or her assailant, such as in the case of acquaintance or date rape. At Pacific Lutheran University, sexual assault includes, but is not limited to (1) non-consensual sexual contact, including forced sexual contact, and (2) forced sexual penetration, and may occur by a person individually or in concert with others.

a. *Non-consensual sexual contact, including forced sexual contact*, includes any harmful, insulting or non-consensual physical contact of a sexual nature (including touching, fondling, exposure, disrobing, etc.) that is committed against another person without his/her consent, including any such act accomplished by means of actual or implied force, threat, coercion or helplessness. Forcing or intimidating a person to touch another person's intimate parts shall also constitute non-consensual or forced sexual contact.

b. *Forced sexual penetration* includes intercourse (vaginal penetration), sodomy, oral copulation or penetration with any object by the use of force, threats, coercion or by taking advantage of a victim's helplessness.

c. Because the University hopes to educate the community in order to prevent violations of this policy, it should be understood that:

(i) Alcohol and/or other drug use, intoxication or any impairment of the accused does not absolve one of responsibility for sexual assault.

(ii) For purposes of this policy, “consent” means that at the time of the act of sexual intercourse or other sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or other sexual contact. In situations where the victim is incapable of giving consent, or is unable to resist sexual advances due to alcohol/other drug use or other impairments, the accused will be held responsible for sexual assault. Silence will not be considered as evidence of consent under such circumstances.

(iii) Force or coercion is defined as:

- The use of physical force or physical violence; or
- The use of threats, including but not limited to, physical threats, abduction, extortion or retaliation directed against the victim or another when the victim believes there is an ability to execute such threats; or
- The use of verbal comments or non-verbal behaviors or gestures to intimidate the victim or another when the victim believes that there is a present ability to execute such threats.

(iv) Threat is defined as an expression of intention to hurt, destroy or punish the victim, another person, or their property.

4. **Reporting Sexual Assault:** Pacific Lutheran University strongly encourages victims of sexual assault to report incidents. Filing a report with the University, the Pierce County Sheriff or the Sexual Assault Crisis Center of Pierce County is not a commitment to pursue legal recourse. Criminal, civil and University action occur independently; a victim may pursue action in one or both systems concurrently. The University is not required to delay on-campus proceedings pending results in the criminal or civil systems. Because the definitions of sexual assault and the burden of proof required for responsibility are different in the campus, criminal and civil systems, an alleged perpetrator may be found responsible on campus, while in the criminal or civil justice systems, a different result may occur.

a. *On-Campus Reporting:* Victims of sexual assault which occurs on campus or in connection with a University-sponsored activity or event are strongly encouraged to report the incident, as soon as possible, to campus officials, including faculty members and/or Employees of one or more of the following:

- Campus Ministry
- Campus Safety
- Counseling Center
- Diversity Center
- Health Center
- Human Resource Services
- Residential Life
- Student Involvement & Leadership Office
- Student Life

- University Dispute Resolution Facilitators
- Women's Center

Pacific Lutheran University is committed to respecting personal dignity and will maintain confidentiality as appropriate and in keeping with the law. Employees outside of the above-referenced departments must inform Student Life (as to students) or Human Resource Services (as to all others) of any sexual assault matters brought to their attention. Such reporting may be done without identification of the individual(s) involved.

b. *Student Conduct System:* A student may pursue action through the Student Conduct System if the alleged assault was committed by another PLU student. Should a victim choose to pursue a disciplinary hearing through the student conduct system, he/she should contact the Student Conduct Coordinator or Campus Safety and Information. The hearing procedures and rights afforded victims and alleged perpetrators in the Student Conduct System are outlined in the Pacific Lutheran University Student Handbook.

c. *Grievance Policy and Procedures:* As an alternative to (b) above, a student may choose to pursue action through the University Grievance Policy and Procedures if the alleged assault was committed on campus or in connection with a University-sponsored activity or event by another member of the PLU community.

An Employee who has been sexually assaulted by another member of the University community may pursue action through the University Grievance Policy and Procedures. To pursue such action, he/she should contact any of the University Dispute Resolution Committee members: Michelle Ceynar (x7297), Tom Huelsbeck (x7196), Fran Lane Rasmus (x7141), Teri Phillips (x7187), or Leon Reisberg (x7280).

d. *Off-Campus Reporting:* Victims who wish to report and/or pursue criminal or civil action are encouraged to seek assistance from any of the following resources:

- Campus Safety and Information x7911 (off-campus 253-535-7911)
- Sexual Assault Crisis Center of Pierce County
- Administrative Offices, 253-597-6424
- 24-Hour Crisis/Information and Referral Line, 253-474-7273 or 1-800-756-7473, TTY 253-274-0448
- Pierce County Sheriff, xx7911
- Tacoma Police, xx7911
- Local Police Agency (if away from campus) 911

5. **Penalties for Sexual Assault:** Members of the University community who violate the University's ban on sexual assault will be subject to strict disciplinary action by the University, up to and including suspension or expulsion for students and termination for Employees.

