



Undergraduate Student Handbook
2014-15

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Message From the Vice President for Student Life

The Seattle Pacific University community is a special place to learn. We are blessed to be located in Seattle and the Pacific Northwest. SPU is a place that offers you the opportunity to explore, develop, and engage whether they are in or out of the classroom. We encourage you to be curious about unfamiliar concepts and practices; to discover new ideas and ways of knowing; to be passionate about what is important to you and the community; and to attend to our call in this world as God's children.

This handbook provides guidelines regarding the living out of our community values. Please take some time to familiarize yourself with the policies and procedures. If you have any need for clarification, or have suggestions for improvement, contact the Office of Student Life.

Thank you for being an integral part of this community. And, as you deepen your knowledge and broaden your experience, we wish you greater discernment and wisdom in order to effect change on our campus and in this world.

Jeffrey C. Jordan, EdD

Vice President for Student Life

Policy Updates

Circumstances will require that the general policies and procedures in this handbook change from time to time. Consequently, the University reserves the right to amend, supplement, or rescind any provisions of this handbook at its sole discretion with or without prior notice. Changes to policies and procedures will be communicated to you by the Office of Student Life.

This handbook supersedes all prior handbooks or policy statements regarding the procedures and policies described in this handbook. Furthermore, the handbook provisions are subject to interpretation by the University. This handbook is not intended to be an express or implied contract, but a statement of institutional policy (however, students may be required to comply with policies contained in this handbook when they enter into other contracts with the University).

If the University updates text in any chapter of the Handbook during the course of an academic year, that chapter's revision will be evident in a change to the "Last Published" date stamp at the end of that chapter.

If you have any questions concerning current policies and practices, contact the Office of Student Life.

Communication Statement

Seattle Pacific University strives to communicate effectively through a variety of media. Students are expected to check frequently for mail sent to their personal or campus mailbox, messages sent to SPU email addresses, and text messages sent to personal phones. As a student, you are responsible for regularly reading and responding to pertinent information received through these forms of communication.

Our goal is to help you have a positive experience at SPU, and we want you to have the information you need to pursue your academic goals.

Seattle Pacific University's Foundational Beliefs

Mission Statement

Seattle Pacific University is a Christian university fully committed to engaging the culture and changing the world by graduating people of competence and character, becoming people of wisdom, and modeling grace-filled community.

Signature Commitments

We have adopted four signature commitments to guide us as we engage the culture and help to bring about positive change in the world. This particular combination of signatures uniquely identifies who we are as a University.

Seattle Pacific will be a place that ...

- Masters the tools of rigorous learning and is becoming a vibrant intellectual community.
- Embraces the Christian story, becoming biblically and theologically literate.
- Understands and engages our multicultural and complex world.
- Values the centrality of character formation in the life of the individual.

Vision

Engaging the Culture, Changing the World

Statement of Faith

At Seattle Pacific University, we seek to ground everything we do on the transforming gospel of Jesus Christ. Such a claim is both personal, a commitment by each member of our community, and institutional, a corporate aspiration that has guided this institution from its founding. Even while we celebrate the rich diversity of the Church throughout the world, we anchor our faith on the person of Jesus Christ, the authority of Holy Scripture, and the tradition of the Christian Church throughout history.

1. We Are Historically Orthodox.

We affirm the historic Christian faith, as attested in the divinely inspired and authoritative Scriptures of the Old and New Testaments, and as summarized, for example, in the Apostles' and

Nicene Creeds. We affirm that God is triune, and that the three divine Persons — the Father, the Son, and the Holy Spirit — are coequal, coessential, and coeternal.

We affirm that by the grace and power of God the universe was brought into being, is continually sustained and governed, and will ultimately be brought to its promised consummation. We affirm, further, that we human beings are created by God in God's own image to be stewards of creation, and that we are called to love God with all our heart, soul, mind, and strength; and to love others as ourselves.

In these divinely appointed tasks we have failed, so that we are now subject to judgment and death. Yet we rejoice that God's grace is available to us through the life, death, and resurrection of Jesus Christ; and that through faith in Christ we are delivered from sin and death and empowered by the Holy Spirit for lives of joyful obedience to the Father. Finally, we respond to the Spirit's call to participate in Christ's body, the church; to embrace Christ's mission to the world; and to live in the hope and assurance that Christ's return will bring to completion God's saving work.

2. We Are Clearly Evangelical.

We stand within the broad evangelical tradition of Christianity, and, as such, we joyfully accept the task of proclaiming evangel God's good news to the world. We understand this to mean that Jesus Christ is the Lord and Savior of the world and that he alone can liberate broken and fallen human beings from sin and death.

We lift high the authority of Holy Scripture as divinely inspired, embraced by the church as central to our understanding and witness. We affirm that the Holy Spirit works in human hearts to kindle faith in Jesus Christ, to restore people to a right relationship with God and one another, and to begin transforming people into the likeness of Christ.

And we believe the gospel promise that light, health, wholeness, and peace are abundantly available to everyone who asks. Yet we also believe that we are called to practice what we preach: first by cultivating vital Christian piety; and second by engaging the surrounding culture through public testimony and loving service.

3. We Are Distinctively Wesleyan.

Standing within the Wesleyan Holiness branch of historic and evangelical Christianity, and recognizing the Free Methodist Church as our founding denomination, Seattle Pacific University is informed by the theological legacy of John and Charles Wesley.

We share their conviction that God's saving purpose is the renewal of human hearts and lives in true holiness through the transforming work of the Holy Spirit. We are shaped by their emphasis on the importance of the human response to the Spirit's renewing work, including the vital role of the spiritual disciplines and practices — such as prayer, meditation, worship, Scripture study, charitable giving, public witness to Christ's saving love, and service to those in need — all of which serve as means of God's grace.

Above all, we embrace the Wesleys' hope that God's transforming love be offered to all persons, address all areas of life, and not rest content until it has redeemed the whole creation.

4. We Are Genuinely Ecumenical.

As heirs of John Wesley's catholic-spirited Christianity, we seek to gather persons from many theological and ecclesial traditions who have experienced the transforming power of Jesus Christ. We believe that theological diversity, when grounded in historic orthodoxy and a common and vital faith in Christ, enriches learning and bears witness to our Lord's call for unity within the church.

We are also well aware of other dividing walls that separate people from one another, walls that Christ desires to break down — walls of gender, race, ethnicity, nationality, language, and class. We believe that Christ calls us to value diversity and to seek ways for all persons in our university community to grow in their individual giftedness and to contribute in meaningful ways to our common life and work. Thus, in all of our diversity, we are centered in Christ, and called by him to shape, model, and participate together in grace-filled community.

Therefore, we commit ourselves to this faith, and to these shaping influences that define our community of faith, and we pledge ourselves, with humility and conviction, to live as best we know how in loving relationship with Jesus Christ and in faithful service to others. This we believe to be the defining center of our lives and the guiding aspiration of our life in community at Seattle Pacific University.

Seattle Pacific University's Behavioral and Community Expectations

Behavioral Expectations

Seattle Pacific University's Lifestyle Expectations and University Policies are representative of the University's identity and are designed to provide a positive learning environment while promoting the intellectual, social, spiritual, and physical well-being of students. The expectations of the Seattle Pacific community, explained below, reflect SPU's commitment to its Christian philosophy of education in the context of a Wesleyan heritage.

By enrolling at SPU, students agree to live according to the expectations outlined here. While students may not fully agree with every facet of the University behavior expectations, SPU expects students to meet them. Non-matriculated students admitted to special programs are also expected to maintain these standards. Violations may result in disciplinary action. Any questions regarding these statements should be addressed to the dean of students for community life (DOSCL) in the Office of Student Life.

Context for Community Standards

As the University develops and implements its policies relative to lifestyle expectations, the standards are shaped and informed by four sources: legal authority (local, state, and federal law), Scripture, historic Christian tradition, and the mission of the University.

Legal Authority. Local, state, and federal laws address matters that directly influence University policy. Violations of law are also violations of policy, and some policies have been developed in response to specific legal requirements, but policies frequently go beyond legal requirements, and in many cases policies can be violated even if laws are not violated.

Scripture. Scripture addresses issues relating to matters of character and integrity that impact the community and the relationships of those who are a part of the community. We affirm that all persons are of sacred worth and affirm that God's grace is available to all. The University provides counseling services for those who need help in clarifying personal character issues, relational and behavioral; or those struggling with issues of morality and moral behavior.

Historic Christian Tradition and the University Mission. This area is the most difficult to define because our community is diverse in its concerns over certain issues. Nonetheless, our roots and values are deeply connected to the Free Methodist and other evangelical Christian churches. Evangelical churches are those that find their authority in God's Word and stress the need for a personal, redemptive faith in Jesus Christ.

Biblical Foundation

Seattle Pacific University seeks to follow the biblical model of discipline as described in Matthew 18:15–18 and Galatians 6:1–2 when it comes to conduct matters pertaining to students. The purpose of this kind of discipline is redemptive in nature, seeking to reconcile the person to God and to his or her neighbor. It is also progressive, normally beginning with a private conversation between two people (student to student).

If those two people cannot resolve the problem, the next level would include consultation with a staff member such as a resident advisor (RA), a residence life coordinator (RLC), or a faculty or staff member. If it then cannot be resolved, it will be referred to counseling and/or the conduct process by the dean of students for community life (DOSCL) or DOSCL Designee.

When a situation involving a student or student organization appears to violate University policies, rules, regulations, or standards, it becomes the responsibility of the vice president for student life or the VPSL designee to implement the University's behavioral and disciplinary process.

Because a primary goal of the disciplinary process is to be educational and redemptive, the process is non-adversarial and is not to be considered analogous to court proceedings. Conduct hearings are not courtroom dramas. They are meetings among community members to give all parties the opportunity to identify concerns, explain perceptions, explore behavior, and hear suggestions. The emphasis is placed on student behavior, and the relationship of behavior to commitments and responsibilities inherent in accepting membership in the University community.

The University has also developed specialized procedures that do not exactly follow this model for addressing certain types of misconduct. For example, refer to the section titled Sexual Misconduct Policy for the University's procedures for addressing reports of sexual misconduct (including sex discrimination), and refer to the section titled Nondiscrimination Complaint Procedures for the University's procedures for addressing reports of other forms of discrimination.

Honesty and Integrity

All community members are expected to be people of character who are honest and live a life of integrity.

Honesty is defined as telling the truth, being truthful in our actions and our words, and admitting when we have made a mistake.

Integrity means doing what you say you will do, making sure your actions match your words, and abiding by what's expected of you, even when no one is watching. Honesty and integrity are honored and valued in all aspects of the Seattle Pacific University community.

Office of Student Life Mission Statement

A complete understanding of education recognizes that learning occurs both in and outside the classroom. Student Life is committed to providing educational opportunities and support services consistent with Seattle Pacific University's mission. Student Life programs and services focus on individuals and groups with the purposes of

- Supporting, complementing, and coordinating student learning consistent with University learning outcomes;
- Providing opportunities for community development that enhance the student experience;
- Addressing needs, overcoming barriers, and developing strategies for success;
- Facilitating reconciliation in the context of a diverse community;
- Guiding the discovery of giftedness and calling with a purpose of serving the common good;
- Developing self-knowledge, skills, and practices for personal well-being and effective professional relationships; and
- Understanding and embodying integrity, civility, and wisdom in order to serve and lead.

Living in Community at Seattle Pacific University

Seattle Pacific University provides students with a unique opportunity to explore answers to challenging questions in the context of a caring community. While honoring the diversity among members of our campus community, Seattle Pacific University asks faculty, staff, and students to explore the Christian faith and its implications for our personal and corporate lives, for our academic disciplines, and for the complex issues we face in our society and world. Academic programs along with residential and campus life, co-curricular activities, and community service contribute to Seattle Pacific's vision to be a grace-filled community that nurtures people of competence and character, cultivates the scholarship of wisdom, and equips people to engage our culture with the gospel of Jesus Christ.

Commitment

Our campus community is enriched by diverse faith traditions within our student body, and is therefore committed to honoring and respecting these traditions. We are also committed to the life-transforming gospel of Jesus Christ. Therefore, we seek to do the following:

- *Develop* outstanding curricular and co-curricular worship, discipleship, and service programs that contribute to the fulfillment of our mission and vision as a Christian university.
- *Give* all students the opportunity to explore the meaning and implications of the Christian faith while at the same time honoring the diversity of our student body.
- *Encourage* students' responsibility for their own spiritual accountability.
- *Provide* abundant opportunities for the development of an informed and thoughtful faith, a vibrant worship life, engagement in a grace-filled community, holistic discipleship, and culture-engaging local and global service.
- *Facilitate* students' growth in leadership abilities through student-led programs.

Diversity and Reconciliation

Seattle Pacific University is a Christ-centered institution that values diversity as an essential dimension of what it means to be human. As a community we believe that racism is destructive to redemptive community. Biblical Scripture is clear that the outpouring of the Holy Spirit following the resurrection of Jesus Christ enacts a form of community that at once embraces and transcends our differences. In Jesus Christ our unique, individual identities are both preserved and liberated to engage in redemptive community and in the reconciling work of Christ in the world. We believe that God values each of us in our uniqueness. Therefore we seek to be a community that celebrates the uniqueness of each of its members, including one's race and ethnicity.

We are also well aware of other dividing walls that separate people from one another, walls that Christ desires to break down — walls of gender, race, ethnicity, nationality, language, and class. We believe that Christ calls us to value diversity and to seek ways for all persons in our university community to grow in their individual giftedness and to contribute in meaningful ways to our common life and work. Thus, in all of our diversity, we are centered in Christ, and called by him to shape, model, and participate together in grace-filled community.

