



WHITWORTH
UNIVERSITY

STUDENT HANDBOOK

STUDENT RIGHTS & RESPONSIBILITIES

This handbook is designed to give you an overview of the services and opportunities available to you at Whitworth, as well as the policies and procedures you need to know as a student at Whitworth. This handbook includes information available at the time of publication; however, information and policies evolve over time. Therefore, Whitworth reserves the right to change its handbook, policies and procedures without prior notice. All changes are effective at such times as the proper university authorities determine; they may apply not only to prospective students but also to those who already are enrolled in the university. All changes are documented in the office initiating the change. It's your responsibility to read all of the campus policies found within this book.

Revised July 2015

Overview:

The student handbook is a legal contract between you and Whitworth as well as a source of information on campus policies affecting your time at Whitworth. It is your responsibility to read all the campus policies found in the handbook. Whitworth, in turn, is responsible for all the information found in this publication. In addition, students should be familiar with policies and procedures as stated in the Whitworth Catalog.

Included Sections:

- 1. Consumer Information**
- 2. Community Values and Behavioral Expectations**
- 3. Academic Policies**
- 4. University Policies**

I. Consumer Information on the web

I. The Consumer Information web page is designed to provide links in compliance with the Higher Education Opportunities Act (HEOA), Student Right to Know (SRTK) Act, and other consumer protection legislation. Whitworth University wants to ensure that students and prospective students, employees and future employees, and the public in general have easy access to important information involving campus safety, financial aid, graduation/retention rates, and other required information. If you should have any question or concerns regarding the information listed here, please contact the Whitworth Office of Institutional Research, Office of Financial Aid, or other relevant office for assistance in retrieving the most accurate and current information. The link to the information is:

www.whitworth.edu/GeneralInformation/ConsumerInformation/Index.htm

II. Community Values and 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, or financial support of students. Whitworth complies with all applicable state and federal laws, including, but not limited to:

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. Whitworth will not tolerate bias-based misconduct toward students (e.g. based on gender, sexual orientation, religion, race, ethnicity, age, etc.).

II. Students are responsible for knowing the following behavioral policies:

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

As with all behavioral policies, Whitworth's goal is to: (1) end the offending behavior/discrimination, (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 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. In compliance with federal law, medical marijuana is not allowed on Whitworth property. Exceptions may be considered by Educational Support Services. 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/courtvtv/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 or 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 partake, 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 law or campus rules and regulations.
- 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/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 Whitworth undergraduates 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 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 the following:

- 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 entirely, 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 3 violations, the conduct meeting may be an administrative meeting with the associate dean of students or her/his designee.

For administrative conduct meetings and conduct board meetings:

- The meetings should take place in a timely fashion and in accordance with the Student Handbook.
- 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 her/his 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 could happen in absentia.
- The 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.
- 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 part of a student’s educational record. Records are kept for five years and 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 – 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 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 conduct board meeting if they choose. However, neither party shall be allowed to directly question or cross-examine the other during the hearing. Questions may be submitted to the convener by both parties, who 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 and respondent’s version of events from the summary report.

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

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

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

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 the form of community service, professional counseling, 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 programs.

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 is 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.

Appeals 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 both 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 3 violations are heard by the vice president for student life or her/his designee or 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 and standing (meets one of the criteria below). If the appeal does not have standing, the decision of the associate dean or of 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 from hearing of the appeal. 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 university community encourages the reporting of Student Handbook violations. Sometimes, complainants or witnesses are hesitant to report to university officials or participate in investigations or conduct processes because they fear that they themselves 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 to university officials, and that witnesses come forward to share what they know. To encourage reporting, the university will not charge complainants of sexual misconduct 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, as student who has been drinking underage might hesitate to help take a sexual assault complainant to Whitworth Security). The university will not charge a student with a policy violation for 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 a federal law, FERPA. However, there are legal exceptions for Title IX-related complainants (e.g. sexual harassment, assault, etc.) to know the outcome, essential findings, and sanctions of 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. The university will release this information to the complainant in any of these offenses regardless of the outcome.

