## PHONE NUMBERS OF CAMPUS SERVICES

Please note: All extensions can be reached from on-campus locations by dialing the four-digit suffixes of the extension numbers listed below. (For example, to call the academic affairs office from an on-campus phone, dial 3203.) All extensions can be reached from off campus by dialing the seven-digit numbers listed below. To call from outside the Spokane area, dial the 509 area code before the number.

<table>
<thead>
<tr>
<th>Service</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>3203</td>
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<tr>
<td>Admissions</td>
<td>4786</td>
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<tr>
<td>Alumni &amp; Parent Relations</td>
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<tr>
<td>Aquatics Center</td>
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<tr>
<td>Art Department</td>
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<tr>
<td>ASWU</td>
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<td>Athletics/Graves Gym</td>
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<tr>
<td>Information and Technology</td>
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<td>Bookstore</td>
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<td>Business/Economics Department</td>
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<td>Business Office</td>
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<td>The Café</td>
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<td>Career/Life Advising</td>
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<tr>
<td>Cashier</td>
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<td>Continuing Studies Office</td>
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<td>Counseling, Personal</td>
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<td>Diversity Office</td>
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<td>(International/Multicultural Students)</td>
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<td>Intramurals</td>
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<td>Natsihi (yearbook) Editor</td>
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<td>Outdoor Recreation</td>
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<tr>
<td>Senior Class President</td>
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<tr>
<td>Reference Desk</td>
<td>4491</td>
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</tbody>
</table>
2014-15 ACADEMIC DEPARTMENT CHAIRS
(for questions about majors, academic requirements, and teaching assistant positions)

Art......Gordon Wilson, 509.777.4711/Katie Creyts, 509.777.4471
Biology........Lee Anne Chaney/Finn Pond/Frank Caccavo, 509.777.3266
Chemistry.................De Anna Ojennus, 509.777.4860
Communication Studies..........Alan Mikkelson, 509.777.4705
Economics/Business..............Heather Rogers, 509.777.4399
Education.................Betty Williams, 509.777.4688
English.....................Pamela Parker, 509.777.4204
Health Sciences...............Mike Ediger, 509.777.4624
History........................Corliss Slack, 509.777.4366
Kinesiology.................Kirk Westre, 509.777.4387
Intercollegiate College of Nursing......Mike Ediger, 509.777.4624
Mathematics/Computer Science......Pete Tucker, 509.777.4664
Music.........................Debbie Hansen, 509.777.4459
Philosophy......................Keith Wyma, 509.777.4772
Physics......................John Larkin, 509.777.4865
Political Science.............Kathy Lee, 509.777.4511
Psychology....................Patricia Bruininks, 509.777.4717
Sociology....................Raja Tanas, 509.777.4516
Theatre..........................Diana Trotter, 509.777.4431
Theology.....................Jerry Sittser, 509.777.4381
World Languages and Cultures........Jennifer Brown, 509.777.4484

Other offices and services:

Mail Center..................................509.777.4453
MIT Teacher Education..................509.777.3769
Math & Computer Science Department....509.777.4739
Media Relations..........................509.777.3218
Music Department........................509.777.3280
Natsihi (yearbook)........................509.777.4240
Payroll Office............................509.777.4321
Philosophy Department....................509.777.3391
Physical Education Department...........509.777.3265
Physics Department......................509.777.3265
Political Science Department.............509.777.3270
Post Office.............................509.777.3279
President's Office.........................509.777.3200
Print Shop..............................509.777.3788
Psychology Department....................509.777.4263
Registrar’s Office

Residence Life..........................509.777.3271
Scotford Fitness Center....................509.777.3734
Security..................................509.777.4444
Shuttle Service.........................509.777.3276
Sociology..................................509.777.3270
Sodexo Food Services......................509.777.3230
Student Accounting Services

Student Employment........................509.777.4707
Student Life..............................509.777.3271
Student Activities.........................509.777.3276
Switchboard/Telephone Services...........509.777.0
Teacher Placement........................509.777.4406
Telephone Services.......................509.777.4229
Theatre Department.......................509.777.3707
Theology Department......................509.777.4345
Tutoring/Study Skills......................509.777.3271
Veterans Advising.........................509.777.3798
Whitworthian (newspaper)..................509.777.3248
World Languages and Cultures
(French, Spanish, etc.)....................509.777.4765
Writing Center................................509.777.4573

Academic Records........................509.777.3715
Registration................................509.777.3205
Transcript Orders........................509.777.3205
Transcript Evaluation
A through K..........................509.777.3261
L through Z..........................509.777.4777
Last name A-G..........................509.777.4317
H-N..........................509.777.4203
O-Z..........................509.777.3209
A message from the dean of students

On behalf of Whitworth University’s faculty, staff and student leaders, I am excited to welcome you to campus for the 2014-15 academic year.

It’s our hope that this year will be one of significant personal learning and development for you. The theme for this year’s student handbook (as well as for Orientation Week and for residence life) is Expect to Thrive: Whitworth 125. While many of the images and quotes in this handbook are humorous and entertaining, our theme reflects the university’s serious commitment to equipping students with the knowledge and skills needed to get the most out of their Whitworth experience and to give the most to the community they’ve chosen to join. The theme also recognizes, of course, that this year we celebrate the 125th anniversary of Whitworth’s founding, in 1890.

The student handbook is a resource for you. It describes campus activities and opportunities for getting involved in campus life. It introduces you to student leaders on campus and to the range of services available to you as a member of the Whitworth community. It also includes an explanation of the policies that govern university housing, Whitworth’s behavioral expectations, students’ academic rights and responsibilities, and key academic and administrative procedures.

Whitworth offers you an education of mind and heart, an education that integrates faith and learning. Our hope is that your experience as a student is marked by opportunities to take on roles of increasing responsibility, to learn what it means to be a leader in, as well as outside, the classroom, and to experience the transforming power of serving others.

We want you to experience life in a learning community, and we want you to seek ways to contribute to the vitality of that community. We’re committed to education, to personal development, and to respect for all community members. We hope you’ll find that Whitworth lives out those commitments daily and supports and challenges you to do the same.

Richard Mandeville, Ph.D.
Vice President for Student Life and Dean of Students
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1) Welcome to Whitworth

Happy 125th birthday to Whitworth! As you embark upon your college career — an amazing excursion that will change your life — you’ll share incredible experiences in meeting new people, encountering new ideas, and honoring age-old traditions and celebrations. There will be challenges along the way, but for a century-and-a-quarter Whitworthians have forged a well-worn path for you to follow. Expect to Thrive: Whitworth 125!
2) Activities and Involvement Opportunities at “the U”

(Opportunities are listed alphabetically.)

ASWU: Ian Robbins, 509.777.4559, or Dayna Coleman Jones, 509.777.4565

Whitworth’s undergrads are an important part of Associated Students of Whitworth University (ASWU). This organization and its elected executive officers, hall senators and reps, program coordinators, club officers and student media are dedicated to serving the social, spiritual, educational and recreational needs of Whitworth students. Student government is the voice of the student body, all students, from freshmen to seniors, are invited to participate. Everyone is needed!

Chapel Programming: Mindy Smith, 509.777.4341

The Whitworth Chaplain’s Office, located in Seeley G. Mudd Chapel, offers a variety of programs that provide nurture, worship, and service opportunities. Through special events, ongoing ministries, and daily and weekly gatherings coordinated by the chaplain’s office, you can get involved in activities that enable you to discover God’s love and purpose for your life and to share that love by serving others.

Daily and Weekly Chapel Events

HOSANNA: Students gather in the chapel each Tuesday at 9:45 p.m. for a worship event filled with contemporary music and praise.

CHAPEL WORSHIP: Students, faculty and staff have an opportunity to worship together every Tuesday and Thursday at 11 a.m. These services, led by faculty, staff, students and, occasionally, distinguished visitors to our campus, are times to celebrate together the wonder of God’s presence and love.
SPIRITUAL MENTORING GROUPS: Each year, a number of faculty and staff members lead groups that explore faith. If you are interested in joining such a group, contact the program coordinator for the Weyerhaeuser Center for Christian Faith & Learning at 509.777.3275.

S-GROUPS: Student small-group coordinators organize groups for the study of scripture, for support and/or for service. You are invited to join a group on or off campus.

**Clubs: Kevin Gleim, 509.777.4557**

Whitworth’s clubs and organizations are listed below. For more information on how you can get involved or begin your own club, call Kevin. You can also find additional information at www.whitworthclubs.com.

- Alzheimer’s Awareness Club
- ACM Club (computer sciences)
- Asian-American Student Association
- Athletic Training Club
- Business Club
- Catholic Fellowship
- Chess Club
- Circle K International
- Climbing Club
- Club de Español
- Communication Club
- Cooking Club
- Eagle Club (BSA)
- En Christo (service to the homeless)
- Filmmaking Club
- Gaming Club
- Global Servants for Christ
- Gospel Choir
- Hawaiian Club
- History Club
- HOLA: Hispanic-American Club
- International Club
- Japanese Visual Arts Club
- Jubilation Dance Ministry
- KIPOS Community Garden
- League of Pirates Video Game Club
- Open Conversations GSA (Gay/Straight Association)
- Orthodox Christian Fellowship
- Pep Band
- Pre-Med/Science Club
- Psi Chi (psychology)
- Restoring Hope (mental-health awareness)
- Sci-Fi & Astronomy Club
- SFER (educational reform)
- SHAPE Health & Wellness Club
- Swing & Ballroom Dance
- Ultimate Frisbee Club
- Westminster Round (English/writing)
- Whitworth for Life
- Women in Computer Science, Physics & Engineering
- Whitworth Investment Club

**Employment on Campus: Laurie Armstrong Sargent, 509.777.4707**

The Whitworth Career Services Office, upstairs in the HUB, will assist you in finding an on- or off-campus job. Check out the Whitworth website — www.whitworth.edu/careerservices — for current job postings.

**Intercultural Student Center: 509.777.4721**

Located in Hendrick Hall, the Whitworth Intercultural Student Center seeks to support and sustain a welcoming campus environment for all students, staff and faculty. The center strives to enhance retention efforts for underrepresented student populations and works to identify possible achievement gaps. We seek to ensure that the campus community is open to the experiences of individuals who identify with underrepresented communities, accomplishing this through educational, informational and social programs that facilitate discussions of equity and social justice. We support the campus in
intercultural competency skills and abilities through intercultural training programs and through the
 provision of a resource center for students, staff and faculty. The premise that the development of
 intercultural skills will lead to individual, institutional and global reconciliation is central to our vision.

**International Student Services: Lulu Gonzalez, 509.777.4509**

The Whitworth International Student Affairs Office, located in Hendrick Hall, was established to
serve the needs of the university’s international students. The ISA office provides international students
with special orientation resources to help them make the transition to student life at
Whitworth. The many services and opportunities provided include immigration services; general
counseling on personal, financial and housing problems; international, social and cultural events;
employment on campus; friendship families; mentoring programs; International Club; an international
newsletter; and connections to area churches, schools and other organizations.

**Intramurals: Jordan Dale, 509.777.3714**

Intramural sport teams and weekend tournaments are among the most popular programs on
campus. Intramurals allow for students living in the residence halls and off campus to compete in a
multitude of sporting events, including flag football, volleyball, softball, ultimate Frisbee, basketball
and many more. Get a team together and get ready to play. Contact the university recreation center —
U-Rec — for more information.

**Multicultural Events Programming: Ashton Skinner, 509.777.4790**

Designed to offer special assistance to underrepresented populations at Whitworth, this depart-
ment provides advising, programming and services to the campus community. Multicultural-student
programs are designed to meet the needs of our diverse student body. We encourage the exploration
of personal leadership, academic excellence, community service, assistance with the recruitment of
multicultural students, and full participation in the Whitworth community.

**Off-Campus Student Programming: Erika Boyd, 509.777.3276**

Living off campus presents a completely new set of opportunities for students. Activities and
services designed just for the commuter student include off-campus barbecues and other social outings.
Whitworth’s commuter students have a strong tradition of fulfilling leadership roles in ASWU, and all
off-campus students are strongly encouraged to participate in on-campus events. To become involved in
this programming, contact the ASWU office and the off-campus student senator.

**Outdoor Recreation: Jacob Schmidt, 509.777.3714**

All the adventure of the Northwest is available to you through the Whitworth Outdoor Recreation
Office. Sign up for skiing, rock-climbing and/or camping trips, or rent equipment (snowboards, camp-
ing equipment and mountain bikes) for almost any outdoor adventure during any season of the year.
(You might even want to try our bicycle built for two!) Go to the U-Rec information desk for rental
information.
Residence Leadership Staffs:
Each residence hall has a group of student leaders who work together to provide for the health and happiness of their communities. ASWU senators, cultural-diversity advocates, resident assistants, small-group coordinators, and the resident director make up each leadership staff. (See position descriptions below.)

ASWU Residence-Hall Senators and Representatives:
Ian Robbins, 509.777.4559; Eli Casteel, 509.777.4556
During spring semester, each residence hall elects a senator to serve as a representative to ASWU. This student attends weekly assembly meetings at which s/he receives information about university business, policy and current issues. In turn, the senator reports the business of his/her residence hall, along with any student issues that require action by the assembly, to ASWU. The senator is also responsible for coordinating traditional activities, like Homecoming Week, as well as more hall-specific traditions (Mac Hall Haunted House, Warren Peace, the Duvall Drive-In) for his/her hall. Large residence halls that need more voice on votes will elect representatives in the fall; this provides additional opportunities for freshman involvement in ASWU.

Cultural-Diversity Advocates: 509.777.4572
Cultural-diversity advocates are part of Whitworth’s residence-hall leadership staff. They work to encourage the development of a community that values individual differences and respects the rights and opinions of all residents. One of their primary responsibilities is orienting multicultural students as they make the transition to campus. CDAs also work with the members of the
International Club and support the annual International Club Banquet. Additionally, they develop cultural programming in the residence halls to inform, educate, and provide social activities for all residents. CDAs are trained and supervised by the assistant dean for programming and diversity.

Resident Assistants: Jolyn Dahlvig, 509.777.3749
Residence life is an opportunity for students, staff and faculty to explore what it means to be part of a community called to care for each other in cooperative ways. Resident assistants aid residents in creating a sense of community within their living areas through the programs they offer. They help students to develop a sense of responsibility for their actions and for their contributions to the community. RAs serve as role models and assist in the administration of their residence halls. In addition, RAs host “Prime Time” programs every night in the resident hall lounges. Attending Prime Time is a great way to meet other residents.

Resident Directors: Jolyn Dahlvig, 509.777.3749
The RD is the full-time professional manager of the residence hall. RDs work with RAs in each building to coordinate health and wellness and to build community in each hall.

Small-Group Coordinators and Small-Group Leaders: Mindy Smith, 509.777.4341
Small-group coordinators work behind the scenes to organize groups dedicated to the needs of students, both on and off campus. Most groups are geared toward helping students grow in their faith, although some will also address issues specific to international students, transfer students, and those who find Whitworth’s faith element challenging. These groups are led by volunteer small-group leaders; some live on campus, while others commute.

Sports Events and Sports Tournaments: Jacob Dansereau, 509.777.4788
Organizing weekend tourneys for sports such as volleyball, tennis, and water-pong, and generating spirit for Whitworth’s varsity sports are elements of the sports events coordinator’s job. So if you want to play in a spirit band at athletics events, be the Pirate mascot, or join The Booty Club, give our sports events coordinator a call.

Sustainability Programming: Matt Keiper, 509.777.3837
If you’re interested in learning more about how to “live green,” get involved in recycling, eating and shopping locally, and growing sustainable products, give Matt a call.

