

Campus Safety & Security Guide & Annual Fire Safety Report

INCLUDES OTHER IMPORTANT POLICY INFORMATION

2015-2016



THE CONTENTS OF THIS GUIDE WERE WRITTEN OR COMPILED BY THE OFFICES OF CAMPUS SECURITY & PUBLIC SAFETY AND THE DIVISION OF STUDENT DEVELOPMENT. ALL UNIVERSITY POLICIES, PRACTICES AND PROCEDURES ARE CONSISTENT WITH GONZAGA'S CATHOLIC, JESUIT IDENTITY AND MISSION STATEMENT.

UNIVERSITY POLICIES: Gonzaga University community members have a responsibility to be familiar with and adhere to University policies, rules and expectations. Specific information about drug and alcohol policies, as well as other policies related to health, safety, and security are printed in the Student Handbook. A copy of the Student Handbook is available to all students, staff, and faculty members through the Gonzaga website at: <https://www.gonzaga.edu/Student-Development/Community-Standards/Student-Code-of-Conduct.asp>

Policies specific to University staff are contained in the Personnel Policies and Procedures Manual. Please contact Human Resources at ext. 5996 for further information. For faculty, please contact the Academic Vice President's office at ext. 6109. Policies specific to individual schools may be found in publications prepared by those schools, such as the Law School Student Handbook.

DISCLAIMER: The Vice President for Student Development or her/his designee shall resolve any questions involving the application or interpretation of the policies and procedures set forth in this guide. In such instances, the decision of the Vice President for Student Development or her/his designee shall be final and binding. The Vice President for Student Development or her/his designee reserve the right to change any of the policies and procedures included in the Safety & Security Guide at any time. The version of the Safety & Security Guide on-line on the Gonzaga website is subject to revision and may not reflect the exact content of this printed version. The online version is considered to be the official publication of the Guide. Discrepancies between the online version of the Guide and the print version will be resolved in favor of the online version.

This publication may be available in alternative formats. Please contact the Disability Resources, Education, and Access Management office.

Student Development Division

Office Location: College Hall 120

Office Hours: Monday through Friday
8:00 am – 5:00 pm

Student Development Office Phone:
509-313-4100

Vice President for Student Development
Judi Biggs Garbuio, PhD

Campus Security & Public Safety Department

Office Location: Welch Hall, lower level
North side

Office Hours: Monday through Friday
9:00 am – 4:00 pm

Campus Security Phone Numbers:
All University phone numbers are
in the 509 area code

Security Communications Center,
509-313-2222

Security Business Office, 509-313-6147

Director of Campus Security & Public Safety
Scott Snider, 509-313-2290

Visit the Campus Security webpage at:
www.gonzaga.edu/security

Learn more about Campus Security & Public
Safety at CAMPO, the Campus Security blog at:
blogs.gonzaga.edu/campo/

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Gonzaga University is a community of over 8,500 persons living, working and studying on campus. As with any community, crime prevention, security and public safety are concerns. At Gonzaga, we believe that the security of our campus is a responsibility shared by all members of the community. Security awareness and crime prevention are traits which serve to protect individuals and the community as a whole. When all members of the community learn and practice these traits, a safer living and learning environment is created. The Jesuit tradition of education embraces the concept of “men and women for others,” which at its most basic level encompasses care and concern for each and every member of our community. We encourage you to join us in our efforts to provide a safe and caring environment in which living, learning, and working can take place most productively.

The Campus Security & Public Safety Department

The Campus Security & Public Safety Department (“Campus Security”) works to facilitate the safety and security of the students, staff, faculty, visitors, and property of Gonzaga University. As part of the Student Development division, the Department supports the educational and developmental mission of the office of the Vice President for Student Development. The Campus Security & Public Safety Department is a service oriented organization that promotes safety, security, awareness, and personal responsibility. Campus Security has an especially close working relationship with the Office of Housing and Residence Life.

The Campus Security & Public Safety Department is comprised of two divisions: the Operations Division includes Patrol and Communications functions and the Specialized Services Division oversees Parking and Crime Prevention. A staff of professionals and students provides administrative and other support for all aspects of the Security operation. The office is located on the lower east side of Welch Hall, near the corner of Dakota and Desmet streets. The Department is staffed 24 hours a day, 365 days a year.

Campus Security officers are trained to professional standards in public safety methods. On going training, appropriate for the campus environment, is provided throughout the year. Officers carry handcuffs, pepper spray and/or baton and patrol the campus on foot, by car, and bicycle. Officers have the same arrest powers as private citizens. Some supervisory personnel have a limited law enforcement commission through Spokane Police Department for information sharing.

The Spokane Police Department is the law enforcement agency with primary jurisdiction for the campus area. Criminal activity and requests for police service that are beyond the authority and resources of Security officers (for example, arresting suspects and conducting criminal investigations) are directed to that agency. The Spokane Police Department patrols the area surrounding the University, monitors criminal activity in this area and compiles crime statistics for the neighborhood and campus.

The Campus Security & Public Safety Department has a well-established relationship with the Spokane Police Department and liaison opportunities between the departments occur on many occasions and at various levels, although there is no formalized agreement. Campus Security also occasionally works with the Spokane County Sheriff’s Office. Both agencies have jurisdiction for the campus area. The Washington State Patrol, an agency with statewide authority, also has jurisdiction for the campus area but the Security Department has no formalized working relationship or regular contact with that agency. The Washington Liquor Control Board (WALCB) also has statewide authority and jurisdiction for the campus area. There is an informal working relationship between Security administrators and WALCB agents.

Security officers provide proactive patrol of the campus and University area that is designed to detect and deter crime and facilitate a safe environment for the people and property of our community. Periodic checks are made of all University buildings on campus and lock up services are provided. In addition to patrol and building checks, Security officers also answer calls for service, provide escorts upon request, check alarms, investigate suspicious situations, and assist local emergency providers. Among their many duties Security staff members follow up on calls for service and take action as appropriate, including writing an incident report to document the circumstances. Security officers work in conjunction with Residence Hall staff, the University administration and local police to enforce and seek compliance with Gonzaga policies, rules and expectations, state laws and local ordinances.

The Department contracts with the Spokane Police Department and local security providers to supplement its own force when necessary, for example, during high activity periods on or near campus and during special events.

Contacting the Security Communications Center

The Campus Security & Public Safety Communications division is made up of Security Communications Center and the University Switchboard. The Security Communications Center is located in the Security office in Welch hall and is staffed 24 hours a day year-round. Security Communications Center can be reached by calling 509-313-2222. The Switchboard can be reached at ext. 0, or 509-328-4220 from non-campus phones. Security matters should be called in on the Security phone number and not the Switchboard. Please use ext. 0 for all non-Security business.

Emergency Reporting

In case of a fire, medical, or police emergency, or any situation that presents an immediate threat to life and property, 911 should be called immediately. After calling 911 and providing complete information, contact the Security Communications center at 509-313-2222 to request Security Officer response. Security officers work with emergency responders at the scene, providing assistance with directions, building entry, crowd control, and information. In order to most effectively handle emergency situations on campus it is vital that both 911 and Campus Security are notified in a timely manner. Situations involving unusual or suspicious activity on campus should be reported directly to Campus Security.

When calling 911, be prepared to give the following information:

- Your name and phone number and your exact location. Know the name of the building that you are in, as well as the street address or the closest cross streets. The 911 operator and emergency responders may not be familiar with the campus
- The nature of your emergency, including who, what, how, when, and where
- For a police emergency, tell the 911 operator what the immediate level of threat is and whether suspects are still present. If the suspects have left the scene, give a complete description and direction of travel if possible. Give any vehicle information. Tell the operator if any weapons were seen or used
- For a fire, tell the operator if there is visible smoke or fire, what type of building it is and if there are injuries
- For a medical incident, give the age and condition of the victim, as well as what caused the situation (seizure, slip and fall, car accident, etc.)
- Tell the 911 operator that you will be notifying Campus Security (then do so after hanging up)

The 911 operators need specific information in a specific order. You can do the greatest good by following their lead and being calm, concise and complete.

When calling the Security Communications Center, be prepared to give the following information:

- Your name and location, as well as a call back number
- The nature of your situation, including who, what, how, when and where
- For emergency situations, specify whether you have called 911 and the immediate level of threat
- Any other information that will assist Security personnel in responding to and handling the situation

Crime Reporting

In addition to reporting emergencies to Campus Security (after notifying 911), reports of crimes which are non emergency in nature or delayed should also be reported to Campus Security. At the time the crime is reported, a Security Officer will assist the victim in making a report with the Spokane Police Department (SPD) if requested. Filing a report with Campus Security is not the same thing as filing a report with the Spokane Police. In some cases the victim has the option of requesting a Spokane police officer to respond. SPD's normal procedure for non emergency or delayed crime reports is for the victim or reporting party to call Crime Check 509-456-2233, where a report is generally taken over the phone. An online service is available at: www.spokanecounty.org/crimecheck. Accurate and prompt reporting of all crimes to both Campus Security and the Spokane Police is strongly encouraged.

For making reports within the University, the Security dispatcher may be reached by calling 509-313-2222. Extensive systems of exterior "blue light" phones are also programmed to dial directly to the Security Communications Center.

In addition, professional staff members of the Student Development division listed below may be contacted to report criminal incidents or safety and security concerns.

Area Coordinator, Apts., Upper Div & Off Campus,
509-313-4155

Area Coordinator, Lower Div, Residence Halls/Suites,
509-313-3387

Residence Director, Coughlin Block, 509-313-3387
Coughlin Hall

Residence Director, C/M Block, 509-313-4104
Catherine Monica Hall

Residence Director, East Block, 509-313-4524
Madonna Hall Roncalli House
Marian Hall Twohy Hall

Residence Director, Midwest Block, 509-313-4106

Crimont Hall	Dooley House
Cushing Hall	Goller Hall
Dillon Hall	

Residence Director, QUAD Block, 509-313-4160

Alliance House	Lincoln House
DeSmet Hall	Welch Hall

Residence Director, Kennedy Block, 509-313-4166, or

Kennedy Apts.