Lifestyle Expectations

Living in community requires that we all adhere to a certain set of guidelines. It is our expectation that you have an understanding of the general standards that govern the personal conduct of all SPU students and student organizations, and that we expect you to adhere to them during your time as a member of the SPU community. Behaviors for which students or student organizations are subject to disciplinary action include, but are not limited to, the following:

1. Actions that constitute violations of municipal, state, or federal law. The University reserves the right to follow its normal conduct processes whenever a student is accused of a criminal act, regardless of the location of its occurrence and regardless of whether civil or criminal proceedings have been instituted against the student.
2. Actions that interfere with the educational process or the administration of the University, including those that obstruct or disrupt the use of University premises, buildings, rooms, or passages, or that incite a disturbance.
3. Cohabitation and related forms of premarital, extramarital, or homosexual sexual activities. For more information on the subject of sexuality, refer to SPU's Statement on Human Sexuality
4. The possession, use, distribution, or sale of alcohol, marijuana, or illegal drugs, or the illicit use of prescription drugs. Students must abide by state and federal laws regarding alcohol, tobacco, and other drugs. The University does not permit students to use or possess marijuana on or off campus, or alcohol or tobacco products on University property or as part of any SPU activities. (For further information see the statement on Drug-Free Schools and Campuses Annual Notification).
5. Dishonesty such as cheating or plagiarism; knowingly furnishing false information; alteration or unauthorized use of University documents, records, or property; or misuse of student identification.
6. Participation in any actions that involve discrimination or harassment based on race, color, national origin, religion, disability, or gender.
7. Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties, or related actions.

8. Activities that cause or threaten emotional, mental, or physical harm or suffering; that demean the dignity of any individual; or that interfere with any individual's academic process. Examples of such actions are verbal threats or abuse, harassment, intimidation, threatened or actual physical assault, or consistent disregard for the rights and welfare of any individual.
9. Conduct or activities that are lewd, indecent, or obscene, whether demonstrative, visual, verbal, written, or electronic (see the SPU User Policies).
10. Failure to comply with the directions of authorized University officials in the performance of their duties, including the failure to comply with the terms of disciplinary sanction and the failure to identify oneself when requested to do so.
11. False reporting or warning of an impending fire, bombing, crime, or other emergency situation, or tampering with safety equipment.
12. Unauthorized possession of, or damage to, University property or services, or property belonging to others. Unauthorized presence in, or unauthorized use of or duplication of keys to, University premises or property.
13. Possession, use, or display on University property of any firearms, weapons, fireworks, live ammunition, incendiary devices, or other items that are potentially hazardous to members of the campus community.
14. Activities that may cause damage, constitute a safety or health hazard, or interfere with the academic process. Such activities include, but are not limited to, entering or exiting buildings through the windows; throwing, projecting, or dropping items that may cause injury or damage; and pranks that create safety and health hazards for others and/or cause damage to University or personal property.
15. Any violation of other University policies, regulations, or rules.

University Policies

Conditional Immunity When Seeking Medical Help

Seattle Pacific University is deeply committed to the health, safety, and well-being of its students. Students are strongly encouraged to call 206-281-2911 or seek other medical attention when their health or safety or the health and safety of others is threatened or appears to be at risk. The University wants to eliminate barriers for students who may be hesitant to seek medical or emergency help, or reluctant to report the incident to University officials because they fear being held accountable for drug or alcohol policy violations. To encourage student health and safety, the University offers conditional immunity to students who are accessing medical help for themselves or others. This means students seeking medical help will not be charged with drug or alcohol policy violations related to the particular incident. While there may be no disciplinary sanctions for these individuals, the University may provide elements of help and support and may require that the student participate in educational programs. Seeking medical help will not necessarily result in immunity for other policy violations committed in connection with the incident (e.g., hazing, sexual misconduct), but will be taken into account as a mitigating factor in determining the appropriate disciplinary sanctions. If you are a victim of sexual misconduct, a similar immunity from campus discipline for drug and alcohol violations is available when you seek medical help or report the misconduct. For more information, see the University's Sexual Misconduct Policy.

False Reporting

Any student found to be falsely reporting and/or falsely accusing an individual may face appropriate disciplinary action and/or sanction, up to and including suspension or dismissal from the University.

Retaliation

The University strictly prohibits retaliation against any person reporting, assisting, or participating in an investigation or proceeding. Retaliation is defined as adverse or negative action against an individual who has (1) complained about alleged discrimination, harassment, or retaliation; (2) participated as a party or witness in an investigation relating to such allegations; or (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations as any action that is perceived as intimidation, hostility, harassment,

retribution, or violence. This includes retaliation of any kind, whether it's by an employee, student, visitor or other third party. Any person violating this policy may be subject to appropriate disciplinary action, up to and including termination of a student employee, and suspension or dismissal of a student.

Sexual Misconduct

Seattle Pacific University is committed to maintaining an environment free of sexual harassment, sexual assault, sex discrimination, and other forms of sexual misconduct. For more information about the University's policies and procedures relating to sexual misconduct, including recommended action for those who are victims of sexual misconduct or who observe or suspect sexual misconduct, see the University's Sexual Misconduct Policy.

Nondiscrimination

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities, as required by applicable laws and regulations. Violations of the University's nondiscrimination policy should be reported as soon as possible after the alleged action. For complaints of sex discrimination, refer to the University's Sexual Misconduct Policy. For complaints of other forms of discrimination, refer to the University's Nondiscrimination Complaint Procedures.

Bias-Related Incidents and Hate Crimes

Bias-related incidents can be any physical, spoken, visual, or written acts of abuse, harassment, intimidation, or vulgarity, or remarks of a personally destructive nature toward another person because of actual or perceived defining characteristics. This can occur whether the act is intentional or unintentional, or is directed toward an individual or group regarding race, color, sex, sexual orientation, marital status, religion, creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status, or any other status protected under applicable local, state, or federal law; or any other distinguishing characteristic protected by applicable nondiscrimination law.

A hate crime can occur when a bias-related incident involves a criminal act being committed. These crimes may involve, but are not limited to, physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters. Some hate crimes may violate Washington and/or federal law, and the conduct underlying them violates University policies.

Hazing

No student or student organization at Seattle Pacific University may conspire to engage in hazing or participate in the hazing of another. This policy applies to all University-sponsored student organizations, to their individual members, and to others attending the University, and is intended to comply with state law prohibiting hazing at colleges and universities (RCW 28B.10.901). A student who participates in the hazing of another may be required to forfeit state-funded grants, scholarships, or awards for a period of time determined by Seattle Pacific University. Students may also be subject to discipline for conduct that does not amount to hazing but that still results in the embarrassment, ridicule, sleep deprivation, verbal abuse, or personal humiliation of another person.

"Hazing" includes any method of initiation into a student organization or living group, or any pastime or amusement engaged in with respect to such an organization or living group, that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending Seattle Pacific University. Hazing activities may include but are not limited to the following: abuse of alcohol during new member activities; striking another person whether by use of any object or one's body; creation of excessive fatigue; physical and/or psychological shock; and morally degrading or humiliating games or activities that cause bodily, emotional, or mental harm. Hazing may result in criminal prosecution.

Alcohol and Drugs

The possession, use, distribution, or sale of alcohol, marijuana, or illegal drugs, or the illicit use of prescription drugs, is prohibited. Students must abide by state and federal laws regarding alcohol, tobacco, and other drugs. Alcohol and tobacco products are not permitted on University property or as part of any SPU activities. The University does not permit students to use or possess marijuana on or off campus.

Illegal, underage consumption and/or possession of alcohol will not be permitted either on or off campus. Undergraduate students of legal age who choose to consume alcohol off-campus are expected to do so responsibly and to refrain from intoxication at all times, and to not involve themselves in situations where excessive consumption and/or irresponsible behavior is taking place.

Misconduct related to alcohol consumption or drug use that creates risks for one's safety, threatens the safety of others, detracts from the living-learning community, or disrupts the university community (either on or off campus) is a violation of SPU's policy and may result in disciplinary action.

Students who host or in any way assist or promote a gathering (on or off campus) that includes alcohol given to underage persons, underage consumption of alcohol, illegal drug usage, or any intoxication will be subject to disciplinary process, up to and including dismissal. Those living at the location where a party is hosted may be held responsible as hosts regardless of who provides the alcohol. (For further information, see the statement on Drug-Free Workplace and Drug-Free Schools and Communities.)

Computer and Information Services (CIS) User Policies

Refer to the SPU User Policies for a full listing of policies related to computer use at Seattle Pacific University.

Pornography

Pornographic materials in any form (including internet pornography) are not to be viewed, used, possessed, or distributed on or away from campus. These materials may include any item whose content is sexually provocative, explicit, exploitive, or of concern to either gender.

Babysitting and Child Care

Because of safety concerns and insurance limitations, facilitating on-campus child care is not permitted unless approved by University administration.

Demonstrations

Seattle Pacific University permits students and other members of the University community to express their views by peaceful protest against actions and opinions with which they disagree. The University also stresses an obligation to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of University ceremonies and public exercises, and to respect all individuals. The following regulations are intended to reconcile these objectives.

Those organizing demonstrations must meet with the dean of students for community life or designee prior to the event (preferably 72 hours or as far in advance as possible). This meeting will allow for event planning, space, or facility reservations, and coordination with the Office of Safety and Security.

Campus demonstrations may be conducted only when such demonstrations:

- Are conducted in such a manner as to respect the rights and welfare of others;
- Do not interfere with automobile or pedestrian traffic;
- Do not disrupt scheduled class meetings, teaching, administration, or disciplinary procedures, and/or University functions or authorized activities; and
- Do not interfere with approved demonstrations by others.

The University retains the right to control the use of all University property at any time and for any reason.

Other Residential Policies

For other University policies applicable to residential living, see Residential Guidelines.

Student Conduct Process

Students alleged to have violated Seattle Pacific Lifestyle Expectations and/or University Policies will be advised of the alleged violation or conduct concern and will be given the opportunity to provide oral and written statements and other relevant information to the Dean of Students for Community Life (DOSCL) or DOSCL designee. In certain situations the Office of Safety and Security will assist in gathering information related to specific cases. Students will receive written notice of the outcome of any conduct review meeting or proceeding, including a description of any disciplinary action or sanction. The process described below applies to cases involving violations of the Lifestyle Expectations and/or University Policies. Cases involving incidents of sexual misconduct will be handled as described in the Sexual Misconduct Policy. Seattle Pacific University uses preponderance of evidence (more likely than not) as its standard of proof.

Safety of the Community

The University reserves the right to immediately respond with whatever measures it deems necessary in order to protect the personal safety of students, employees, and visitors on the campus. This may include situations in which the University or its representatives believe a student's behavior puts someone in imminent danger; damages University property; or significantly disrupts the work, academic, or living environment on campus.

Such protective measures may include, but are not limited to, temporary removal of the student from an on-campus living situation or from the campus as a whole, modification of living arrangements, and/or interim suspension from campus pending a hearing.

Conducting oneself in a manner that endangers or threatens to endanger the health or safety of oneself or others (including threats made in jest or otherwise, either in person, electronically, or online) is prohibited within the University community or at University-sponsored or related events.

Disciplinary Hearings

Disciplinary hearings shall be conducted by an administrative hearing officer designated by the vice president for student life according to the following guidelines. Disciplinary hearings will provide a prompt, fair, and impartial investigation.

- Disciplinary hearings will be conducted in private.
- Admission of any person to the hearing will be at the discretion of the hearing officer.
- In hearings involving more than one respondent, the hearing officer may, at the officer's discretion, permit the hearing concerning each student to be conducted together with the consent of all respondents.
- The presence of parents at a hearing is not permitted.
- The presence of an attorney at a hearing is not permitted as the conduct proceeding is not meant to function as a court of law. An exception may be made only in instances where the respondent has been charged with a crime arising out of the same operative facts as the charge under Lifestyle Expectations; however, the attorney must conform to the same requirements as applied to a support person described in the next paragraph. Even in those instances, counsel is there only in a very limited scope, which is to advise the student as to safeguarding the student's rights in the criminal proceeding.
- The complainant and the respondent each have the right to be accompanied by one support person (who is not an attorney or a graduate of a law school and who is not involved in the incident in question) at their own expense. The support person is not permitted to speak to the administrative hearing officer unless directly questioned by the hearing officer. They cannot participate directly in the hearing other than quiet communication with the student they are accompanying. This communication may not interfere with the conduct process. Failure to comply will result in the removal of the support person. One five-minute recess may be requested during the course of the hearing if the complainant and/or respondent wish to consult with her/his support person.
- Any pertinent materials and written statements (12-point font, five double-spaced pages maximum) must be submitted for consideration to the hearing officer at least three working days prior to the hearing.
- All procedural questions are subject to the final decision of the hearing officer.
- After the hearing, the hearing officer will excuse all parties, deliberate, and determine which, if any, portion of the Lifestyle Expectations the student has violated.
- The hearing officer's determination will be made on the basis of whether it is more likely than not that the respondent violated the Lifestyle Expectations.
- All decisions of a hearing officer shall be based solely upon material presented at the hearing.
- Should new charges surface as a result of or during a conduct process, and no additional investigation is needed, the charges will be verbally introduced and heard during the current

hearing. If additional investigation is needed, the hearing officer will question the respondent, clarify items in the report, and send the respondent the findings following the hearing.

- Formal rules of process, procedure, and/or technical rules of evidence, such as applied in criminal or civil court, are not used in Lifestyle Expectations hearings. Note: Students charged with violations of the Lifestyle Expectations or other University Policies during Study Abroad or other travel courses, including SPRINT trips, will be notified of the charges after they are received by the hearing officer and will have the opportunity to respond to those charges, as well as to appeal the outcome of their cases. However, the condensed duration of these courses and the limited availability of onsite administrators necessitate a modified conduct process in some situations.
- No student may be found to have violated the Lifestyle Expectations or University Policies solely because the student failed to appear before the hearing officer. However, failure to appear, without approved and documented proof supporting extenuating circumstances preventing such appearance, will result in the loss of the right to appeal. In all cases, should there be a hearing, the material in support of the charges will be presented and considered regardless of whether the student(s) attended the conduct hearing or not. If after being notified the respondent does not appear at the hearing, the information in support of the charges will be considered, even if the respondent is not present.
- An individual's (or group's) conduct history will not be considered by the hearing officer until the sanctioning phase of the deliberations.

Disciplinary Hearing Outcomes

The University expects students to assume responsibility by fully participating in the disciplinary review process. Students are expected to appear for review meetings or proceedings. If a student fails to appear, the matter may still proceed. Sanctions may be imposed on a student refusing to appear or cooperate. Throughout the conduct process students have the responsibility to present truthful information and conduct themselves courteously.

The sanctions imposed depend upon the particular circumstances of each situation. Sanctions may be imposed singly or in combination, as appropriate to the circumstances of each situation. A student's conduct history will be considered in determining a sanction, as will the nature of the violation. Repeated violations of policy may result in more severe sanctions and may result in the removal of the student from the University. A student's failure to fulfill the terms of an imposed sanction may result in the imposition of more severe sanctions.