Teaching Assistants
Many Whitworth faculty members would appreciate having student assistants to help grade, assist with research, and teach small groups of students in their courses. Contact the faculty member you’d like to assist, and offer your services.
University Recreation Center: Todd Sandberg, 509.777.3714

The university recreation center (U-Rec) provides an on-campus facility in which the Whitworth community can pursue physical fitness and wellness. The facility includes circuit training, cardiovascular stations, powerlifting stations, an indoor track, a climbing wall, a bouldering area, and a three-court gymnasium equipped for volleyball, badminton, pickleball, soccer, and basketball. Dumbbells, barbells, kettlebells, benches, and a variety of sporting equipment are also available to complete your workout. Whitworth students staff the facility. Experienced and trained climbing guides are available to teach and assist you in climbing techniques. No matter what shape you’re in right now, the center’s staff will welcome you, answer your questions, and guide you in your pursuit of a higher level of fitness and wellness. U-Rec, which also hosts outdoor recreation, intramurals, and a variety of other campus programs, is accessible to all currently enrolled Whitworth students with a valid I.D.

Volunteer Opportunities: Center for Service-Learning & Community Engagement: Ross Watts, 509.777.4566

The staff members of Whitworth’s Center for Service-Learning & Community Engagement (CSLCE) seek to empower and enable Whitworth students to engage with the local, regional, national and global communities. Students interested in volunteering for local charitable, nonprofit or community/government agencies can contact us for assistance. The CSLCE works with various student clubs, residence halls, and community organizations to coordinate one-time and ongoing service projects, including alternative Spring Break service trips and Community Building Day. Volunteer and service-project opportunities include working with the homeless, troubled teens or seniors; mentoring elementary and middle-school students; and involvement with agencies such as the Boys’ and Girls’ Club, Habitat for Humanity, Horizon Hospice, Generation Alive and World Relief, to name a few. Through service, students gain a greater understanding of the needs of others, their vocational interests, and their own skills and values. It is our goal to give students the opportunity to develop a lifelong ethic of service. Come by the CSLCE office, located on the first floor in Weyerhaeuser, or contact us via email (serve@whitworth.edu), or the web (www.whitworth.edu/servicelearning). You may learn more about our partnering agencies and sign up to volunteer at www.serve.whitworth.edu.

Whitworth.fm: Danny Parker, 509.777.4560

Whitworth.fm is the campus online radio station, owned and operated by ASWU. The station format includes all forms of music, talk shows, and, on occasion, coverage of Whitworth sporting events. For an opportunity to learn how to DJ your own show, call Whitworth.fm.

The Whitworthian (campus newspaper): Editor, Kaitlyn Shaw, 509.777.3248

The Whitworthian is the weekly student newspaper, owned and operated by ASWU. In recent years, the paper has received a number of prestigious awards, including Best All-Around Non-Daily Student Newspaper, from the National Mark of Excellence Awards, sponsored by the Society of Professional Journalists. All aspiring journalists, reporters and photographers are needed to become a part of the team that reports on the latest-breaking issues and events on the Whitworth campus. During the academic year, you’ll also want to visit www.thewhitworthian.com for current online news.
If you have an interest in photography, journalism or art, or if you want to learn the skills associated with these activities, the staff of Whitworth’s yearbook, Natsihi (pronounced “not-see-hee”), needs your help in creating its yearly memoir of campus events. You’ll also get course credit!

**Whom to Call to Get Involved: ASWU Leadership 2014-15, 509.777.3276**

- Ian Robbins .................................................. President
- Kevin Gleim ................................................ Clubs and Financial V.P.
- Eli Casteel .................................................. Executive V.P.
- Laurel Cornwell ........................................... Activities Coordinator
- Ashton Skinner ........................................... Cultural-Events Coordinator
- Raleigh Addington ...................................... Special-Events Coordinator
- Samantha Pridemore ................................. Marketing/PR Coordinator
- Ashton Lupton ........................................... Senior-Class Coordinator
- Jacob Schmidt ................................. Outdoor-Recreation Coordinator
- Jordan Dale ................................................ Intramurals Coordinator
- Jacob Dansereau ...................................... Sports Events & Tournaments
- Matt Keiper .............................................. Sustainability Coordinator
- Danny Parker ........................................... Whitworth.fm General Manager
- Kelsey Glynn ............................................ Natsihi Editor
- Kaitlyn Shaw ........................................... Whitworthian Editor
- Alison Ulstad ........................................... ASWU Secretary
Residence Leadership STAFFS

AREND
Resident Director.............................................................. Michael Ames, Arend apartment, 509.777.3462

ASWU Senator .................................................................................. Jenna Hulse

Cultural-Diversity Advocates ................................................................. Sarah Sauter
........................................................................................................ Wilo Muyomma

Resident Assistants ............................................................................ Kendra Apland
........................................................................................................ Bret DeGraaff
........................................................................................................ Caleb Drechsel
........................................................................................................ Emily Hall
........................................................................................................ Brandy King
........................................................................................................ Keenan Marianno
........................................................................................................ Karly Rasmussen

Small-Group Coordinators ................................................................. Adam Blyckert
........................................................................................................ Emily Larsen

Baldwin-Jenkins Hall
Resident Director.............................................................................. Abbie Belford, Baldwin apartment, 509.777.3735

ASWU Senator .................................................................................. Breanna Lyons

Cultural-Diversity Advocates ................................................................. Michelle Molina
........................................................................................................ Eduardo Martinez

Resident Assistants ............................................................................ Patrick Bannworth
........................................................................................................ Whitney Carter
........................................................................................................ Rachel Gerig
........................................................................................................ Matt Goodale
........................................................................................................ Blake Mansfield
........................................................................................................ Kortney Whaley
........................................................................................................ Mitchell Whitehead
........................................................................................................ Emily Witthuhn

Small-Group Coordinator .................................................................... MacKenzie Kutz
BALLARD/McMILLAN HALLS
Resident Director....................................................... Matthew Baker, McMillan apartment, 509.777.3757

ASWU Senators ............................................................................................................ Haley Goodnight, Ballard
Rigel Keller, McMillan

Cultural-Diversity Advocates ........................................................................ Tanner Scholter, McMillan
Kaysee-Li Tomkins, Ballard

Resident Assistants .......................................................................................................................... Katelyn Hunter
Casey Jenkins
Samson Martinez
Tyler McFarland
Joel Silvius
Katrina Ulnick

Small-Group Coordinators ................................................................................................................. Ryan Worthington, McMillan
Holland Gjeefle, Ballard

BOPPELL HALL
Assistant Resident Director........................................... Karrina Dehle, 108 W. Hawthorne Road, 509.777.4540

ASWU Senator ............................................................................................................. Lauren Pangborn

Resident Assistants .......................................................................................................................... Kaitlyn Coakley
Andriana Siefe
Juliana Zajicek

Small-Group Coordinator ..................................................................................................................... Joey Hope

DUVALL HALL
Resident Director........................................................... Emily Soucinek, Duvall apartment, 509.777.3744

ASWU Senator .................................................................................................................... Skyler Lamberd

Cultural-Diversity Advocates ...................................................................................... JiNa Lee
Daniel Fok

Resident Assistants .......................................................................................................................... Clint Bosma
Dimarya Funk
Jesika Johnson
Susie Leifheit
Mirra Matheson
Tyler McKay
Naji Saker
Kyle Winslow
Small-Group Coordinator ................................................................. Tessa Lauer

EAST HALL
Resident Director.............................................................. Cris Tietsort, East apartment, 509.777.3737

ASWU Senator ......................................................................................... Jerrica Kjorsvik

Cultural-Diversity Advocates .............................................................. James Kang
                                                Madeline Harris

Resident Assistants................................................................. Micah Allred
                                                Hunter Arno
                                                Meghan McMichael
                                                Samuel D’Amelio
                                                Grace French
                                                Addison Koneval
                                                Jordan Leseberg
                                                Lauren McCaw

Small-Group Coordinators ............................................................. Chris Volk, Meghan Dellinger

STEWART HALL/THE VILLAGE
Resident Director.............................................................. Sarah Washam, Stewart apartment, 509.777.3759

ASWU Senator ......................................................................................... Aly Brooks

Cultural-Diversity Advocates .............................................................. Carys Parker, Stewart
                                                LaVitta Williams, The Village
Resident Assistants ................................................................. Jessica Coffin
Jade Faletoi
Itunujesu Olonade
Alfonso Miranda
Gianina Nakagawa
Dan Scheibe
Chase Weholt

Small-Group Coordinators ..................................................... Seth Flanders

WARREN
Resident Director ............................................................... Celisse Randolph, Warren apartment, 509.777.3706

ASWU Senator ........................................................................ Alicen Freeman

Cultural-Diversity Advocates .................................................. Camina Hirota
Bryan Xiong

Resident Assistants ............................................................... Kalee Auvil
Ashley Ayala
Danielle Cossey
Kevin Glover
Linnae Goold
Kyle Johnson
Tom Lembeck
John Marshall
Alina Stefoglo
Melanie Williams

Small-Group Coordinators ..................................................... Luke Olsen
Cara Hughes
OFF-CAMPUS LEADERSHIP
ASWU Off-Campus Senator ............................................................................. Erika Boyd, 509.777.4285

ASWU Off-Campus Representative ..................................................................... Graham Silcher

OFF-CAMPUS THEME HOUSES
Assistant Dean of Off-Campus Students & Student Success ......................... Nicole Boymook, 509.777.4848

Resident Assistant ............................................................................................... Olivia Rogers, 509.777.4533

Awake .............................................................................................................. 10716 N. Waikiki Road
Bridging Worlds .................................................................................................. 10306 N. Lola Lane
Food & Adventure .............................................................................................. 10420 N. Whitworth Drive
Friendship is Magic ............................................................................................ 10315 N. College Road
Fútbol .................................................................................................................. 805 W. Hawthorne Road
Gaming ............................................................................................................... 10414 N. Whitworth Drive
Great Outdoors .................................................................................................... 103 W. Hawthorne Road
Gurls’ Clan .......................................................................................................... 615 W. Hawthorne Road
Heroes ............................................................................................................... 10214 N. Ivanhoe Road
House of Cookies ................................................................................................ 114 W. Hawthorne Road
Namaste .............................................................................................................. 106 W. Hawthorne Road
Pre-Health .......................................................................................................... 10303 N. Wellen Lane
Sunshine ............................................................................................................. 10416 N. Whitworth Drive
Sweet Treats ........................................................................................................ 10622 N. Waikiki Road
Swimming ............................................................................................................ 10302 N. Lola Lane
S’Women ............................................................................................................. 115 W. Hawthorne Road
Tea & Story Time ................................................................................................. 10226 N. College Road
Throwback ........................................................................................................... 10214 N. Ivanhoe Road
Women Like Sports, Too .................................................................................... 10313 N. College Road
3) Whitworth Campus Services

(Services are listed alphabetically.)

These on-campus services will help students meet academic, social, physical and professional needs. If you can’t find what you’re looking for, call the information desk in the HUB, 509.777.3796.

Accommodation Services: Andrew Pyrc, 509.777.4534
www.whitworth.edu/educationalsupportservices

Whitworth provides equal access to all students and recognizes that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by qualified persons with disabilities. Students with accommodation needs are considered an integral part of our educational community, and we will make every effort to enhance their learning process. In order to request academic accommodations at Whitworth and to determine the level of need and response, students must identify themselves and complete an intake form and interview with the Whitworth Office of Educational Support Services. Each student is responsible to inform this office in advance of services required.

Aquatics Center: 509.777.3297, www.whitworth.edu/aquaticscenter

The Whitworth Aquatics Center features a 40-yard pool with a movable bulkhead, which allows for a wide variety of aquatic activities. The center is home to Whitworth’s mega-successful men’s and women’s swim teams; it offers P.E. as well as fitness programs, such as water aerobics, for Whitworth students. If you want to enjoy the water on your own, lap-swim and recreational-swim times are available. Visit the aquatics center to discover how its personnel and equipment can serve your fitness needs.

Bookstore: 509.777.3277

The bookstore, located in the HUB, is your destination for everything you need for your classes, including (of course) books, as well as classroom and art supplies. The bookstore also features greeting cards, gifts, and great Whitworth apparel.


Looking for a major? Need career assessment/counseling? Want to gain job-search/interviewing skills? Researching graduate schools?

These services and many others are available to students in the Whitworth Career Services Office, on the second floor of the HUB. The center provides information on the following:

- computerized career assessment
- career advising
- vocation/internship options
- career/employer information
- job-search process (résumés, cover letters, interviewing, salary negotiation)
- job-posting database
- graduate school opportunities
- alumni networking
- employment (full/part time)
We sponsor several career-related events throughout the year to assist students in exploring their options. Ongoing seminars are also offered in résumé-writing, job searches, interviewing, summer employment, and how to choose a major. Stop by and see us soon!

**Counseling Services:** 509.777.4450, [www.whitworth.edu/health&counselingcenter](http://www.whitworth.edu/health&counselingcenter)

The Whitworth Counseling Services Office is located in the health & counseling center in Schumacher Health Center. Services are available at no charge to full-time students. Counseling is confidential and is available on a short-term basis (six visits per year). If a student desires counseling past the allotted six sessions, a referral can be made by his/her counselor to a local therapist. Support groups focus on various themes and run during the academic year at no charge.

**Dining Services:** 509.777.3230, [www.whitworthdining.com](http://www.whitworthdining.com)

The Whitworth Dining Hall, located in the HUB, one of the busiest centers on campus. The food program concentrates on practical applications of good eating habits, with an ongoing educational program and innovative themes. All students who live on campus are required to purchase a meal plan, and many meal-plan options are available for both on- and off-campus students. At the beginning of each academic year, Sodexo, our food-service provider, allows a grace period of two weeks during which students may switch meal plans as they desire. Sodexo also provides sick trays for students confined by illness, and the company’s managers will personally work with students who have special dietary needs. Sack lunches are available for times when class/work schedules conflict with mealtimes, and students have the option of using flex points to purchase takeout meals from The Café anytime. (All other dining-hall food and beverages must be consumed in the dining hall.)

Only the student who pays for a meal card may use it. Students will not be admitted to the dining hall without their meal cards. If a student loses his/her card, s/he can request a special pass from a Sodexo manager. The pass will be issued for three meals only, to allow the student time to purchase a replacement card at the library. Managers are available at the telephone number above to assist students with any Sodexo-related concerns, comments, questions or needs.

**THE CAFÉ:** To accommodate a particularly tight schedule, or just for a change of pace from the dining hall, enjoy a tasty delicacy from The Café, which features cuisine that can be eaten in the dining hall or packaged for takeout.

**MIND & HEARTH COFFEE HOUSE:** Located in the HUB, the Mind & Hearth features comfortable seating, wireless Internet, a corner fireplace, music, wide-screen TV, gourmet sandwiches, salads, smoothies and, of course, excellent coffee. Come for a quiet cup or for an evening of intimate entertainment.

**ROBINSON SCIENCE BUILDING COFFEE BAR:** Starbucks coffee and light snacks can be purchased in Robinson for a quick pick-me-up.

**Employment:** Laurie Armstrong-Sargent 509.777.4707  [www.whitworth.edu/careerservices](http://www.whitworth.edu/careerservices)

The Whitworth Student Employment Office, on the second floor of the HUB, will assist you in finding part-time and summer employment. You should visit student employment soon after you arrive at Whitworth, as most positions fill rapidly in September. These positions are constantly updated on our website, [www.whitworth.edu/careerservices](http://www.whitworth.edu/careerservices), so keep checking. You must complete work-authori-
zation, I-9, direct-deposit, and W-4 forms before you can begin working on campus. The federally mandated I-9 form requires that students show two forms of identification, usually either a U.S. passport or a driver's license and a Social Security card. We must see the originals of these documents. Forms are available in the student-employment office.

Student employees must sign up for direct deposit, which allows for their paychecks to be deposited automatically into checking or savings accounts. Direct-deposit forms are available in the student-employment and payroll offices. Once you begin working, you will submit your hours via WhitNet on a web time-entry card. Pay periods are from the 1st through the 15th and the 16th through the 30th or 31st of each month. Students are paid on the 12th and the 27th of the month. (If the 12th or the 27th falls on a Saturday or Sunday, payday is the prior Friday.) All work-study students working off campus must have a current work authorization and must complete a state work-study timesheet for each pay period. Work authorizations are available in the Whitworth Student Employment Office. Time sheets are available through employers or through the student employment office.