Residence Director, Far West Block, 509-313-4648

301 E Boone Apts.	Dussault Apts.
Burch Apts.	Sharp Apts./Sharp House

Residence Director, COL Sharp Block, 509-313-5301

Chardin House	Lamplighter Apts.
Corkery Apts.	Ritter Apts.
GU Off Campus Houses	Sinto Apts.

An incident report is written for crimes reported to the Campus Security & Public Safety Department. A person from the Student Development or Campus Security staff is available to meet with a reporting party to explain resources and processes within the University, as well as the criminal justice system, and make referrals to appropriate assistance agencies. Reports made to Student Development professionals are forwarded to the Campus Security & Public Safety Department. Reports from all sources are evaluated for determining if a “Security Alert” to the community is appropriate, as well as inclusion in the required yearly crime statistics.

Crimes may be reported to Student Development professionals, as well as Campus Security, on a confidential basis if the reporting party does not wish to pursue University disciplinary action or criminal charges, however, the University reserves the right in compelling situations to take reasonable action in response to any crime report. Anonymous reports of sexual misconduct and/or harassment can be made through the University’s Sexual Assault Response Team (SART). All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide “Security Alert”, as well as inclusion in the annual crime statistics.

Pastoral and Professional mental health counselors employed by the University have a professional obligation of confidentiality regarding information disclosed during a counseling session. The University does not include statistical information about crimes from such sessions. The University encourages counselors, if they deem appropriate, to advise clients of the options for reporting a criminal incident, including confidential/anonymous reporting and reporting to Campus Security and police officials.

Keeping the Community Informed

Incident reports written by Campus Security officers, reports made to Student Development professionals and other University officials and information gathered from the Spokane Police Department are used to track activity on campus. In this way, trends can be detected and appropriate response formulated. When conditions warrant it, a “Security Alert” is sent to the University community via email and social media. These timely reports inform the community about situations that present an immediate, serious, or continuing threat to the community. A Security Alert may be issued for crimes specifically covered by the federal Campus Security Act (see later section). A lower priority “Security Notice” is issued when trends or patterns of crime are seen, particularly involving property crimes or other situations which do not meet the criteria for a Security Alert. Campus Security and Student Development office work collaboratively to send security alerts.

CAMPO, the Campus Security blog is an excellent source of information and provides current information which is updated regularly. It includes incidents which were reported on campus, as well as in the Logan (or surrounding) neighborhood. The blog often contains crime prevention and awareness tips and other information about creating a safe community. Visit CAMPO at <http://blogs.gonzaga.edu/campo/>. Campus Security also provides information through its [Facebook](#) and [Twitter](#) accounts.

The Spokane County Sheriff’s Office maintains a website containing names, photos, history, and identifying information on registered sex offenders living in Spokane. Visit the website at: www.sheriffalerts.com/.

The Sheriff’s office is responsible for content and management of the website. Publically-accessible information about Registered Sex Offenders on or near the campus (if any) will be available on the website.

For significant emergency or dangerous situations occurring on campus involving an immediate threat to health or safety, the University will deploy an electronic notification system called ZagAlert. Campus Security and Student Development staff take primary responsibility for activation of the ZagAlert system. Read more about ZagAlert in the Crisis Response and Notification section of this guide, or go to www.gonzaga.edu/zagalert.

Security of University Grounds and Facilities

The campus of Gonzaga University is generally within the area bounded by the Spokane River and Centennial Trail on the south, Hamilton St. on the east, Sinto Ave. on the north, and Ruby St. on the west. Privately owned, non University property is also included in this area. Likewise, University property extends in some places beyond the boundary area described. Most streets and alleys within the campus area are controlled by the city of Spokane. Campus Security patrols focus primarily on the campus. Spokane Police patrol both the campus and surrounding area. Spokane police are frequently contracted by the University to provide additional proactive patrol of the campus and neighborhood during the school year.

The Gonzaga campus is located in the Logan Neighborhood, an historic urban residential area. The University is within walking distance of a number of city parks, restaurants and retail stores. The 120-acre campus is open, allowing access for neighborhood foot traffic, particularly along the Centennial Trail. Non-University traffic flows through the campus on city streets.

Campus buildings are either checked or secured by Campus Security after business hours each day. Access to facilities after business hours is provided by Campus Security and requires authorization from the party responsible for the building or office and the presentation of photo identification. Residential facilities are locked 24 hours a day. Access by non-residents is limited to guests of a resident or an approved University visitor.

The University Plant Services Department maintains access control equipment for all University facilities. Duplication of any University key by anyone other than the University locksmith is prohibited. The Office of Housing and Residence Life issues keys to student residential facilities. The Plant Services Department issues keys to all other community members based on appropriate authorization. The Housing and Residence Life office issues keycards for those residential facilities which are on the keyless entry system.

The Plant Services Department coordinates all work/repair orders involving University buildings and grounds. Plant Services staff members make regular checks of lighting, landscaping and other safety-related items. Any community member can place a work order or advise of a maintenance concern by calling the Customer Service desk at 509-313-5656. Requests involving safety issues or security concerns are given top priority.

Video Surveillance

Over 400 video surveillance cameras are located in common areas throughout campus. These include cameras at the entryways of many residence halls. Cameras are monitored for security and safety issues in the security communications center and recorded digitally.

Blue Light Phones

The Security Department maintains a number of exterior “blue light” phones. These phones have a direct dial connection to the Campus Security Communications Officer and can be used to request an officer response or report an incident. The phones are easily recognizable. They are mounted on an eight foot stanchion which is painted a light color. A highly visible blue light at the top of the stanchion is illuminated after dark. The phones are easy to use by opening the door to the phone box and pushing the red button. There is no handset and the person in need will be connected directly to the Security dispatcher. The location of the phone is automatically displayed to the Security Communications Center Officer. Blue light phones are located in the following areas:

- Astor and Boone near Rebmann Hall
- Boone Avenue Retail Center (BARC) parking garage at each level near elevators
- Cincinnati between Catherine Monica and Coughlin Halls
- College Hall lot (near Alumni House)
- Corkery apartments lot
- Desmet Circle near Campion
- Dakota and Sharp near the Health Center
- Foley Library south side exterior
- GU Riverwalk near Lake Arthur
- Hughes southeast corner exterior
- Jundt northeast corner exterior
- Law School lot and front entrance
- Marian Hall entrance (1000 block E. Boone)
- Martin Center parking lot
- Patterson Baseball complex south and east sides
- Pearl and Boone near the Music Annex
- Schoenberg parking lot entrance
- Spokane Falls Blvd parking lot
- St. Aloysius Church south side exterior

The University also maintains a number of courtesy phones throughout the campus. These phones are programmed to call University extensions, including the Security Communications Center. They will also call off campus to summon emergency providers if necessary.

Security Escorts

Escorts on campus and in the near neighborhood are available at all times through the Security Communications Center. A “Safe Ride” program, operated in conjunction with a local taxi company, is also available. More information on this program is available by calling 509-313-3996 during business hours.

Living in Logan Neighborhood

The immediate area around the University, the Logan Neighborhood, is home to a large number of students occupying privately owned rental houses and apartments, as well as housing owned, leased, managed, and operated by Gonzaga. There are no recognized student organizations with housing or other facilities in the Logan Neighborhood. The University maintains a cordial and productive relationship with the Logan Neighborhood Coalition. Students who reside in the area surrounding the campus have a special obligation to act as responsible neighbors. The continuing positive relationship with the Logan Neighborhood Coalition is important to the University. It depends greatly on the interaction between members of the University community and local residents. Students living in the neighborhood are expected to show respect in terms of parking, noise, and social gatherings.

The University’s Student Development Office sponsors outreach efforts which promote better understanding and relations with the Logan neighborhood. A coalition of university departments, neighbors, landlords, businesses and municipal entities meet regularly to discuss issues of concern and actively search for solutions. Student Development professionals work with students living in the neighborhood (including on a disciplinary basis) to educate on appropriate conduct and respectful relationships. A professional Residence Director working through the Office of Housing and Residence Life works with students residing in Gonzaga owned, leased, or managed properties.

The Spokane Police Department patrols the area surrounding the University on a regular basis and a police sub-station, COPS Logan, is located on campus. Local emergency providers have primary responsibility for responding to calls in the Logan Neighborhood. For this reason, police, fire, and medical emergencies should always be called into 911. The Logan neighborhood is relatively safe, but crimes (including occasional violent crimes) do occur and the crime rate is higher than that of campus. Caution should always be exercised when walking through the neighborhood, particularly after dark. More information about staying safe in the Logan Neighborhood is available by calling 509-313-3996.

Federal Clery Campus Security Act

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was originally enacted in 1990. It is commonly known as the Clery Campus Security Act has been amended several times. The two initial goals of this legislation were disclosure of criminal activity on campus and timely warning of criminal activity. The most recent amendments added provisions related to fire safety awareness in campus residential facilities and provisions for dealing with reports of missing students who reside in campus residential facilities. Gonzaga University supports the goals of the Clery Campus Security Act. In addition, fire safety awareness is a priority for our residential population. Missing student procedures are consistent with our principles and practices related to fostering the well-being of all students.

The Act requires annual reporting of the number of specified criminal offenses that occur on campus (or other specified areas) reported to Campus Security and/or local police. The crimes covered by the Act are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, Domestic Violence, Dating Violence and Stalking. Arrest statistics and campus disciplinary referrals for liquor law violations, drug law violations and weapon law violations must also be reported. In addition, statistics must be provided for a number of criminal offenses that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability. The reporting period is January 1 - December 31 of each year. The statistics for the most recently completed calendar year, as well as the two previous years, must be released in a report by October 1 of each year.