#### *E. Consensual Sexual Relationships*

Primary responsibility for maintaining high standards of conduct resides with faculty and supervisors, since they exercise significant authority and power over others.

A consensual sexual relationship between an Employee (faculty, staff, or administrator) and a student, or between a supervisor and a subordinate Employee, does not necessarily involve sexual harassment or sexual misconduct. In such circumstances, however, the University's responsibilities to its students

and Employees are potentially compromised by the likelihood or even the appearance of a conflict of interest. Consequently, this policy strictly prohibits consensual sexual relationships between an Employee and a student whenever the Employee is in a position of professional responsibility with respect to the student. This policy, further, strictly prohibits consensual sexual relationships between a supervisor and a direct subordinate Employee.

For the purposes of this policy, an Employee is in a position of professional responsibility with respect to a student when the Employee is currently in a position to make or influence a decision or to confer or withhold a benefit relating to the student's education, employment, or campus-sponsored activity. This includes, but is not limited to, staff/student, faculty/student, coach/player, supervisor/student worker, and adviser/advisee relationships.

For the purposes of this policy, an Employee is in a direct subordinate relationship with a supervisor if the Employee reports to the supervisor, if the supervisor evaluates or directs the Employee's work, or if the supervisor is in the direct chain of command of the person to whom the Employee reports.

The University strongly discourages consensual sexual relationships such as those between an Employee and a student (even in the absence of a current professional responsibility with respect to the student) and between a faculty member or supervisor and an Employee in a position of less authority (even in the absence of a direct reporting relationship as defined above). While this policy does not prohibit consensual sexual relationships such as these, they are strongly discouraged. Because all such relationships potentially involve a violation of equal opportunity law, it may be difficult, if not impossible, in any subsequent proceeding to defend against a sexual harassment charge where the defense is based on the complainant's consent to the relationship. Moreover, those persons involved in such relationships must be aware that the relationship may be viewed by others as exploitative or as creating actual or apparent conflicts of interest, thereby creating potential difficulties for one or both parties.

## **SMOKING**

Washington State law prohibits smoking in public buildings and in campus vehicles. Smoking is prohibited within 25 feet of a building entrance, exit, windows that open, ventilation intake, and other areas through which non-smokers must traverse. Signs are posted on all building entrances and campus vehicles.

RCW 70.160 gives the local health department jurisdiction to enforce the state smoking regulation by first issuing a warning. A subsequent violation is subject to a civil fine of up to \$100. PLU will take appropriate action to comply with the law on campus.

Concerns, questions and comments should be directed to the Director of Human Resource Services at x7185.

## **SPEAKERS**

Pacific Lutheran University is committed to educating students for lives of thoughtful inquiry, service, leadership and care - for other persons, for the community, and for the earth. In accordance with this principle, any recognized university organization may invite speakers to campus that further PLU's educational mission. Effort should be made to inform the academic and larger community that sponsorship of a guest speaker does not necessarily imply approval of the views expressed or endorsement of them by either the sponsoring group or the university.

Routine scheduling procedures required by the university must be followed before completing arrangements for any speaker. Availability of suitable space for the event that does not conflict with

the university's regularly scheduled program and the possibility of disruption of university business are factors to be considered in approving a proposed meeting. It shall be required that the audience be given an opportunity to question speakers at the conclusion of their presentations. This latter requirement may be waived only by Student Involvement and Leadership by appeal to the university president.

For any event, either of these people may also require:

1. The appointment of an approved moderator for the event with the authority to close the meeting if, in his/her judgment, it becomes disorderly or disruptive.
2. The restriction of the audience to members of the campus community or to members of a specific organization.