The types of disciplinary action and/or sanctions that may be implemented include, but are not limited to, the following:

- Warning;
- Written reprimand;
- Disciplinary probation;
- Suspension (termination of housing and/or student status for a specified period of time and with specific conditions); and/or
- Dismissal (termination of housing and/or student status).

The situation may also be reported to local law enforcement, depending on the facts. Also, in some circumstances, the student may also be required to

- Participate in an educational activity;
- Attend counseling;
- Pay restitution or fines;
- Provide community service;
- Transfer to a different residence hall or housing unit;
- Be suspended from housing;
- Lose privileges;
- Be excluded from activities;
- Be excluded from areas on campus; and/or
- Be restrained from contact with the complainant.

Administrative Fee

Any student found responsible for a policy violation of the drug and alcohol policy will be assessed a \$100 administrative fee that goes toward covering the cost of alcohol and drug prevention programs. A student who cannot afford to pay the fee can ask for a waiver. The hearing officer will determine whether the fee will be waived or not.

Appeals

Students have the opportunity for a self-initiated appeal of a disciplinary action. Appeals may be addressed in writing to the appropriate University official within 48 hours of receipt by the student of the written notice of disciplinary action.

If the University official instituting the discipline is a member of the Residence Life staff, then the appeal should be directed to the director of Residence Life. If the official instituting the discipline is the director of Residence Life, then the appeal should be directed to the dean of students for community life or vice president for student life designee. If the dean of students for community life instituted the discipline, then the appeal should be directed to the vice president for student life. A student may appeal a decision once.

Grounds for appeal are limited to four categories:

1. New information is material and was unobtainable at the time of the original review.
2. The sanctions imposed are not appropriate to the violation(s).
3. Procedural irregularities or errors occurred.
4. The student lacked a fair review.

The University attempts to provide ample information about community structures, expectations, and practices to all members, especially to those who are new each year. If you would like more information about behavioral standards or the disciplinary process, contact the vice president for student life.

Safety and Security

Seattle Pacific University seeks to maintain a safe and healthy environment for the campus community. However, because no security system can eliminate all risk, the University asks each member of the SPU community to contribute to campus safety. To assist in this, Seattle Pacific has established certain policies and procedures which are administered by the Office of Safety and Security (206-281-2922) and the Office of Student Life (206-281-2481).

Office of Safety and Security (OSS)

OSS operates 24 hours a day, seven days a week. OSS assists in all emergency situations, manages all parking and motor vehicle concerns, and offers safety escorts for individuals walking on campus. The office is located at 601 West Emerson and can be reached at 206-281-2922. In emergency situations, call 206-281-2911 (x2911 on campus). OSS suggests that you add “SPU 911” to your cell phone contacts with the number 206-281-2911.

Building Safety

Climbing on the outside of any building is prohibited, and no student is allowed on any roof at any time. No objects or substances may be dropped, thrown, or poured from a stairwell, out of any window, or off a balcony. Window screens are not to be removed. Such acts can be extremely dangerous and pose a threat to the safety of others.

Building Security

The residence halls are locked at all times. It is your responsibility to carry your key and Sea Pac Pass with you whenever you leave your room. Students who jeopardize the safety and security of other residents by propping open or otherwise disabling exterior doors, or by letting unauthorized individuals into the building (intentionally or carelessly), are subject to disciplinary action.

Emergency Procedures

SPU is concerned with the welfare of faculty, staff, and students at all times. Since emergency situations are a potential threat to the safety of those at the University, faculty, staff, and students must be aware of the emergency procedures that will be utilized in a time of crisis. Familiarize yourself with these procedures by reading the manual provided at spu.edu/emergency. The University hopes to be spared the need to implement these emergency procedures; however,

a thorough understanding of this plan offers the greatest hope for providing maximum safety in a serious emergency does occur.

Emergency Notification

In the event of an emergency, the SPU-Alert System allows SPU officials to send nearly simultaneous messages via cell phone, text messaging, and email. Text messaging has proven to be the quickest way to receive and alert. Students can quickly and easily update their notification information with multiple email addresses, cell phone numbers, and telephone numbers by logging into the Banner Informational System, selecting Personal Menu, and then choosing the SPU-Alert System.

Emergency Contacts

While the SPU-Alert system identifies how to contact someone in the event of an emergency, the Emergency Contact Information identifies whom to contact if something happens to a student. Students should add multiple emergency contacts (e.g., parents, siblings, and grandparents) and periodically review whom they've listed. Log into the Banner Information System, select Personal Menu, and then choose Emergency Contact Information.

Additional Emergency/Medical Information

Students may wish to make personal health information available for use by emergency responders in the event of an emergency. Supplying personal health information is voluntary for each student; however, students with specific health issues are urged to take advantage of this opportunity. To do so, log into the Banner Information System, select Personal Menu, choose Emergency Contact Information, and then select the Additional Emergency/Medical Information link on the bottom of the page. Access to this information will be limited to OSS staff to assist in responding in an emergency and will not be forwarded to any other person or department.

Fire Safety

Campus Fire Safety Information

In accordance with the Higher Education Opportunity Act, institutions that maintain on-campus housing shall, on an annual basis, publish a fire safety report. For compliance purposes this

report is contained in the Annual Security and Fire Safety Report, the full text of which can be found on the Office of Safety and Security website.

Reporting a fire is everyone's responsibility. All fires that present a risk to persons or property on campus should be reported immediately to OSS at 206-281-2911 and to 911. Additionally, concerns about fire that are not considered an emergency may be reported to a residence life coordinator, a supervisor, a designated building emergency coordinator, Facility and Project Management, or the Office of Safety and Security.

Fire Safety for On-Campus Apartments

Inspections for fire safety equipment and a mandatory state inspection of the hot water heaters are done as state law and University policy requires.

A fire extinguisher is located in every apartment. Learn where yours is located. Never relocate the fire extinguisher. If the extinguisher is used to extinguish a fire, immediately notify OSS and it will be replaced at no cost. The University inspects fire extinguishers once a month, but tenants should periodically inspect the gauge to be certain the fire extinguisher is properly charged. An extinguisher that is partially used will lose pressure and must be recharged. If the needle indicates that it is undercharged or overcharged notify OSS. Barbecue grills and combustible materials such as propane, gasoline, kerosene, and items containing combustible materials (e.g., lanterns) are not permitted inside the apartment (including storage closets/units).

Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting.

In accordance with state law, smoking is prohibited in University buildings. This includes balconies and stairwells to residence hall rooms or public areas.

Smoke Alarms/Detectors

Smoke alarms are located on the ceiling/wall in every apartment. Learn where yours are located. When the alarm is set off, it will make a loud piercing sound. If the alarm beeps intermittently, the batteries need to be replaced. Notify OSS as soon as possible. Tampering with smoke

detectors may result in disciplinary action, including a fine and/or eviction. Excessive amounts of smoke from cooking or excessive amounts of steam from the bathroom may activate the smoke alarm. If this occurs, simply ventilate the apartment by opening the doors and windows and turning on the fan. The detector will automatically stop sounding when the smoke or steam is completely removed from the area.

Fire Alarms and Evacuation Procedures

Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and everyone must evacuate immediately. Residence halls have emergency procedure signs that indicate the designated evacuation areas for the building.

Fire Drills

Safety and Security works with residence hall staff to conduct quarterly fire drills for each residence hall. Students are instructed on evacuation procedures during this process.

Fireworks, Explosives, and Hazardous Materials

Possession, use, storage, manufacture, transport, display, sale, or distribution of fireworks, live ammunition, incendiary devices, explosives, flammable liquids, and all other hazardous materials is strictly prohibited on University property. Propane and other compressed gases (including spray paint) are also prohibited unless approved for a specific purpose. The term “hazardous material” means any hazardous, toxic, or harmful substance, material, or waste that is or becomes regulated by any local government for any jurisdiction that includes any University campus, the state of Washington, or the United States. Items so prohibited will be confiscated and disposed of by University staff members, and the student(s) responsible will be subject to disciplinary action, including dismissal from housing, and possibly criminal prosecution.

Missing Student Notification

Seattle Pacific University has a policy for identifying and responding to missing person situations. Any member of the University community who has reason to believe that a student who resides in on-campus housing is missing should immediately call OSS at 206-281-2911. Concerns that a student is missing may also be reported to the Office of Student Life or the Student Counseling Center, which will forward any missing-student reports immediately to the Office of Safety and Security.

OSS will generate a missing-person report and initiate an investigation. The University may investigate circumstances for nonresidential students who are missing out of concern for student well-being when it is determined that the University might be able to assist the student.

After investigating the missing-person report, should OSS determine that the student is missing and has been missing for more than 24 hours, the Seattle Police Department (SPD) will be notified. The University may notify appropriate authorities without delay when it has reason to believe the student is endangered or missing under involuntary circumstances. The student's emergency contact will be notified no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age and is not an emancipated individual, SPU will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact number, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Banner Information System. Select the Personal Menu, then choose the Emergency Contact Information tab. Choose to add a new contact or edit an existing contact. Under the "Relationship" drop down menu, select "Missing Person Contact." Contact the CIS Help Desk if you have questions concerning entering your personal contact information into the Banner Information System.

Safety Escort

A safety escort service is available for students who need to walk to different areas of the campus or within a reasonable distance (a few blocks) off campus. Note that this service is offered in the interest of safety, not convenience. Escorts are also available for students with limited mobility. For an escort, call 206-281-2922 (x2922 from a campus phone).

Security Equipment

Campus security equipment, including emergency telephones, cameras, and fire extinguishers, should not be tampered with or used improperly. Violation of this policy will result in disciplinary action.

Trespass

A student may be charged with criminal trespass if he or she knowingly enters or remains unlawfully in or upon the premises of another, or if he or she fails to leave when instructed by the occupant, an Office of Residence Life staff member, or a security officer.

Vandalism

Malicious destruction or defacing of another's property is a criminal offense. Anyone guilty of vandalism will be charged for repair and replacement of damaged property and assessed an automatic fine. Vandalism is subject to disciplinary action and may result in criminal prosecution.

Weapons

The possession, use, storage, manufacture, transport, display, sale, or distribution of firearms and other weapons is prohibited on or around University property, including student rooms and common areas. If your circumstances do not allow you to leave these items at another location, you must ask OSS to store them for you. Prohibited weapons include, but are not limited to, BB pellet guns, paint guns, airsoft guns, stun guns, Taser devices, martial arts weapons, folding knife blades over 3 inches long, bows and arrows, slingshots, water balloon launchers, any other weapon listed in the Revised Code of Washington (RCW) 9.41, and any form of ammunition. Realistic facsimiles of weapons and counterfeit weapons are also prohibited.

Security and Crime Statistics

Reporting Crimes

Prospective students, employees, and visitors to the University should know that, as with any campus, there is crime both on and off campus, and it is important to take reasonable precautions at all times. Students, staff, and faculty are strongly encouraged to promptly report all public safety related incidents to the Office of Safety and Security.

Many SPU graduate and professional students, and a number of undergraduate students, live off campus. OSS handles investigations of crimes at all University-owned or University-operated facilities located within a reasonable distance from the main campus in conjunction with the Seattle Police Department. Matters occurring at properties that are more distant from the main campus may be handled entirely by the local law enforcement agency with jurisdiction.

How to Report a Crime

To report a police, fire, or medical emergency, call OSS by dialing x2911 from a campus phone, or 206-281-2911 from a cell or an off-campus phone. For non-emergency business calls, dial x2922 from a campus phone or 206-281-2922 from a cell or an off-campus phone. Campus community members are encouraged to program the OSS information and emergency lines into cell phones to reduce emergency response time. Crimes that occur off campus should be reported to your local law enforcement agency. OSS will assist you in making a report to a local law enforcement agency if you wish.

University Response to Crime Reports

An OSS dispatcher is on duty at all times to provide assistance when a report of a crime has occurred. In response to a call, security officers may dispatch an officer to the caller's location or ask the caller to file an incident report. Security officers will conduct a thorough investigation of all incidents and offenses. The identity of complainant(s), victim(s), and witness(es) will be kept confidential to the extent possible. Arrests, in coordination with local law enforcement agencies, will be made, if warranted. All OSS incident reports are forwarded for review to the assistant vice president for risk management as well as the director of Residence Life for review.

Crime Statistics

College and university campus crime statistics are an important resource. The entire campus community — and prospective members of it — can use these statistics to gauge their safety and to take proactive steps to avoid and prevent campus crime.

In accordance with the Campus Security Act, the University provides crime statistics to prospective students, matriculated students, and employees. Crime statistics are available for reported crimes that occur on campus or at certain off-campus and public property locations and are published on the OSS website. The statistics represent alleged criminal offenses reported to campus security authorities and/or local police agencies. Therefore, the data collected do not necessarily reflect prosecutions or convictions for crime. Because some statistics are provided by non-police authorities, the data are not directly comparable to data from the FBI's Uniform Crime Reporting System, which collects statistics only from police authorities.

Sexual Misconduct Policy

Introduction

Seattle Pacific University is committed to maintaining an environment free of sexual harassment, sexual assault, sex discrimination, and other forms of sexual misconduct. This Sexual Misconduct Policy is intended to educate students and provide an equitable means of recourse for those who believe they have been a victim of sexual misconduct. Sexual misconduct is a violation of University policy and may also be illegal. The University will promptly investigate and pursue the resolution of any complaint of sexual misconduct. The University reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of its students, faculty, staff, and visitors.

For purposes of this Sexual Misconduct Policy, the term “sexual misconduct” means (1) sex-based discrimination, or (2) unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct includes, but is not limited to, sexual harassment, gender-based harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking (for definitions of these terms that will be used in applying this policy, (see Additional Definitions of Relevant Terms). Sexual misconduct can occur among persons of the same or different genders.

What to Do if You Are a Victim of Sexual Misconduct

If you are a victim of sexual misconduct, then depending on the severity of the misconduct you should take some or all of the following actions:

- **Do not assume it is your fault:** No one deserves to be mistreated. It is not your fault if someone else has abused or assaulted you. You have choices, and you can get help.
- **Seek safety:** If you may still be in danger, get to a safe place as soon as you can. Consider developing a personal safety plan, obtaining a campus protective order, and/or obtaining a legally enforceable no-contact order. The University’s Office of Safety and Security can assist with each of these items (call 206-281-2922).
- **Obtain medical treatment:** Get medical attention as soon as possible to treat any injuries, and document relevant evidence.
 - You can receive a sexual assault exam at the Harborview Center for Sexual Assault & Traumatic Stress: 206-744-1600. The Washington State Crime Victims Compensation

Program (CVCP) will pay for the initial sexual assault exam by a Sexual Assault Nurse Examiner (SANE).