Our crime reporting procedure, coordinated through the Campus Security Department and Student Development office, insures that criminal activity on campus is effectively tracked and reported. Data for the yearly disclosure of crime statistics is gathered from Security reports, information provided by the Student Development office and inquiries made of the Spokane Police Department. Additionally, regular inquiries are made of other University Departments and officials who have significant responsibility for student and campus activities. The Director of Campus Security & Public Safety evaluates incoming Security incident reports for inclusion in the Clery statistics. A computerized database specific to the Campus Security & Public Safety Department stores and sorts the data. The Associate Director of Housing prepares an extract report of disciplinary referrals for violations of alcohol, drug and weapon violations by students. This data is stored and sorted on a computer database which is used for tracking all conduct and disciplinary activity. An audit of incidents classified as Clery-reportable is conducted to test individual statistics against incidents. The University’s

Safety Program Manager and Plant Services Department contribute information for the fire safety disclosures. Fire statistics are provided by the Campus Security & Public Safety Department.

The law also requires a number of disclosure statements by the institution related to Campus Security Policies and Procedures. Specific provisions of this law stipulate that all students, staff and faculty of an institution receive this report. In addition, the crime statistics are reported to the Department of Education and published on a website Information about the U.S. Department of Education's collection and publication of campus security statistics,

including definitions of crimes and other terms related to the Act may be found at: www.ope.ed.gov/security

The Clery Act also requires the institution to maintain a daily crime disclosure and fire incidence log. This log lists criminal incidents which occur on campus and other specified areas on a daily basis and discloses particular information about the location and nature of the incident. It also includes reports of all fires in student residential facilities on campus. The Campus Security & Public Safety Department maintains the log. The most current log is available for viewing in the Campus Security office during regular weekday hours upon request. It is also published periodically on the CAMPO Security blog.

Campus Security Act Statistics

Category	2014				2013				2012			
	CAM [1]	GUR [2]	AAP [3]	RNC [4]	CAM	GUR	AAP	RNC	CAM	GUR	AAP	RNC
Murder (& Non-Neglig. Manslaughter)	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses [5]	9	8	1	0	9	8	0	0	8	7	0	0
Non-Forcible Sex Offenses [6]	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	2	0	0	0	2	0
Aggravated Assault	0	0	0	0	3	2	2	0	2	1	4	0
Burglary (and Attempted Burglary)	10	5	0	0	25	16	0	0	26	14	0	0
Motor Vehicle Theft (& attempt. MVT)	10	0	14	0	9	0	5	0	10	0	4	0
Arson	0	0	0	0	0	0	0	0	2	1	0	0
Domestic Violence	5	5	3	0	1	2	2	0	0	0	0	0
Stalking	2	2	0	0	3	1	1	0	0	0	0	0
Dating Violence	1	1	0	0	0	0	0	0	0	0	0	0
Hate Crimes [7]	0	0	0	0	0	0	0	0	0	0	0	0

Campus Security Act Arrests and Disciplinary Referrals

Category	2014				2013				2012			
	CAM (1)	GUR (2)	AAP (3)	RNC (4)	CAM	GUR	AAP	RNC	CAM	GUR	AAP	RNC
Arrests	Liquor Law Viol.	0	0	3	0	0	2	0	1	0	4	0
	Drug Law Viol.	0	0	0	0	0	0	0	1	0	3	0
	Weapons Law Viol.	0	0	0	0	1	0	0	0	0	0	0
Disciplinary Referrals	Liquor Law Viol.	764	735	0	0	699	676	0	0	517	497	0
	Drug Law Viol.	63	60	0	0	45	43	0	0	34	34	1
	Weapons Law Viol.	1	1	0	0	5	3	0	0	0	0	0

Notes: Column Headings as defined by the Clery Campus Security Act:

[1] "CAM" Campus means any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. Column (1) includes incidents listed in column (2). [2] "GUR" Residential facilities owned and operated by Gonzaga University and used for housing students. Includes all residence halls on the campus plus rental houses in the immediately adjacent Logan neighborhood owned by GU. [3] "AAP" Adjacent Public Property means all public property that is within the same reasonably contiguous geographic area as the institution, such as sidewalks, streets and other thoroughfares, and parking lots. [4] "RNC" Reportable Non-Campus means any building or property owned or controlled by a student organization

that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution (Bozarth Retreat House, Crew boat house, Ministry Institute). [5] Includes sexual assault with an object, forcible fondling (sexual assault), and sodomy. [6] Limited to incest and statutory rape. [7] Reported crimes which are listed above, or which involve bodily injury, reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (Clery Act definition). There were no hate crimes meeting Clery criteria reported in 2014, 2013, and 2012.

Fire Safety – Procedure Statistics, and Other Information

The Campus Fire Safety Right-To-Know Act requires colleges and universities with student housing to disclose certain statistics, policies and information. Included in the requirements is a daily “fire log.” The log contains the following information about each reported fire in an on-campus student residential facility: nature of the fire, date and time the fire occurred and the general location of the fire. The log is combined with the crime disclosure log. The log is available for viewing in the Security office during regular weekday hours upon request. It may also be accessed through the CAMPO blog on a weekly basis.

Occupants of student residential facilities are provided with education and awareness regarding fire safety and evacuation procedures. For occupants of on-campus residence halls this can occur during on-going residence hall programs and twice-annual fire drills. Occupants of GU owned, leased, and managed apartments and rental houses can request specific programming for that living unit in addition to the general fire safety material provided them. Residence hall staff members, both student and professional, are provided with fire safety training. Other University staff members that work in the residence halls are provided with awareness and training of fires safety issues.

Reporting Fires and Fire Safety Concerns

Fires should be reported to 911 and Campus Security at the time they occur. Reports of fires after the fact should be called in to Campus Security. In addition, reports of fires after the fact and fire safety concerns may be made to following:

Area Coordinator, Apts., Upper Div & Off Campus	509-313-4166
Area Coordinator, Lower Div, Residence Halls/Suites	509-313-3387
Residence Director, Coughlin Block	509-313-3387
Residence Director, C/M Block	509-313-4104
Residence Director, East Block	509-313-4524
Residence Director, Midwest Block	509-313-4106
Residence Director, QUAD Block	509-313-4160
Residence Director, Kennedy Block	509-313-4166
Residence Director, Far West Block	509-313-4648
Residence Director, COL Sharp Block	509-313-5301

Fire Alarms, Evacuation, Fire Safety Devices, Flammable Materials

When a fire alarm sounds in a building the occupants of that building must immediately evacuate. Evacuation maps are posted in all campus buildings and should be followed whenever possible. If a building’s fire alarm sounds call Campus Security at 509-313-2222 after you evacuate. Entering or re-entering a building in which a fire alarm is sounding is prohibited unless authorized by an official of the Campus Security & Public Safety Department or Spokane Fire Department. Failure to evacuate a building during a fire alarm, entering or re-entering a building during a fire alarm is a violation of the Student Conduct Code. Tampering with, or the unauthorized use of fire safety equipment such as extinguishers, smoke and heat detectors, alarm pull stations, signage or emergency exits is prohibited. This includes activation of a false fire alarm and tampering with any equipment or fixtures used for the purpose of fire, health, or building safety. Each on-campus residential facility (not including apartments and rental houses) conducted one fire drill per semester during calendar year 2013, or two per building total.

The use of equipment that produces, contains, or conducts a continuous open flame—such as candles, potpourri burners, incense, steno cans or other combustibles—are prohibited. In addition, ‘fire pits’ and campfires are prohibited in and on the property of all Gonzaga-owned, leased or managed residential facilities without pre-approval by the Residence Director.

Examples of flammable items or materials which are specifically prohibited from any University property include, but are not limited to: gasoline containers (full or empty), gas-operated camping equipment (e.g., Coleman stoves), engines or engine parts, propane tanks, and liquid oxygen containers. Other examples of commonly utilized flammable materials that are considered dangerous and therefore prohibited include: chemical compounds and components, open-coil burners, open-coil space heaters, and candles. In addition, natural Christmas trees are prohibited without the pre-approval of the Residence Director of the building. Smoking of any kind is prohibited inside residence hall facilities, including stairwells, balconies, and any grounds area closer than 25 feet from the structure. Evidence of smoking, including presence of residual odor, will be responded to as a violation of this policy.

Fire Safety Systems – Residence Halls And Apartments

Building	Smoke Detectors (Central)	Central Reporting	Smoke Detectors (Battery)	Thermal Detectors	Pull-Station	Sprinkler System
207-211 E Sinto		X	X	X	X	X
301 E Boone Apt.		X	X	X	X	X
418 E Sharp Apt.		X	X	X	X	X
711 Desmet	X		X	X	X	
Alliance	X	X	X	X	X	X
Burch Apts.		X	X	X	X	X
Campion	X	X	X	X	X	X
Catherine/Monica	X	X	X	X	X	X
Chardin	X	X	X	X	X	X
Corkery Apts		X	X	X	X	X
Coughlin Hall	X	X	X	X	X	X
Crimont	X	X	X	X	X	X
Cushing	X	X	X	X	X	X
DeSmet	X	X	X	X	X	X
Dillon	X	X	X	X	X	X
Dooley	X	X	X	X	X	X
Dussault Apts.		X	X	X	X	X
Goller	X	X	X	X	X	X
Kennedy		X	X	X	X	X
Lamplighter Apts	X	X	X	X	X	
Lincoln	X	X	X	X	X	X
Madonna	X	X	X	X	X	X
Marian Hall	X	X	X	X	X	X
Ritter Apts	X	X	X	X	X	
Roncalli	X	X	X	X	X	X
Twohy Hall	X	X	X	X	X	X
Welch	X	X	X	X	X	X

Catherine/Monica, Coughlin, Desmet, Kennedy, Madonna & Welch are equipped w/ paging systems. Coughlin, Dillon & Goller have HVAC shutdown. Coughlin, Kennedy, Madonna and Welch have elevator capture.

The systems are regularly serviced by both University personnel and an outside fire protection company. Improvements in fire safety systems may be made by the University in the future as determined by need. Fire safety systems are upgraded and replaced as necessary.