## **TELEPHONES**

Telephones at PLU are digital and work only when plugged into their assigned station. They will not work in any other place, on or off the campus. One phone is provided for each room, except in South Hall where one phone is provided for the common area only. Students should provide their own phone for their bedroom. This will be the only phone allowed. Do not unplug your phone or a warning signal will indicate a problem. You will be charged for any technician service calls for unplugging the phone. Answering machines will not be permitted. No other equipment will function with this system and your personal equipment may be damaged. If assistance is needed, contact the Telecommunications Office at x7525. Students who misuse the telephone system or tamper with the equipment will be subject to disciplinary action. Accepting collect calls on a campus phone is illegal. Violators are subject to prosecution, administrative fees and loss of service.

Problematic phone calls of any type (obscene, harassing, threatening, etc.) will be handled directly through the Campus Safety Director's Office. The Campus Safety Director will determine the security issues involved and decide if a search of PLU's call records is needed. A request is then submitted directly to the PLU Telecommunications Office. Any information obtained about the telephone incident is considered highly confidential and reported only to the Campus Safety Director for assessment.

Telephone and voice messaging systems fall under the FCC Telecommunications Act, which makes tampering with another person's voice mail or making prank or obscene phone calls illegal. The university vigorously prosecutes these violations both criminally and via the student conduct system.

### *Cell phones*

Cell phones are to be turned off while attending classes. Disruption of class time is considered disruption of university business and may be processed through the Student Conduct System.

## **VEHICLE REGISTRATION AND PARKING**

Parking on the PLU campus is by decal only. All members of this community must register their vehicles with the Campus Safety office within 48 hours of the vehicle being brought to campus. An appropriate decal is issued upon registration. Because parking space is at a premium on campus, it is imperative that everyone parks in their assigned area(s). Parking tickets are written for failure to register and for parking in reserved or unauthorized areas. Registration decals are valid from September 1 through August 31 of the following year.

Registration decals are valid only for the person and vehicle(s) to which they are originally issued. Decals are to be placed on the inside of the front windshield on the lower left hand (driver) side.

Motorcycles are required to be registered but are exempt from displaying a decal. Persons with state issued Handicapped Parking decals, plates or placards may use any available Handicapped Parking space.

The university administration has established regulations for the control of parking, traffic, and other matters on campus.

Parking lots are enforced from 7:00 am-5:00 PM, Monday through Friday, twelve months a year (whether classes are in session or not). Areas that are enforced 24 hours everyday are: fire lanes, restricted areas, handicapped spaces, loading zones and reserved 24 hour spaces. Driving on inner campus is strictly regulated. Generally, student vehicles are not permitted on the inner campus except during official move-in and out days. The university reserves the right to change designated use of parking lots at any time to provide for special needs.

### *Campus Parking Designations*

Neighborhood parking is available on many of the county streets surrounding the campus and is subject to Pierce County parking regulations. Drivers are responsible for knowing these regulations. A complete list of violations is in the Pierce County tickets section of the Vehicle Parking Regulations Guide. If you park in the neighborhood surrounding PLU, please keep safety in mind and be considerate of those living in these neighborhoods.

Visitors may park in designated visitor parking spaces and in designated parking lots after obtaining a Temporary Parking Permit from the Campus Safety Office or the office being visited. Short-term parking is available in the East and West Hauge Lots. Visitors may park on the street without obtaining a permit.

Parking in an unauthorized place will result in a ticket being issued and subjects the vehicle to being towed at the owner's expense.

The following areas are designated for parking as indicated:

#### Commuter Student Decal:

Harstad Lot  
Ivy Lot  
Morken Lot  
Mortvedt Library Lot  
Nesvig Lot  
Olson Lot  
Rieke Lot  
Wheeler Lot

#### Resident Freshman Decal:

Morken Lot  
Olson Lot

#### Resident Student Decal:

Harstad Lot  
Ivy Lot  
Morken Lot  
Nesvig Lot  
Olson Lot  
Rieke Lot  
Yakima Street Lot

#### South Hall Decal:

South Hall Gated Lot

#### Tingelstad Gated Decal:

Tingelstad Gated Lot

Faculty/Admin/Staff Decal:

East Hauge Lot  
Health Center Lot  
Ivy Lot  
Morken Lot  
Mortvedt Library Lot  
Nesvig Lot  
Northwest Lot

Olson Lot  
Rieke Lot  
Rosso Lot  
Tingelstad Reserved Lot  
University Center Lot  
West Hauge Lot  
Wheeler Lot

Columbia Center Lot

Reserved 24 hours per day, 7 days per week for golf patrons only.