Students may work a maximum of 19 off-campus work-study hours per week or 20 hours per week on campus. During vacation periods, some students may work up to 40 hours per week. (See student employment for details.)

Whitworth is committed to a drug-free workplace for the health and welfare of all students, faculty and staff. All student employees are required to comply with the drug-free-workplace policy as a condition for continued employment.

Financial Aid: 509.777.4340, finaid@whitworth.edu
www.whitworth.edu/financialaid

The Whitworth Financial Aid Office, on the first floor of the McEachran Administration Building, is open Monday-Friday, 9-5 p.m. Visit the financial aid webpage at www.whitworth.edu/financialaid to understand your rights and responsibilities as a financial aid recipient, to learn what it means to make satisfactory academic progress, to determine what is required to receive financial aid, and, finally, to find out when disbursements are scheduled each term. In addition, the financial aid webpage has links to important consumer information. The financial aid office staff primarily communicates with students through Whitworth email and announcements on Pirate Port. Please check your Whitworth email and Pirate Port often for important notices from financial aid and other campus offices.


In addition to the counseling services described above, the health & counseling center, located in Schumacher Hall, provides health services for your acute and stable chronic-healthcare and wellness needs. Our goal is to promote and maintain wellness for each student at Whitworth University. We educate and empower you in self-care and in exploration of healthy lifestyles.

ELIGIBILITY: As a full-time or part-time undergraduate student, you are entitled to health services at the health & counseling center. Students’ family members are not eligible for services.

STAFF: We are committed to providing high-quality, cost-effective healthcare for the Whitworth community. Our staff includes nurse practitioners, registered nurses, an on-campus dietician (ask for a referral), and program assistants.
Health Center hours
Monday-Friday, 8:30 a.m.-4:30 p.m. (The center is closed for lunch from noon-1 p.m.)

AVAILABLE HEALTH SERVICES

- Wellness care, including women’s health exams
- Travel exams
- Acute health concerns, including illness and injury
- Stable chronic health concerns
- Immunizations, including travel immunizations
- Lab work
- Medications/prescriptions (some are carried on site, including common OTC products)
- Family practice and specialist referrals as appropriate
- Durable medical equipment loan

COST OF HEALTH SERVICES: All health service visits are provided free or at a minimal charge. Minimal charges may apply to medications, immunizations, injections, medical supplies, and durable medical equipment. You may submit a claim to your insurance company for coverage when necessary.

INSURANCE: As a student, you are responsible for your own medical bills. The health & counseling center does not bill insurance companies directly. Our staff can assist you with questions regarding filing an insurance claim.

PROTECTION OF PRIVACY: Your healthcare records and information are strictly confidential. The health & counseling center abides by federal and state regulations regarding the privacy of individuals’ health information.

Healthcare Supplies for New and Returning Students

What to bring to campus:
- Cough drops
- Ibuprofen (generic name for Advil or Motrin)
- Acetaminophen (generic name for Tylenol)
- Antacid and indigestion liquids/tablets
- Band-Aids
- Thermometer (electronic only; none with mercury)
- Insurance card
- Prescription medications

I.D. Cards: 509.777.3271

Photographs for I.D. cards are taken at the beginning of a student’s time at Whitworth. Each card is to last for the student’s entire tenure here. However, replacement cards can be obtained at the student life counter, upstairs in the HUB, for $25.
Internships: Sandy Nowack, 509.777.4541, www.whitworth.edu/careerservices

Internships provide students with hands-on, career-related work experience. This linking of classroom theory and practical application provides each student with opportunities to test skills and abilities.

- Field studies are exploratory experiences taken at any class level, in any area, from second-semester freshman term through senior year.
- Internships are accredited pre-professional experiences in a student’s major from sophomore through senior year. Students must attend an internship orientation through the career services office.

Library: 509.777.3260, www.whitworth.edu/library

The Harriet Cheney Cowles Memorial Library, at the geographic and educational heart of the campus, features 54,000 square feet of floor space, 511 seats, capacity for 267,000 volumes, and state-of-the-art information-retrieval technologies. Special facilities include three large computer labs; the instructional-media and technology services area, which provides listening and viewing stations, a studio, and other production facilities; six rooms for group study; the Whitworth Composition Commons, which provides individualized help with students’ writing projects; the Leonard Martin Music Library; and the curriculum lab, serving the teacher-education program. The library’s computerized catalog and information systems provide access to a wealth of local, national and international information resources. A friendly, knowledgeable staff is ready to provide the help you need.

Regular library hours
Monday-Thursday: 7:45 a.m.-midnight
Friday: 7:45 a.m.-5:30 p.m.
Saturday: 9 a.m.-6 p.m.
Sunday: 1 p.m.-midnight

Hours vary for reference service, instructional-media services, and computer labs. For details, call 509.777.3260.

Lost & Found: 509.777.3796

Are you pretty good at losing and not too good at finding? Check out the lost-&-found area at the information desk in the HUB. If you find an unattached, unmarked item on campus, bring it in. Someone’s looking for it.

Meeting Rooms, Event Spaces: Kristine Holmberg-Lennemann, 509.777.3453 www.whitworth.edu/conferenceservices

The campus has several rooms available, free of charge, for meetings of your study groups, clubs and committees. Please reserve these rooms as far in advance as possible by e-mailing conferences@whitworth.edu.

Outdoor Recreation Equipment Rental: 509.777.3714

Whitworth has snowboards, snowshoes, rollerblades, backpacks and much more for rent. Contact the U-Rec information desk to rent some inexpensive fun.
Mailbox assignments are based on housing. Full-time students living on-campus are automatically assigned a student mailbox in the HUB. Off-campus students generally do not have mailboxes. Upon request, and pending availability, off-campus students may receive a campus mailbox. Staff and faculty expect each student to check her/his mailbox regularly. Students with keyed mailboxes will be charged for lost or unreturned keys. All keys must be returned for summer maintenance.

Here’s the correct way for correspondents to address “snail mail”:

Student’s full name
Student Box #_ _ _ _
300 W. Hawthorne Road
Spokane, WA 99251

Post office hours
Weekdays: 9 a.m.-4 p.m.
Occasional Saturdays: Noon-2 p.m.

Registrar’s Office: 509.777.3205, www.whitworth.edu/registrar

Eliminate unnecessary frustration and confusion by visiting the Whitworth Registrar’s Office on the first floor of the administration building for assistance in the following areas:

• registration
• adding or dropping a class
• withdrawing from a class
• filing for “pass/no credit” grading in a class
• adding or removing an advisor
• grades
• transfer work
• declaring a major or minor
• address changes
• veteran’s administration benefits
The staff members in the Whitworth Security Office and the Whitworth Facilities Services Department are here to help you and can be reached by phone 24/7 at 509.777.3254 weekdays and 509.777.4444 evenings, weekends, and holidays. If at any time an emergency situation warrants county emergency services, call 9.911. In addition, resident assistants and HUB managers are on duty every night to offer assistance and to answer your questions.

Shuttle Service: 509.777.3796
Is the South Hill too far to walk? Do you have too much luggage to take on the bus? What's a person to do? Well, make an airport-shuttle reservation (at least four working days in advance) online at https://www.whitworth.edu/students/aswu/forms/shuttlereservation, or at the HUB Information Desk. Plan to pre-pay. The deadline for Thanksgiving, Christmas, Jan Term and Spring Break will be more than four days out due to the volume of reservations, so please watch for email notification for these deadlines. There is a four-day cancellation notice for all other trips, as well as a $5 handling fee. Shuttles cost $10 each trip. There are no refunds for Thanksgiving, Christmas, Jan Term or Spring Break shuttles.

Student Accounting Services Office: 509.777.3791, www.whitworth.edu/studentaccountingservices
Did you know that in an emergency the business office will cash your check for up to $100? Sorry, we cannot cash two-party checks, except those from your parents. Checks issued to the university and returned for nonpayment will be charged (along with a $35 fee) to the student’s account.

Cashier and Student Accounting Services Office Hours
Monday-Friday 8 a.m.-5 p.m.
Other times by appointment
Student Success Center: Landon Crecelius, 509.777.4973, www.whitworth.edu/studentsuccess

The Whitworth Student Success Office is located in Lindaman 206. It comprises the offices of the assistant dean for student success, the student success advocate, and a host of success coaches. The success coaches are current Whitworth students who are trained to support their peers in an academic and holistic coaching model. Success coaches provide individualized academic support and effective-skills instruction in many areas, including time-management, academic strategies, etc. Additionally, the Whitworth Student Success Center and its success coaches connect students to additional resources on campus through tutoring, the counseling center, financial aid, and more. Learn more at www.whitworth.edu/studentsuccess. The Student Success Center and success coaching are available for full-time day students.

University Recreation Center: Todd Sandberg, 509.777.3734
www.whitworth.edu/urec

The University Recreation Center (U-Rec) provides an on-campus facility where the Whitworth community can pursue physical fitness and wellness. The facility includes circuit training, cardiovascular stations, powerlifting stations, an indoor track, a climbing wall, a bouldering area, and a three-court gymnasium equipped for volleyball, badminton, pickleball, soccer and basketball. Dumbbells, barbells, kettlebells, benches, and a variety of sporting equipment are also available to complete your workout. Whitworth students staff the facility. Experienced and trained climbing guides are available to teach and assist in climbing techniques. No matter what shape you’re in right now, the center’s staff will welcome you, answer your questions, and guide you in your pursuit of a higher level of fitness and wellness. The U-Rec is accessible to all currently enrolled Whitworth students with a valid I.D. The U-Rec building also hosts outdoor recreation, intramurals, and a variety of other campus programs.

Whitworth Composition Commons (Formerly the Whitworth Writing Center): 509.777.4573, www.whitworth.edu/compositioncommons

Do you want to write the best papers possible? Come to Whitworth’s Composition Commons to talk about your paper with another student writer or with a faculty member. Stop by when you’re choosing a topic, clarifying a thesis, or organizing support for a paper. The center’s specially trained student consultants and faculty members represent departments across the campus. Make an appointment or just stop by the center, in Room 242 of the library. We’re open day and evening hours, Sundays through Fridays, and we’d like to see you!

Whitworth Composition Commons hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>1:30-9 p.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>10:30 a.m.-10 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:30 a.m.-5 p.m., 6:30-11:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:30 a.m.-1:30 p.m., 2:30-10 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>10:30 a.m.-5:30 p.m., 6-11:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>10:30 a.m.-1:30 p.m., 2:30-3:30 p.m.</td>
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</tbody>
</table>
4) Housing Information and Policies

Whitworth Residency Requirement

Research on the residence experience indicates that students living on campus tend to earn higher grades and express more satisfaction with their university experience, are less likely to drop out, are more involved in campus activities, and experience greater personal growth. In short, the residence experience contributes significantly to a student’s education. For this reason, Whitworth has made living on campus part of its educational design. Students are required to live on campus for the first two years after their high-school graduation. Students beyond the two years of high-school graduation do not need to complete a Residency Requirement Waiver Request. Students whose high-school graduation took place fewer than two years ago but who are married or have dependent children living with them are exempt from this requirement yet a waiver must still be completed and approved. For waiver requests based on physical, medical, and/or psychological needs, please see the Educational Support Services Office or visit its website at www.whitworth.edu/educationalsupportservices. Violation of this policy could result in a student being charged the double-room rate. A Residency Requirement Waiver Request can be found at www.whitworth.edu/housingrequirement. Please allow at least two weeks for your request to be processed.

All international students, regardless of class standing, live on campus during their first year at Whitworth. Exceptions to this policy may be made only by the assistant dean for intercultural student development and the director of residence life.

All students who live on campus must purchase a meal plan each term. Students who live on campus and do not sign up for a meal plan will be assigned the traditional “A” meal plan. Changes to meal plans may be made online at www.whitworth.edu/mealplanchanges before the 10th day of class each term.

Residence Hall Fire Safety

Students should . . .

• become acquainted with the location of fire alarms, fire extinguishers and hoses, and exits;
• leave the building when a fire alarm sounds (typical consequence for not leaving is a $100 fine);
• know the fire-drill procedures for their residence;
• avoid using too many extension cords and should dispose of appliances and other electrical units with defective or damaged cords;
• unplug all appliances if planning to leave for the weekend.

Students should not . . .

• tamper with fire equipment; it is against state law, it renders our residences less safe, and those who tamper with fire equipment will be fined up to $250 plus the cost to repair or replace the compromised equipment;
• block hallways, stairs or entries with such items as shoes, bikes, boxes or furniture;
• overload the electrical circuits in their rooms with an excessive number of electrical items.

For fire safety reasons, the following items are not allowed in campus housing (typical consequence is a $50 fine or five hours of community service and removal of the item):
• halogen lamps;
• lit candles/open flames;
• electric hotplates, woks, toasters, toaster ovens, immersion coils, electric skillets, and appliances with open heating elements.

Residence Hall Safety & Building Security

Access Cards: Each student will be issued an I.D./access card. Students are responsible for caring for their I.D./access card and reporting problems with the card to the student life office in the HUB. The cost to replace lost or broken I.D./access card is $25; a student’s account will be charged the replacement fee. Temporary access cards will be issued to students who report cards lost or damaged. If your card is lost, contact security, at 509.777.4444, immediately to obtain a temporary card. Students will have up to three working days to obtain a replacement card from the student life office and to return the temporary access card. Failure to return a temporarily issued access card will result in a fine.

Residence-Hall Security: While the outside doors of each residence are locked 24/7 and can be accessed only with a student I.D. card, students are strongly urged to keep room doors locked at all times for an extra measure of security. There is a fine for propping residence exterior doors open, for using fire doors as entrances, for using windows to exit or enter residence halls, and for gaining access to roof areas of any campus buildings.

Residence-Hall Rooms

Checkout: A student who has checked into a room and who then decides to leave the university and/or campus housing must complete the checkout process, work with the resident assistant to complete a change-of-residence form and a room-inventory form, and turn in the room key. Students who fail to check out properly will be charged for room and board until the above process is completed; they will also be assessed an improper-checkout fee.

Decorating and Personalizing Rooms: Rooms are typically furnished with beds, desks, dressers, chairs, and mirrors. In addition to bringing other necessities — such as linens and wastebaskets — students may want to furnish their rooms with items that add comfort, function, and personality to the living environment (e.g. posters, area rugs, shelves, personal computers).

Residents may . . .
• bunk or stack designated university-issued beds that are designed for such use;
• use pushpins (except on wood or wallpapered surfaces);
• use blue painters’ tape;
• use sticky-tac/plasti-tac to attach items to the wall.

Even though an item may be approved for use to hang posters, pictures, etc., any damage done will be the student’s responsibility.

Residents may not . . .
• use any size/type of nail or screw, foam tape or mounting squares, Scotch tape, masking tape, or electrical, duct, filament, packaging, or double-sided tape, hot glue, star stickers or any other type of sticker or staples;
• have a waterbed;
• structurally change or permanently alter a room (e.g. paneling, suspended ceilings, installed carpeting, and construction such as room dividers);
• paint, glue, screw or bolt anything to the ceiling, walls, floor or furnishings in the room.

Students must remove all the items listed above from their rooms before they will be allowed to check out. Students will not be allowed at any time to repair the damage done to the room unless they are instructed to do so by the university. All room furniture must remain in the room.

Jan Term: Only students who are enrolled in on-campus Jan Term classes, are student-teaching, have internships for which they are receiving Whitworth credit, or are participating in a Whitworth-associated program (e.g. the Intercollegiate College of Nursing) that has classes in the Spokane area but not on the Whitworth campus, may use their on-campus room and board during Jan Term. Students returning from a Jan Term trip are asked not to return to their residence halls until Jan Term Break begins. This date is listed on the academic calendar.