Fire Statistics

The Federal Act defines a fire as “Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” Fires are further categorized by cause type: Unintentional (cooking,

Fire Safety Systems – Residence Halls And Apartments

Building	Wireless Local-Only Fire Alarm	Battery Smoke Detectors
502 E. Sinto	X	X
509 E. Mission		X
511 E. Sinto	X	X
511.5 E. Sinto	X	X
514 E. Sinto	X	X
514.5 E. Sinto	X	X
517 E. Sinto		X
518 E. Sinto		X
527 E. Sharp	X	X
702 E. Sinto	X	X
717 E. Boone	X	X
718 E. Sharp	X	X
723 E. Sharp	X	X
727 E. Sharp	X	X
729 E. Boone	X	X
729 E. Desmet	X	X
730 E. Boone	X	X
911 E. Desmet		X
917 E. Sharp		X
1001 E. Boone	X	X
1007 E. Boone	X	X
1102 N. Hamilton	X	X
1117 N. Superior		X
1121 N. Superior		X
1211 N. Dakota	X	X
1320 N. Dakota	X	X
1414 N. Lidgerwood		X

smoking materials, open flames, electrical, heating equipment, hazardous products, machinery/industrial, natural and other); Intentional; and Undetermined. The required statistics are: number of fires and cause of each fire, number of deaths related to a fire, number of injuries related to a fire that resulted in treatment at a medical facility, and the value of property damage related to the fire.

2014 – Residence Halls and Apartments

Building Name or Address	Total Fires in Building	Fire Number	Cause of Fire	Injuries	Deaths	Property Damage Value
Sinto Apts.	3	3	UC	0	0	0
301 E Boone Apt.	0	0	n/a	n/a	n/a	n/a
418 E Sharp Apt.	0	0	n/a	n/a	n/a	n/a
711 Desmet	0	0	n/a	n/a	n/a	n/a
Alliance	0	0	n/a	n/a	n/a	n/a
Burch Apts.	0	0	n/a	n/a	n/a	n/a
Campion	0	0	n/a	n/a	n/a	n/a
Catherine/Monica	0	0	n/a	n/a	n/a	n/a
Chardin	0	0	n/a	n/a	n/a	n/a
Corkery Apts	0	0	n/a	n/a	n/a	n/a
Coughlin Hall	1	1	UO	0	0	0
Crimont	1	1	UC	0	0	0
Cushing	1	1	UC	0	0	0
DeSmet	0	0	n/a	n/a	n/a	n/a
Dillon	1	1	UC	0	0	0
Dooley	1	1	UC	0	0	0
Dussault Apts.	0	0	n/a	n/a	n/a	n/a
Goller	4	4	UC	0	0	0
Kennedy	0	0	n/a	n/a	n/a	n/a
Lamplighter Apts	2	2	UC	0	0	0
Lincoln	2	2	UC	0	0	0
Madonna	1	1	UC	0	0	0
Marian Hall	1	1	UC	0	0	0
Ritter Apts	0	0	n/a	n/a	n/a	n/a
Roncalli	0	0	n/a	n/a	n/a	n/a
Twohy	0	0	n/a	n/a	n/a	Na
Welch	1	1	UC	0	0	0

UC = Unintentional - Cooking UO = Unintentional - Other

2014 – University Owned, Leased, or Managed Houses

Building Address	Total Fires in Building	Fire Number	Cause of Fire	Injuries	Deaths	Property Damage Value
502 E. Sinto	0	0	n/a	n/a	n/a	n/a
509 E. Mission	0	0	n/a	n/a	n/a	n/a
511 E. Sinto	0	0	n/a	n/a	n/a	n/a
511.5 E. Sinto	0	0	n/a	n/a	n/a	n/a
514 E. Sinto	0	0	n/a	n/a	n/a	n/a
514.5 E. Sinto	0	0	n/a	n/a	n/a	n/a
517 E. Sinto	0	0	n/a	n/a	n/a	n/a
518 E. Sinto	0	0	n/a	n/a	n/a	n/a
527 E. Sharp	0	0	n/a	n/a	n/a	n/a
702 E. Sinto	0	0	n/a	n/a	n/a	n/a
717 E. Boone	0	0	n/a	n/a	n/a	n/a
718 E. Sharp	0	0	n/a	n/a	n/a	n/a
723 E. Sharp	0	0	n/a	n/a	n/a	n/a
727 E. Sharp	0	0	n/a	n/a	n/a	n/a
729 E. Boone	0	0	n/a	n/a	n/a	n/a
729 E. Desmet	0	0	n/a	n/a	n/a	n/a
730 E. Boone	0	0	n/a	n/a	n/a	n/a
911 E. Desmet	0	0	n/a	n/a	n/a	n/a
917 E. Sharp	0	0	n/a	n/a	n/a	n/a
1001 E. Boone	1	1	UC	0	0	0
1007 E. Boone	0	0	n/a	n/a	n/a	n/a
1102 N. Hamilton	0	0	n/a	n/a	n/a	n/a
1117 N. Superior	0	0	n/a	n/a	n/a	n/a
1121 N. Superior	0	0	n/a	n/a	n/a	n/a
1211 N. Dakota	0	0	n/a	n/a	n/a	n/a
1320 N. Dakota	1	1	UC	0	0	0
1414 N. Lidgerwood	0	0	n/a	n/a	n/a	n/a

UC = Unintentional - Cooking

2013 – Residence Halls and Apartments

Building Name or Address	Total Fires in Building	Fire Number	Cause of Fire	Injuries	Deaths	Property Damage Value
Sinto Apts.	1	1	UC	0	0	0
301 E Boone Apt.	0	0	n/a	n/a	n/a	n/a
418 E Sharp Apt.	0	0	n/a	n/a	n/a	n/a
711 Desmet	0	0	n/a	n/a	n/a	n/a
Alliance	0	0	n/a	n/a	n/a	n/a
Burch Apts.	0	0	n/a	n/a	n/a	n/a
Campion	0	0	n/a	n/a	n/a	n/a
Catherine/Monica	0	0	n/a	n/a	n/a	n/a
Chardin	0	0	n/a	n/a	n/a	n/a
Corkery Apts	0	0	n/a	n/a	n/a	n/a
Coughlin Hall	0	0	n/a	n/a	n/a	n/a
Crimont	0	0	n/a	n/a	n/a	n/a
Cushing	0	0	n/a	n/a	n/a	n/a
DeSmet	1	1	UO	0	0	0
Dillon	1	1	UC	0	0	0
Dooley	0	0	n/a	n/a	n/a	n/a
Dussault Apts.	0	0	n/a	n/a	n/a	n/a
Goller	1	1	UC	0	0	0
Kennedy	0	0	n/a	n/a	n/a	n/a
Lamplighter Apts	0	0	n/a	n/a	n/a	n/a
Lincoln	0	0	n/a	n/a	n/a	n/a
Madonna	0	0	n/a	n/a	n/a	n/a
Marian Hall	0	0	n/a	n/a	n/a	n/a
Ritter Apts	0	0	n/a	n/a	n/a	n/a
Roncalli	0	0	n/a	n/a	n/a	n/a
Twohy	0	0	n/a	n/a	n/a	na
Welch	1	1	UC	0	0	0

UC = Unintentional - Cooking UO = Unintentional - Other

2013 – University Owned, Leased, or Managed Houses

Building Address	Total Fires in Building	Fire Number	Cause of Fire	Injuries	Deaths	Property Damage Value
502 E. Sinto	0	0	n/a	n/a	n/a	n/a
509 E. Mission	0	0	n/a	n/a	n/a	n/a
511 E. Sinto	0	0	n/a	n/a	n/a	n/a
511.5 E. Sinto	0	0	n/a	n/a	n/a	n/a
514 E. Sinto	0	0	n/a	n/a	n/a	n/a
514.5 E. Sinto	0	0	n/a	n/a	n/a	n/a
517 E. Sinto	0	0	n/a	n/a	n/a	n/a
518 E. Sinto	0	0	n/a	n/a	n/a	n/a
527 E. Sharp	1	1	UC	0	0	0
702 E. Sinto	0	0	n/a	n/a	n/a	n/a
717 E. Boone	0	0	n/a	n/a	n/a	n/a
718 E. Sharp	0	0	n/a	n/a	n/a	n/a
723 E. Sharp	0	0	n/a	n/a	n/a	n/a
727 E. Sharp	0	0	n/a	n/a	n/a	n/a
729 E. Boone	0	0	n/a	n/a	n/a	n/a
729 E. Desmet	0	0	n/a	n/a	n/a	n/a
730 E. Boone	0	0	n/a	n/a	n/a	n/a
911 E. Desmet	0	0	n/a	n/a	n/a	n/a
917 E. Sharp	0	0	n/a	n/a	n/a	n/a
1001 E. Boone	0	0	n/a	n/a	n/a	n/a
1007 E. Boone	0	0	n/a	n/a	n/a	n/a
1102 N. Hamilton	0	0	n/a	n/a	n/a	n/a
1117 N. Superior	0	0	n/a	n/a	n/a	n/a
1121 N. Superior	0	0	n/a	n/a	n/a	n/a
1211 N. Dakota	0	0	n/a	n/a	n/a	n/a
1320 N. Dakota	0	0	n/a	n/a	n/a	n/a
1414 N. Lidgerwood	0	0	n/a	n/a	n/a	n/a

UC = Unintentional - Cooking

2012 – Residence Halls and Apartments

Building Name or Address	Total Fires in Building	Fire Number	Cause of Fire	Injuries	Deaths	Property Damage Value
Sinto Apts.	2	1	UC	0	0	0
		2	UC	0	0	0
301 E Boone Apt.	0	0	n/a	n/a	n/a	n/a
418 E Sharp Apt.	0	0	n/a	n/a	n/a	n/a
711 Desmet	0	0	n/a	n/a	n/a	n/a
Alliance	0	0	n/a	n/a	n/a	n/a
Burch Apts.	1	1	IO	0	0	0
Campion	1	1	UC	0	0	0
Catherine/Monica	2	1	UC	0	0	0
		2	UMI	0	0	0
Chardin	0	0	n/a	n/a	n/a	n/a
Corkery Apts	0	0	n/a	n/a	n/a	n/a
Coughlin Hall	0	0	n/a	n/a	n/a	n/a
Crimont	0	0	n/a	n/a	n/a	n/a
Cushing	1	1	UC	0	0	0
DeSmet	1	1	UO	0	0	99.00
Dillon	0	0	n/a	n/a	n/a	n/a
Dooley	0	0	n/a	n/a	n/a	n/a
Dussault Apts.	0	0	n/a	n/a	n/a	n/a
Goller	1	1	UC	0	0	0
Kennedy	0	0	n/a	n/a	n/a	n/a
Lamplighter Apts	2	1	UC	0	0	0
		2	UC	0	0	0
Lincoln	0	0	n/a	n/a	n/a	n/a
Madonna	1	1	UC	0	0	0
Marian Hall	4	1	UC	0	0	0
		2	UC	0	0	0
		3	UC	0	0	0
		4	UC	0	0	99.00
Ritter Apts	2	1	UC	0	0	0
		2	UC	0	0	0
Roncalli	1	1	UC	0	0	0
Twohy	1	1	UC	0	0	0
Welch	0	0	n/a	n/a	n/a	n/a