- SPU Health Services is available Monday–Friday, 9 a.m.–12 p.m. and 1–4:30 p.m. Appointments can be made by calling 206-281-2231. Health Services can assist with most medical concerns, including pregnancy and STD testing following an assault.
- **Preserve evidence:** Try to preserve all physical evidence. It is important to preserve evidence to prove a criminal offense, press civil charges, or obtain a protective order.
- **Report the incident to the University:** Any student, employee, or visitor who believes he or she has been the victim of sexual misconduct, or has concerns about the appropriateness of the behavior of a student or employee, should report the behavior immediately to one of these Sexual Misconduct Report Receivers:
 - Joel Pérez, dean of students for community life, 206-281-2845.
 - Gabriel Jacobsen, director of Residence Life, 206-281-2067.
 - Lynnea Common, assistant director of Residence Life, 206-281-2478.
 - Gary Womelsduff, Title IX Coordinator / director of Human Resources, 206-281-2678.
 - Cheryl Michaels, associate director of Safety and Security, 206-281-2625.
 - Residence Life Coordinators and Area Coordinators.

While University officials will seek to protect the privacy of victims as far as reasonably possible in the circumstances, individuals wishing to report an incident of sexual misconduct should note that complete confidentiality cannot be guaranteed. If a victim wishes that details of the incident be kept private, they should speak with on-campus mental health counselors, campus health service providers, pastoral counselors, or off-campus rape crisis resources. However, if there is an imminent concern for the health or safety of other persons, even these individuals may be required to disclose information.

Students who are victims of sexual misconduct and report such incidents to the University will not be disciplined by the University for any violation of the University's drug or alcohol possession or consumption policies in which they have engaged in connection with the reported incident, or for any violation of the University's Lifestyle Expectations prohibiting consensual sexual activity by unmarried students. The University may require educational options, rather than disciplinary sanctions, in such cases.

- **Notify law enforcement:** You have the option to notify law enforcement. The phone number for the Seattle Police Department (SPD) is 911, and the emergency number for the University's

Office of Safety and Security is 206-281-2911. If you decide to make a report with SPD, the Office of Safety and Security can assist you through that process if you so choose.

- **If you think someone may be stalking you:**
 - Look for signs that indicate stalking behavior.
 - Most stalking does not end on its own. Early intervention is critical, and recognizing stalking behavior is the first step.
 - Clearly state to the stalker that you are not interested in the attention of the stalker and that you want the behavior to stop.
 - Create a log of stalking incidents, including date, time, location, and description of each event.
 - Seek support from the University's Office of Safety and Security in doing some or all of the actions listed above.
- **Seek support on-campus and off-campus:** Find someone you can safely talk to about the situation. Develop a network of support, such as friends and family. Also, utilize on-campus and off-campus resources, such as the following:
 - On-campus resources:
 - Office of Safety and Security: 206-281-2911.
 - Student Counseling Services: 206-281-2657.
 - Student Health Center: 206-281-2231.
 - Office of Student Life: 206-281-2481.
 - Human Resources: 206-281-3809.
 - Off-campus resources:
 - King County Sexual Assault 24-Hour Resource Center: 888-998-6423, www.kcsarc.org.
 - Rape Abuse and Incest National Network (RAINN): 800-656-HOPE, rainn.org.
 - Harborview Center for Sexual Assault & Traumatic Stress: 206-744-1600, depts.washington.edu/hcsats.

What to Do if You Observe or Suspect Sexual Misconduct

All students are encouraged to participate in ensuring that the University is free from sexual misconduct. Any student who has knowledge of an incident or alleged incident of sexual misconduct should strongly encourage the victim to speak with one of the Sexual Misconduct

Report Receivers or should personally report the incident to a Sexual Misconduct Report Receiver if the victim is reluctant to do so.

The University's Procedures for Responding to Sexual Misconduct

Purpose, Scope, and Timing

Purpose:

- The University's procedures for responding to notification of sexual misconduct are intended to eliminate the misconduct, prevent its recurrence, and address its effects. Proceedings are intended to provide prompt, fair, and impartial investigation and resolution of complaints.
- Generally, the University will need to investigate reports of sexual misconduct to determine what occurred and take appropriate steps to resolve the situation, even if a victim does not wish to make a formal complaint, and even if there is an investigation by the police and/or by the U.S. Department of Education Office for Civil Rights.

Scope:

- If an incident involves both an alleged incident of sexual misconduct and other alleged violations that would normally be handled through the Student Conduct Process, then the Title IX Coordinator, the director of Residence Life, the director of Student Programs, and the dean of students for community life may decide to address all alleged misconduct under this procedure or to only address alleged sexual misconduct under this procedure and address other misconduct through the Student Conduct Process.
- This procedure applies to alleged incidents of sexual misconduct involving students. Visitors to the University's campus may also utilize this procedure. Reports may be made by students for events occurring off-campus as well as on-campus. If a complaint involves a University employee, other policies or procedures may also be applicable and adjustments to this procedure may be necessary.

Timing:

- If a particular stage of a procedure in this policy is required to be completed within a prescribed number of days, then the day that includes the event that starts the time period will not be counted, but the last day of the time period will be counted. Any action required by the end of any time period must be completed by the close of business on the last day of the period.

- Time periods prescribed in this policy may be lengthened in a particular case by the Title IX Coordinator if he or she determines that there is adequate cause for allowing additional time and that an extension will not have a material negative effect on the purposes of this policy.

Parties Involved in the Procedure

Accuser/Accused, Complainant/Respondent:

- The term “accuser” means a person making a report of sexual misconduct, and the term “accused” means the person(s) identified by the accuser as having committed sexual misconduct.
- The term “complainant” means a person who has made a formal, written complaint to the University alleging sexual misconduct, and the term “respondent” means a person identified by the complainant as having committed sexual misconduct. The dean of students for community life, director of Residence Life, director of Student Programs, or vice president for student life may also be a complainant (even if not a victim) if he or she believes in good faith that an incident of sexual misconduct may have occurred.

Title IX Coordinator and Grievance Officers:

- The Title IX Coordinator may delegate certain of his or her responsibilities under this policy to other University officials if the Title IX Coordinator determines that it is reasonable and consistent with the purposes of this policy.
- Grievance officers will be selected from University officials who have been trained to perform the responsibilities described in this policy.

Advisors and Attorneys:

- Complainants and respondents may each have an advisor of their choosing as they go through the formal complaint process. Parties may select an advisor, provided the advisor is willing to participate and does not have a conflict of interest. The advisor’s role is to provide support and to give advice. Advisors do not assume a lawyerly role, nor should they interrupt or interfere with the process. During a proceeding, the advisor may speak only to the complainant/respondent. The Title IX Coordinator will determine whether a conflict of interest exists and whether the party must select a different advisor.
- The University recognizes that the parties may consult with legal counsel concerning their situations.

Principles and Protections

FERPA: FERPA generally prohibits nonconsensual disclosure of personally identifiable information from a student's education record. However, FERPA permits the University to disclose certain information in connection with sexual misconduct proceedings, and the University may make use of such exceptions.

Confidentiality: University officials will protect (as far as is reasonably possible in the circumstances) the privacy of the accuser and the accused. However, the University cannot guarantee the anonymity of an individual making an informal report or a formal complaint. The University may disclose information provided by accusers, accused, or others in order to comply with legal requirements or promote the safety of students and employees. The University will take all reasonable steps to investigate and respond consistent with any request for confidentiality.

False Claims: The University recognizes that false allegations of sexual misconduct can have serious effects on innocent men and women. Therefore, the University may take disciplinary action in cases where frivolous, false, or vexatious complaints are submitted.

Retaliation: The University strictly prohibits any retaliation, intimidation, or coercion directed against an employee, student, or other person who, in good faith, has registered a complaint, reported an incident, or otherwise assisted or participated in an investigation or proceeding under this policy. Any student who, after appropriate investigation, has been determined to have retaliated against an employee or student will be subject to disciplinary action, up to and including immediate dismissal/expulsion. If any employee or student believes he or she has been retaliated against, the employee or student should directly and immediately contact one of the Sexual Misconduct Report Receivers or grievance officers.

Initial Response: Notification, Support, and Safety

Upon receipt of a report of sexual misconduct, the University's initial response will consist of notifying the appropriate University officials, providing information and support to alleged victims of sexual misconduct, and taking steps to promote the safety of the campus.

Notifying University Officials:

- The University employee who received the report of sexual misconduct should immediately notify the Title IX Coordinator of the incident.

- If the accused is an employee, the director of Human Resources will be notified. If the accused is a student, the dean of students for community life will be notified. Other University officials may also be notified as needed to accomplish the purposes of this policy.
- Reports of sexual misconduct will also be shared with the Office of Safety and Security, which will evaluate the risk presented to campus safety, determine whether local law enforcement needs to be notified, and incorporate the information into federally required campus crime records and aggregate statistics (i.e., without personal information).

Providing Accusers with Information and Support:

A University official (either one of the Sexual Misconduct Report Receivers or another person designated by the Title IX Coordinator) will meet with the accuser to discuss the following:

- Resources: The University official will provide the accuser with written notification of existing counseling, health, mental health, victim advocacy, legal assistance, and other services for victims both on and off campus.
- Interim measures: The University official will discuss assistance in changing academic, living, transportation, and working situations if such accommodations are reasonably available, to support the accuser and provide separation from the accused.
- University complaint process: The University official will interview the accuser and obtain a written statement. The University official will explain to the accuser the options to pursue informal or formal action under the University Sexual Misconduct Policy. If the accuser decides to pursue a formal complaint process, the accuser will be asked to submit a written complaint. The University official will seek consent from an accuser before beginning an investigation, but the University may need to pursue an investigation even without the consent of the accuser. The accuser will be notified if the University determines to make its own investigation.
- Reporting to law enforcement: The University official will notify the accuser of the right to file a criminal complaint and that the Office of Safety and Security is available to assist in such process.
- Confidentiality: The University official will tell the accuser that the ability to maintain confidentiality and not disclose identifying information may be limited, the University can't ensure confidentiality, and restrictions to promote confidentiality may limit the investigation.

- Retaliation: The University official will tell the accuser that federal law and school policy prohibit retaliation, that school officials will take steps to prevent retaliation and take strong responsive action if it occurs, and that the accuser should report any incidents of retaliation.

Promoting Campus Safety:

University officials will determine whether the information provided about alleged sexual misconduct presents an ongoing threat. The University may determine it is necessary to issue a warning to the campus community about potential dangers, but will protect the confidentiality of the accuser as far as reasonably possible. If there is evidence that an accused's continued presence may constitute a threat to others or to the continuance of normal University operations, interim suspension, eviction, and/or other restrictions may be imposed immediately and without prior notice.

Preliminary Screening of Information

Upon notification of alleged sexual misconduct, the Title IX Coordinator will initiate a preliminary investigation to determine whether there is reasonable cause to support an investigation of the accused and, if so, what policy violations should be investigated.

If the preliminary inquiry does not yield enough evidence to require an investigation, the accuser will be notified and the matter will be closed. If there is evidence to support the allegation, the Title IX Coordinator will assign one or more grievance officers to conduct a formal investigation or, if requested by the accuser and agreed to by the Title IX Coordinator, an informal process.

Option of Informal Process

If an accuser has requested an informal process and the Title IX Coordinator agrees, then the accused will be notified of the invitation to participate in an informal process. Informal processes (such as mediation) are permissible in certain cases, but not for severe cases of sexual misconduct. For example, mediation, even on a voluntary basis, is not appropriate in cases of allegations of sexual assault. At any point during the informal process, the accuser, the accused, a grievance officer or the Title IX Coordinator may terminate the informal process and initiate a formal process.

Formal Process

Formal Complaint Procedure: Investigation

- If at any time a decision is made to initiate a formal complaint procedure, then the grievance officer(s) and Title IX Coordinator will develop the formal investigation strategy and outline a proposed timeline not to exceed 60 days.
- The Title IX Coordinator or assigned grievance officer(s) will obtain a written complaint (if one has not yet been obtained) from the complainant and present it to the respondent. The respondent must provide a written response to the grievance officer within one week of receipt of the written complaint. Respondents may choose not to participate in the investigation; however, the investigation will proceed and the finding will be based on all the available evidence.
- If appropriate, additional investigation will be conducted by the grievance officer(s), and may include personal interviews and research. The grievance officers may also obtain assistance from the Office of Safety and Security in interviewing the accused or other parties. The accuser and the accused are entitled to an equal opportunity to present relevant witnesses and other evidence, to have an advisor present when interviewed, and to receive periodic status updates.
- If additional written statements or complaints are obtained during a formal investigation, the original complaint may be supplemented and the new information may be evaluated by the grievance officer(s), provided that the accused shall be presented with a copy or summary of such written statements or complaints and allowed one week to provide the grievance officer(s) with a written response.

Formal Complaint Procedure: Decision

- Based on information from the investigation, the grievance officer(s) will make a recommendation for a finding using a preponderance of the evidence standard (that is, whether a finding is more likely than not). If the recommended finding is that the accused has violated the sexual misconduct policy, the grievance officer(s) will also make a recommendation regarding corrective action for the accused.
- If the respondent is an employee, then the recommendation will be evaluated by the Title IX Coordinator and the area vice president. If the respondent is a residential student, then the recommendation will be evaluated by the Title IX Coordinator and the director of

Residence Life. If the respondent is someone other than a residential student or employee, then the recommendation will be evaluated by the Title IX Coordinator and the dean of students for community life. The applicable pair of University officials may either require additional investigation by the grievance officer(s) or make a decision based on the recommendation provided, which decision may adopt some, all, or none of the recommendation.