Keys: Residents are responsible for all keys issued to them. There is a $50 charge for each unreturned key. This will be billed to a student’s account before a new key will be issued.

Lockouts: Remember to keep your keys on your person. Residence life staff will provide free assistance twice, and will charge $2 on the third and subsequent occurrences.

Personal-Property Insurance: The university does not carry insurance to cover, and in no way accepts responsibility for, personal articles and possessions. However, personal-property insurance may be obtained for a nominal fee through the Whitworth Student Life Office.

Occupancy: If Whitworth is unable to provide a first-year student with a double room and a roommate, or if a roommate leaves during in the first semester and the school is unable to provide a new roommate, the first-year student will be charged at the double-room rate. After the first semester, it is the responsibility of each student to find another person to share his/her room. The housing office reserves the right to reassign individuals to new rooms/halls at any time during any semester, to cancel a student’s housing contract, and to use space in any residence hall that is not paid accommodation space, with billing adjusted accordingly.

Privacy/Entering Rooms: A residence hall is a home, and, as such, it provides students who live in the hall with certain rights of privacy. All members of the community, including students, should respect these rights. University personnel reserve the right to enter a student’s room in an emergency, when there is evidence of a violation of community policy, when safety concerns warrant immediate entry, or when repair or maintenance work is necessary.

Reservation of Rooms: A returning student may cancel his/her room reservation before June 1 by contacting the Whitworth Housing Office, but all roommates will lose their room assignments and will be reassigned at the discretion of the housing office. If a returning student cancels his/her reservation on or after June 1, the student will be charged $250, but his/her roommates will not lose their room assignments. First-year students may cancel their room reservations at any time before Orientation.
Week without penalty. A cancellation after Orientation Week may incur a $250 charge. Room assignments for new students are made by the end of July. Residence halls and rooms are assigned on a first-come, first-served basis, depending upon the date the student completed the Whitworth Housing Preference Form. Access to this form is given only to confirmed students.

**Room Changes:** Room changes are generally not allowed during the semester unless there is an immediate danger or safety concern to a student. A resident is required to go through a conflict-resolution process with his or her resident assistant or director prior to changing rooms. Making room changes without approval will result in a fine and in possible double charges. Also, students should be aware that any room change could affect their account balances and payment plans.

**Storage:** Limited storage space is available for student use in each residence hall. All items placed in storage must be in sealed boxes, clearly labeled with the student’s name, address and date. Students store items at their own risk. Items left in storage for more than one year will be removed. Once the residence halls close at the end of each semester, students are not allowed access to storage or to rooms to retrieve personal items.

**Vacations:** Residence halls close for winter, spring and summer breaks. All residents are required to leave the residences during these closures. Students may re-enter the halls at the published times of opening. These times are found at www.whitworth.edu/housing. In an emergency situation, a student may make an appointment with the housing office to enter a locked residence hall; s/he will be assessed a fee.

**Residence-Hall Courtesy**

**Community Behavior Standards:** Policies for each residence hall are set by residents at the beginning of the year and are reviewed at the beginning of the second semester. Some topics covered by CBS policies include visitation, noise, and how conflict will be resolved within the community.

**Alcohol Containers:** Students under 21 years of age are not to have any type of alcohol containers on-campus. Students 21 years and over must register containers with their RD.

**Common-Area Cleanliness:** Out of respect for the community and the Whitworth Facilities staff, students are expected to clean up after themselves. Cleaning supplies, a vacuum cleaner, and a broom/dustpan are available in each living area. Contact an RA or student leader to gain access to these supplies. If common areas are left in a mess and it is not apparent who created that mess, the entire floor/hall may be charged a cleaning fee. If items are left in common areas, RAs will collect items and owners will need to pay $1 per item to retrieve them; if collected items are not picked up, they will be donated or sold at the end of each month.

**Community Areas, Lounges and Furnishings:** Furniture placed in common areas is for everyone’s enjoyment and should not be moved to a place where the community cannot freely use it.

**Damages:** Residents are responsible for all damages and/or losses that occur in and to their assigned rooms. A student may also share financial responsibility for damages that occur to his/her hall’s com-
mon areas and furnishings. These charges may be assessed against a student's damage deposit (or, if the charges exceed the damage deposit, to a student's account).

**Guests:** Guests of the same gender are allowed to stay in a student's room. Students are responsible for notifying the resident director of all guests and for informing guests of all residence-hall and university policies. Guests are expected to abide by all such policies; their hosts are responsible for their behavior. However, having a guest is a privilege and not a right, and a guest may be asked to leave by university staff. Guests may stay in residence-hall rooms for up to three days without a charge. However, once the three-day limit has passed, each day — including the initial three days — will incur a $10/day charge. (If a student has a guest who stays for four days, the charge to the student will be $40, not $10.) Additionally, guests under 18 years of age must have a signed letter from a parent or guardian approving the stay. Deliver this letter to the resident director before the guest stays the night. Contact any resident director for further information regarding Whitworth's guest policies.

**Incense:** Because so many hall residents have allergies, burning incense is prohibited in the halls.

**Kitchen Cleanliness:** Out of respect for the community and the Whitworth facilities staff, students are expected to clean up after themselves. At the end of PrimeTime each evening, RAs will collect dishes left on the counters or in the sink. Dish owners will pay $1 per dish to retrieve their items; if collected items are not picked up, they will be donated or sold at the end of each month. Please use the cupboard spaces available in the community kitchens for storing personal clean dishes and pots and pans. Keeping the counters and sink free of food waste and dirty dishes helps facilities staff clean and disinfect the kitchens, which benefits the health of the community.

**Pets:** For reasons of health, sanitation, and the consideration of other residents, no pets (other than fish in a tank of not more than one gallon) are allowed in residence halls.

**Smoking:** Smoking is not permitted inside or within 25 feet of any campus building, including residence halls, theme houses and apartments. The purpose of this restriction is to prevent smoke from entering buildings. In some cases, this may require smokers to move more than 25 feet from a building.

**E-Cigarettes:** These unregulated high-tech smoking devices closely resemble and purposefully mimic the act of smoking by turning nicotine, which is highly addictive, and other chemicals into a vapor that is inhaled by the user. The vapor exhaled by the smoker can be inhaled by non-users. These devices have not been approved by the Food and Drug Administration, and limited testing has shown that their vapor contains detectable levels of known carcinogens and toxic chemicals. Because there is no available scientific research on the effects of exposure to secondhand vapor, Whitworth restricts e-cigarettes to the same status as cigarettes. See that policy immediately above.

**Telephones:** There are phones in each residence's main lounge, and there are courtesy phones around campus and in the HUB.
5) THE BIG THREE: Behavioral Expectations

I. Introduction

It is our conviction that as members of a Christian community we should guide our behavior not solely by adherence to civil and criminal law but by principles of personal conduct and life in community that are presented to us in scripture. In addition, we draw on insights provided by contemporary developmental psychology and are guided by commitments to personal health and responsible life in community. Because of these convictions, Whitworth’s behavioral expectations have two things in common: First, they are reflections of values that are foundational to the character of the Whitworth community — values that are interrelated with Whitworth’s mission to glorify God through commitment to educational excellence, liberal learning, Christian faith and growth. Second, they are community expectations, applicable to all students, faculty, staff and visitors while they are on university property. All of Whitworth’s behavioral expectations, whether stated here or established elsewhere in university publications, proceed from our Christian convictions and from our commitment to provide the best possible education for all Whitworth students.

Whitworth University does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. The university complies with all applicable state and federal laws, including, but not limited to, the following:

• Title IX of the Higher Education Amendments of 1972;
• Title VII of the Civil Rights Act of 1964;
• Washington’s Law Against Discrimination;
• Family Educational Rights and Privacy Act of 1974;
• Section 504 of the Rehabilitation Act of 1973;
• Americans with Disabilities Act (the “ADA”);
• Age Discrimination in Employment Act of 1967, as amended by the Older Worker’s Benefit Protection Act (“ADEA”);
• Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.

Members of the university community, guests and visitors have the right to be free from discrimination, harassment, retaliation, and violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The university will not tolerate bias-based misconduct (e.g. based on gender, sexual orientation, religion, race, ethnicity, age, etc.) toward students.
II. Students are responsible for knowing the university’s behavioral policies

In addition to our adherence to civil and criminal laws, we have established the following policies that represent the behavioral expectations of the Whitworth community.

As with all behavioral policies, Whitworth’s goal is to: (1) end the offending behavior, (2) prevent its recurrence, and (3) remedy its effects on the complainant and the university community.

Community Cooperation Expectations

The cohesiveness of any community depends upon the willingness of its members to cooperate to promote community values and ideals. While this cooperation should extend to all members of the community, it is especially important that we cooperate with those members of the Whitworth community who have been entrusted with responsibility for the enforcement of behavioral policies. At a minimum, such cooperation must include a willingness to identify oneself when asked to do so and a commitment to exclude all actions clearly identifiable as hostile or threatening. Members responsible for enforcement of behavioral policy include security personnel, residence-life staff and HUB personnel. Students who fail to cooperate with community employees as prescribed in this policy are subject to disciplinary action, which may include suspension from the university for the remainder of the academic term and for the term following any violation.

Public Intoxication

Because Whitworth believes the effects of intoxication (e.g. smells, behaviors, etc.) are disruptive to an educational community, no student should be publicly intoxicated on campus. Public intoxication is defined as being under the influence of alcohol, marijuana, or other mood-altering substances or controlled medications. Evidence of public intoxication could include engaging in behavior that is offensive or causes a community member to voice concern or requires the assistance of others. The typical consequence for public intoxication will be an educational opportunity (e.g. an online informational seminar paid for by the student, a debrief opportunity with a counselor or other designated staff member, etc.). The sanctions may increase if public intoxication accompanies other policy violations.

The Big Three

1. There is to be no on-campus possession, consumption, or distribution of alcohol, illegal drugs/mood-altering substances or controlled medication without a prescription. This policy reflects our conviction that such possession or consumption within the Whitworth community is inappropriate for moral, educational, and developmental reasons. Civil and criminal law inform us of the illegality of the possession and use of alcohol and of most drugs and mood-altering substances by persons under the age of 21; the health risks associated with the use and abuse of these substances are numerous, including exaggerated mood swings from manic to severe depression, loss of memory and reduced cognitive ability, physical deterioration, and, in some cases, serious injury or death. In addition, the potential of these substances to promote behavior that is destructive to both property and lives makes them unacceptable in a community committed to healthy development. For all of these reasons, we strongly believe that the presence and use of alcohol, drugs, and other mood-altering substances on campus is counterproductive to the educational and relational objectives of the Whitworth community.
2. There is to be no cohabitation on campus. We understand the term “cohabitation” to include genital sexual contact outside marriage, and/or the spending of a night together by two people engaged in a romantic or sexual relationship or encounter. The Whitworth community’s commitment to the authority of scripture leads us to believe that the genital sexual relationship is to be understood and experienced within the context of marriage, and that to express it otherwise would diminish the high regard we have for this gift from God. These beliefs are based on our understanding of God’s design of our sexual lives and on our knowledge of human development and relational dynamics. While the explicit intent of this policy is to encourage members of the Whitworth community to reserve sex for marriage, the practical application of the policy requires that it be used also to address persons who spend extended hours of a night together, who sleep together, and/or who engage in genital contact even if it falls short of actual intercourse.

3. There is to be no violent or destructive behavior or other conduct that threatens or endangers the safety or emotional well-being of any person on campus. This prohibition includes, but is not limited to, such behaviors as fighting, vandalism, and any behavior that results in destruction or loss of property (including theft), or disruption of community life. This prohibition also includes, but is not limited to, physical abuse, verbal abuse, threats, and/or intimidation, as well as behaviors including assault, sexual assault, harassment and other forms of sexual misconduct.

In keeping with Whitworth’s commitment to building a community of respect for one another, it is important that standards related to relationship be understood and observed. It is likewise important that we are clear as a community about those behaviors that violate well-being, threaten community, and will not be tolerated. The following are definitions of specific destructive behaviors that are prohibited at Whitworth: harassment or other forms of bias incidents are destructive to individuals and to community and will be considered a violation of this policy.

Further explanation of “violent and destructive behavior”:

A bias (or hate) incident is an act of conduct, speech, or expression to which a biased motive relative to race, religion, disability status, ethnicity/national origin, gender or sexual orientation, or any other legally protected category is evident as a contributing factor. An “incident” is an act that does not rise to the level of a crime.

A hate crime is a criminal offense committed against a person that is motivated, in whole or in part, by the offender’s bias.

Hate speech is speech that reflects the perceived inferiority of a targeted group by denying or belittling its humanity. It is directed at a person of a different identity group and includes reference to these differences with the intent to cause distress. Hate speech typically contains recognizable slurs against the targeted group. Whitworth sees hate activity on a spectrum from prejudice to violence, where words are often a first step in a progression toward physical confrontation. As a community of educated individuals, we believe we can find ways to communicate and disagree with one another without using words that are hateful or that incite violent actions.

Bias incidents and hate crimes fall under Whitworth’s policies about, “violent and destructive behavior,” which include an expectation that discrimination and harassment are not acceptable within this community.

The Anti-Defamation League’s “pyramid of hate,” which can be found at http://archive.adl.org/education/courttv/pyramid_of_hate.pdf, represents a progression of destructive behavior. The
foundation and most common offense is made up of words, with the most drastic and least common offense being genocide. Each level of the pyramid builds upon the last in separating people into groups that appear less than human. The sense of “other” often begins with jokes and unexamined vocabulary.

Sexual Misconduct

One of Whitworth’s three primary behavioral policies is related to sexual encounters. “There is to be no cohabitation on campus. Whitworth understands the term ‘cohabitation’ to include genital sexual contact outside marriage and/or the spending of a night together by two people engaged in a romantic or sexual relationship or encounter.” The sexual-misconduct policy addresses abuses of sex, which fall under a different Big Three policy: “There is to be no violent or destructive behavior or other conduct that threatens or endangers the safety or emotional well-being of any Whitworth community member or visitor to campus.” Students who report sexual misconduct would not be held accountable to the cohabitation policy; sexual harassment and/or assault falls under the “violent and destructive behavior” policy. (See immunity and bystander engagement statements).

Hazing

Believing that “[social] integration [and] a sense of fitting in and being accepted by peers are important to student satisfaction and retention” (Tinto, 1987), Whitworth supports activities that are designed to develop community and to impart group traditions. We are committed to introducing new students to campus traditions, language and customs that enhance a sense of belonging and encourage involvement in university life. “An ethic of membership communicates to students that ‘this is your home’” (Kuh, Schuh and Witt, 1991). Understanding this, it is our desire to accomplish the following goals as students become members of campus activities, teams or groups: 1) to help students build positive relationships with others; 2) to familiarize students with current and historical traditions; and 3) to provide an atmosphere in which students may come to understand that they are part of Whitworth’s history, present and future.

We will make every reasonable effort to ensure that students who voluntarily participate in campus activities and groups are treated with dignity and respect, in accordance with the university’s mission, and that any induction or other activities fit within the mission statement as well as within common and civil law. Thus, induction and other group activities will be governed by the following requirements.

There is to be no behavior that causes, or is likely to cause, bodily danger, physical harm, or serious mental or emotional harm, regardless of a person’s willingness to participate. Even if a participant claims that no one was forced to participate, such an activity or behavior is still considered hazing. Group-think behavior, peer pressure and coercion often play a role. Specifically, please note the following:

- Activity that may cause bodily danger or physical harm includes physical activity such as (but not limited to) forced calisthenics or exposure to the elements, sleep deprivation or confinement. It also includes the forced consumption or application of food, liquid, alcohol or harmful substances.
- Mental or emotional harm includes embarrassment, ridicule, verbal abuse and personal humiliation.
- No activities are allowed that induce, cause or require students to violate local, state or federal
• Only currently enrolled Whitworth students may be involved in team- or group-induction activities, unless they are given explicit permission to include others by their group advisor, coach or instructor.