Alternative Conduct Meeting Options

For sexual misconduct or Title IX complaints, and other complaints of a sensitive nature, whether the alleged complainant is serving as the complainant or as a witness, alternative conduct meeting options will be given, 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, such as by Skype. 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 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, 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 have 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;**
- **prevent future violence or retaliation (or other prohibited conduct); and**
- **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.

Spokane County Definitions (addition required by VAWA-Campus Save Act)

For Spokane County definitions (per RCS 26.50.010) of domestic violence, family or household members, dating relationships, visit: <http://apps.leg.wa.gov/rcw/default.aspx?cite=26.50.010>.

For Spokane County definitions (per RCW 10.99.020) of domestic violence crimes, computer trespass, cyberstalking, harassment (threats to kill, harm or damage property), etc., visit: <http://apps.leg.wa.gov/rcw/default.aspx?cite=10.99.020>.

For Spokane County definitions (per RCW 9A.46.110) of stalking, visit: <http://apps.leg.wa.gov/rcw/default.aspx?cite=9a.46.110>.

For Spokane County definitions (per RCW 9A.44.010) of sexual intercourse, sexual contact, married, mental incapacity, physically helpless, forcible compulsion, consent, significant relationship, abuse of a supervisory position, person with a developmental disability, person with supervisory authority, person with a mental disorder, person with a chemical dependency, health care provider, treatment, and frail elder or vulnerable adult, visit: <http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.44.010>.

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

*Dolores Humiston, Title IX Coordinator
Associate Vice President, HR
509.777.4320
dhumiston@whitworth.edu*

*Craig Chatriand
Associate Dean of Community Standards/Compliance
509.777.4655
cchatriand@whitworth.edu*

Individuals with complaints of this nature also always have the right to file a formal complaint with the US 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 personally identifying information (no name, etc.). Anonymous reports

limit the ability of the university to investigate and respond. Anonymous reports would 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 incidents reported to them 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 the reporter's name and other identifying information is not disclosed, while still providing 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 in no more than 60 days.

Guidelines in steps the investigator will likely take: (the investigator may combine or eliminate steps depending on the specifics of the situation)

1. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged complainant, or a university proxy or representative);
2. Identify the policies allegedly violated;
3. Conduct an initial investigation to determine if there is reasonable information to charge the accused individual, and what policy violations should be alleged as part of the complaint;
4. If there is insufficient information to support a policy violation, the grievance may be closed with no further action;
5. Meet with the complainant to finalize the complaint and
6. Inform the respondent (accused individual) of the investigation (and possibly notice of charges, if appropriate) on the basis of the initial investigation;
7. 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;
8. Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
9. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
10. Present the findings to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
11. 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 impose 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 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 is used as a factor in affecting 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; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence, intimate partner violence, stalking, 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, and the 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 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 their 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:

- 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 interaction 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, shoving, 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: (1) feel fear for their safety; or (2) the safety of others or suffer substantial emotional distress. Acts of stalking include but are not limited to: telephone harassment, being followed, receiving 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. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot 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 imposing on someone physically 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").

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, that 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.

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.

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) is considered to be force.

13. **Incapacitation** is a state where someone cannot make reasonable decisions because they lack 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 the taking of 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 <http://www.911rape.org/>.

NOTE: There is no requirement that a party resists the 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.

III. Academic Policies

(Can also be found in the catalog at: <http://catalog.whitworth.edu/academicinformation/>)

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) although it can occur in essay examination, 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 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, she or 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 course 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" (withdrew 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 registered through the registrar's office. A professor may allow a student to attend his or her class only if the student's name appears on the official class roster.

Accelerated-format Attendance Guidelines

The accelerated format courses stress the collaborative nature of adult student learning; student participation is an essential element for getting the most out of each course. Thus, attendance becomes very important not only due to the accelerated nature of the course but also because the quality of the total learning experience is affected by student absences.

The following attendance policy recommendations are distributed to faculty:

Students who miss one evening would not necessarily face a reduction in grade, but additional absences are assumed to have an impact on the course grade. Students who miss more than 4 hours should anticipate receiving up to a full grade reduction. Each instructor decides the actual grade impact and the final decision may take into consideration the circumstances of the absences and the overall performance of the student. However, absences are considered as detrimental to both the individual student and the class as a whole.