- The type and degree of any corrective action will depend on the circumstances of each situation. Conduct history may be taken into account. Failure to fulfill the terms of corrective action may result in additional and more severe corrective action. The types of corrective action that may be implemented include, but are not limited to: (1) a warning, (2) a written reprimand, (3) disciplinary probation, (4) suspension (termination of housing and/or student status for a specified period of time and with specific conditions), (5) dismissal (termination of housing and/or student status), (6) termination of employment, (7) attending counseling, (8) paying restitution or fines, (9) performing community service, (10) transferring to a different residence hall or housing unit, (11) being excluded from areas on campus, and/or (12) being restrained from contact with specific individuals or organizations.
- Both parties will be notified of the decision separately within three weekdays of the decision. Both the complainant and the respondent shall be simultaneously informed, in writing, of: (A) the outcome of any proceeding that arises from an allegation of sexual misconduct; (B) the University's procedures for the accused and accuser to appeal the results of the proceeding; (C) any change to the decision that occurs prior to the time that such decision become final; and (D) when such decision becomes final.
- In the case where the respondent is a student or the complainant is a student, the dean of students for community life, the Title IX Coordinator, the director of Residence Life, the director of Student Programs, or a grievance officer will meet with the respondent and/or complainant (whichever was a student) separately to go over the decision.

Formal Complaint Procedure: Appeals

- Either party may appeal the decision by filing a written appeal with the Title IX Coordinator. Unless otherwise stated in the written decision, the appeal must be received by the Title IX Coordinator within seven calendar days after the earliest of when the party

is sent the decision by mail, email, or hand-delivery. The appeal must include a copy of the written decision and a description of the reason for appeal.

- The reasons for appeal may only be
 - new evidence not available at the time of the investigation that may alter the outcome,
 - procedural error(s) or unfairness that may alter the outcome, or
 - the sanctions imposed are not appropriate to the violation(s). If the appealing party is an employee, the appeal goes to the president. If the appealing party is not an employee (e.g., a student or a visitor), the appeal goes to the vice president for student life.
- The appealing party shall also provide copies of the appeal to the grievance officer(s). The grievance officer(s) or Title IX Coordinator will provide a copy of the appeal to the other party, and the other party may file a written response to the appeal by the earliest of seven calendar days after the appeal is sent by mail, email, or hand delivery to the other party.
- Corrective action will generally be imposed with reasonable promptness following a decision and will not be postponed on account of any appeal, unless the Title IX Coordinator determines that there are compelling reasons for postponing some or all of the corrective action until the resolution of an appeal.
- The reviewer of the appeal shall make a decision within two weeks of receiving the appeal (or, if later, within one week of receiving the other party's response to the appeal).
- The reviewer of the appeal may either affirm the decision completely, affirm a finding as to the existence of a policy violation but modify the prescribed corrective action, remand the case for additional fact-finding and consideration by the grievance officer, or require a new formal investigation with new grievance officer(s). If the reviewer does not call for further action by the grievance officer, then the decision of the reviewer shall be final, and no more appeals will be permitted.

Additional Definitions of Relevant Terms

For purposes of this Sexual Misconduct Policy, the following terms have the definitions stated below.

Consent: Consent means freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the

initiator of the sexual activity to ensure that she or he has the other person's consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that she or he no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol. Individuals cannot assume consent because of the existence of a previous dating or sexual relationship. The use of alcohol or drugs does not diminish a person's responsibility to obtain consent for sexual activity. (This definition of consent is not meant to condone sexual activity that is in violation of the University's Lifestyle Expectations, but is included in order to define other terms in this policy).

Dating violence: Dating violence is violence committed by a person who is or has been in a social relationship with the victim.

Domestic violence: Domestic violence means violence committed within a domestic relationship (e.g., between current or former spouses, or between cohabitants).

Gender-based harassment: Gender-based harassment is harassment based on notions of what is female/feminine versus male/masculine but that does not constitute sexual harassment.

Sex-based discrimination: Sex-based discrimination means excluding a person from participation in, denying a person the benefits of, or otherwise subjecting a person to discrimination under any University education program or activity, in each case on the basis of sex.

Sexual assault: Sexual assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to, sexual intercourse without consent (i.e., rape), intentional and unwelcome touching of a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast), or coercing, forcing, or attempting to coerce or force someone to touch another person's intimate parts.

Sexual exploitation: Sexual exploitation means abusing (or attempting to abuse) a position of vulnerability or trust for sexual purposes. Examples include, but are not limited to, non-

consensual recording (video, audio, or otherwise) and/or distribution of sexual activity or of another person's intimate body parts, or engaging in or facilitating voyeurism.

Sexual harassment: Sexual harassment is any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive such that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University's educational programs or employment opportunities.

Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Stalking behavior can include: (i) persistent, unwanted communications to the victim by phone, email, and/or other social media; (ii) repeatedly sending the victim unwanted gifts; (iii) following or waiting for the victim at home, school, work, or elsewhere; and (iv) direct or indirect threat(s) by the stalker to harm herself or himself, the victim, or the victim's friends and family, or to damage the victim's property.

Nondiscrimination Complaint Procedures

Policy

Seattle Pacific University holds that all persons are created in the image of God and possess intrinsic dignity and worth. Likewise, the University respects and values the uniqueness of each racial and ethnic group and values the right of our community members to work, study, and communicate with one another in an atmosphere free from sexual or racial harassment, and discrimination based on gender, race, age, or status as a person with rights to disability accommodation.

Therefore, it is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities, as required by applicable laws and regulations.

As a religious educational institution operating under the auspices of the Free Methodist Church of North America, Seattle Pacific University is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

If you have any questions regarding this policy, contact either of the following persons:

- Vice President for Student Life
206-281-2481
Room 209 Student Union Building
Seattle Pacific University
3307 Third Avenue West
Seattle, WA 98119
- Director of Human Resources
206-281-2809
330 W. Nickerson St.
Seattle Pacific University
3307 Third Avenue West
Seattle, WA 98111

Violations of the University's nondiscrimination policies should be reported as soon as possible after the alleged action for possible resolution, investigation, and corrective action (if necessary). For instructions on reporting sex discrimination to University officials, see the University's Sexual Misconduct Policy. Reports of other forms of discrimination should be made to the complaint coordinators identified below. Questions regarding Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination on the basis of gender in education programs or activities, may be referred to the Director of Human Resources, who serves as the University's Title IX Coordinator, or to the U.S. Department of Education's Office for Civil Rights.

Definitions

"Area Vice President" means a vice president of the University with supervisory authority for a particular area.

"Business Day" means any day other than a Saturday, Sunday, or University holiday.

"Complaint Coordinators" are responsible for responding to questions regarding the University's nondiscrimination policy. Complaint Coordinators also (1) evaluate Complaints in order to assign them to a Mediator (if appropriate) or to an Investigator; (2) receive and review recommendations from the Mediator or Investigator; and (3) evaluate material and recommendations received from the Mediator or Investigator, and submit recommendations and materials to the appropriate Decision Maker. The following individuals are the Complaint Coordinators:

- Vice president for student life or designee, 206-281-2481
- Director of Human Resources or designee, 206-281-2678

If one of the Complaint Coordinators is the Respondent, please contact the other Complaint Coordinator. If both Complaint Coordinators are Respondents (or they and their designees are unavailable), then please contact any Area Vice President or the President. The President or Vice President contacted by the Complainant should then appoint a special Complaint Coordinator to handle the Complaint.

"Complainant" means a person who files a Complaint under these procedures.

“Complaint” is an expression of dissatisfaction over something a person has experienced and that may be a violation of the University’s nondiscrimination policy. In order to begin the grievance procedure (whether informal or formal), the Complaint should be presented to a Complaint Coordinator as soon as possible after the alleged action. If a Complaint does not involve an alleged violation of the University’s nondiscrimination policy, the Complainant may be directed to other University offices (e.g., Student Life or Human Resources) or other resources (e.g., Student or Staff Handbook). If a Complaint involves a University employee, other policies or procedures may also be applicable and adjustments to this procedure may be necessary. The University, in its sole discretion, may decide not to follow these procedures in the case of Complainants or Respondents who are not University employees or students, and the University reserves the right to take any action it deems appropriate to protect the University community and the University’s best interests.

“Decision Maker” means the Provost if the Respondent is a student or faculty member (including regular and adjunct faculty members and instructors, whether employees or contractors), and in other cases means the Area Vice President who has supervisory authority over the Respondent or responsibility over matters involving the Respondent. For example, if the Respondent is an employee of a University vendor, and the vendor’s contract or relationship with the University falls within the area of responsibility of the Senior Vice President for Planning and Administration, then the Senior Vice President for Planning and Administration is the Decision Maker for purposes of these procedures. If the Complaint involves an Area Vice President (or any other employee reporting only to the President) as the Respondent, then the President (or designee) is the Decision Maker. If the Complaint involves the President as the Respondent, then the Chair of the Board of Trustees (or designee) is the Decision Maker. If deemed necessary or appropriate, the Chair may refer the matter to the Board of Trustees or its Executive Committee.

“Decision Reviewer” means the person, committee or board who reviews the Determination, if appealed. If an Area Vice President is the Decision Maker, then the President (or designee) is the Decision Reviewer. If the President is the Decision Maker, then the Chair of the Board of Trustees (or designee) is the Decision Reviewer. If the Chair of the Board of Trustees (or designee) is the Decision Maker, then the Board of Trustees (or designee, for example the Executive Committee), is the Decision Reviewer.

“Determination” means the decision made by the Decision Maker on a Complaint.

“Investigators” are responsible for investigating and making recommendations to the Complaint Coordinator for resolving Complaints. The Investigator is the University employee or agent appointed by the Complaint Coordinator who first receives the Complaint. The Complaint Coordinator shall consult with the Decision Maker in selecting the Investigator.

“Mediators” are responsible for attempting to resolve a Complaint between the Complainant and the Respondent. The Mediator is the University employee or agent appointed by the Complaint Coordinator who first receives the Complaint. The Complaint Coordinator shall consult with the Decision Maker in selecting the Mediator. Nothing prohibits the Mediator in a matter from later serving as the Investigator, if the Complainant, Respondent, Complaint Coordinator, and Decision Maker agree.

“Respondent” means the person accused by the Complainant of violating the University’s nondiscrimination policy.

“University Holiday” means those holidays scheduled on the University’s master calendar when the University’s administrative offices are closed for business.

Deadline for Filing a Complaint

Complaints of alleged violations of the University’s nondiscrimination policy should be reported as soon as possible, but normally, no later than 180 calendar days after the alleged incident.

Reports of Complaints

Who Receives Complaints

Complaints of alleged violations of the University’s nondiscrimination policy should be made to one of the Complaint Coordinators. The Complaint Coordinator should schedule a meeting with the Complainant as soon as reasonably possible to discuss the Complaint, and the process, and to gather additional information. Note: Any community member who feels he or she is in immediate danger should call Campus Security at 206-281-2911.

Responsibilities of the University’s Supervisory Employees

A University Supervisory Employee or faculty member who has reasonable cause to believe the University’s nondiscrimination policy has been violated should promptly report the incident to one of the Complaint Coordinators. For purposes of these procedures, the term “Supervisory

Employee” means any University employee whose normal job responsibilities include supervising the work of any other University employee.

Form and Contents of Complaints

Complaints may be verbal or in writing. A writing includes electronic documents, such as emails. The Complaint Coordinator or assigned Investigator may request a written and signed statement from the Complainant. If the Complaint Coordinator accepts a verbal Complaint, the Complaint Coordinator should summarize the Complaint in writing and ask the Complainant to sign the summary as evidence of its accuracy. The Complaint should include as much of the following information as possible: (1) the name of the Complainant; (2) the identity of the Respondent (or description if the identity is not known), and any available contact information for the Respondent; (3) the date, time and location of the alleged incident or incidents and any pattern of similar behavior; and (4) a description of the alleged incident. A copy of the Complaint should be provided to the Respondent (or a summary if only a verbal Complaint is received). The Complaint Coordinator will also need to know the Complainant’s contact information and should request the names and contact information for any potential witnesses; a description of any available evidence; a description of the Complainant’s reaction to the incident; a description of any prior incidents; and any other information that the Complainant believes may be helpful to an investigation. This additional information need not be included in the Complaint, but may be provided or documented in a separate writing.

University-Initiated Complaints

The University, in its sole discretion, may initiate its own Complaint if an alleged victim declines to file a Complaint.

Who Receives Copies of Complaints

The Complaint Coordinator who receives the Complaint should provide copies of the Complaint or summary of the Complaint to the following individuals (unless the Complaint Coordinator is also the person entitled to notice):

- The Decision Maker.
- When the accused is a student (including a student in capacity as a student employee), the vice president for student life should be notified.

- When the accused is an employee of the University, the director of Human Resources should be notified.

Informing the Respondent

After receipt of a Complaint, the Complaint Coordinator should notify the Respondent promptly, and should provide a copy of the Complaint or a summary of the Complaint (if a written Complaint has not been filed). The Complaint Coordinator should briefly describe the University process and direct the Respondent to these procedures. The Respondent should be reminded that it is a violation of University policy and may be a violation of federal law (depending on the allegations) to retaliate in any way against the Complainant. The Respondent should be reminded to abide by the confidentiality provisions of these procedures. The Respondent shall have five Business Days to provide a written response to the Complaint, unless the Complaint Coordinator (in the Coordinator's sole discretion) expressly permits in writing a longer period of time. The Respondent must make a written request for the extension before the end of the five-day period. The Coordinator should consider vacation, leave schedules, and extraordinary circumstances before permitting an extension. If the Respondent wishes, a verbal response may be given to the Complaint Coordinator, who will prepare a written summary to be approved by the Respondent. If the Respondent has no corrections or declines to sign the summary, the summary shall be deemed accurate and complete for purposes of these procedures. Notwithstanding the foregoing, if the Respondent is not a faculty member, other employee or student of the University, then the Decision Maker or the President may elect to handle the matter outside of these procedures. For example, the matter may have to be investigated with the help or cooperation of the Respondent's outside employer.

Informal Resolution

The Complainant may request that the Complaint be handled through this informal resolution process. Both the Complaint Coordinator and the Respondent must agree to the informal resolution process. If appropriate, the Complaint Coordinator may suggest that the Complainant consider pursuing an informal resolution. If the Complainant does not wish to attempt an informal resolution, then the matter shall proceed to investigation. Generally an informal resolution of a Complaint will not involve a formal investigation, findings, or unilateral disciplinary action. Complaints involving possible misunderstandings or miscommunication between the parties should be considered for informal resolution. This informal resolution

process may not be appropriate if the allegations involve more serious violations, intentional violations or a repeated incident after a prior informal resolution involving the Respondent.