Violation of this policy could also be a violation of Washington state law, which could result in a student’s loss of financial aid. Any group/club/team member violating these standards risks suspension from group/club/team activities. Consequences may also involve sanctions for the entire group. Violations of the Hazing Policy for Washington State Law will be assumed to constitute violations of university policy, as well.

If you have any questions regarding campus policies or procedures, please contact the dean or the associate dean of students (509.777.3271).

III. Application and Enforcement of Behavioral Policies

We believe that our behavioral expectations must apply equally to all members of the Whitworth community and that their enforcement must be consistent and equitable. Implementation of these policies is regulated by the Student Bill of Rights, Section V, as printed in this handbook.

Community Responsibility

These expectations, along with their application and their enforcement, are the responsibility of all members of the Whitworth community. Because of this, if one of us is present at the commission of a known violation, and if we fail to confront those who are in violation, our presence will be considered passive approval and participation, making us guilty of the violation as well.

Members of the Whitworth community are responsible for informing their guests of our behavioral policies; they are also expected to assume full responsibility for the behavior of their visitors while those guests are on campus.

University Student-Conduct Process

In the campus student-conduct process, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable. The university never assumes that a student is in violation of university policy. The campus conduct process is designed to take into account information available from relevant sources.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to . . .

• modification of living and dining arrangements;
• interim suspension from campus pending a conduct meeting; and
• reporting the matter to the local police.

The university will consider the concerns and rights of both the complainant and the person accused (respondent) of misconduct.

Reprisal, retaliation, or false accusations against anyone reporting or participating or thought to have reported or participated in allegation(s) or investigation(s) is prohibited and will be treated as violation of policy, regardless of whether any alleged policy violation is substantiated. False accusations are prohibited and will be treated as violations of this policy. Submission of a good-faith complaint or
report will not affect the complainant’s or reporter’s future employment, grades, educational, living, or working environment.

**Conduct Meetings**

The goal of the conduct meeting is to provide an equitable resolution via an equitable process, respecting the rights of all participants. Whitworth uses a preponderance-of-evidence standard (“more likely than not”) in determining student responsibility. In the event that the accused student rejects the accuracy of the incident report or investigation findings in part or in their entirety, the associate dean of students may convene a conduct board to determine whether the accused individual is in violation of the contested aspects of the complaint. In cases of discrimination, harassment, or violence, a conduct board will be convened. For other Big Three violations, the conduct meeting may be an administrative meeting with the associate dean of students or his/her designee.

For administrative conduct meetings and conduct board meetings:

- The meetings should take place in a timely fashion and in accordance with the student hand- book.
- Meetings should include a review of evidence pertaining to the alleged violation of policy and should be conducted by the associate dean of students or a designee and attended by the confronted, the confronter(s) or a representative, any necessary witnesses, and appropriate representatives from student life.
- In addition, the student accused of a violation may bring a support person from the Whitworth community.
- If a student chooses not to attend the conduct meeting, the meeting may take place with the student in absentia.
- The meeting should result in a determination of the student’s responsibility or innocence, based upon whether the purported violation is more likely than not to have occurred.
- If the student is responsible, appropriate consequences will be applied.
- Reprisal and retaliation are prohibited. As stated previously, every reasonable effort will be made to protect the complainant from additional harm.

False accusations will be treated as a violation of the university’s policy against violent and destructive behavior. However, submission of a good-faith complaint or a report of harassment will not affect the complainant’s or reporter’s future employment, grades, or educational, living or working environment, no matter the outcome of the investigation.

A written record of such conduct meetings should be kept and copies distributed (if requested) to those confronted. A written record of conduct meetings is kept and considered to be part of a student’s educational record. Records are kept for seven years and are then destroyed. In cases of suspension, records are kept indefinitely.

All actions taken within the process are subject to students’ right to appeal.

For conduct-board meetings (convened at the discretion of the associate dean or her/his designee, and typically used for violations of “violent and destructive behavior or student-to-student violations”):

- Conduct procedures do not require that the complainant be present for the meeting.
- Both parties will be afforded an equal opportunity to present relevant witnesses and other information. Both parties will provide names and contact information for relevant witnesses and
will provide all relevant information to the conduct board convener prior to the meeting. If there is a question of relevance, the board convener has ultimate decision-making authority.

The conduct board will invite the complainant and respondent to appear before it, and will hear and question witnesses, if there are any. The complainant and respondent may be present at the hearing if they choose. However, neither party shall be allowed to question or cross-examine the other during the hearing. Questions may be submitted to the chair by both parties; the chair will then decide whether those questions are relevant to the matter and in compliance with Title IX requirements (if applicable).

The panel will conduct its own inquiry, compiling whatever information it deems necessary to assist it in reaching a determination as to the merits of the case, including information obtained by the investigating deans during the investigation.

During the meeting, the convener will list the charges and applicable policies.

The convener will read the agreed-upon points and areas of dispute between the complainant’s and the respondent’s versions of events from the summary reports; s/he will then ask whether there are any disputes concerning same.

Relevant witnesses will then be asked to share their perspective in an effort to provide further information about discrepancies. Witnesses will be present individually. They are warned not to engage in any behavior that could be interpreted as retaliatory. Witnesses are also asked, out of respect for the complainant and respondent, that they not discuss the meeting with others.

If the respondent is found responsible for violating a policy, the associate dean of students will determine appropriate consequences for the violation.

In student-to-student policy violations, within seven business days of the decision, both parties will be notified concurrently, in writing, of the outcome.

Guidelines for Consequences

Student members of the Whitworth community who are found responsible for violating a Whitworth policy are subject to disciplinary sanctions; actual consequences may vary, depending upon the severity of the behavior and the previous conduct of the student.

First violation: $50 fine and/or some educational/corrective experience (to be designed specifically with the violation and student in mind)

Second violation: $75 fine and a warning that a third violation may result in the student being suspended from school

Third violation: $100 fine and, usually, some form of suspension from school

Fourth violation: Suspension from Whitworth, with the length of suspension to be determined on a case-by-case basis.

Sanctions not completed on time could result in additional sanctions.

Educational Sanctions

Educational and/or corrective experiences may be incorporated into the consequences for violation of any behavioral policy at any time in the disciplinary history of a student. These experiences are designed with the specific violation and student in mind in an effort to address root causes for students’ behavior and to reduce the likelihood of similar behavior in the future. These experiences may take

\[41\]
the form of community service, professional counseling, an online educational module paid for by the student, and/or substance-abuse treatment. In those cases in which substance abuse is suspected, students may be referred to the school’s counselor for assessment and/or to a local treatment program.

Civil or Criminal Law Violations
When civil or criminal law is violated, students may be referred to the appropriate authorities for possible prosecution. Whitworth disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Off-Campus Study Abroad
Students participating in off-campus study programs are subject to the same behavioral expectations as are students on campus. These expectations are in effect for students traveling with athletics and performing-arts groups, international and multicultural programs, semester-abroad experiences, exchange and study-abroad programs, and other university-sponsored programs that take place off campus. A student may be asked to return to campus and to participate in a disciplinary meeting if his/her behavior falls into any of the following categories:

• violates the civil or criminal laws of the country or state in which the program takes place;
• violates the university’s behavioral expectations;
• disrupts the program in which the students are participating;
• reflects poorly upon Whitworth.

University representatives responsible for administering programs have discretion regarding the consumption of alcohol in settings where cultural norms, local law and social customs regarding alcohol differ from those at Whitworth. University representatives are expected to honor the spirit and intent of the university’s on-campus alcohol-use policy and to avoid encouraging any alcohol use beyond that which is normal or expected in the local setting. Decisions regarding any disciplinary action in these cases will be made by the university faculty member or staff person on site or by the director of off-campus studies in consultation with the vice president for student life, the vice president for academic affairs, or a designee.

Behavioral Probation
Students may be placed on behavioral probation on the basis of their cumulative record of behavioral policy violations, for violations of civil or criminal law, or in the event of other behavior that places or has the potential of placing the offender or the Whitworth community, its mission, or any of its members in jeopardy. As such, behavioral probation is considered and applied in situations where it is believed that such action may redirect a student’s behavior and thereby render behavioral suspension unnecessary. The terms of behavioral probation may include suspension from the residence halls. Behavioral probation consists of a contract between a student and the university specifying behavioral criteria for the student’s continued enrollment. His/her violation of these criteria may result in behavioral suspension. The decision to place a student on behavioral probation is made by the dean of students or his/her designee.
Behavioral Suspension

Students may face behavioral suspension on the basis of their cumulative record of behavioral policy violations, failure to comply with the terms of behavioral probation, violation of civil or criminal law, or other behavior which places or has the potential of placing the student or the Whitworth community, its mission, or any of its members in jeopardy.

Behavioral suspension includes suspension from classes as well as from all other Whitworth facilities and services; it may be imposed at any time that behavior warrants such action. The decision to suspend a student on behavioral grounds is made by the dean of students or his/her designee. Students may appeal suspensions through the Educational Review Board.

Records

Violations of behavioral expectations accrue over the entire period of a person’s membership in the Whitworth community, assuming that less than one calendar year transpires between conduct violations. If one calendar year passes before a subsequent violation occurs, that violation may, depending upon the severity of the behavior and the previous conduct of the student, be considered a first violation. Behavioral records are kept on file for seven years after each student’s graduation. Records of students who have received a behavioral suspension are kept indefinitely.

Appeal Process

Disciplinary proceedings and their resulting consequences may be appealed to a regularly constituted appeals committee that includes a representative membership from the community, including faculty members and students, and should be chaired by a representative of student life. No member of the conduct board who possesses prejudicial knowledge of the facts of a particular case should sit in judgment during those proceedings. Appeals must be made in writing within seven business days of the original conduct meeting to the vice president for student life. In most cases, appeals of community behavioral standards are heard by the associate dean of students or her/his designee; appeals of Big Three violations are heard by the vice president for student life or her/his designee or by the Student Life Committee; appeals of suspensions are heard by the Educational Review Board.

In instances of student-to-student policy violations, both parties have the right to file an appeal within seven business days of being notified of the outcomes of the complaint. The vice president for student life/dean of students will review the appeal for timeliness/standing (one of the criteria below). If the appeal does not have standing, the decision of the associate dean or the Conduct Board will stand as final.

Grounds for appeal are based on the following:

• the degree to which university procedures were followed (in light of available information at the time of the conduct meeting);

• consideration of new information, unavailable during the original investigation, that could have a substantial impact upon the original finding or sanction. A summary of this new information and its potential impact must be included in the appeal;

• evaluation of whether the sanctions are consistent and appropriate for the violation.

The appeal committee can uphold the decision and sanctions, reduce the sanctions, or send the case back to the associate dean of further consideration. The appeals committee will render a written
decision on the appeal to all parties within seven days of the appeal’s hearing. The committee’s decision is final.

Pending action on charges or on an appeal, a charged student’s admission status should not be altered, and his or her right to be present on the campus, to live in residence, and to attend classes should not be suspended. Exceptions to this should be made when a charged student’s presence constitutes a threat to his/her own physical or emotional safety, to the safety and well-being of other students, faculty, or staff, to the ability of other students to engage freely in their educational activities, or to university or personal property. In those exceptional cases, duly authorized university officials may take action to remove the student pending final action.

**Immunity for Complainants and Witnesses**

The Whitworth community encourages the reporting of student-handbook violations. Sometimes complainants or witnesses are hesitant to report to university officials or to participate in investigations or conduct processes because they fear that they may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many complainants as possible choose to report violations to university officials, and that witnesses come forward to share what they know. To encourage reporting, the university will not charge complainants and witnesses with a policy violation (e.g. alcohol possession or cohabitation). While complainants and witnesses will not be charged with a policy violation, they may be required to complete educational sanctions.

**Bystander Engagement**

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. The university encourages students to offer help and assistance to others in need. Sometimes students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, an underage student who has been drinking might hesitate to help transport a sexual-assault complainant to Whitworth Security). The university will not charge a policy violation to students who offer help to others in need. While “good Samaritans” will not be charged with a policy violation, they may be required to complete educational sanctions.

**Notification of Outcomes**

The outcome of a campus-conduct process is part of the educational record of the accused individual, and is protected from release under federal FERPA laws. However, there are legal exceptions for Title IX-related complainants (e.g. those who report sexual harassment, assault, etc.) to know the outcome, essential findings, and sanctions imposed at conduct meetings related to their incident.

The university may also release the name, nature of the violation and the sanction for any student who is found in violation of a university policy that is a crime of violence, including arson, burglary, robbery, criminal homicide, sex offenses, assault, intimidation (which may encompass stalking and/or bullying), hazing, destruction/damage/vandalism of property and kidnapping/abduction. Regardless of the outcome of the conduct meeting, the university will release this information to the complainant in any of these offenses.
Alternative Conduct Meeting Options

For sexual misconduct complaints and other complaints of a sensitive nature, whether the alleged complainant is the complainant or a witness, alternative conduct-meeting options — such as placing a privacy screen in the meeting room, or allowing the complainant or respondent to testify outside the physical presence of the accused individual, e.g., by Skype — will be offered. While these options are intended to help make the complainant or respondent more comfortable, they are not intended to work to the disadvantage of the other party.

Past Sexual History/Character

The past sexual history or sexual character of any party will not be admissible by the other party in the investigation or conduct meeting unless such information is determined to be highly relevant by the investigator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the Title IX coordinator and/or investigator. While previous conduct violations by the accused individual are not generally admissible as information about the present alleged violation, the Title IX coordinator or the associate dean may supply previous complaint information to a conduct board, or may consider it him/herself if s/he is hearing the complaint, only if...

- the accused was previously found to be responsible;
- the previous incident was substantially similar to the present allegation;
- information indicates a pattern of behavior and substantial conformity with that pattern by the respondent.

Bias Incident, Harassment, or Assault Reports (including sexual harassment or assault)

The university does not permit discrimination or harassment of students on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law.

If you have witnessed or been a victim of violent or destructive behavior (including discrimination, harassment, assault, or any other bias-related incident), contact the associate dean of students, an RD, a faculty member, a student leader, or the associate vice president for human resources, Whitworth's Title IX coordinator. This person will provide information about policy and resources, and will report complaints to the associate dean of students for investigation and follow-up. A student may also contact local law enforcement if s/he believe that s/he has been the victim of a crime (including sexual assault or sexual violence).

The university’s chief commitments are to take reasonable steps...

- to end the violence or other prohibited conduct;
- to prevent future violence or retaliation (or other prohibited conduct); and
- to address the effects of the violence (or other prohibited conduct).

To the extent permitted by law, resolutions to stop the offending behavior may be informal or formal, following the steps of the university’s conduct procedures. The decision regarding informal/formal process rests largely with the student bringing the complaint, but the university may investigate regardless of which process is used. In addition, the student complainant may end the informal
process and proceed with the formal process at any time. Based on Title IX recommendations, informal processes (specifically mediation) are not an option for sexual assault.

Students who wish to report a concern or complaint may do so by reporting the concern to the university’s Title IX coordinator or her designees or to any RD, faculty member, or student leader.

Dolores Humiston
Title IX Coordinator
Associate Vice President for Human Resources
509.777.4320
dhumiston@whitworth.edu

Jolyn Dahlvig
Associate Dean of Students
509.777.3749
jdahlvig@whitworth.edu

Individuals with complaints of this nature also have the right to file a formal complaint with the U.S. Department of Education:

Seattle Office for Civil Rights
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099

Telephone: 206.607.1600
FAX: 206.607.1601
TDD: 206.607.1647
Email: OCR.Seattle@ed.gov

Confidential Reporting Options:
www.whitworth.edu/health&counselingcenter/sexualassault.htm

For absolute confidentiality, you should speak with an on-campus or off-campus mental health counselor or call off-campus rape crisis resources for sexual assault violations: the Lutheran Social Services 24-Hour Sexual Assault Crisis Line (509.624.7273); or the 24-Hour Crime Victim Crisis Line (866.751.7119). In addition, you may speak on and off campus with members of the clergy and chaplains, who will also keep your report confidential. Whitworth University employs a sexual assault advocate who can be accessed through the health & counseling center at 509.777.4655. To track statistics of incidents, on-campus personnel will report numbers of incidents but not details of specific situations.