It is our recommendation that students who miss the equivalent of 3 class sessions (approx. 12 hours of class) withdraw from the course. Missing 3 class sessions is the equivalent to missing 1/3 of the course. In the case of a recommended withdrawal, the faculty member will contact the program office to notify the program director and/or the advisor. The student should contact his/her advisor as well.

If a student does miss class, it is up to him/her to contact the instructor to determine what make-up and/or extra work needs to be completed.

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, including children, 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 of instruction. The associate provost of 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.

Children in the Classroom Policy

In order to provide the best classroom learning environment for all students, children may not attend any Whitworth class. No child may, under any circumstances, be left unattended in a university building while a parent is attending class. Safety is our main concern; we cannot ensure a child's safety when he/she is left unattended.

Registration Information

Students receive notification to verify their course registrations once each semester. This occurs during the drop/add period. 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 Continuing Studies advisor or 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.

Rescheduling Exams

Students taking traditional-semester format courses are expected to take all midterm and final exams at the scheduled times. The final-exam schedule is posted 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.

To take a make-up exam in a graduate or continuing studies course, students must make prior arrangements with their instructor. The instructor must contact the program office with information regarding time limits, materials allowed/disallowed,

test due date, and any other specifications related to the exam. Once the program office has received the exam and the information from the instructor, the student must contact the office schedule a time to take the exam. We will not schedule an exam if we have not received the exam and instructions from the instructor.

IV. University Policies

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 and 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 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 are 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 on-line 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 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. 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 can student editors/managers be removed. 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 against themselves.

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 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, and are subject to campus calendar availability. Students must fill out a Facilities Requisition Form online at least two weeks in advance in order to ensure that the planned 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 planning 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) and 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 to apply 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 (See the Computer User's Guide)

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, x4534.

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.

E-mail Policy

Campus-wide e-mail messages should be sent only by those employees specifically assigned that responsibility in their job description or by their supervisor. Campus-wide e-mail 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, e-mails 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 (ERP) 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 home page at www.whitworth.edu, through the Whitworth switchboard at 509.777.1000, and through e-mail 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 Whitworth's ERP, 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.

Guns, Weapons, Fireworks and Explosive Devices

Guns, firearms, weapons of any kind, and explosives (including fireworks, dry-ice bombs and firecrackers) are prohibited on campus. A fine of \$25 will be assessed to anyone owning, transporting or storing fireworks on campus. A fine of \$250 plus additional sanctions, including suspension, may be imposed upon anyone transporting, storing, or using weapons, firearms or any explosive device on campus.

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 e-mail addresses, on such websites.

Movies: Showing of Copyrighted DVDs/Videos in Public Places

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, e-mail, 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 works 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 hang for a period of only two weeks. The posting of advertisements does not equal 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 as provided 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

Smoking Policy

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.

The unregulated high-tech smoking devices, commonly referred to as electronic cigarettes or e-cigarettes, 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 (FDA), and limited testing has shown that the vapor contained detectable levels of known carcinogens and toxic chemicals.

Because e-cigarettes create confusion and suggest that smoking is allowed and there is no scientific research on the effects of exposure to the secondhand vapor, Whitworth subjects e-cigarettes to the same restrictions as cigarettes as per the smoking policy.

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 or 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, e-mail information in Item 1). Details to be included: a) name and description of project; b) purpose for which funds will be raised; c) desired 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; fees are included in tuition for evening students. 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 ordering the decal online, it is the student's responsibility to complete the process – without further notification – by picking up the decal at the student's program office 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 re-registration 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 Vacation 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 office of web & digital media 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.