## **VEHICLE USE ON CAMPUS**

Driving on the inner campus is strictly regulated. Student vehicles are not usually permitted on the inner campus except during official move-in and out days. For the purpose of driving on campus, these dates are defined as the three days following the opening of the residence halls in fall and three days prior to the closing of the residence halls in spring. Students may also drive on campus the last day of classes preceding Christmas and Spring Break and the day preceding the start of classes at the end of Christmas and Spring Break. Students needing to drive on campus at times other than those listed must receive pre-approval by contacting Campus Safety and Information.

Motorcycles, scooters, motorized bicycles, etc., are not allowed on campus sidewalks or lawns and may be stored only in approved areas.

Individuals found responsible for operating vehicles on campus are subject to parking fines in addition to sanctions issued through the Student Conduct System.

Bicycles may be ridden on paved surfaces only; paths may not be used. Only the road behind Hinderlie Hall may be used to ride a bicycle between upper and lower campus. Bicyclists are to ride on the right-hand side of the road/path and are to ride at speeds less than 5 miles per hour. Pedestrians retain the right of way. It is recommended that bicyclists use helmets for their safety. Pierce County law states that all bicyclists must wear a helmet.

Skateboards may not be used anywhere on campus. In-line skates/roller blades are authorized for use only on outdoor paved surfaces.

## **UNIVERSITY VIOLENCE PREVENTION POLICY**

### **Providing a Safe and Secure Campus: Preventing Workplace & Campus Violence**

#### *Introduction and Purpose*

The university, its employees and students, strive to provide a safe and secure learning, living and work environment in an atmosphere which respects each person's dignity. Toward this end, the university will take appropriate action against anyone who is found to have engaged in threatening or violent behavior on campus or at university-sponsored programs or events. Employees and students are responsible for reporting situations that are, or could become, threatening.

Verbal threats, threatening behavior, or acts of violence by an employee, student or other member of the campus community against other employees, students, vendors, or campus visitors will not be tolerated. Persons found to have violated this policy are subject to appropriate disciplinary action,

including potential dismissal. Arrest and criminal prosecution by off-campus authorities are also possible.

Threats or acts of violence will be taken seriously. Reported threats and acts of violence are investigated by the university. Employees, students or other members of the campus community who are found to have made substantial threats, exhibited threatening behavior, or engaged in violent acts on university property are subject to removal from the campus as quickly as safety permits.

For the purpose of this policy, employee includes all faculty, administrators, staff, temporary employees, and student workers; student includes any enrolled student. The prohibitions in this policy apply to all members of the campus community, including employees, students, and volunteers.

### *Prohibited Behavior*

While it is not possible to describe all the actions which might constitute threatening or violent behavior or a risk to safety and security, the following behaviors are strictly forbidden in the workplace or on the PLU campus:

- Using threatening, intimidating, or abusive language and/or gestures.
- Using or possessing firearms, explosives, knives, or any other type of weapon.
- Stalking or similarly harassing behavior toward employees, students, or campus visitors.
- Destroying or damaging university property, computer files, and/or other acts of workplace sabotage.
- Assaulting or physically attacking another person.
- Verbally threatening to harm another person or destroy property.
- Possessing or consuming illegal drugs.
- Possessing or consuming alcoholic beverages.
- Working under the influence of alcohol or illegal drugs.

### *Reporting Requirements*

1. Students and employees are required to notify Campus Safety immediately at x7911 if they observe the following:
  - a. A life-threatening situation that is in progress (physical confrontation, robbery, etc.);
  - b. An act of violence or threat in the workplace, residence halls or on campus property;
  - c. A threat of domestic violence potentially affecting the campus environment;
  - d. Any action or conduct that is imminently threatening or violent, or that has the potential to become threatening or violent;
  - e. The presence of any person on campus who is the subject of a Restricted From Campus Order, or a Restraining or Anti-Harassment Order that lists the university as a restricted location.
2. Employees are required to notify their supervisors promptly of any action noted in items “a” through “e” above. In turn, supervisors are required to notify Campus Safety of any threats of which they are informed and any threats they receive or witness themselves.
3. Students and employees are required to notify Campus Safety promptly in the event that they have secured a Restraining or Anti-Harassment Order that lists the university as a restricted location.
4. All students and employees are required to complete a University Violence Prevention Report after observing any behavior or circumstances noted in items “a” through “e” above. Employees should complete the report with assistance from their supervisor, and students should complete it with assistance from a Student Life staff member (Resident Director, Student Involvement and Leadership office, or Conduct Coordinator) or with their workplace supervisor. The completed report must be filed with Campus Safety.