The conduct process will protect, to the extent possible, the identity of the victim in accordance with the victim’s request, with the understanding that the university may need to take certain steps even if a victim requests that his or her identity be protected.

Students may also submit an incident report without including personal identifying information (no name, etc.). Anonymous reports limit the ability of the university to investigate and respond, but they will be tracked and investigated to the extent possible based on the information provided.
When a report is made, only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

The university will act, to the extent possible, to protect the complainant once a complaint has been filed.

**Federal Timely Warning Reporting Obligations**

Those who report incidents of misconduct should also be aware that university administrators must issue immediate, timely warnings for reported incidents that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that identifying information, including the reporter’s name, is not disclosed; Whitworth will, however, provide enough information for community members to make safety decisions in light of the danger.

**Investigation**

If a student reports a bias incident, harassment, or assault (including sexual harassment or assault) incident, the university will investigate whether the incident occurred on or off campus. This differs from the process used in many other areas of investigation and conduct process, in which the university typically focuses solely on behavior occurring on campus or in connection with a university-sponsored program or activity.

The university will complete its investigation as soon as is reasonably possible under the circumstances, typically within no more than 60 days.

Guidelines for steps the investigator is likely to take (the investigator may combine or eliminate steps depending on the specifics of the situation):

- Determine the identity and contact information of the complainant (whether s/he is the initiator, the alleged complainant, or a university proxy or representative).
- Identify the policies allegedly violated.
- Conduct an initial investigation to determine if there is reasonable information to charge the accused individual, and determine which policy violations should be alleged as part of the complaint.
- If there is insufficient information to support a policy violation, the grievance may be closed with no further action.
- Meet with the complainant to finalize the complaint.
- Inform the respondent (accused individual) of the investigation (and provide a notice of charges, if appropriate, on the basis of the initial investigation).
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice of charges prior to or at the time of the interview.
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).
• Present the findings to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or reject all findings;  
• Share the findings and update the complainant on the status of the investigation and the outcome.

Where the respondent is found not responsible for the alleged violation(s), the investigation should be closed. Where the respondent accepts the finding that s/he violated university policy, the associate dean of students will determine appropriate sanctions for the violation.

Past Sexual History/Character

The past sexual history or sexual character of a party will not be used in an investigation or conduct meeting unless such information is determined by the investigator to be highly relevant. All such information will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request that must be reviewed by the investigator in advance of the hearing. While previous conduct violations by the accused individual are not generally used as information about the present situation, the investigator or associate dean may supply previous complaint information to a conduct board or may consider it him/herself if s/he is hearing the complaint, only if the following criteria are met:

• The respondent was previously found responsible.
• The previous incident was substantially similar to the present situation.
• Information indicates a pattern of behavior by the respondent.

Definitions that inform Whitworth policies:

1. Discrimination is defined as unequal, adverse treatment of an individual because of his or her protected legal status, such as race, age or gender. For instance, different treatment of two similar individuals with respect to pay, opportunity for advancement, or educational opportunity constitutes discrimination if the reason for the different treatment is the protected status of one of the individuals.

2. Harassment is defined as unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status (for instance, persistent comments or jokes about an individual’s religion, race, age, or gender). Such conduct violates university policy if it has the purpose or effect of creating an intimidating, hostile, or offensive work environment, living environment, or studying environment for the individual — or if it substantially interferes with that individual’s employment, living or educational environment.

3. 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.

4. Sexual harassment is one type of harassment. It includes any unwelcome sexual advance, request for sexual favor, or conduct of a sexual nature when:

• submission to such conduct is made either explicitly or implicitly a term or condition of employment or obtaining an education; or
• submission to or rejection of such conduct by an individual affects that individual’s employment or education; or
• such conduct has the purpose or effect of substantially interfering with an individual’s employment or education, or of creating an intimidating, demoralizing, threatening or hostile employment, living, or educational environment.

Sexual harassment, as used in this policy, includes sexual assault and sexual violence, both of which are prohibited forms of sex discrimination. Examples include an attempt to coerce an unwilling person into a sexual relationship; the repeated subjection of a person to egregious, unwelcome sexual attention; the punishment of a refusal to comply with a sex-based request; conditioning any benefit on upon another’s submission to sexual advances; sexual violence, intimate partner violence, stalking, and gender-based bullying.

5. Sexual assault, or non-consensual sexual contact, is frequently misunderstood across campuses nationally. Sexual assault occurs when a sexual act is intentional and (a) is committed by physical force, threat or intimidation; (b) ignores the objections of another person; or (c) takes advantage of another person’s incapacitation, state of intimidation, helplessness, or other inability to consent.

6. Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. This behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:
• invasion of sexual privacy;
• prostituting of another student;
• non-consensual viewing, videoing or audio-taping of sexual activity;
• knowingly transmitting an STI or HIV to another student;
• exposing one’s genitals in non-consensual circumstances; inducing another to expose his or her genitals;
• sexually based stalking and/or bullying may also be forms of sexual exploitation.

7. Domestic violence (as defined by the Violence against Women Act) is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner, such as a boyfriend or girlfriend. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Examples of domestic violence include but are not limited to the following:
• causing or attempting to cause physical or mental harm to a family or household member
• placing a family or household member in fear of physical or mental harm
• causing or attempting to cause a family or household member to engage in involuntary sexual
activity by force, threat of force, or duress
• engaging in activity toward a family or household member that would cause a reasonable person
to feel terrorized, frightened, intimidated, threatened, harassed, or molested

8. Dating violence (as defined by the Reauthorization of the Violence Against Women Act of 1994) is violence committed by a person . . .
• who is or has been in a social relationship of a romantic or intimate nature with the victim; and
• where the existence of such a relationship shall be determined based on a consideration of (1)
  the length of the relationship, (2) the type of the relationship, and (3) the frequency of interac-
tion between the persons involved in the relationship

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against
another in order to gain or maintain power and control in the relationship. The abuser intentionally
behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of
abuse can be physical, verbal, sexual, emotional and psychological.

Examples include but are not limited to, trying to cut off the victim’s relationship with family
and friends, humiliating the victim in front of friends, making the victim fearful by using threatening
behavior, threatening to find someone else if the dating partner doesn’t comply with the abuser’s
wishes or demands, using or threatening to use physically assaultive behaviors such as hitting, shov-
ing, grabbing, slapping, beating, kicking, and touching or forcing the victim to engage in unwanted
sexual activity.

9. Stalking (as defined by the Reauthorization of the Violence Against Women Act of 1994) is
a course of conduct directed at a specific person that would cause a reasonable person to feel fear for
his or her safety or the safety of others, or that might induce substantial emotional distress. Acts of
stalking include but are not limited to harassing another person by telephone, following that person,
sending unwanted gifts, and other similar forms of intrusive behavior.

10. Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of
itself, cannot be interpreted as consent. In terms of sexual activity, consent can be given by words or
actions, as long as those words or actions create mutually understandable, clear permission regarding
the willingness of both parties to engage in, and to agree on the conditions of, sexual activity.

Consent to any one form of sexual activity does not automatically imply consent to any other
forms of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts.

Consent can be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual
interaction, that person has the right to change her or his mind, irrespective of how much sexual
interaction may have already taken place.

11. Force is the use of physical violence and/or physical imposition to gain sexual access. Force
also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce
consent (“Have sex with me, or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want”).

Coercion is pressure for sexual activity. Coercive behavior differs from seductive behavior based
on the type of pressure someone uses to get consent from another. When someone makes clear to
you that s/he does not want sex, that s/he wants to stop, or that s/he does not want to go past a
certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resist a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. Is this correct?

In order to give effective consent, one must be of legal age.

Sexual activity with someone whom one should know to be — or, based on the circumstances, should reasonably have known to be — mentally or physically incapacitated (by alcohol or other drug use leading to unconsciousness or blackout).

12. Coercion is pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

13. Incapacitation is a state in which a person cannot make reasonable decisions because s/he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Consumption of alcohol or drugs alone is insufficient to establish incapacitation. The question of incapacitation is determined on a case-by-case basis. It will include an analysis of whether the responding party knew, or should have known, that the complaining party was incapacitated, or if the responding party played a role in creating the circumstance of incapacitation.

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from ingesting rape drugs if the responding party knew, or should have known, of the incapacitating condition or was the cause thereof. More information about drugs that cause incapacitation can be found at www.911rape.org.

NOTE: There is no requirement that a party must resist a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

Use of alcohol or other drugs will never function as a defense for behavior that violates a Whitworth policy.

The sexual orientation and/or gender identity of individuals is not relevant to sexual assault allegations.

IV. Off-campus behavior

Students are viewed by the larger community as representatives of Whitworth, and they need to understand that their behavior reflects on the university. While the university treats students as private citizens who are responsible for their own behavior, there are instances in which the university reserves the right to address students for behavior that occurs off campus. Examples of off-campus behavior that may warrant disciplinary sanctions include, but are not limited to, criminal offenses, behavior that indicates the student may present a danger or threat to the health or safety of himself/herself or others, and behavior that is seriously or chronically disruptive to the community.
6) Academic Policies

These are your academic rights and responsibilities as part of the Whitworth community.

Academic Honesty

1. Basic Policy (See Whitworth E-Catalog for full details on Academic Honesty.)

Just as the faculty, staff and administration at Whitworth strive to be forthright, direct and honest, and to value integrity in all their dealings, the university expects all students to function in like manner. Students are expected to adhere to the highest standards of academic honesty and to refrain from any dishonest or unethical action. In all academic exercises, examinations, papers and reports, students are expected to submit their own work. The use of the words or ideas of others is always to be indicated through an acceptable form of citation. This policy will be specified in the syllabus for each course.

2. Violations of the Policy on Academic Honesty

2.1 Definition of Plagiarism

Plagiarism occurs whenever a person attempts to pass off as his or her own work, either verbally or in writing, the words and ideas of others. Plagiarism most often occurs in those projects that require independent preparation (outside of class). It can occur in essay examinations, though this is not generally the case. Plagiarism can be either inadvertent (a failure to understand the responsibility for acknowledgment or the means by which acknowledgment should be made) or willful (with a conscious intent to deceive).

2.2 Definition of Cheating and Dry-Labbing

Cheating is any academic activity in which the student submits for grade or credit work that is not his or her own and/or that has not been done within the structure and context established by the assignment. Students may plagiarize in a variety of ways: copying another student’s test, bringing unauthorized notes or materials to an exam, copying another student’s lab notes, or making up fictitious lab results (also known as “dry-labbing”). All cheating is regarded as willful deception.

3. Consequences of Violations of the Policy on Academic Honesty

3.1 The faculty member will confront the student(s) in cases of suspected violations of the policy on academic honesty and will keep a written record of the incident. The faculty member will assess the gravity of the violation and will determine the consequences, which may range from a failing grade on the specific assignment to a failing grade in the course.

3.2 The student has a right to appeal any faculty member’s decision to the Whitworth Academic Affairs Office.

3.3 The faculty member will submit a written report of policy violations, with their consequences, to the academic affairs office. The student will receive a warning after the first violation.

3.4 If a student violates the academic honesty policy a second time, depending on the nature of the violations, s/he may be suspended for the remainder of the current term or for a longer period.
Academic Grievance Procedure
Grade challenges must be initiated by the student in writing within 30 days after a grade is posted. Challenges on grades go to the professor first, then to the department chair, and then to the appropriate area dean, or designee, who will issue a final decision.

a. The student must first seek resolution of the conflict in consultation with the professor.

b. If a satisfactory resolution is not possible in the first phase, the student may appeal for adjudication by submitting a written appeal to the associate provost of instruction. This appeal will be the final step in the grievance process with the associate provost decision being final.

Academic Probation/Suspension Policy
(See Whitworth e-catalog.)

Attendance Guidelines for Classes
Class attendance is expected and may be included in the calculation of the grade for the class. Students who register for courses they do not attend are responsible for dropping the courses officially through the registrar’s office. The consequence of not officially dropping a course is a “WW” (withdrawn without permission) grade, which calculates as an “F” in the GPA. Students should contact the professor of a class if they plan to be absent any day during the first week of the semester/term. No person other than a faculty member attending informally with the approval of the professor may attend a Whitworth course in which that person has not been officially enrolled. A professor may allow a student to attend his or her class only if the student’s name appears on the official class roster.

Classroom Behavior Policy
Students and faculty are expected to demonstrate civility, understanding and mutual respect for each other in the classroom. The faculty handbook states that faculty should “demonstrate respect for students as individuals and adhere to their proper role as intellectual guides and counselors.” By the same token, students should demonstrate respect for faculty and student peers in all academic settings, and should contribute positively to the learning environment.

Disruptive classroom behavior will not be tolerated. Disruptive behavior may include, but is not limited to, threatening or abusive language or behavior, making unreasonable demands on faculty for time and attention, erratic and/or irrational behavior, continually speaking without being recognized, other verbal or behavioral expressions that interfere with the classroom environment, bringing unregistered persons to class without the permission of the instructor, and persistent disruptions including inappropriate computer use, ringing electronic devices, etc. If a student exhibits disruptive classroom behavior, the faculty member should confront the student, clearly identify the disruptive behavior, and require that the behavior cease. A faculty member may at any time remove a student from the classroom for disruptive behavior. A faculty member, in consultation with the department chair or program director, may develop a classroom behavioral contract outlining classroom expectations and consequences for not meeting expectations, or may refer a disruptive student to the associate provost for instruction. The associate provost for instruction will meet with any student who is referred, or who continues to disrupt the learning environment. Students may be placed on behavioral probation or suspension based on the nature of the disruption. Behavioral suspension may include suspension from one or more classes for the duration of the current term, or for a longer period.
Missing Class Due to School-Sponsored Activities

Students who are unsure about the ways in which school-sponsored activities (athletics, theatre, choir, etc.) will affect their progress in certain courses should discuss the implications with an academic advisor and with the instructor(s) of the course(s) before registering.

Registration Information

During the first two weeks of the fall and spring semesters, students receive notification to verify their course registrations. The notice provides a link to WhitNet, where each student is able to view a list of all the courses for which s/he is currently registered. Credit cannot be granted for courses in which a student did not officially register. It is the student’s responsibility to check registration information and to discuss any needed corrections with the registrar’s office. It is the university’s policy to deny requests for registration in any course after the close of the term in which registration was required. Each fall and spring, students register online for their next-semester courses. Registration time slots are assigned based on the total number of credits completed.

Rescheduling Exams

Students are expected to take all midterm and final exams at the scheduled times. The final-exam schedule is posted online at the beginning of each semester; instructors schedule midterm exams. Permission to take a final exam at a different time will be granted only in exceptional circumstances. Petitions to reschedule a final exam must be made a month in advance during fall or spring; deadlines are shorter in Jan Term and summer. The petition form can be obtained at the office of academic affairs.
7) Student Bill of Rights and University Policies

These are your student rights and responsibilities as part of the Whitworth community.

Whitworth Student Bill of Rights
(Spring 1989)

PREAMBLE:
The mission and goals of Whitworth imply certain basic rights that are extended to students and that are defined in this document. As members of the Whitworth community, we commit ourselves, both individually and corporately, to affirm and protect these rights through the responsible exercise of mature judgment and careful stewardship in all actions and decisions that affect the welfare of the institution and its members.

I. DECLARATION OF NONDISCRIMINATION:
Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. Whitworth may, however, make certain decisions on the basis of religion in order to fulfill its mission, but will not do so in connection with administering student financial aid and will not permit harassment of any kind.

II. ACADEMIC LIFE
A. Students may assume that faculty will function in accordance with their professional rights and responsibilities as defined in the faculty handbook. This document is available to students for inspection.