If the Complainant desires to attempt informal resolution, then the Complaint Coordinator shall provide the Respondent with a copy of the Complaint, or a summary of the Complaint if there is no written Complaint.

If the Respondent agrees to participate in the informal resolution process, the Complaint Coordinator shall assign a Mediator to the matter (if deemed appropriate), and shall provide the Mediator with a copy of the Complaint or a copy of the summary provided to the Respondent, along with the contact information for both parties. The Mediator will be selected in consultation with the Decision Maker.

The Mediator shall contact both parties and schedule a mediation session as soon as possible. The Mediator may interview the parties before the mediation and ask for documents or other evidence from the parties. The Mediator should clearly set forth the ground rules for the mediation process. Information and discussions during informal negotiations are confidential and not to be considered part of any later formal investigation related to the original complaint (unless required by law), nor is the mediator available to be called upon for information during any subsequent formal investigation.

The goal of this informal resolution process is to achieve a voluntary and mutually acceptable resolution of the Complaint. The Mediator shall not be required to follow any particular process or approach. Either party, the Mediator or the Complaint Coordinator, may end the informal resolution process at any time. In the event of a termination of the informal resolution process, the Mediator should immediately inform the Complaint Coordinator, and should submit a written report to the Complaint Coordinator. The report may contain non-confidential information disclosed during the informal resolution process (including, but not limited to, statements made by the parties and the identity and statements of any witnesses or other evidence).

If the mediation results in a resolution of the Complaint, the Mediator shall document the resolution in a writing signed by both parties, and then provide a copy to the parties and the Complaint Coordinator.

The Complaint Coordinator should evaluate the appropriateness of the resolution. If the Complaint Coordinator does not believe the resolution is voluntary and mutually acceptable or otherwise believes the resolution is inappropriate, the Complaint Coordinator may still initiate a formal investigation of the Complaint. The Complaint Coordinator and the University may disregard any informal resolution.

Formal Grievance Investigation

If the Complaint has not been informally resolved, the informal resolution process is not used, the informal resolution process has been terminated, or the Complaint Coordinator believes a formal grievance investigation is warranted, then the Complaint Coordinator shall assign an Investigator to proceed with an investigation. The Investigator will be selected in consultation with the Decision Maker. The investigation may be streamlined, but should be impartial and as thorough as appropriate under the circumstances. An Investigator should be assigned by the Complaint Coordinator as soon as possible after receiving notice that the informal resolution process has been terminated, or after determining that an investigation should take place.

The Complaint Coordinator shall provide the Investigator with a copy of the Complaint, the Respondent's response (if any), and any other information, or documents that the Complaint Coordinator believes should be shared with the Investigator, including the Mediator's summary report, if any.

The Complainant and the Respondent should be interviewed by the Investigator and given an opportunity to submit any evidence. The Investigator should also interview any key witnesses who may have knowledge bearing on the matter and may require the Complainant or Respondent to provide additional documentation, information or evidence as appropriate. The investigation should be completed as expeditiously as reasonably possible, depending on the seriousness of the allegations, witnesses, available evidence, schedules, and available resources. The investigation need not be exhaustive, but should be reasonably complete, depending on the circumstances.

Parties may seek outside legal counsel at their own expense, but such counsel may not participate in the University's internal proceedings.

After completion of the investigation, the Investigator should prepare written recommended findings as to the validity of the Complaint, and should provide those recommended findings to

the Complaint Coordinator. Within seven Business Days after receipt of the written recommended findings, the Complaint Coordinator should recommend resolution of the Complaint to the Decision Maker, or should refer the matter back to the Investigator if the Coordinator believes additional investigation is warranted. The Coordinator may interview the Investigator and ask for clarification or ask any questions. The Decision Maker will make the Determination and communicate the Determination to the Complainant and the Respondent. The Decision Maker may ask questions of the Investigator or Complaint Coordinator, and may refer the matter back to the Complaint Coordinator if the Decision Maker believes that additional investigation is warranted.

For purposes of the Determination, facts shall be deemed established if the existence of a fact is more probable than its non-existence. The Determination should be supported by the established facts on a more-probable-than-not basis.

Appeal of Determination

Either party may appeal the Determination by filing a written Notice of Appeal (“Notice”) with the Decision Maker. The Notice must be filed within seven Business Days after the Determination is mailed to the appealing party or five Business Days after the Determination is received by the appealing party (whichever is earlier), or such other longer deadline indicated in the Determination. The Notice must include a copy of the Determination and a description of the errors being appealed. A Notice is deemed “filed” when the Decision Maker or the Decision Maker’s office receives the Notice. The Decision Maker should immediately forward the Notice of Appeal to the Decision Reviewer.

The appealing party shall also provide copies of the Notice to the Complaint Coordinator. The Complaint Coordinator will provide a copy of the Notice to the other party. The other party may file a rebuttal statement to the appeal within seven Business Days after the Notice is mailed to the other party, or five Business Days after receipt of the Notice by that party, whichever is earlier.

The Decision Reviewer shall review the appeal. Errors of fact should be corrected if clearly erroneous and prejudicial. Errors in the final determination should be reversed or modified if resulting from an abuse of discretion. The Decision Reviewer (in its sole discretion, based on the best interests of the University) may take any appropriate action, including, but not limited to, affirming, modifying, or reversing the Determination or requiring that additional investigation be

performed. The Decision Reviewer shall provide a copy of the written appeal decision to (1) both parties, (2) the Decision Maker, and (3) the Complaint Coordinator. The decision of the Decision Reviewer shall be final.

Nothing in these procedures shall prevent qualified faculty members from pursuing remedies or procedures available under the Faculty Employment Handbook or otherwise provided by the University.

Confidentiality

All persons involved in (a) reporting a Complaint, (b) the informal resolution process, or (c) investigation, whether as a Complainant, Respondent, or witness, are expected to hold in confidence the substance of the allegations made in the Complaint and all matters they know related to the Complaint, the informal resolution process, or the investigation. Complaints often involve sensitive matters, and all the facts may not be known. Any premature disclosure of information outside the informal resolution or investigation process may not be fair to the Respondent or the Complainant. University representatives may share information on a need-to-know basis, or as required or permitted by law or regulation (for example, in response to requests by the Equal Employment Opportunity Commission or the Office for Civil Rights).

Prospective Complainants with concerns about confidentiality or the desire to keep confidential their identity should discuss these with the Complaint Coordinator before filing a Complaint (whether verbally or in writing). The University cannot guarantee the confidentiality of a Complainant's or prospective Complainant's identity, but may take into account the concerns of the Complainant or prospective Complainant and the need to protect the community, if deemed appropriate in the University's sole discretion.

Retaliation

The University strictly prohibits any retaliation, intimidation, or coercion directed against any person who files a Complaint, reports any violation, of the University's nondiscrimination policy, intends to file a Complaint or report any such violation or otherwise participates in a Complaint resolution process (whether formal or informal). Any person who, after appropriate investigation, has been determined to have retaliated against any person for using, or expressing the intent to use, these grievance procedures may be subject to disciplinary action, up to and including immediate dismissal/expulsion. Any person who believes he or she has been retaliated against for

filing a Complaint, threatening to file a Complaint, or otherwise participating in a Complaint resolution process should contact one of the Complaint Coordinators or the President's Office.

Amendments

These procedures may not fully anticipate or address all possible situations. Therefore, the University reserves the right to amend or clarify these procedures at any time, with or without prior notice.

Residential Living

Residence Life Mission

As educators, we seek to provide a living-learning environment that encourages educational excellence and personal growth. We are committed to the following:

- Providing a residential community founded on Christian faith and values.
- Providing residential housing facilities that are safe and welcoming.
- Training and supervising student leaders.
- Offering co-curricular programming according to student developmental needs.
- Operating a fair and just disciplinary process.
- Advising residence hall councils.

Staff and Student Leadership

The director of Residence Life oversees the Residence Life program. The director (or designee) also serves as the appellate source for residential disciplinary cases. The assistant director of Residence Life provides leadership to departmental programs and offers support and counsel to the director and ORL staff.

Each residence hall is supervised by one or two live-in residence life coordinators (RLC) or area coordinators (AC). These professional staff members hold master's degrees in counseling, student development, or a related field. RLCs and ACs provide leadership by supporting the development of a living-learning community, advising and supervising student leaders, informing and educating the community on University-related policies and procedures, and interacting with students about personal development of Christian faith, values, lifestyle choices, and academic progress.

Resident advisors (RAs) are students selected to assist with the implementation of residential policies, procedures, services, and programs. They are trained in peer counseling, leadership, management, and community development, and they serve as resource persons for residents on a daily basis.

The residence hall council consists of students elected by their peers to provide leadership in the hall. They plan hall-wide programs and activities that emphasize social, intellectual, and spiritual growth, and practice good stewardship in the allocation and management of resources.

Student ministry coordinators (SMCs) are students trained by the Office of University Ministries to give primary attention to the spiritual needs of students in the residence halls. SMCs coordinate activities such as Bible studies, prayer groups, outreach projects, and individual and group discipleship programs.

Residential Calendar

View the Residential Calendar for the current academic year.

Occupancy Guidelines

Eligibility

Undergraduate housing is reserved for single students who are matriculated (admitted), are registered for nine or more credits each quarter, and are younger than 25 years of age as of the start of Autumn Quarter. Students enrolled for three to eight credits are housed as space permits. Dropping from full-time to part-time status does not automatically cancel a Room and Meal Plan Contract. If demand for campus housing exceeds supply, priority will be given to students who are required to live on campus.

Residential Living Requirement

SPU is committed to the education of the whole person. For this reason, the residential experience is considered an integral part of a student's education. Research shows that students who belong to a campus residential community have a more productive, and ultimately more satisfying, college experience than those who live off campus.

A two-year guarantee of housing (six consecutive quarters) is given to first-time freshman. SPU strongly encourages students to live on campus subsequent quarters as space is available. The Residential Living Requirement is evaluated yearly to support the residential experience, as well as to respond to housing demand. Students are required to live on campus unless

- They are 20 years or older prior to the first day of class in the quarter for which they are applying;

- They live at home with parent(s), legal guardian(s), spouse, or dependent children;
- They are graduate students; or
- They are enrolled for eight credits or less.

If none of these criteria apply and you believe you have a situation that warrants special consideration, you may petition ORL for an exemption. Approval is granted only for exceptional need or hardship. Any student living off campus without the approval of ORL will not be permitted to register until he or she is in compliance.

Room Consolidation and Space Utilization

A student contracts for a space on campus, but not for a specific hall, room, apartment, or roommate. SPU reserves the right to

- Assign roommates unilaterally;
- Reassign students who are without roommates;
- Use a room when it is not occupied;
- Assign single rooms; and
- Reassign students to different units in the event that such reassignments are deemed necessary.

Residents who have an open space in their unit may be assigned a roommate at any time during the quarter with 24-hours' notice. In emergency situations when an immediate relocation is needed, residents waive their right to advance notice. During the academic year, most placements occur during Winter and Spring breaks. If you have a vacant space in your room or apartment when the halls close for break, you must prepare your room before you leave in anticipation of a new roommate. If one is assigned, you will be notified prior to your return to campus (at your SPU email account).

Personal Property

The University will make a reasonable effort to protect the personal property of residents. However, SPU will not be liable for articles lost, stolen, or damaged by fire, water, heat, appliance failure, or natural disasters, or by other individuals. When storing goods in University space, students assume the risk of loss or damage. Students are encouraged to purchase insurance to

cover loss of or damage to personal property, or extend parents' insurance for this purpose. If you believe that any of your personal property has been stolen, inform your RA, RLC, or AC and call OSS at 206-281-2922 to report the theft. They will assist you in contacting the Seattle Police Department.

Disability Accommodations

If you require housing accommodations due to a documented disability, contact the coordinator for disability support services at 206-281-2272 or dss@spu.edu. For Autumn Quarter, returning students should submit their requests in writing by April 1 and incoming students by June 1. For Winter or Spring Quarter, requests should be submitted six weeks before the start of the quarter. If your disability or impairment requires that you have special assistance in an emergency situation, note it on your Campus Housing Application and notify your RA or RLC when you arrive on campus.

Checking In and Out

Upon move-in, each student will complete a check-in form to record the residence's condition. Upon check-out, the residence will be inspected to assess any change in condition. If cleaning or maintenance are required, the student will be financially responsible. Students who fail to make check-out appointments or leave without checking out will be fined a minimum of \$75.

Keys

Room keys are issued to all students at the completion of check-in. In Ashton, residents' keys open the main doors of the hall as well as their rooms. In Emerson, Hill, Moyer, and Arnett Halls, and as well as the Wesley Apartments, residents' Sea Pac Passes open the main doors of the building and a separate key allows them access to their rooms. All other apartment residents are issued one key that allows them access to their unit. Carry your key and Sea Pac Pass with you whenever you leave your room. Do not give your key or Sea Pac Pass to another person for building access.

The residence halls are locked at all times. If you are locked out, a temporary key and/or keycard may be checked out at OSS. If a room key is reported lost or not returned, the lock will be changed and you will be charged a re-core fee. For the safety of yourself and other students, promptly report the loss of keys or Sea Pac Passes. Room keys may not be duplicated or given to others.

Anyone who illegally possesses, uses, or duplicates a University key will be subject to a fine and/or disciplinary action.

Damages

Students are financially responsible for all changes in the condition of their residences, as well as damages they make to common areas. If individual responsibility for damage cannot be determined, charges may be assessed equally among room/apartment residents, or, for common areas, equally among floor and/or hall residents (see Pranks and Other Inappropriate Activities).

Room Change

Students may obtain guidelines for room changes from their RAs. Room changes are approved on a case-by-case basis depending on individual circumstances. Because of the educational nature of the residential community, your RLC may require you to participate in a roommate mediation or similar process before allowing a room change. Approval must be received, room change paperwork submitted, and checkout paperwork completed prior to moving. Students who move to another room without permission may be subject to disciplinary action.

Due to the need to establish the hall community and to provide a smooth transition into the academic year, no room changes will be permitted during the first four weeks of Autumn Quarter or the first week of Winter and Spring quarters. If you are approved for a room change at the end of the quarter, you must move into your new unit prior to the closing of the residence halls so that the space you vacate is ready for a new resident.

Quarter-Break Housing

During Christmas and Spring breaks, residence hall students must vacate their rooms; however, campus houses and apartments (CHA) will remain open. For emergency and security reasons, CHA residents should inform their RA of plans to be away overnight during breaks. Students living in residence halls who want to remain on campus during those times may contact students living in CHA to request use of their apartment during the break.