UC = Unintentional - Cooking UO = Unintentional - Other
 IO = Intentional - Other UMI = Unintentional - Machinery / Industrial

2012 – University Owned, Leased, or Managed Houses

Building Address	Total Fires in Building	Fire Number	Cause of Fire	Injuries	Deaths	Property Damage Value
502 E. Sinto	0	0	n/a	n/a	n/a	n/a
509 E. Mission	0	0	n/a	n/a	n/a	n/a
511 E. Sinto	0	0	n/a	n/a	n/a	n/a
511.5 E. Sinto	0	0	n/a	n/a	n/a	n/a
514 E. Sinto	0	0	n/a	n/a	n/a	n/a
514.5 E. Sinto	0	0	n/a	n/a	n/a	n/a
517 E. Sinto	0	0	n/a	n/a	n/a	n/a
518 E. Sinto	0	0	n/a	n/a	n/a	n/a
527 E. Sharp	0	0	n/a	n/a	n/a	n/a
702 E. Sinto	0	0	n/a	n/a	n/a	n/a
717 E. Boone	0	0	n/a	n/a	n/a	n/a
718 E. Sharp	1	1	UC	0	0	0
723 E. Sharp	0	0	n/a	n/a	n/a	n/a
727 E. Sharp	0	0	n/a	n/a	n/a	n/a
729 E. Boone	0	0	n/a	n/a	n/a	n/a
729 E. Desmet	0	0	n/a	n/a	n/a	n/a
730 E. Boone	0	0	n/a	n/a	n/a	n/a
911 E. Desmet	0	0	n/a	n/a	n/a	n/a
917 E. Sharp	0	0	n/a	n/a	n/a	n/a
1001 E. Boone	0	0	n/a	n/a	n/a	n/a
1007 E. Boone	0	0	n/a	n/a	n/a	n/a
1018 E. Desmet	0	0	n/a	n/a	n/a	n/a
1102 N. Hamilton	0	0	n/a	n/a	n/a	n/a
1104 N. Dakota	0	0	n/a	n/a	n/a	n/a
1117 N. Superior	0	0	n/a	n/a	n/a	n/a
1121 N. Superior	0	0	n/a	n/a	n/a	n/a
1211 N. Dakota	0	0	n/a	n/a	n/a	n/a
1320 N. Dakota	0	0	n/a	n/a	n/a	n/a
1414 N. Lidgerwood	0	0	n/a	n/a	n/a	n/a

UC = Unintentional - Cooking

Missing or Absent Student Policy

As adults, Gonzaga University students have the right to come and go as they please and to choose to let others know if they will be gone from campus. In virtually all cases of unexpected absence reported by friends or acquaintances the student returns or contacts someone within a short time. There may be cases when an unexpected absence is more serious and there is a concern the student is missing and his/her safety is at risk.

Gonzaga University defines a “Missing Student” as a person absent contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence, or known facts indicate his/her safety may be at risk. Such factors could include, but are not limited to, a report or suspicion of foul play, suicidal or self-destructive comments or behavior, alcohol or drug dependency, or association with persons who may endanger the student’s welfare.

A report of a student absent or missing under unusual or unexplained circumstances should be immediately directed to the Security Communications Center, 509-313-2222. This office is staffed 24 hours a day year round. Reports may also be made to the Student Development office, College Hall 120, 509-313-4100. This office is open Monday-Friday 8 am until 5:00 pm. In addition, reports of missing persons may be made to following:

Area Coordinator, Apts., Upper Div & Off Campus	509-313-4155
Area Coordinator, Lower Div, Residence Halls/Suites	509-313-3387
Residence Director, Coughlin Block	509-313-3387
Residence Director, C/M Block	509-313-4104
Residence Director, East Block	509-313-4524
Residence Director, Midwest Block	509-313-4106
Residence Director, QUAD Block	509-313-4160
Residence Director, Kennedy Block	509-313-4166
Residence Director, Far West Block	509-313-4648
Residence Director, COL Sharp Block	509-313-5301

Anyone receiving a missing student report must immediately bring it to the attention of Campus Security & Public Safety.

If the University is advised of the unusual or unexpected absence of a student, reasonable steps will be taken to gather information in order to locate the student or establish his or her well-being. Campus Security is responsible for conducting an inquiry and making a determination the student is “missing.” As part of an inquiry, instructors,

advisors, parents, friends, law enforcement officials and others may be contacted. In addition social media sites such as [Facebook](#), [Twitter](#), etc. may be accessed and activity on University-issued email accounts may be checked.

The Federal Clery Campus Security Act contains provisions specifically related to missing or absent students who reside in University residential facilities. The following policy and procedures apply only to those students.

Any student living in a University-owned, leased, or managed residential facility may list a confidential contact person or persons to whom the University will notify within 24 hours of a determination by the Campus Security & Public Safety Department the student is missing. The confidential contact information will be maintained jointly by the Campus Security & Public Safety Department and the Office of Housing and Residence Life. To designate a confidential contact person as part of this missing student policy, please contact the Office of Housing and Residence Life at 509-313-4103. The information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of a missing person’s investigation.

If a student is under 18 years of age and not emancipated (legally independent of his/her parents/guardians), the University will notify the student’s custodial parent or guardian in addition to any confidential contact person listed by the student.

Regardless of whether a residential student lists a confidential contact person, is above the age of 18 years, or is an emancipated minor, the Campus Security & Public Safety Department will inform the Spokane Police Department within 24 hours of the determination that a student is missing. When the Campus Security & Public Safety Department notifies the Spokane Police Department of the missing student report, Spokane Police will become the lead agency on the investigation. Campus Security will assist the Spokane Police with continued inquiry within the campus community.

Nothing in this policy restricts Gonzaga University from making notifications earlier than noted above if deemed appropriate under the circumstances. Nothing in this policy restricts Gonzaga University from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the inquiry or investigation, or otherwise appropriate under the circumstances.

Sexual Misconduct and Harassment Policy

What to Do If You Experience Sexual Harassment or Misconduct:

Any student who is affected by sexual misconduct or harassment is encouraged to immediately notify law enforcement and/or seek immediate medical assistance. Campus Security, the Health Center, Sexual Assault Response Team (SART), or professional staff in the Student Development Office can arrange for free transportation upon request.

Emergency Response

911

Spokane Police Department
509-456-2233
(Non-Emergency)

Health & Safety

Sacred Heart Medical Center
509-474-3131

Spokane Police Department
509-458-5800

Campus Assistance

**Campus Security Dispatch Center or
(SART First Responder)**
509-313-2222

Health Center
509-313-4052

Confidential Resources and Reporting Options:

All individuals are encouraged to make a prompt report to both law enforcement and to the University so that the appropriate action can be taken to eliminate the harassment, prevent its recurrence, and address its effects. An individual may also seek support and assistance from the confidential resources listed below without triggering a report to the University. Alternatively, an individual who chooses to make a report of sexual misconduct or harassment to the University should use the reporting options below. While individuals may report sexual misconduct or harassment to any University employee, students are encouraged to report to those individuals who are specifically trained in responding to allegations of sexual misconduct and harassment.

Confidential Resources & Support

Lutheran Services Advocate
509-313-4052

Health & Counseling Services
509-313-4052

SAFeT
509-624-RAPE*

**Any priest serving as a sacramental confessor
or any ordained religious serving in the
sacred confidence role. *SAFeT is completely
independent of Gonzaga University.**

Non-Confidential Resources & Support Options

Campus Security & Public Safety Department
509-313-2222

Center for Cura Personalis
509-313 2227

SART First Responder
509-313-2222

Title IX Coordinator
509-313-6910

Student Development Office
509-313-4100

Human Resources
509-313-5996

An anonymous report can be completed online at
www.gonzaga.edu/sexualmisconductform.

Introduction

Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people in its activities and programs and in the relationships it shares with students, faculty, staff and the public. Further, the University expects all community members to promote dignity and respect in their daily interactions with each other.

Sexual misconduct and harassment will not be tolerated at Gonzaga University. Such acts are counter to our mission, values, Student Code of Conduct, and are against University policy. Acts of sexual misconduct and harassment interfere with an individual's ability to benefit from the Gonzaga experience. The University is committed to taking all appropriate steps to eliminate sexual misconduct and harassment, prevent its recurrence, and address its effects.

The University seeks to cultivate a campus culture of prevention and awareness surrounding sexual misconduct and harassment and encourages all members of the Gonzaga community to report any incident of sexual misconduct or harassment. The University will take steps to resolve complaints promptly and equitably. We do this by providing counseling and support services for individuals and groups who have been affected by sexual misconduct or harassment, by investigating reports in a thorough and equitable manner, by holding students who violate this policy accountable through the Student Code of Conduct, and by providing education and training to the Gonzaga community.

It is a violation of University policy to threaten, intimidate, or retaliate in any way against an individual because he/she raised allegations of sexual misconduct or harassment, participated in an investigation, complaint process or hearing, or filed a complaint alleging harassment. The University will take immediate and responsive action to any retaliation.

Purpose of Policy

This policy is intended to guide students who have been affected by sexual misconduct and harassment, whether as a Complainant, a Respondent, or a third party. When used in this policy, a Complainant refers to the person who reports to the University that he/she has been the subject of sexual misconduct or harassment. A Respondent refers to the person(s) who is reported to have committed an act or acts of sexual misconduct or harassment. A third party refers to any other participant in the process, including a witness to the misconduct or an individual who makes a report on behalf of someone else.