B. Students shall be held responsible for the mastery of their course(s) of study through active participation and the achievement of requirements. Students may expect that all performance evaluations and grades will be based upon identified criteria and requirements that are readily accessible to them. Included within this, students may expect the following:

1. freedom to express agreement or disagreement with presented course material, as long as such expression does not result in limiting their responsibility for the mastery of course content;
2. access to their instructors;
3. protection from biased and unfounded academic evaluations.

C. Appeals regarding failure to meet any of these expectations shall be directed first to the instructor, then to academic affairs’ associate provost of instruction, and then to the provost of the faculty. Final appeal may be made to the Educational Review Board. No further right to appeal is granted.

D. Students shall have the opportunity to participate in the regular evaluation and improvement procedure for instruction and curriculum. In part, this may be accomplished through student completion of course-evaluation forms. In addition, participation in committees dedicated to curricular evaluation and improvement and the submission of proposals regarding changes in curriculum is available to students via their delegates.
III. CONFIDENTIALITY

A. The university has a policy as to the information that is a part of a student’s permanent file and to the conditions of disclosure. Disciplinary records are kept separate from academic records, are not available to unauthorized persons, and will be shared only with those at the university who have a legitimate need to know. Release of these records to external parties requires a student’s written permission.

B. Judgments as to the ability and character of a student may be provided under appropriate circumstances, with the knowledge and consent of the student to the extent possible or as required by law. In circumstances in which the threat of injury or danger to life or property constitute a health or safety emergency, the university has the right to disclose otherwise confidential information in accordance with FERPA, the Family Educational Rights and Privacy Act of 1974.

IV. STUDENT LIFE

A. Freedom of Association

Students are free to organize and/or join any organization or association. However, the university is not bound to give institutional recognition, support, or approval to organizations that operate in opposition to its stated mission or goals. Student organizations are guided by the following:

1. Student organizations should be free to propose their own faculty advisors. Institutional recognition, approval, or support should not be withheld solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations outside of the liability that the university might incur because of the action of the student organization.

2. Student organizations are required to submit a statement of purpose, criteria for membership and rules of procedure, as well as a list of officers.

B. Freedom of Expression

1. Students are free to examine and discuss all aspects of their education. Students are also free to support causes and give opinions as long as their means of expression is orderly and does not disrupt the regular operation of the institution.

2. Institutionally recognized organizations shall be allowed to invite and hear at open meetings any person of their choosing. This right carries with it the responsibility to provide for the safety of the speaker, the audience, and institutional personnel and property in the event that the speaker’s presence creates a disruption. The university must approve such safety provisions.

3. Students should make it clear to the campus and surrounding community that in their expression of opinion and support of a cause they speak only for themselves, not for the university as a whole.

C. Student Participation in the Institution

1. As part of this educational community, students are free to express their views on issues of institutional policy and on any matter of interest to the student body. This right exists individually and collectively. Student membership on university committees is valued and encouraged.

2. The role of student government and both its general and specific responsibilities should be made clear and should be followed as outlined in the constitution and bylaws.
D. Student Media

1. Free and responsible student discussion and expression in student-run publications and other media (e.g. the student-run radio station) are essential in formulating student opinion and in providing knowledge of student opinion and concerns to our community and to the academic world at large.

2. Whitworth is publisher of registered student publications. Whitworth is also the licensee of the university’s online radio station, Whitworth.fm.

3. The institution is committed to providing sufficient editorial freedom for student media to maintain their integrity as a form of student expression and free inquiry. The freedom afforded to student media, while not absolute, is broad and is protected as follows:
   a. Student media shall be free of unwarranted and indiscriminate censorship and advance approval of copy; such approval will be warranted when and if the university determines that any particular communication or publication might expose the university to litigation or damages.
   b. Editors and managers of student media are protected from arbitrary suspension and removal in response to student, faculty, administrative or public expressions of disapproval relating to the content of student media. Student editors/managers can be removed only in cases in which there is a violation of university policies or procedures relating to media operations or of any guidelines established by the individual media outlet at issue. In this event, the procedures for removal shall be those prescribed by the ASWU Media Review Board. Student editors/managers of student media remain subject to the institution’s disciplinary policies and procedures with respect to any issues not relating to their service as editors/managers of student media.
   c. Student editors and managers shall exhibit the responsible exercise of the aforementioned freedoms, including avoidance of libelous writing and broadcasting, indecency, harassment and innuendo.

V. PROCEDURAL STANDARDS IN ALL DISCIPLINARY PROCEEDINGS

(Formal Grievance Procedures)

Whitworth has the responsibility and the corresponding authority to protect and advance its educational mission through the establishment and enforcement of standards of scholarship and behavior for members of the Whitworth community. In the enforcement of these standards, proper procedural guidelines must be observed to provide students with fair proceedings and appropriate outcomes.

Behavioral policies, policies addressing conduct in scholarship, regular disciplinary procedures, guidelines for possible consequences, and procedures for exercising a student’s right to appeal a decision should be communicated in advance. Such policies and procedures should be published in the student handbook. These procedural standards are as follows:

A. Statement of Charges and Possible Consequences:

In all situations, students should be informed either orally or in writing of the nature of the charges against them, and should be assured that the university will not be arbitrary in its establishment of consequences should students be found responsible for the charges.

B. Confrontation:

In the event of a known or suspected violation of behavioral and/or scholastic policies, students should be confronted by a university official in a manner that incorporates a clear description of the alleged violation and allows for those accused to explain and/or clarify the incident in question. A record of confrontations should be kept in accordance with established procedures for use as evidence in subsequent disciplinary proceedings.
C. Investigation and Privacy:

1. If investigation of the incident in question is necessary before or after confrontation, such investigation should be done in a manner that respects the privacy of all persons involved. If search and/or seizure of personal property on campus property (including within a student's room) is deemed necessary, it should be done only in cases where reasonable cause is present and only with appropriate authorization granted by a university official. In such cases, “reasonable cause” should be interpreted as evidence sufficient to convince an agent of Whitworth that the policy is being violated and/or that the life or safety of an individual is in immediate danger. For premises not controlled by the university, the ordinary requirements for lawful search and seizure should be followed.

2. In its effort to maintain the safety, health, and general welfare of resident students, the university may perform routine general inspections under the supervision of residence life. To the extent reasonably possible, students should be advised in advance that an inspection will be conducted. Such inspections should involve only a general observation of a student’s room, with no searching of personal effects (other than what is in plain view), as the primary intent of these inspections is to maintain health and safety standards. However, should evidence of policy violation be visible, the residence staff has the authority and responsibility to investigate (search and seize) evidence of such a violation and to initiate disciplinary action.

3. All evidence, regardless of how it was obtained, is admissible in Whitworth disciplinary proceedings, but students should not be forced, coerced, or tricked into providing evidence that could incriminate them.

D. Disciplinary Meetings

Meetings should take place in a timely fashion and in accordance with these guidelines. All such meetings should include a review of evidence pertaining to the alleged violation of policy and should be conducted by the associate dean of students or a designee and attended by the confronted, the confronter(s) or a representative, any necessary witnesses, and appropriate representatives from student life. (Note special circumstances in cases of violent or destructive behavior described in “Behavioral Expectations.”) In addition, any student accused of a violation may bring a support person from the Whitworth community. This meeting should result in a determination of the student’s responsibility or innocence based on whether the purported violation is more likely than not to have occurred. At this point, appropriate consequences will be applied. A written record of such hearings should be kept and copies distributed to those confronted. All actions taken within the disciplinary process are subject to students’ right to appeal.

E. Appeal:

Disciplinary proceedings and their resulting consequences may be appealed to a regularly constituted appeals committee that includes a representative membership from the community, including both faculty members and students, and should be chaired by a representative of student life. No member of the hearing committee who possesses prejudicial knowledge of the facts of a particular case should sit in judgment during those proceedings. Appeals must be made in writing within one week of the original disciplinary hearing to the vice president for student life. Appeals of suspensions will be channeled to the Educational Review Board. Other appeals will be handled within student life.

F. Status of Students Pending Final Action:

Pending action on charges or on an appeal, a charged student’s admission status should not be altered, and his or her right to be present on the campus, to live in residence, and to attend classes
should not be suspended. Exceptions to this should be made when a charged student’s presence constitutes a threat to his/her own physical or emotional safety, to the safety and well-being of other students, faculty and staff, to the ability of other students to engage freely in their educational activities, or to university or personal property. In those exceptional cases, duly authorized university officials may take action to remove the student pending final action.

G. Appeal of Behavioral or Academic Suspensions:

As an outcome of standard disciplinary proceedings, policies addressing academic progress and/or the recommendation of the vice president for student life, the dean of the faculty, the associate dean of students, or academic affairs’ associate provost of instruction, the Educational Review Board may consider the appeal of behavioral or academic suspensions brought before its members. The decisions of the board should be based on the evidence presented, and a written record of such decisions should be kept and copies distributed in accordance with established policy. All decisions of the ERB are final and are not subject to appeal.

VI. AMENDMENT

Policy amendments to this document can be proposed by ASWU and/or the Student Life Committee and may be given to the president for submission to the board of trustees. Only the board of trustees can officially adopt such proposals.

Whitworth University Policies
(listed alphabetically)

Activities Policy

It is important that Whitworth’s mission of educating mind and heart be reflected in the planning and implementation of university-sponsored student activities. Whitworth’s mission and goals statement (found in the catalog), coupled with its community behavioral expectations (found in this handbook), provide the community with the necessary parameters within which to plan student activities. When planning such activities, measure the content and purpose of the event against the mission and goals of the university. The use of mature judgment and the liberal arts skills of critical thinking, analysis and research are imperative to planning events acceptable to the Whitworth community.

SPECIFIC RULES AND PROCEDURES FOR ACTIVITIES:

1. All events formally under the governance of ASWU (i.e., homecoming, dances, entertainers, movies, club and residence-hall events) and all events using funding from ASWU-managed accounts must be cleared by the director of student activities no later than one month prior to the event. Such requests are subject to campus-calendar availability. Students must fill out a Facilities Requisition Form online at least two weeks in advance of the planned event in order to ensure that the event will take place.

2. Organizations that fail to follow the aforementioned procedures or that violate the policies or philosophy of the university are subject to loss of funding for the event or for the year, as well as loss of charter and further disciplinary sanctions.

3. All events are subject to master-calendar-date availability.

4. All Whitworth-sponsored student activities must adhere to the behavioral expectations listed in
the student handbook. These policies apply to both on- and off-campus sponsored events.

5. Under no circumstances may any organization use club/hall/ASWU funds to purchase alcoholic beverages. Any organization that does so will be subject to the university’s disciplinary process. In addition, ASWU will administer disciplinary sanctions against the organization in violation; these sanctions may include but are not limited to revocation of funding, charter and recognition.

**POLICY FOR NOISE RESTRICTIONS FOR OUTDOOR ACTIVITIES:**

Because Whitworth is in a residential neighborhood, those who plan outdoor activities must be sensitive to people who live in proximity to the university. Therefore, the following guidelines must be followed whenever an outdoor event is planned:

Any event involving music must observe the following rules:

1. Ninety decibels is the maximum sound level allowed. The director of student activities or a designee will monitor the decibel level. If complaints are received from Whitworth neighbors, the level will be lowered by at least 20 decibels. If complaints continue, the director or his/her designee may decide to discontinue the event.
2. Music must stop by midnight on weekends and by 10 p.m. on weekdays.
3. All sound equipment must be turned toward the university.
4. Any event that involves the surrounding neighborhood must observe the following rules:
   a. Scavenger hunts, club drives or tours through the neighborhood must be held in an orderly fashion. Noise levels and respect for neighbors and their personal property must be primary considerations.
   b. All events must conclude by 9 p.m. (including weekends)
   c. All events must be cleared by the director of student activities.

Failure to comply with these regulations could result in the following sanctions:

1. Bands/deejays may be asked to shut down if decibel levels are above regulated levels or if complaints are received.
2. Subsequent events may be canceled, and the sponsoring organization may be fined $25, for violations of noise/property/time policies.

**Business Office Procedures**

Submission of registration/withdrawal forms obligates each student for payment of applicable tuition and fees, including a 1.5 percent-per-month finance charge that may be assessed on unpaid balances (including finance charges previously assessed), as well as any subsequent collection expenses and fees (including, but not limited to, attorneys’ fees, collection fees, court costs, and other out-of-pocket expenses). This implies acceptance of the university’s financial policies. It is the student’s responsibility to pay his/her bill on time and to ensure that his/her registration/withdrawal is correctly processed. Students should be aware that billing rates may change if their registration type and/or status changes.

Whitworth reserves the right to withhold student information, including transcripts and diplomas, until a student’s account has been paid in full, and until all Whitworth and Perkins Loan payments are current. No student will be permitted to register for a term if s/he owes a balance for a prior term.

A student’s written authorization is required for Pell and SEOG grants, Perkins, university, federal and Stafford loans, or PLUS checks to an account for charges other than tuition, fees, or room and
board, or for Whitworth to hold any of these funds in excess of the above charges on an account. This authorization form is included in the electronic billing “e-packet” that all students are required to complete prior to the beginning of the fall semester. Financial aid checks are issued on Wednesdays and Fridays. Students are expected to take this into consideration when planning their budgets for books and other personal expenses. When a student withdraws from Whitworth, his/her tuition refund will be issued within 10 days after all adjustments to financial aid, scholarship returns to grantors and other account charges have been processed.

**Computer Users’ Responsibility Agreement**

The purpose of this agreement is to outline user responsibilities in the legal and ethical use of Whitworth’s computers in order to maintain confidentiality of data, files, computers and networks as well as to protect the proprietary rights of third parties and of the university.

All users have the responsibility to do the following things:

- Check their Whitworth email accounts regularly for messages from the university.
- Participate in assuring legal and ethical use of university computers and user accounts.
- Install and use university-provided antivirus software on personal computers connected to the university network.
- Abide by the Whitworth computer policy approved by the president’s cabinet. Copies are available in computing services, in the student life office and on the Whitworth website.

Computing and related technology is provided by the university for legitimate applications directly related to a student’s academic and/or professional work, to allow students, faculty and staff to conduct academic research or university-related business, and for communication related to classes and class assignments. Inappropriate uses of this technology include behaviors that…

- impede its intended purpose;
- intentionally block or overload the system or prevent its use by others;
- are solely or mainly for commercial gain;
- are threatening or harassing in nature;
- are destructive or disruptive of educational or community life.

Whitworth’s policy regarding appropriate use of technology prohibits the downloading or viewing of pornographic material other than for legitimate academic purposes. The university operates a filter on the campus network in order to restrict Internet access to pornographic material. The filter applies to all faculty, staff and student computer users on campus. (Exceptions can be found in the full Internet-filter policy on the university website.) Public terminals in the library (including computer labs) are unfiltered in the interest of assuring full access on campus for legitimate purposes. These terminals remain subject to the appropriate-use policy. Finally, all enrolled students’ names are on the campus server; they cannot be removed to keep students from receiving email messages.

**Disability Discrimination Grievance Procedure**

It is Whitworth’s policy not to discriminate against any student on the basis of a disability and to resolve any complaints of disability discrimination in a prompt and efficient manner in accordance with the procedure outlined below. The university’s Rehabilitation Act/Americans with Disabilities Act coordinator is Andrew Pyrc, 509.777.4534.

If a student believes that s/he has been discriminated against because of a disability, s/he may
submit a complaint in writing to the director of the office of educational support services in the career center in the HUB. The university representative to whom the complaint has been submitted shall promptly investigate the complaint to determine whether a violation of the university’s policy against discrimination based on a disability has occurred and, if so, to decide what, if any, corrective action is appropriate under the circumstances. In making this determination, the university representative may request information relevant to the complaint from various parties, including the student who has submitted the complaint. The university representative will notify the student in writing of the resolution of the complaint.

A student who believes that a complaint has not been resolved appropriately may submit an appeal to the vice president for student life in the HUB, 509.777.3272. Any such appeal must be submitted in writing within 10 business days of the student’s receipt of the resolution of the complaint. The student will be notified in writing of the outcome of the appeal. No further appeals will be allowed.