Subletting

Under no circumstances may a student sell, transfer, or sublet his or her contract to any other person, including another student.

Summer Housing

If you wish to live on campus during the summer, you must contract for housing from the end of Spring Quarter until Autumn Quarter begins. To qualify, you must be a continuing residential student and be enrolled for either Summer Session(s) or Autumn Quarter. If space is available, graduating seniors are also eligible. Summer housing information is available early in Spring Quarter.

Meal Plan Guidelines and Options

Meal Plan Requirement and Options

Residence Halls: Students living in the residence halls are required to choose a Weekly Block Plan. There is no refund or adjustment made for meals missed. A meal plan is required because the dining hall provides an opportunity for community-building; residence-hall kitchens are not designed to accommodate daily meal preparation; OSS has determined it would be a fire hazard to allow general meal preparation in the residence halls; and the meal plans are kept at a lower price because of the ability to determine a specific number of diners.

Campus Houses and Apartments: Although not required, students living in CHA may choose any plan, including a Block 25, a Block 50, or Advantage Points. A Sea Pac Pass is needed to access your meal plan. Meal plans are nontransferable; another person may not use your Sea Pac Pass at any time.

Meal Plan Changes

Students on quarterly meal plans may change their plan during the dates noted on the Residential Calendar. Change requests are not accepted outside of these dates.

Special Dietary Needs

If you have a special diet or food allergy, contact Dining Services at 206-281-2356 to discuss options to meet your needs. Medical documentation may be required. A selection of vegetarian and vegan items is offered at all meals. Students with dietary needs that are unable to be met by Campus Dining should consider living in CHA, where a meal plan is not required.

SPU Point Balances

SPU point balances will carry forward through Spring Quarter, provided you remain on a quarterly meal plan; however, SPU points cannot be used during breaks. Access to SPU points ends at 5 p.m. on the Friday before Commencement; any remaining balance will be forfeited. If a student cancels his or her quarterly meal plan, he or she forfeits any remaining SPU points at that time.

Advantage Point Balances

Unused advantage points will carry from quarter to quarter and year to year. If no activity is recorded on an account for three consecutive quarters, any remaining advantage points will be forfeited. Advantage points purchased on your housing contract do not automatically renew at the end of the quarter; you may renew them at your discretion in OUS, via the Banner Information System, or via your Campus Card Services online account. A \$25 minimum purchase is required. Advantage points are nonrefundable.

Block Meal Plan Balances

Unused blocks will carry from quarter to quarter and year to year. If no activity is recorded on an account for three consecutive quarters or if you change to a quarterly meal plan, any remaining blocks will be forfeited. Block 25 and Block 50 plans purchased on your housing contract do not automatically renew at the end of the quarter; you may renew them at your discretion in OUS or online via the Banner Information System. Block plans are nonrefundable.

Schedule Conflicts

If your class, work schedule, or extra-curricular activity doesn't allow you time to use your Weekly Block, Block 50, or Block 25 plan in Gwinn Commons, you may use one of your meals to get three items (an entrée, a side dish or dessert, and a beverage) from a Simply to Go case at the Corner Place Market, Academic Perks, or Common Grounds.

Get-Well Meals

If you are injured or ill, and confined to your room, a friend may bring you a meal from Gwinn Commons. Directions and a form to complete can be found at spu.edu/GetWellMeals. Contact your RA, RLC, AC, Dining Services, or Housing and Meal Plan Services with questions.

Dining Hall Behavioral Expectations

Each diner is responsible for maintaining a comfortable atmosphere in Gwinn Commons. Diners must enter through the designated main entrance with a valid Sea Pac Pass or pay cash. If a student allows another to use his or her Sea Pac Pass to access food service, both students will be subject to disciplinary sanctions. Diners are expected to show respect for others and clean up after themselves. Disruptive behavior (including throwing food or other objects) will not be tolerated. Beverage bottles are not to be brought into the dining room. Food, beverages, dishes, and decorations may not be removed from the premises.

Food Service Availability and Hours

The dining hall, Gwinn Commons, provides service beginning with the evening meal on the day that the residence halls open and ending with the evening meal on the last day of examinations (see Residential Calendar. No food service is provided in Gwinn or Falcon's Landing (including Academic Perks) during Thanksgiving, Christmas, or Spring breaks. Food Service schedules can be found online. Hours of retail locations are subject to change.

Room Rates/M meal Rates

Current room and meal rates can be found at Residence Life and Housing. Upon signing the Room and Meal Plan Contract, the student — and parent(s) or legal guardian(s) — agrees to accept responsibility and the legal obligation to pay all room and meal plan charges and other fees incurred. Although the student's parent(s) or legal guardian(s) may serve as co-signer(s), the student remains primarily responsible and legally obligated to SPU.

Termination of Room and Meal Plan Contract

The Room and Meal Plan Contract remains in effect until the end of the contract period, but may be terminated under the following conditions:

- A student officially cancels his or her enrollment.
- A student violates the terms of this contract; University rules or policies; or local, state, or federal laws. SPU reserves the right to cancel the contract with no refund of room and meal plan charges.
- A student is not required to live on campus.

Withdrawal From Housing

To cancel a contract, you must complete a Withdrawal from Housing form, available in OUS (see Room Deposit Refund Deadlines for continuing students). You must also complete a checkout appointment with your RA prior to leaving. If you officially or unofficially withdraw from classes, you are required to vacate University housing immediately and cease using your Weekly Block meal plan. Any student who continues to reside on campus after his or her withdrawal will be liable for room and meal plan charges beyond his or her last date of attendance. Students withdrawing for the following quarter must check out by the residence hall closing date and time for the current quarter (including CHA residents).

Refund Schedule

If you withdraw from University housing after the beginning of the contract period, you will forfeit your room deposit and be refunded your room and meal plan charges based on the day you sign the checkout form, according to the following schedule:

- Prior to midnight on the day the halls open (100%)
- First week of the quarter* (90%)
- Second week of the quarter (75%)
- Third week of the quarter (50%)
- Fourth and fifth weeks of the quarter (25%)
- Sixth week of the quarter or later (0%)

*The first week of the quarter begins the day after the residence halls open and ends the Monday after the first day of classes. Each successive week runs Tuesday through Monday.

SPU points are considered part of the meal-plan charge. The entire charge for the plan will be refunded according to the above schedule. No refunds are given for Block 50, Block 25, or advantage points.

Room Deposit

New students who cancel their housing applications by the stated deadlines on the Residence Life and Housing website will receive a refund of their housing deposit.

Continuing students who contract for Autumn Quarter housing during the spring sign-up process will forfeit their deposit if they cancel their contract any time after reserving housing. For Winter and Spring quarters, continuing students must cancel their contract by the stated deadlines on the Residence Life and Housing website to receive a refund of their housing deposit.

Once a student occupies a room, his or her room deposit will remain on the student account until he or she officially withdraws from University housing. If the room is not damaged and all contract obligations are met (proper notice is given, checkout is complete, etc.), the deposit will be credited to the student's account. If the student has an owing balance, the credit will reduce the amount owed. If the student does not have an owing balance, he or she will be sent an email from Student Financial Services when a credit check or direct deposit has been processed.

Residential Guidelines

In addition to endorsing the SPU Lifestyle Expectations, ORL has established policies and procedures to help create a safe and enjoyable living community. Nearly everyone must adapt his or her lifestyle to some degree in consideration of other individuals or groups. We believe all students have the right at all times to study, sleep, and live in an atmosphere of mutual respect. Students are individually responsible for their behavioral choices and involvement in social activities, which may be spontaneous and without oversight by the University. It is important to understand what is expected of you while a member of the SPU residential community. Standards are designed to allow for the freedom and flexibility of the individual and to ensure the rights and privileges of the community as a whole.

Acceptable Computer Use Policy

Everyone using the campus network is expected to abide by the Acceptable Use Policy. Review the policy prior to your arrival on campus.

Advertising and Posting

Any advertising in campus housing is subject to approval of the RLC or AC. The following criteria should be used as guidelines for advertising:

- Do not use tape. Postings placed on bulletin boards should be hung with staples or push-pins. A temporary adhesive should be used on walls. Postings are not permitted on glass.

- Non-University related postings will be removed if the University needs space. Materials from commercial organizations will not typically be approved for posting.
- Individuals hanging advertisements are responsible for removing them within 24 hours after the event takes place. Undated material will be removed at the RLC's discretion.
- No advertisements can be hung on the exterior of residential buildings, including doors, without prior approval from ORL.

Alcohol

The University does not permit the possession, use, distribution, or sale of alcohol as defined by state and federal law. Students may not use or possess alcohol on University property or as part of any University-related activities, including all undergraduate residences. Prohibited substances will be confiscated and disposed of by University staff members, and students will be subject to disciplinary action.

Business Activity

Campus housing is to be used for residential purposes only. No business or commercial activity may be conducted on the premises.

Community Areas

At the beginning of Autumn Quarter, your RA will discuss the management of areas shared by students on your floor (bathrooms, lounges, kitchens, etc.). Although community areas are cleaned several times each week by the custodial staff, you are expected to participate in keeping your environment clean and livable. Emerson Hall residents are required to clean their own bathrooms with supplies provided. Community-area furnishings are not to be removed.

Disruptive Behavior

Students are expected to cooperate with one another, ORL staff, and other University officials. Students should not interfere with the educational process or the administration of the University, including, but not limited to, actions that obstruct or disrupt the use of University property, endanger the safety of the residential community, or incite a disturbance. Students who harass, provide false identification or information, fail to identify themselves, do not permit access to a room or apartment, or in any way fail to cooperate with University officials acting in the performance of their duties are subject to disciplinary action.

Drugs and Narcotics

SPU does not permit students to possess, use, distribute, or sell marijuana or illegal drugs, or illicitly use prescription drugs, on or off University property or as part of any activities. Students must also abide by state and federal laws regarding these substances. Prohibited substances and/or paraphernalia will be confiscated and disposed of by University staff members, and the student(s) will be subject to disciplinary action. (For further information, see the statement on Drug-Free Workplace and Drug-Free Schools and Communities.)

Elevators

Do not overload or tamper with any part of a campus elevator. Failure to comply with this policy may result in disciplinary action and/or closure of the elevator(s). If an elevator malfunctions, immediately report it to your RLC and OSS.

Fitness Centers

Hill Hall, Emerson Hall, Ashton Hall, and Arnett Hall have fitness centers. Hill and Emerson offer aerobic and circuit-training equipment. Ashton Hall has four elliptical machines, and Arnett Hall has a combination of aerobic and strength-training equipment. To protect against overcrowding, these centers are for use only by SPU campus residents. Out-of-town and nonresidential guests may use them for \$5 per visit when accompanied by a resident (see a fitness center supervisor for details). Hours vary depending on location.

Floor Hours

Men and women may visit each other's floor only during specified hours. These hours are subject to evaluation or change by the floor members or by the University if residents are not in compliance with the policy. The University establishes the maximum number of hours and days allowed for visitation. These days and hours are as follows:

- Ashton, Hill, Emerson, Moyer, and Arnett Halls: Sunday–Thursday, 12–11 p.m., and Friday–Saturday, 12 p.m.–12 a.m. When there are no regularly scheduled classes the following day, floor hours are extended to midnight.
- Campus houses and apartments have a 24-hour visitation policy; however, persons are not permitted to sleep in the house or apartment of students of the opposite gender.

Garbage and Recycling

Each resident is responsible for the frequent and proper disposal of his or her waste. Garbage and recycling receptacles are provided for each residential facility. Students are responsible for recycling aluminum and tin cans, glass and plastic bottles, paper, and cardboard. In addition, students living in campus apartments are provided a countertop bin to collect organic materials (food waste, pizza boxes, etc.); these should be emptied into the clearly marked food waste bin at each apartment's outdoor waste disposal area. Note that the City of Seattle ordinances prohibit disposing of recyclable materials in garbage bins. Students must appropriately dispose of larger items that cannot be contained in the trash chutes or dumpsters. Electronic devices are not considered regular waste and must be disposed of correctly. Detailed information on SPU's recycling program, including suggestions for recycling large, electronic, and miscellaneous items, is available at spu.edu/recycling. Failure to properly remove and dispose of waste will result in a fine.

Chemical or biological hazardous waste must be disposed of properly. If you are unsure of the appropriate means to dispose of something, consult your RLC or AC. Needles and syringes used for medical purposes (e.g., diabetes) must be discarded in a specified Sharps container, available at the Health Center. When someone has been ill or injured and clean-up of bodily fluids is required, contact your RA immediately to arrange for housekeeping services; do not attempt to clean on your own.

Laundry

Coin-operated washers and dryers are located in each residence hall and most campus apartment buildings. The machines in the residence halls also accept Debit Dollars from your Sea Pac Pass. If a machine malfunctions, place an out-of-order sign on it and notify Uni-Com (206-281-2000) of the machine number, its location, and the nature of the problem. If you are due a refund, you will need to supply the machine number and its location to the Uni-Com desk in the SUB with your request. The Wesley Apartments have in-unit laundry (no coins needed). Students in campus houses and apartments that do not have on-site laundry facilities will be given access in a nearby building.

Lead-Based Paint Hazard Reduction Act

In 1992, Congress passed the Residential Lead-Based Paint Hazard Reduction Act (known as Title X), which directed the Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) to require disclosure on lead-based paint before the sale or leasing of housing built before 1978. There may be lead-based paint or lead-based paint hazards associated with university-owned apartments and houses. Any site-specific information that the university has regarding lead-based paint and/or lead-based paint hazards in particular houses or apartment buildings will be provided at check-in, and you will be asked to sign a disclosure form. You will also be supplied with an EPA-published booklet entitled *Protect Your Family From Lead in Your Home*. You are encouraged to follow the precautions suggested in the booklet. If you have any questions, contact the Office of Facility and Project Management at 206-281-2330 or orworkcontrol@spu.edu.

Lounge Use Policy

For a group activity, you may reserve your floor lounge through your RA and your residence hall lounge through your hall council secretary. The Emerson classroom is reserved through the Emerson RLC; SPU-sponsored groups are eligible to reserve it when not scheduled for classroom use. Residents and guests are not permitted to sleep in lounges overnight. If the event you are planning is a dance, you must receive prior approval through the Office of Student Programs. Events that require moving or removal of the furniture must receive prior approval from your RA or hall council.