The purpose of this policy is to:

1. Define sexual harassment and the forms of sexual misconduct that violate our community standards;
2. Identify resources and support for all members of the Gonzaga community;

3. Identify the Title IX Coordinator and the scope of his/her role;
4. Provide information as to where a student can obtain support or access resources in a confidential manner;
5. Provide information as to how a student can make a report on campus or off campus; and
6. Provide information as to how a report against a University community member will be investigated, evaluated and adjudicated.

Scope of the Policy

This policy also applies to sexual misconduct or harassment by any Gonzaga community member, including faculty and staff, when directed towards a student. Allegations of inappropriate conduct by any member of the Gonzaga community will be taken seriously and responded to promptly.

Vendors, independent contractors, visitors, and others who conduct business with Gonzaga or on University property are also subject to this policy. The University will take immediate action in all allegations of sexual misconduct and harassment to ensure the safety of the Gonzaga community and to provide an environment free from gender and sex discrimination.

Notice of Non-Discrimination

Consistent with its mission, the University seeks to provide all Gonzaga community members with a safe and non-discriminatory environment free from harassment. Harassing and discriminatory conduct is contrary to the positive educational environment Gonzaga seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated by the University.

Gonzaga prohibits harassment on the basis of race, color, religion, national origin, sex, marital status, sexual orientation, gender identity, age, disability, veteran status, or any other non-merit factor. Gonzaga does not discriminate on the basis of sex in its education programs and activities or in the context of employment. Sexual harassment, including sexual misconduct as defined in this policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. Title IX mandates that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title VII of the Civil Rights Act of 1964, the Washington Law Against Discrimination, and other applicable statutes.

This policy prohibits sexual misconduct or harassment against all Gonzaga community members of any gender or sexual orientation.

Consistent with the values of an educational and employment environment free from harassment based on sex, the University also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Statement of Privacy and Confidentiality

The University is committed to protecting the privacy and confidentiality interests of all individuals involved in a report of sexual misconduct or harassment. The University will balance privacy and confidentiality interests with its obligation to conduct a thorough review of the allegation for the purpose of protecting the parties and the broader campus community, and maintaining an environment that is free from harassment.

Students wishing to obtain confidential assistance or access to campus resources without making a report to the University may do so by speaking with a confidential resource as identified in the Resources section of this policy. Confidential resources on campus include the Health Center, the Counseling Center, and any Priest serving as a sacramental confessor or any ordained religious official serving in their sacred confidence role.

The University will safeguard the privacy of individuals who chose to report to any other employee of the University. With the exception of the confidential resources identified in this policy, all other University employees who receive a report of sexual misconduct or harassment are required to elevate the report to those individuals at the University specifically charged with investigating and responding to allegations of sexual misconduct and harassment. Those individuals may include the Title IX Coordinator or Deputy Title IX Coordinator(s), the Equal Opportunity Officer, or designated individuals within the Departments of Student Development, Human Resources, Campus Security & Public Safety, and the Corporation Counsel. This team, working with the Title IX Coordinator, will ensure that the University responds to all complaints in a timely, effective, and consistent manner. Reports will be resolved according to the status of the accused as follows:

1. If the Respondent is a student, the Student Conduct System
2. If the Respondent is an employee, the Process for Resolving Complaints When the Accused is an Employee located in the Gonzaga University Policies & Procedures Manual found here: www.gonzaga.edu/PolicyManual or
3. If the Respondent is a faculty member, the Process for Resolving Complaints When the Accused is a Faculty Member, located in the Faculty Handbook.

At all times, the privacy of the parties will be respected and safeguarded to the extent possible. Information related to a complaint of misconduct or harassment will be shared only with those University employees who “need to know” in order to assist in the investigation and/or resolution of the complaint. All University employees who are involved in the review, investigation or resolution of a complaint, including members of the University Conduct Board, have received specific training regarding the safeguarding of sensitive information.

Where the University has received a report of sexual misconduct or harassment, but the Complainant requests that his/her identity remain confidential or that the University not pursue an investigation, the University must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the Gonzaga community. The University will take all reasonable steps to investigate and respond to the complaint consistent with the Complainant’s request, but its ability to do so may be limited by the request for confidentiality. However, with the presence of compelling circumstances (including without limitation the seriousness of the alleged harassment and the age of the parties) and/or evidence of a pattern of repetitive behavior, the University may conduct further investigation, or take other appropriate measures without the Complainant’s consent. A Complainant will be informed whenever legally permissible of any action taken by the University to resolve the complaint, including further investigation and corrective or disciplinary steps. Decisions regarding the University’s response to a request to remain confidential or to not pursue an investigation will be made by the Title IX Coordinator.

If circumstances alleged in a report of misconduct pose an immediate threat to the University community, or when timely notice must be given to protect the health or safety of the community, the University may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the University students, faculty, administrators, staff, or visitors.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy.

Definitions, Examples and Prohibited Conduct

This policy addresses a broad spectrum of behavior, all of which falls under the definition of sexual harassment.

Sexual Harassment

DEFINITION

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct or communication of a sexual nature WHEN:

1. Submission to such conduct is an explicit or implicit condition of employment or academic success; or
2. Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or
3. Such conduct has the purpose or effect of –
 - Interfering with an individual’s work or academic performance; or
 - Creating an intimidating or hostile working or academic environment.

Sexual harassment may include sexual misconduct and sexual violence. A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical. Sexual misconduct and sexual violence can include, but is not limited to, sexual assault, domestic violence, dating violence, sexual exploitation, harassment and stalking.

Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

EXAMPLES

Examples of behaviors which might be considered sexual harassment include, but are not limited to:

- Demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person’s clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensiveness, sexual propositions, or insults and threats, that an individual communicates are unwanted and unwelcome.
- Display or circulation of written materials or pictures degrading to an individual(s) or gender group.
- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual’s body.

- Undue and unwanted attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring, or making sexually oriented gestures.
- Pressuring an individual to become involved in sexual activity.
- Making a student’s work or an employee’s job more difficult because of that person’s sex, gender identity, or sexual orientation.
- Using a position of power and authority to:
 1. threaten or punish, either directly or by implication, for refusing to tolerate harassment or submit to sexual activity, or for reporting harassment;
 2. promise rewards in return for sexual favors.
- Sexually assaulting an individual.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

FORMS

Sexual misconduct and harassment can take many forms:

- Sexual misconduct and harassment can occur between equals (e.g., student to student, employee to employee) or between persons of unequal power status (e.g., supervisor to subordinate, professor to student, coach to student-athlete).
- Sexual misconduct and harassment can be committed by an individual or may be a result of the actions of an organization or group. It can be committed against an individual, an organization or a group.
- Sexual misconduct and harassment can be committed by an acquaintance, a stranger or someone with whom the Complainant has an intimate or sexual relationship.
- Sexual misconduct and harassment can occur by or against an individual of any gender. This policy prohibits sexual misconduct or harassment against Gonzaga community members of any gender, gender identity or sexual orientation.

Specific Examples of Prohibited Conduct

The University expects all members of the Gonzaga community to conduct themselves in a manner consistent with the Student Code of Conduct, the Personnel Policies and Procedures Manual, and Faculty Handbook, for students, staff and faculty respectively. In addition to the range of behaviors identified above as sexual harassment, the following conduct is specifically prohibited by this policy:

“SEXUAL ASSAULT”

Related to Attempted or Actual Penetrations — Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person. This includes intercourse or attempted intercourse under circumstances including :

1. the use or threat of coercion or force,
2. when the other person is incapacitated and that incapacitation is reasonable apparent to the Respondent; OR
3. when the other person does not consent.

Related to All Other Forms of Sexual Contact — Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing, touching the intimate parts of another, or causing the other to touch the harasser’s intimate parts. This includes sexual contact under circumstances including:

1. the use or threat of coercion or force,
2. when the other person is incapacitated and that incapacitation is reasonably apparent to the Respondent; OR
3. when the other person does not consent.

“SEXUAL-BASED COMMUNICATION” — Speaking to, or directing any kind of communication, words, or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome, that is, if it occurs without the other person’s consent or participation it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti, and social media postings.

“SEXUAL EXPLOITATION” — Taking sexual advantage of another for the Respondent’s advantage or benefit, or for the benefit or advantage of anyone other than the Complainant, and that behavior does not otherwise constitute other forms of sexual misconduct or harassment described in this policy. Examples of sexual exploitation include creating images (including video or still photography) of another person of a sexual nature via web-cam, camera, Internet exposure, etc., without knowledge and consent of all persons; knowingly exposing a person who has not consented to the risk to HIV or any other STD; inducing incapacitation for the purpose of making the other person vulnerable to sexual assault; and, voyeurism.

“STALKING” — A pattern of repeated and unwanted attention, harassment (as defined in this policy), contact, or any other course of conduct directed at a specific person that would cause a reasonable person to become alarmed or be in fear of harm or injury, including physical, emotion-

al, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person.

“DOMESTIC VIOLENCE” — A situation in which one partner in a domestic relationship is physically, emotionally or sexually abused by the other partner. Domestic violence can occur between individuals who are married, who reside together, who share a child, or who are separated following a domestic relationship. Domestic violence can occur between individuals of the same or opposite sex.

“DATING VIOLENCE” — A situation in which one partner in a dating relationship is physically, emotionally or sexually abused by the other partner. A dating relationship means a social relationship of a romantic or sexual nature. Dating violence can occur between individuals who are separated following a dating relationship. Dating violence can occur between individuals of the same or opposite sex.

“RETALIATION” — Acts or attempts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment or intent to prevent participation in University proceedings under this policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel.

Definitions of Consent, Coercion & Incapacitation

“CONSENT” — Consent occurs when the parties exchange affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity. Consent must be informed, knowing and voluntary, and freely and actively given. As a general rule, a person will be considered unable to give valid consent if she/he cannot appreciate the “who, what, when, where, why and how” of a sexual interaction. The following further clarifies the definition of consent:

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity.
- If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

- Relying on non-verbal communication can lead to misunderstandings. Consent should not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.
- A person in an alcoholic blackout state may appear to act normally. An individual in a blackout state may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.
- Alcohol and other drugs impair a person’s decision-making capacity, awareness of the consequences and ability to make judgments, and can create an atmosphere of confusion over whether consent has been freely and clearly sought or given.
- Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct or harassment and does not diminish one’s responsibility to obtain consent.