**Email Policy**

Campus-wide email messages should be sent only by those employees specifically assigned that responsibility in their job descriptions or by their supervisors. Campus-wide email messages should be restricted to messages that affect the general business of Whitworth and those that are of interest to most or all members of the campus community. All-student emails can be sent only by Whitworth-sponsored departments or organizations that are staging events or providing information for the entire campus. ASWU clubs have one month to develop their list serves of members. After this time, emails for club events not involving the whole campus should be sent only to members.

**Emergency Response Plan**

The safety and well-being of the campus community are Whitworth’s highest priorities. A foundational principle of our crisis communications plan is to be proactive and to communicate openly, honestly and frequently with students, parents, employees and others in the community, in the belief that providing timely, reliable information will enable those engaged in the crisis to do their work more effectively and will allow those affected by the crisis to be safer and better-informed.

Whitworth has the staff, planning and resources in place to respond effectively to a broad range of possible emergencies. The Whitworth Emergency Response Plan is based on the incident-command-system structure used and recommended by local, state and federal emergency-response agencies. Whitworth’s Executive Safety Committee regularly reviews and tests the university’s emergency response plan and procedures. Staff members with assigned responsibilities in the plan participate in campus training and exercises to refine our level of preparation.

In the event of a campus emergency, information updates will be available through the Campus News section of our website at www.whitworth.edu, through the Whitworth switchboard at 509.777.1000, and through email messages sent to students, parents, faculty and staff. In addition, Whitworth uses RAVE, a text-messaging service to mobile devices, to send notices about ongoing, life-threatening emergencies to students, parents, faculty and staff who sign up for the service. Depending on the nature of the emergency, the university may communicate with local media for dissemination via their broadcasts and websites.

To view the Whitworth Emergency Response Plan, visit www.whitworth.edu/emergency.
Employment Grievance and Termination Policy for Students

In accordance with equal employment opportunity regulations, the student-employment office in student life and the Student Life Committee monitor employment grievances and termination.

Financial Grievance Procedure

Grievances concerning financial matters should be referred to the vice president for finance and administration. The Whitworth Business Affairs Council may be involved in the mediation as well. The Anti-Drug Abuse Act of 1988 requires that federal aid be withdrawn from students engaged in the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance. Whitworth does not discriminate on the basis of race, color, age, religion, sex, national origin or physical disability.

Weapons, Fireworks and Explosive Devices

Whitworth is a weapons-free campus. Firearms, fireworks, explosives and explosive devices, and other weapons are prohibited anywhere on property owned or leased by Whitworth, including campus buildings, theme houses, Whitworth downtown, the Costa Rica Center and university-sponsored off-campus events. The term “weapons” includes, but is not limited to, firearms, pellet/BB guns, paintball guns, home-manufactured cannons, bows and arrows, martial-arts devices, switchblade knives, and other knives (with the exception of kitchen knives) with blades longer than three inches.

This prohibition applies to all members of the Whitworth community as well as to visitors. Violations of this policy by students may result in sanctions up to and including suspension. Violations of this policy by faculty or staff may result in disciplinary action up to and including loss of the offender’s position at Whitworth.

The two exceptions to this policy are 1) weapons, etc., used by law-enforcement officers in the course of their duties; and 2) explosives used by faculty for academic purposes. Exceptions must be authorized by the director of security.

Reporting violations of this policy: The university expects all members of the community to help maintain safety and security on campus and at university-sponsored off-campus events. Anyone who has knowledge of violations of this policy has an obligation to report that knowledge promptly to the director of campus security at 509.777.3712 or to an on-duty security officer at 509.777.4444.

Internet Usage and Postings

Students have free access to the Internet, including websites such as Facebook. However, students need to be responsible with postings to their personal sites, understanding that anything posted that breaks university policy or civil law could be considered a violation of the university’s behavioral expectations. In addition, for safety and security reasons, students should not post any specific identifying information about themselves, such as personal phone numbers or university email addresses, on such websites.

Movies: Showing of Copyrighted DVDs/Videos in Public Place

Copyright laws govern the use of rented and/or privately owned video-recorded materials. These laws limit the use of such materials to personal or home settings (at Whitworth, to one’s residence-hall room only). Therefore, we ask that you abide by the rules that follow.
1) Do not show DVDs/videos in public areas (residence-hall lounges, classrooms, the HUB, etc.) without purchasing public-presentation rights.

2) Do not use public-address systems (radio, email, and webpages) or printed materials to advertise a DVD/video showing without purchasing advertising rights.

3) Do not use a DVD/video as a fund-raiser without purchasing advertising rights.

4) Do not use a DVD/video showing to promote a specific organization and/or cause (other than sanctioned, credit-bearing educational classes) for discussion, education or otherwise without purchasing public-presentation rights.

5) Limit your viewing audience to your residence-hall room.

If you have questions regarding these guidelines or their application to a specific showing, please contact the residence life office, the student activities office, or instructional technology/media services.

Photographing/Filming of Students

Photographers and videographers employed or contracted by the university occasionally take photographs and video (including image and/or voice) of students to illustrate or describe various aspects of university and campus life. These photos/videos will be taken at public venues such as athletics events and concerts and in other organized campus photo/video shoots at which the subjects will have given verbal consent to be photographed/filmed. Individuals who are photographed/filmed while attending a public event or who verbally agree to participate in a photo or video shoot have given Whitworth the right to use their likenesses in any and all print and electronic materials used to promote the university. The university will retain the usage rights to the photographs and videography in perpetuity.

Posting Advertisements on Campus

Advertisements for events can be posted only on campus by Whitworth-sponsored organizations or departments. All flyers, posters, etc., need an “Approved to Post” stamp from the information desk in the HUB before they are posted, and they can be displayed for a period of only two weeks. The posting of advertisements does not indicate Whitworth’s endorsement of any of the posted ideas or events. Each building on campus has designated areas where flyers and posters can be hung; Participants need to be sure they are aware of these areas. Posters must be affixed to the wall with blue painter’s tape only.

Selling Items on Campus

No fund-raising or solicitation is allowed on campus except for the purposes listed below:

- publicizing the availability of university-recognized auxiliary services (bookstore, café, coffee house, etc.)
- advertising of special educational promotions (like wholesale computer sales)
- delivery of the newspaper
- approved fund-raising sales for Whitworth-sponsored organizations

All proposed fund-raising sales and solicitation requests must be approved in advance by the director of student activities.
Student Fund-Raising Policy

Whitworth University recognizes that the needs of certain student groups must be met by special fund-raising projects. The institutional advancement office wishes to help and encourage all of those who seek to raise funds of solicit gifts from the business community or from friends of the university. As a matter of stewardship and courtesy to our donors, it is important to coordinate fund-raising efforts so as to not solicit the same individuals, companies and corporations with appeals throughout the year. The following policy is to be incorporated:

1) All solicitation activities by student groups must be coordinated through institutional advancement. This includes any letters that are mailed requesting funding.

2) Proposals must be submitted in writing to institutional advancement (building, email information in Item 1). Details to be included: a) name and description of project; b) purpose for which funds will be raised; c) amount to be raised; d) plans to raise needed funds; e) names and addresses of individuals and businesses to be contacted.

3) Submit plans for projects at least 10 working days prior to planned implementation.

4) After you submit your proposal, the institutional advancement office will review your list of potential donors. If any of the donors are involved in other Whitworth fund-raising projects, you may be asked not to solicit these donors any further.

Vehicle Operations Policy

Whitworth’s campus has been designed as a walking campus. The Vehicle Operations Policy provides guidelines for students who have the privilege of operating a motor vehicle on campus. The purposes of this policy are to reduce pedestrian risk, promote safe vehicle operation, and generally regulate traffic and parking on the Whitworth campus. To accomplish this, the administration of the policy is delegated to Whitworth’s director of facilities services.

1. General Rules

   Campus parking and traffic regulations comply with Washington state motor vehicle laws and Spokane County ordinances. These rules apply equally to all faculty, staff, students and visitors.

   These vehicle regulations, Washington state motor vehicle laws, and applicable Spokane county ordinances are in effect on all Whitworth properties, including all campus roads, streets, parking areas, improved and unimproved areas and athletics fields.

   No unlicensed or improperly licensed motorized vehicle may be operated on the Whitworth campus (other than special-service/university-owned vehicles).

   Parking is permitted only in marked spaces in designated parking areas. Do not park in spaces or lots designated for service vehicles or visitors. There are parking lots on campus in which overnight parking is not permitted; these lots are posted.

   Unless marked as a designated parking space or otherwise marked to permit parking, all roadways on campus are considered fire lanes, and parking in them is strictly prohibited. (Curb color, or lack thereof, has no bearing on this). Parking in a fire lane or a disabled space without a required state-issued permit will result in a citation and a $100 fine for each occurrence.

   “No Parking” areas include fire lanes, all road and driveway curbed areas, crosswalks, loading zones, service-vehicle zones, assigned and reserved spaces, walks, planted and seeded areas, 15-ft.
spaces around fire hydrants, areas around trash/garbage collection points, uncurbed areas, and posted “No Parking” and posted “No Overnight Parking” areas.

The maximum speed limit on campus is 15 m.p.h. Lower speed limits are in effect when posted, or if road conditions warrant.

Pedestrians have the right-of-way at all intersections and pedestrian crossings except in cases involving emergency vehicles.

Without the prior approval of the security supervisor (509.777.3712), no vehicle may be left on campus for longer than 30 days while the owner/operator is absent from campus for any reason. Likewise, no disabled or inoperative vehicle shall be parked on campus for more than 72 hours. In either case, vehicles will be towed away at the expense of the owner/operator. If your vehicle becomes inoperative on campus, notify Whitworth Security promptly at 509.777.4444.

Whitworth reserves the right to tow away any illegally or improperly parked vehicle at the owner/operator’s expense.

Spaces designated as disabled parking must be honored, and vehicles parked in them must display a state-issued disabled parking permit.

Motorcycles and motor scooters are considered engine-driven vehicles and may not be operated on walks intended for foot traffic.

If you plan to leave your vehicle on campus when residences close for a vacation period, you must check with the Whitworth Security/Facilities Services Office (509.777.3254, 509.777.3712 or facilitieservices@whitworth.edu) for instructions as to the proper parking area for your vehicle. Any individual suspected of operating a vehicle under the influence of any drug or alcohol will be reported to local authorities.

2. Registration of Vehicles

Students are required to register each vehicle that they will operate or park on campus and they must properly display each vehicle’s current registration decal. Vehicle registration will be submitted via online registration form; the cost is $30 per vehicle, per year. This must be done at the beginning of the fall semester for each vehicle to be operated on campus and when the student acquires a new or different vehicle for campus use. New students will follow the same procedure at the beginning of their entering semester. Failure to register a vehicle or to display its current registration decal will result in a citation and a fine of $50.

Vehicle registration is a two-part process: 1) purchasing the registration decal, and 2) obtaining and properly attaching it to the inside lower-left corner of the windshield. After purchasing the decal online, it is the student’s responsibility to complete the process — without further notification — by picking up the decal at the HUB Information Desk and installing it promptly. If you replace your vehicle, license plate, or windshield, contact Whitworth Facilities Services at 509.777.3254 to arrange for a no-cost vehicle reregistration or replacement decal. Switching decals between vehicles is not permitted.

Registration decals must be affixed to the inside front window on the driver’s side of the vehicle. Motorcycles, motor scooters, etc., without windscreens must display the decal in a conspicuous place.

Unregistered vehicles that are driven on campus temporarily due to damage or breakdown of a registered vehicle may be issued a temporary parking permit for a limited period of time as determined by Whitworth Facilities Services, 509.777.3254, or the security office, 509.777.4444.
GUEST/VISITOR VEHICLES: Guests may obtain temporary parking authorization from facilities services or security.

3. Parking Areas

Parking on campus, due to limited space and concern for the environment, is a privilege and is permitted only in marked parking spaces in designated areas.

Areas immediately adjacent to some buildings and marked as such by signs are reserved for service and delivery vehicles only. All other vehicles parked in these areas may be cited and/or towed away at owner/operator's expense.

Some parking spaces are marked “Visitors.” These spaces are to be used by visitors only. All other vehicles parked in these areas are subject to citations and/or towing at owner/operator's expense.

Parking along streets — fire lanes — is not permitted.

Parking is prohibited within 15 feet of a fire hydrant.

VACATIONS: Vehicles left on campus when residence halls are closed for Christmas Break or Spring Break are to be parked in the Baldwin-Jenkins rear parking lot or the parking lot north of Westminster Hall, unless the driver is directed otherwise. During these breaks, campus parking lots are cleaned. If a student’s vehicle is not parked in one of the two above-listed parking lots, it may be towed to an alternate parking lot at the owner/operator's expense.

4. Administration Enforcement

The director of facilities services is responsible for...

1. reviewing the administration and enforcement of these regulations;
2. recommending revisions of campus traffic and parking regulations.

The Whitworth Security Department, under the director’s supervision, shall...

1. administer and enforce the campus traffic and parking regulations;
2. supervise the installation of appropriate traffic signs;
3. maintain a registration record system;
4. issue permits and citations;
5. patrol the university campus;
6. keep records of violations and fines;
7. provide for appeals.

Persons observed violating traffic regulations, as well as vehicles found parked illegally, will be cited.

NOTICE: Vehicles parked in fire lanes or other areas where the location threatens the safety of the campus community will be towed. Vehicles whose owners/operators have received multiple citations without acknowledging and responding as instructed may also be towed. Vehicles may be towed off campus at the expense of the registered owner.

Fines

1. Fines will be billed to the individual’s account.
2. Types and amounts:
   a) Citations issued for failure to register any vehicle or properly display its current registration decal will be charged at $50.
   b) General parking violations are subject to a charge of $30.
c) Citations for moving violations such as speeding, failure to stop for a stop sign, right-of-way violations and operating a vehicle in a reckless/negligent manner, will be charged at $40 for each violation.

d) Citations for parking in fire lanes and disabled spaces will be charged at $100; vehicles in violation will be subject to immediate towing at the owner/operator’s expense.

5. Appeal Procedures

The president of Whitworth has authorized the facilities services department to provide processing for the appeals of all citations and requests for the release of impounded vehicles. This procedure assures an impartial evaluation of circumstances relating to the appeal and assists in appraisal of parking and traffic problems. The appeal procedure is as follows:

- Vehicles must be registered for appeals to be considered.
- The initial appeal must be made within 15 days of the violation(s).
- The appellant must submit an electronic citation appeal.

After the review has been completed, the appellant will be notified as to the outcome of the appeal.

These rules and regulations are designed to promote safety and mobility and not to generate revenue. Administration of these regulations will be courteous and equitable at all times.

Whitworth reserves the right to revoke driving and parking privileges when abuse of these privileges has occurred. Repeat offenders’ vehicles and unauthorized vehicles are subject to be towed or impounded at the expense of the owner/operator. Please read the Vehicle Operations Policy carefully. If you have any questions, please contact facilities services at 509.777.5254 or security at 509.777.3712, or 509.777.4444 (24/7).

BICYCLES: Students are encouraged to register their bicycles with the security department. There is no charge to register a bicycle. Students should lock their bicycles in provided racks when the bikes are not in use. As a service to students, the campus bookstore sells bicycle locks at a substantially reduced price.

Webpages, Student Organizations and Clubs

As a service to its students, Whitworth provides web-hosting options for ASWU clubs and organizations. Student club/organization webpages are not subject to Whitworth’s visual identity standards but must be consistent with Whitworth’s mission, university computer-user policy, computer-use agreement, the Family Educational Rights and Privacy Act, and the student handbook. Designs and content must be reviewed and approved by both the student activities office and the university communications office before finished projects may be posted. In addition, all student club/organization webpages must display the following text: This page is not an official Whitworth publication, and its contents do not necessarily reflect the views of the university or of its administration, faculty or staff.