Withdrawal of Students from School (Involuntary)

It is Whitworth's policy to maintain a campus environment that is conducive to learning, that maintains reasonable order, and that protects the rights, safety, and other interests of all members of the university community. In accordance with this policy, as well as with federal and state laws prohibiting discrimination based on disability, the university retains the right to require the involuntary withdrawal of a student from the university or from university housing in the following circumstances and subject to the following procedures. This policy is not a substitute for the enforcement and application of the university's behavioral policies, which typically are the preferred method of addressing student misconduct without regard to whether an emotional or psychological condition may have contributed to the misconduct. The following procedures are to be used (i) only in extraordinary circumstances when, in the judgment of the appropriate university representatives, the university's behavioral policies are not applicable or cannot be applied, and (ii) only if the student has not agreed to withdraw from the university on a voluntary basis:

1. When a student is known to be experiencing a serious emotional, psychological or other health problem, university personnel may refer that student to campus counseling services (509.777.3259) or other appropriate university resources. If assistance is unavailable there, or if there is a need for additional evaluation, appropriate health professionals from the Spokane community may be included in the evaluation. The student may incur personal expense as a result of this process. Depending upon the outcome of the assessment, the student may be required to comply with expectations outlined in writing if s/he returns to campus.
2. If Whitworth determines that a student's continued presence in the university community would pose a significant risk to the health or safety of the student or the university community, the student may be required to leave campus or to withdraw from the university in accordance with the principles outlined below. In such cases, the university will make every attempt to offer the student the opportunity to withdraw voluntarily prior to proceeding with an involuntary withdrawal. Even in instances where the university commences an involuntary-withdrawal determination, the student may elect at any point to withdraw

voluntarily as long as the university determines that the terms of any voluntary withdrawal are adequate to remove the threat to the health or safety of the student and the university community.

3. In determining whether a student should be required to withdraw involuntarily, the university will conduct an individualized assessment of the student's ability to participate safely in the university community, based on the reasonable medical judgment of qualified professionals and the best available objective evidence from the student, the student's family, university representatives, and other sources. The university will consider, perhaps among other things, (i) the nature, duration and severity of the risk of harm to the student or university community, (ii) the likelihood that the potential harm will occur; and (iii) whether reasonable modifications of university policies, practices or procedures would sufficiently mitigate the risk of harm. Prior to making a determination, the university will consider any information that it deems relevant and will give the student a reasonable opportunity to meet with the university representative(s) charged with making the determination.

4. If the university determines that a student poses a significant risk to his or her own health or safety or to the university community, the university will notify the student in writing of the decision to require an involuntary withdrawal, including the reasons for the decision, the contemplated length of the period of withdrawal, and the conditions under which the student may return to the university.

5. The student has the right to appeal an involuntary withdrawal decision or a decision refusing to allow a student to return to campus after an involuntary withdrawal by submitting an appeal in writing to the designated university representative or committee within 10 business days of the university's decision. The student will be notified in writing of the decision in connection with any appeal. No further appeals are allowed.

6. Notwithstanding the procedures outlined above, an emergency interim withdrawal may be implemented immediately if the university reasonably believes that the student's behavior or condition poses an immediate, substantial threat to himself/herself, others, or university property, or that it otherwise seriously disrupts the stability and continuance of normal university operations. If the university withdraws a student on an interim basis, the student will have the opportunity to appear personally as soon as is practical after the effective date of the interim withdrawal to respond to the university's concerns regarding the student's safety. If the university determines that a student's behavior or condition does not warrant involuntary withdrawal, then the student will be permitted to return to the university. If, however, the university determines that the student does pose a significant risk to his or her own health or safety or to the health or safety of the university community, the university will then proceed to make a determination as outlined in paragraphs 1-4 above. In the event the university determines that an involuntary withdrawal is required, the student will have the right to appeal as provided in paragraph 5 above.

7. When disenrollment occurs under this policy, hardship withdrawal status may be warranted as determined by the vice president for student life or a designee.

8. Because of the emergency nature of some situations involving a threat to one's self or others, a student's family members or other emergency contacts may be involved by the university in addressing the concerns of the student, as appropriate and as permitted by law. [NOTE: HIPAA permits disclosure of protected health information when the covered entity (i.e., the university's student health service) believes in good faith that disclosure is necessary to prevent or lessen a serious and imminent threat to a person or to the public, as long as the disclosure is made to someone the covered entity believes can prevent or lessen the threat (including the target of the threat). HIPAA also allows covered entities to make disclosures to law-enforcement authorities if the information is needed to identify or apprehend an escapee or violent criminal.]