“COERCION” – The use, attempted use or threat of force, immediate or future harm, or the use of physical, severe and/or pervasive emotional intimidation to cause another person to engage in or submit to certain activities. Coercion also includes administering a drug, intoxicant or similar substance that impairs the person’s ability to give consent.

“INCAPACITATION” – An individual who is incapacitated cannot consent to sexual activity. An individual is incapacitated if he/she is physically helpless, unconscious, or unaware, due to drug or alcohol consumption (voluntarily or involuntarily) or for some other reason. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

Prohibited Relationships

Policy

The prohibited relationship policy has University-wide application, including without limitation, relationships between faculty-student, staff-student, administrator-student, advisor-student advisee, supervisor-student employee, or coach/coaching staff-student athlete. In this context, the term “administrator” includes the non-faculty classifications of executive, administrator and professional.

The University prohibits romantic or sexual relationships between two members of the University community when one person in that relationship has actual or apparent authority to supervise, evaluate, counsel, educate, employ or otherwise make decision(s) or recommendation(s) regarding the other person in respect to the other person’s employment, education or instruction at the University, or as to his/her advancement, participation, benefits or privileges in the educational or employment context. Although a relationship between “unequal” persons may not necessarily constitute sexual harassment, this policy seeks to minimize the risk of such.

Romantic or sexual relationships freely entered into between two members of the University community generally are not addressed by this policy and are not prohibited. Romantic or sexual relationships between persons occupying asymmetrical positions of power, however, involve an inherent conflict of interest and may give rise to sexual harassment/discrimination, or allegations thereof.

Persons in authority as educators, employers, or supervisors, occupy positions of power over those whom they instruct, employ or supervise. Because of the differential in power and authority, the freedom of subordinate students and student-employees to reject romantic sexual advances may be restricted. Even if a student does not appear to object to participation in the relationship, this does not mean that the student welcomes, or will continue to welcome, the relationship. When a relationship of this nature ends, a student’s frame of reference for whether or not the relationship was originally welcomed may change. Moreover, a third party who perceives that a participant in a consenting relationship received preferential treatment may file a complaint of discrimination.

Reporting

Students seeking to report allegation of an inappropriate relationship between two members of the Gonzaga community as described in this policy may utilize any of the reporting options detailed in the “Confidential resources and reporting Options” section of this policy. In addition, the student may report the allegation to the University’s vice president who supervises the Department in which

the Accused Person in a position of authority is employed. That vice president will then coordinate with that community member's immediate supervisor and/or higher supervisor(s) to consider or effectuate any further action that is deemed necessary.

Prompt, accurate, honest and forthright reporting in good faith is necessary and encouraged if the objectives of this policy are to be achieved. Conversely, reports or allegations made in bad faith without any foundation in fact are counter-productive to the goals of this policy and could give rise to serious consequences, including disciplinary action.

Duty

If such a relationship comes into existence, the person in authority is required to do the following immediately:

1. Discontinue exercising any authority over the other person;
2. Report the relevant facts to his/her own supervisor as set forth in the Procedures below; and
3. Confer with his/her own supervisor regarding transfer of that authority to another.

Prompt action is required in fulfilling these mandatory requirements. If the person in authority fails to fully or timely comply with those requirements, he/she will have violated this policy and will be subject to disciplinary sanctions, up to and including dismissal from the University.

Disciplinary procedures and sanctions, if any, for violation of this policy will be implemented pursuant to the provisions of either the Personnel Policies and Procedures Manual, or the Faculty Handbook, as may be appropriate.

The Role of the Title IX Coordinator

The University has designated a Title IX Coordinator to oversee its response to all reports of sexual misconduct and harassment and coordinate compliance with the mandates of Title IX. The University's Title IX Coordinator is:

Stephanie Whaley, Title IX Coordinator
Gonzaga University
502 E. Boone Ave.
509-313-6910

The Title IX Coordinator is assisted by Deputy Title IX Coordinator as follows:

Heather Gores, Associate Athletic Director
Gonzaga University
502 E. Boone Avenue
Martin Centre, PV315
Spokane, WA 99258-0066
509-313-3599
gores@athletics.gonzaga.edu

The Title IX Coordinators are knowledgeable and trained in the University's policies and procedures, state and federal laws that apply to matters of sexual misconduct and harassment, and the dynamics of sexual misconduct and harassment. The Title IX Coordinators are available to meet with any individual, either Reporting Party, Accused Party or third party, to discuss the options for resolution of a report under this policy.

Campus and Community Resources

The University is committed to treating all individuals with dignity, care and respect. A Reporting Party and an Accused will both have equal access to support and counseling services through the University. Additional resources may be found in the Spokane community. All parties are encouraged to utilize on or off campus resources for assistance.

Health and Safety

The first priority for any individual who has been assaulted is to get to a safe place and call 911 or Campus Security (509-313-2222). An individual's physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or local law enforcement. A medical provider can facilitate and provide:

1. Emergency or follow-up medical services. The medical exam has two goals: first, to treat the full extent of any injury of physical trauma and to consider the possibilities of sexually transmitted disease or pregnancy; and second, to properly collect and preserve evidence as part of a "rape kit"/sexual assault examination for potential criminal prosecution. (provided only by a trained provider in a hospital)
- IMPORTANT:** do not shower, bathe, douche, brush your teeth, drink or change your clothing, as you may be destroying evidence you will need if you decide to prosecute.
2. STD and HIV testing (available through the University Health Center or another off-campus provider)
3. Pregnancy testing (available through the University Health Center or another off-campus provider)
4. Health care concerns related to the incident may be discussed with the hospital emergency staff, a personal physician or the University Health Center staff, who can also provide referrals to off-campus providers
5. The University Health Center can also advise an individual about the complaint processes under this policy.

6. Medical providers, both on and off campus, include:
University Health Center, 509-313-4052
Sacred Heart Medical Center Emerg. Dept.,
509-474-3131
Deaconess Hospital Emerg. Dept., 509-458-5800 2

Confidential Resources

The University recognizes that not every individual will be prepared to make a formal report to the University or to local law enforcement. Individuals seeking to talk to someone about an incident of sexual harassment or misconduct in a confidential manner without making a report to the University or triggering any investigation or action by the University or the police can:

1. Speak to a medical professional at the University Health Center, 509-313-4052. Medical professionals employed by the University have a statutorily protected confidentiality and do not share information with other University Departments without the patients' consent.
2. Speak to a counselor at the University Counseling Center, 509-313-4054.

Professional and pastoral counselors employed by the University have a statutorily protected confidentiality and do not share information with other University Departments unless there is an imminent risk of imminent danger. Individuals who have experienced sexual misconduct are encouraged to obtain help from a professional counselor and/or support group. The University's Counseling Center Staff are available to meet with students by appointment, or in some cases on short-notice.

3. Call SAFeT (Sexual Assault and Family Trauma Center), the local sexual assault crisis agency at 509-624-RAPE. SAFeT's services are completely confidential and they do not exchange information or forward reports to the University. SAFeT community advocates offer crisis intervention, information and referrals, legal advocacy and support services for all crime victims and their friends and family members. SAFeT Advocates can assist with Crime Victims Compensation which may pay for a hospital emergency visit and testing. It is important to note that talking with a Community Advocate is not the same thing as making a report with the University. Community Advocates are independent of the University and do not provide information disclosed to them to the University. Visit one of the medical facilities or hospitals listed above. Information provided to medical professionals is protected by HIPAA and will not be released without the consent of the patient.

4. Speak to any Priest serving as a sacramental confessor or any ordained religious serving in the sacred confidence role.

Resources Offered by the University in Response to Sexual Misconduct and Harassment

1. Sexual Assault Response Team (SART) First Responders: The University has designated a team of volunteer staff and faculty to serve as SART First Responders. SART Responders are available to assist the Complainant with immediate and short-term needs. They are trained to respond to incidents of sexual misconduct and are available to meet with friends or family members of the Complainant who also may seek assistance or support immediately after an event. A SART Responder can be reached 24/7 by calling Security Communications Center at 509-313-2222.
2. Safe Transportation: Campus Public Safety & Security will provide escorts on and near campus (to and from residences in the immediate neighborhood) upon request. During the school year the "SafeRide" program (509-568-6000) provides students a free cab ride if they find themselves in a situation which their personal safety or well-being is compromised.

Other University Resources

Security Communications Center,
509-313-2222

Health Center, 509- 313-4052

Counseling Center, 509-313-4054

Student Development Office, 509-313-4100

Human Resources Division, 509-313-5996

Spokane Community Resources:

The following resources are available 24 hours a day, 7 days a week, 365 days a year:

Spokane Police Department
911* or 509-456-2233 (non-emergency)

SAFeT (advocacy and support), 509-624-RAPE

First Call For Help, 509-838-4428

Sacred Heart Medical Center Emerg. Dept., 509-474-3131

Deaconess Hospital Emerg. Dept. 609-458-5800

Reporting

The University encourages all Gonzaga community members to report information about any type of sexual misconduct or harassment of another person involving a current student, staff or faculty member. An incident does not have to occur on campus to be reported to the University. Off

campus conduct that adversely affects or has the potential to adversely affect the Gonzaga community also falls under this policy. The University will promptly investigate and respond to all reports of sexual misconduct and harassment.

The University provides resources to both a Complainant and a Respondent in making decisions, obtaining information about their options under this policy, and assisting either party in the event that a report of sexual misconduct or harassment is made.

A Complainant need not decide whether to request that the University pursue student conduct processes and/or sanctions at the time the report is made. Once the University is made aware of an incident, the option to request action within the Student Code of Conduct will remain open as long as the Complainant and the Respondent are students. If any party involved in a complaint is no longer affiliated with the University, the University will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects.