5. Other members of the PLU community, including volunteers, are strongly encouraged to follow these same reporting procedures if they observe acts of violence or threatening situations.
6. Campus Safety will notify Human Resources in a timely manner regarding reports and information shared with them.
7. The university will use reported information with as much discretion as possible, balancing privacy with the need to provide a safe, secure environment.

*Resources*

Student Life staff members are available to consult with, assist and/or refer students with any issues related to the behaviors or procedures noted above.

Human Resources staff members are available to consult with, assist, and/or refer employees and supervisors regarding:

- Talking through difficult situations and determining what next steps might be appropriate
- Referring employees to the Employee Assistance Program or other services for support in counseling, anger management, or mediation.
- Documenting and managing sensitive performance issues.

Supervisors are directed to seek the assistance of Human Resources and/or Campus Safety during potentially high-risk situations, such as employee dismissals, work restructuring, or instances in which an employee’s medical condition may be a contributing factor.

Human Resources and Student Life will coordinate and conduct periodic training sessions regarding measures to prevent violence, recognizing early warning signs of a troubled or potentially violent person, and procedures for responding to and reporting such incidents.

Office	Phone Numbers Contact Numbers	Contact For
Campus Safety	Emergency, dial 7911 Non-emergency, 253-535-7441	<ul style="list-style-type: none"> <li>• Emergency assistance</li> <li>• Filing University Violence Prevention Report Forms</li> </ul>
Human Resources	253-535-7187 (Director) 253-535-7185 (Front Desk)	<ul style="list-style-type: none"> <li>• Consultation for employee situations</li> <li>• Assistance with completion of University Violence Prevention Report Forms</li> <li>• Referral to support services</li> </ul>
Student Life	253-535-7192 (Admin. Assoc.) 253-535-7191 (Front Desk)	<ul style="list-style-type: none"> <li>• Consultation for student concerns</li> <li>• Consultation for residence hall , campus and classroom situations</li> <li>• Assistance with completion of the University Violence Prevention Report Forms</li> </ul>

*Retaliation Prohibited*

The university will not tolerate any retaliation against any person who reports or participates in the investigation of a situation under this policy. Any person who is found to have engaged in retaliation prohibited by this policy is subject to appropriate disciplinary action, including immediate dismissal and exclusion from campus.

### *Not a Contract*

No part of this policy is intended to, or shall be construed to, limit the university's right to manage its workforce or address student conduct issues, operate the university or to handle specific situations based on the specific facts involved. This policy is not, and shall not be, construed as a contractual commitment on behalf of or to any person.

### **VISITATION AND GUESTS IN RESIDENCE HALLS**

PLU is committed to maintaining safe, respectful and healthy residential environments that are conducive to living and learning. This commitment to residential students takes precedence over any one resident's preference to host a visitor or guest. The university believes that overnight visitors and guests have the potential for being an infringement upon the community by compromising the privacy and convenience of the people sharing residence hall space. Therefore, PLU selectively restricts visitation by members of the opposite sex and expects overnight guests be hosted on a limited and infrequent basis.

The university encourages roommates to discuss issues of privacy and personal space. It is recommended that roommates discuss courtesy guidelines for the use of their room during visitation hours proactively and early in the semester. If any assistance is needed, contact a residence hall staff member.

Visitation is unrestricted:

- in residence hall lounges, hallways and kitchens at all times. Residents and guests are expected to act courteously and abide by campus policy at all times.
- in resident rooms between the hours of 8 am and 2 am, Monday – Friday, and 8 am – 3 am, Saturday and Sunday.
- in South Hall and Kreidler Hall at all times.

Between the hours of 2 am and 8 am, Monday – Friday, and 3 am – 8 am, Saturday and Sunday, visitation is restricted to persons of the same sex.

Any overnight guests must be of the same sex as the resident student who is hosting them and must stay no longer than four consecutive nights, any four nights out of seven, or any eight nights out of thirty.

Guests are not permitted to sleep in university lounges and lobbies. If the guest or his/her host refuses to abide by university rules, regulations, notices or directions, as given by the staff members or other authorized notices issued by the university or its staff members, the visitor may be asked to leave.

Residents may have overnight guests or visitors of the same sex provided they do not have an intimate relationship with the guest.

Residence halls and/or residential wings may amend these guidelines to be more restrictive by working with the Resident Director of the hall and the Residence Hall Council.

The university reserves the right to remove a visitor or overnight guest from the residence hall or the campus at any time it deems that the guest's or his/her host's behavior is contrary to the goals and objectives of the university. (See also "*Guests on Campus and at PLU Events*".)