New Student Welcoming Traditions

The new-student welcoming activities sponsored by individual residence hall floors are known as “traditions”. The activities are planned to identify and welcome community newcomers, encourage positive interaction between returning and new students, and promote a sense of community among residents. Traditions require approval from the Office of Residence Life, and the University expects strict adherence to guidelines regarding hazing.

Parking

OSS manages campus parking. SPU is located in a residential area with limited parking facilities and street parking, so consider leaving your car at home and using Seattle buses, that stop near campus. Parking applications are available online to all registered students through the Banner

Information System. Paper forms are available in OSS. A quarterly fee is charged to use campus parking facilities. Parking spaces at the residence halls and apartments are limited. Spaces are assigned based on seniority and the date the application was submitted.

Pranks and Other Inappropriate Activities

Any individual or group activity that results in the disturbance or distress of others, or that causes damage, destruction, or defacement to property, is prohibited and subject to disciplinary action.

An automatic fine and any resulting damage fees are charged to the students involved.

Recreational activities not permitted in campus residences include, but are not limited to, soccer, basketball, wall climbing, skateboarding, riding scooters and/or bicycles, Frisbees, paint guns, Airsoft guns, and water fights.

Quiet Hours

The minimum for quiet hours in all residence halls and CHA is from 10 p.m. to 10 a.m. Quiet hours are defined as times when students' stereos, televisions, and conversations are to be kept at a level that does not interfere with other students' study or sleep. Common courtesy prevails at all times. The right to study or sleep supersedes the privilege to be entertained or entertain others. If someone asks you to be quiet, respect his or her request. Noise that is audible beyond the confines of one's room is prohibited and may result in disciplinary action.

Note that the regular workday for University employees begins at 8 a.m. and their activity may create sounds heard within the residence halls. Also, various residential facilities may be impacted to some extent by construction noise. The construction day typically lasts from 7 a.m. to 6 p.m. but may extend to 10 p.m. Visit the Office of Facilities and Project Management web page for information on current projects.

Solicitation

The time, place, and manner of solicitation is subject to regulation by the University, and approval will be granted only to organizations that are consistent with the University's mission. Recognized SPU organizations may solicit door-to-door in residence halls for selected projects only. Door-to-door solicitations require approval from the director of Residence Life. Students, student groups, and off-campus persons selling commercial products or services are not permitted to sell door-to-door in residence halls under any circumstances. They may sell at other

campus locations under the direction of Student Programs, and only with written approval from the SUB manager.

Storage

Residents may utilize the residence hall storage rooms during the academic year on a space-available basis. Space is limited. Students who live more than 100 miles from campus may use a storage room during the summer months; however, access is limited. Students who withdraw from University housing may not store items in storage rooms. Contact your RA, RLC, or AC for gaining access into storage. Any item stored must be boxed and sealed, and have the student's name, home address, and phone number, and the date it was stored, clearly noted on the outside of the box. Students placing items in storage at the University do so at their own risk. Your RLC or AC will post specific dates and times for cleaning the storage facility. Items must be removed at these times and may be returned to storage the following weekend. Unclaimed items will be given away or auctioned.

Bicycles may be stored only in designated areas and at the student's own risk. Students must supply their own locks. Motorized vehicles are not permitted in the residence halls and must be parked in designated areas only.

Tobacco

Students must abide by state and federal laws regarding tobacco. SPU does not permit students to possess, use, distribute, or sell tobacco products on University property or as part of any of its activities, including in all undergraduate residences. Prohibited substances will be confiscated and disposed of by University staff members, and students will be subject to disciplinary action.

Vending Machines

Snack and beverage vending machines are located in each residence hall. Select beverage machines also accept Debit Dollars from your Sea Pac Pass. If a vending machine malfunctions, place an out-of-order sign on it and notify Uni-Com (206-281-2000) of the machine number, its location, and the nature of the problem. If you are due a refund, you will need to supply the machine number and its location to the Uni-Com desk in the SUB with your request.

Room Regulations

Appliances and Other Equipment

You are permitted to have a small refrigerator (maximum 2.7 cubic feet capacity, 2.5 amp electrical) in your room (to be unplugged during vacation periods). Appliances prohibited from residence hall rooms, but permitted in residence hall lounges and kitchens and in CHA, include microwave ovens, toasters, toaster ovens, woks, coffee makers, hot plates, popcorn poppers, and rice cookers. Open-coil cooking appliances and heating equipment (such as space heaters) are prohibited from all residential facilities. Exterior antennas and halogen lights are also prohibited. No grills are permitted on balconies.

Bed Policies

A bed is provided for each room occupant. Non-University bunk beds, lofts, risers, and waterbeds are not permitted.

Bunking and Height Adjustment: Bunked beds are standard in University housing. Students are permitted to un-bunk beds on their own, but must submit a work request (green card) to facilities to have them re-bunked or to have the height of the bed adjusted, for safety reasons. If a bed is un-bunked by a student, the pegs or dowels must be turned in to his or her RA.

Lofted Beds: Some rooms have lofted beds based on space considerations specific to those rooms. Lofts cannot be requested for rooms already furnished with bunked or standard single beds. Loft beds may be un-lofted, but all materials must stay in the room for the duration of the students' occupancy of the room. As with bunk beds, students must submit a work request (green card) to facilities to have beds re-lofted or to have the height adjusted, for safety reasons.

Candles and Open Flame

Due to fire hazards, the possession or use of flammable items such as candles (with or without wicks, burned or unburned), incense, potpourri, and lanterns is not permitted in residence halls, CHA, or community areas. Violation of this policy will result in disciplinary action, including confiscation, fines, and other sanctions.

Computer Network Information

Each resident has an Ethernet port to connect to the SPU network. Students may not contract with third-party internet providers for additional services. Wireless access is also available across

the majority of campus. Due to SPU's wireless network configuration, it is not possible for a computer to connect to a wireless printer. Printers must be set up via a USB printer cable attached directly to the computer. SPU also recommends that students bring a personal computer and printer. SPU requires that these computers meet minimum security standards. To learn more about these standards and get advice on preparations you can make prior to arriving on campus, visit the CIS HelpDesk Knowledge Base.

Cable TV

Cable TV is provided through Comcast and is available in all residence halls and CHA. Some campus apartments require a cable box (provided in unit) to get service. If you have questions about your cable service, stop by the CIS Help Desk in Lower Marston Hall or go to spu.edu/help.

Electrical Safety

Extension cords must contain a ground wire, indicated by having a three-prong plug. Any extension cord having more than one outlet must also have a built-in circuit breaker (e.g., a surge-suppression strip commonly used with a personal computer). Total electrical requirements added to rooms and apartments may not exceed one power strip per electrical outlet. Multiple socket plugs are prohibited. Extension cords may not be run under rugs or through doorways, or be fastened through their insulation. Do not use frayed cords.

Entering a Student Room

Students can expect reasonable privacy of their rooms and personal property. SPU will generally try to give room occupants advance notice when possible. However, SPU reserves the right to enter and inspect rooms without permission if it deems it necessary or appropriate. Examples of when SPU staff might enter rooms include, but are not limited to, cases of emergency, need or request for repairs, health or safety inspections, or if there is reason to believe that a violation of University policies or federal, state, or local laws may be taking place, or has taken place, in the room.

Entrance policy for staff members includes knocking on the door, stating who they are and why they are entering the room, and allowing approximately 30 seconds for a response before keying into the room or apartment. Students who submit a work request automatically give staff permission to enter their rooms without notice. For unplanned service or work that has not been

requested, staff will attempt to notify students 24 hours in advance, but, depending on the severity of the issue and the staff's ability to reach the student, advance notice cannot be guaranteed.

Furniture and Room Decorations

Within certain guidelines, you are encouraged to make your room a comfortable living environment. The guidelines for decorating your room are as follows:

- No contact paper, wallpaper, or paneling.
- No alternative flooring (e.g., AstroTurf, hardwood surfaces, etc.).
- Use of nails, screws, tape, or other adhesives that cause damage to painted surfaces is not permitted. A temporary adhesive (e.g., Plasti-Tak) is permitted for hanging posters, etc., but students are still responsible for any damage.
- You may not remove drapes or mini-blinds; however, you may hang your own decorations over them.
- You may not remove any of the furnishings from your room. Lofted beds in Emerson are specific to the room and cannot be removed or transferred to another room.
- Bunked beds are standard in University housing.
- Furniture may not be stacked or altered, nor may furniture that is bolted to the wall be removed.
- RLCs have the authority to require the removal of room decorations if they are deemed offensive in nature. Display of alcoholic beverage and/or tobacco containers is not permitted.

Guests

Rooms are to be occupied by only the students for whom they are reserved, except in the case of guests. Guests must abide by all University policies, receive approval from their hosts, and inform the RA. Guests may not occupy or use residential facilities for more than four days or nights per quarter. The student hosting the guest is responsible for his or her behavior. SPU reserves the right to ask guests of residents to leave if they are violating University regulations; or federal, state, or local laws; or disturbing other residents. Guests who are 6 years of age or older must stay on a floor of their same gender.

Lighting

Student-provided lighting must be UL approved. Halogen lights are prohibited.

Pets

Fish are the only pets allowed in student rooms. Only one fish tank is permitted in each unit. Fish tanks may not exceed 25 gallons. Violations of this policy will result in a fine in addition to a professional cleaning fee, which may include special treatment or fumigation, and any additional costs that arise.

Room Repairs

For any basic repairs, complete a green route maintenance card and drop it into the route-maintenance box located in the lobby of your residence hall or near your RA's apartment. Your RA will explain the procedures at the start of Autumn Quarter. More extensive repairs should be directed to the RA or RLC. Emergency maintenance needs should be directed to Building Maintenance at 206-281-2330 during normal business hours. After hours, on holidays, and on weekends, call OSS at 206-281-2922.

Telephone Service

Most students use cell phones as their primary means of communication. Land lines are provided in all residence hall and campus apartment rooms except in Arnett Hall. Telephones are not provided and students must bring their own if they wish to use the land line. To reach a campus extension when using the land line, dial the last four digits. To get an outside line, dial "9" and then the number. Students who wish to make long-distance calls should use a cell phone, calling card, or prepaid phone card. Students will be billed by SPU for any necessary repairs due to tampering or improper use of telephone equipment. Additional information about telephone services may be found at spu.edu/help.

Campus Resources

Campus Card Services

Campus Card Services is the home of the Sea Pac Pass, the official multipurpose campus card that is used for photo identification, meal-plan access, campus debit transactions, entrance into select campus buildings, Library privileges, and admission to certain SPU-sponsored activities. When you have your photo taken for your Sea Pac Pass, you will need to provide a valid form of government-issued photo identification. Your Sea Pac Pass is activated upon receipt and will expire upon your graduation.

If your Sea Pac Pass is lost or stolen, you must report it immediately to the card office or through Campus Card Services, so that it can be deactivated to protect the money and services on your card. Damaged cards must be replaced, so handle your card with care. Your first Sea Pac Pass is free; replacement cards (lost, stolen, or damaged) are \$20. You can view and add to your Debit Dollars and Advantage Points balances at spu.edu/CampusCards. Campus Card Services is in OUS (across from Hill Hall) and open Monday–Friday, 9 a.m.–4:30 p.m.

Copying Services

Full-service copying for both departmental and personal copy jobs is available through FedEx. These jobs are accepted at the Mailing and Copying Services office located at 323 W. Nickerson or through the Copying Services website. Jobs submitted by 10 a.m. are returned by 4 p.m. the same business day; jobs submitted by 4 p.m. are returned by 10 a.m. the following business day. For more information, call 206-281-2077 or visit spu.edu/mcs.

Center for Career and Calling

How do you find your calling in life? How do you choose a major that you'll like? How can you find a career that you're passionate about? The Center for Career and Calling (CCC) helps students answer these questions and find internships and jobs that suit their gifts and values. Visit the CCC or go to spu.edu/ccc for more information about choosing a major, discovering your calling, finding an internship, choosing a career, and more. CCC is located on the second floor of the SUB and can be contacted at 206-281-2485.

Center for Learning

The Center for Learning (CFL) helps undergraduate students improve their academic skills through a variety of services, including individual learning consultations, tutoring, mentoring, and writing support. Disability Support Services is also a part of CFL, arranging accommodations for students with documented disabilities. CFL is located in Lower Moyer and can be reached at 206-281-2475.

Health Services

Health Services is staffed with licensed medical professionals committed to the physical well-being and health of the SPU community. All registered students are eligible for a full range of confidential medical services at the clinic. Additional information can be found at spu.edu/HealthServices. The clinic is located in Watson Hall and open Monday–Friday, 9 a.m.–4:30 p.m. Staff can be reached at 206-281-2231. For after-hours or weekend emergencies, contact an ORL staff member or OSS.

Mailing Services

Residence hall students are assigned a mailstop (the term used for your mailing address). Mailboxes are located outside of the SUB and are accessed by a combination. CHA residents either receive a mailstop or, for specific buildings, have mail and packages delivered directly to their residence. Mailing Services is located at 323 W. Nickerson Ave. For more information, call 206-281-2077 or visit spu.edu/mcs.

Student Counseling Center

The Student Counseling Center (SCC), located in Watson Hall, is available to enrolled undergraduate students and is staffed with professional mental health counselors and graduate interns. The SCC is committed to the students it serves and to their emotional, social, mental, and spiritual well-being.

The SCC provides crisis intervention, mental-health assessments, community referrals, and counseling for individuals, couples, families, and groups. In collaboration with Health Services, the SCC provides a special treatment program for students challenged by eating disorders. A registered dietitian provides nutritional support to these clients as well as general nutritional counseling. The SCC refers clients who need to be evaluated for psychiatric medication to Health Services and work closely with them to provide a coordinated treatment program. The SCC also offers events and educational programming for the campus community on a wide range of topics

related to mental health and human relationships. There is no fee for counseling services. For more information, contact the SCC at 206-281-2657, visit spu.edu/scc, or talk with your RA, SMC, or RLC.

University Ministries

University Ministries seeks to promote spiritual community formation on the SPU campus. To achieve this goal, UM partners with students, faculty, and staff to develop programs that gather us together as a worshiping community, encourage deeper relationships through small groups and mentoring, and empower students to find their own place in God's story of hope for the world. The office is located on the second floor of the SUB. For more information, visit spu.edu/um or call 206-281-2966.