Under Washington State Law, the University must, within forty-eight hours of receiving a report of alleged sexual assault of a student under the age of 18, make a report or cause a report to be made to Child Protective Services or local law enforcement. The individual who made a report or about whom a report was made will be informed of this requirement by a Student Development professional staff member.

Emergency Reporting

The first priority for any individual should be personal safety and well-being. All individuals are encouraged to make a prompt report to law enforcement and/or seek immediate medical treatment in response to an incident in order to address immediate safety concerns, allow for the preservation of evidence, and trigger an immediate investigative and remedial response. The University will help any individual get to a safe place and will assist the Complainant in seeking immediate medical attention or in reporting an allegation to local law enforcement authorities. The University will arrange for free transportation to the hospital, coordinate with local law enforcement, and provide information about the University's resources and complaint processes.

IF YOU ARE IN IMMEDIATE DANGER, GET TO A SAFE PLACE AND CALL 911.

Security Communications Center,
509-313-2222

Sacred Heart Medical Center Emergency Dept.,
509-474-3131

Holy Family Hospital Emergency Dept., 509-482-0111
Deaconess Hospital Emergency Dept., 509-458-5800

On Campus Reporting Options

Assistance is available from the University 24 hours a day year-round by calling the Safety Communications Center. A Complainant can request a Security Officer to respond and take a report or request to speak with a SART First Responder. There is no requirement that the Complainant file a Security incident report in order to speak with a SART First Responder. All individuals are encouraged to report directly to one of the following individuals or Departments:

Security Communications Center
509-313-2222

SART First Responder, 509-313-2222

Title IX Coordinator 509-313-6910

Health Center, 509-313-4052

Counseling Center, 509-313-4054

Student Development Office, 509-313-4100

Human Resources, 509-313-5996

An anonymous incident report can be completed online at www.gonzaga.edu/sexualmisconductform

Coordination with Law Enforcement

Notifying the Spokane Police Department will generally result in the Complainant, and in some cases the Respondent, being contacted by a police officer. The police Department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a University response.

An act not criminally prosecuted may still violate University policy. To the extent permitted or required by law, the University will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and will only respond to allegations of criminal behavior. As a result, the University encourages reporting to both the University itself and to an outside law enforcement agency, if the alleged sexual misconduct may also be a crime.

The University process and the criminal justice process are two separate and independent courses of action. If a Complainant wishes to file a report with the Spokane Police Department, a Gonzaga Student Development professional staff member or Human Resources staff member is available to assist. The University will not file a police report about an incident or on behalf of a student unless compelling circumstances exist. The University's response to a report is not impacted by the Complainant's decision to file a criminal complaint, or by the outcome of the criminal investigation.

Amnesty

It is the University's goal that all individuals report all incidents of sexual misconduct so that those affected can receive the support and resources needed. Therefore, violations of the University's alcohol and drug policies by a student Complainant may be exempt from disciplinary action in situations where sexual misconduct or harassment also occurs. However, the University may initiate an educational discussion about the use of alcohol or drugs and their impact.

Statement Against Retaliation

Although Gonzaga University acknowledges that extreme emotions and stress often accompany incidents of sexual harassment and misconduct, the University does not permit any person in any circumstance to engaging in any type of retaliation. The University views complaints of retaliation with great seriousness. All individuals are strongly encouraged to report any concerns about retaliation to Campus Security & Public Safety, the Student Development Office, the Human Resources Division, or the Title IX Coordinator. The University will take immediate responsive action to any report of retaliation. Retaliation is a distinct category of prohibited conduct under this policy.

False Reports

Submission of a good faith complaint, concern, or report of harassment will not affect the Complainant's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action.

INTERIM MEASURES TO PROTECT SAFETY AND WELL-BEING

After a report is made, the University will provide interim support and reasonable protection against further acts of misconduct, harassment or retaliation as needed, and will provide services and resources to provide a safe environment. For a listing of services and resources see the Campus and Community Resources section of this policy above. The University will determine the necessity and scope of any interim measures pending the completion of the complaint process. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented interim measure. Interim measures are not appealable. The range of interim measures includes:

Contact/Communication Directives

The Complainant or Respondent may request, or the University may impose, even if not requested, communication and contact restrictions to prevent further potentially harmful interaction. A Complainant or Respondent may request a change in an academic or living situation

after a report of sexual misconduct or harassment. Any such request shall be made to the Student Development professional staff member assigned to her/his case. Upon request the Student Development professional assigned to the case will inform the Complainant or Respondent of options and will endeavor to accommodate the requested changes if they are reasonably available.

In some cases, an individual may wish to consider a protection/anti-harassment order issued by the appropriate court of the State of Washington. This is a civil proceeding independent of the University. If a court order is issued the University will, to the extent possible, assist the protected person in benefitting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The court enforces the order through law enforcement. The University does not enforce the order but does enforce its own rules. It is important to note that a civil "no contact" order could prevent the University from conducting a hearing in which students subject to the order are entitled to be present and provide information. A student can return to the court to request modification of the order for the purpose of facilitating attendance at a University hearing.

Academic, Employment or Living Arrangements

A Complainant or Respondent may request, or the University may impose, even if not requested, a change in academic, employment or living situation after a report of sexual misconduct or harassment. Upon request the University will inform the Complainant or Respondent of the options and will endeavor to accommodate the requested changes if they are reasonably available. Interim changes may include:

- Changing class or work schedule, including the ability to stop a course without penalty
- Limiting an individual's or organization's access to certain University facilities or activities pending resolution of the matter
- Obtaining a Voluntary Leave of Absence
- Providing an escort to ensure safe movement between classes and activities
- Providing academic support services
- Any other remedy which can be tailored to the involved parties to achieve the goals of this policy

Emotional Support

The University will assist in providing counseling services through the Counseling Center or will assist in providing a referral to off campus agencies as detailed in the Campus and Community Resources section of this policy. Counseling and emotional support is available to any University member.

Procedures for the Resolution of Sexual Misconduct and Harassment Reports Under the Student Code of Conduct

Overview of Options

The University is committed to providing all students with a safe environment in which to live and learn. Consistent with this goal, the University will respond promptly and equitably when any incident of sexual misconduct or harassment is alleged against a student or the University becomes aware of the situation by other reliable means. The first priority is to offer support and services to members of the Gonzaga community. The University's response may take a number of forms within its discretion. Potential responses include offering reasonable protection and services to the Complainant or others, conducting a Title IX inquiry or review, conducting an investigation, contacting the Respondent, imposing corrective or restrictive measures, and/or conducting a hearing pursuant to the Student Code of Conduct.

The Student Development Office, working in conjunction with the Title IX Office, administers the process of receiving, responding to and resolving reports when students are involved. If a report involves a student and a staff or faculty member, the Student Development Office will work cooperatively with the University's Equal Opportunity Officer and Human Resources. This policy is consistent with the University's overall harassment and discrimination policies.

Review and Investigation

The University will review and respond to all reports of sexual discrimination, misconduct and harassment. In every case, the University will make an immediate assessment of any risk of harm to individuals or the campus community and will take appropriate steps to address any risks. Following this initial review, the University may take steps to investigate or otherwise determine what occurred. The University will take all reasonable steps to investigate and respond to the report consistent with the Complainant's request; however, circumstances may exist when the University chooses to move forward with an investigation and/or resolution under either the student conduct or employee disciplinary system, or take other appropriate measures without the Complainant's consent. The University will investigate the report in a thorough and equitable manner to all parties involved. These investigative steps may include interim measures intended to provide for the safety of individuals and the campus community. The University's overarching goal is to end any misconduct, to prevent its recurrence, and to address its effects.

Generally speaking, the University will complete the investigation and resolution of all reports within 60 calendar days of receiving a report. Parties will be notified in writing of the final outcome within ten calendar days of the hearing or other action which concludes the report process.

Title IX Inquiry

In every report of sexual harassment or misconduct, the Title IX Coordinator will review the report, investigative steps, and will endeavor to ensure that all appropriate remedies have been considered and implemented as needed.

A Complainant is encouraged, but never pressured, to participate in the University's investigation and conduct process so that the facts of each report can be explored and responsible parties held accountable for their misconduct, if warranted. If a Complainant chooses not to participate in a full investigation and/or student conduct hearing, the University will still undertake a Title IX inquiry to review the report and seek to reach a resolution that will eliminate any harassment, prevent its recurrence, and address its effects.

Student Code of Conduct Reports of student to student or student to faculty/staff sexual misconduct or harassment will be adjudicated under the Student Code of Conduct, which is contained in the final section of this Handbook.

After a Complainant has submitted a report alleging misconduct, a trained staff member from the Student Development Division will meet with the Complainant. The purpose of meeting is to assure that all University services and resources are made available to the Complainant. The Respondent will also be afforded the opportunity to meet with a Student Development staff person for the same general purposes.

In all cases, the Title IX Coordinator will assess the processes utilized and the resulting resolutions for the purpose of determining whether there are additional remedial measures, support mechanisms or educational efforts that would further the goals of eliminating harassment, preventing its recurrence and addressing its effects.

Sexual Misconduct and Harassment Awareness and Education Programs

Gonzaga is committed to providing a variety of awareness and prevention programs on sexual misconduct, harassment and discrimination issues to all community members including students, faculty and staff. While a variety of offices provide programming related to these issues, the pri-

mary offices to contact in search of existing programming or customized events include:

1. Campus Climate Committee
2. Housing and Residence Life
3. Human Resources
4. LGBT Resource Center
5. Student Wellness Resource Center (SWRC)
6. Women's and Gender Studies

These offices offer established training sessions, programs and events throughout each year. Some offices are also available to design programming for specific groups or situations. For more information please visit: www.gonzaga.edu/EducationAwareness

University-Wide Harassment And Anti-Discrimination Policy

Overview

Gonzaga University recognizes the inherent dignity of all individuals and promotes respect for all people in its activities and programs and in the relationships it shares with students, faculty, staff and the public. Further, the University expects all community members to promote dignity and respect in their daily interactions with each other.

Notice of Non-Discrimination

Consistent with its mission, the University seeks to assure that all community members are free to learn and work in an atmosphere free from harassment and discrimination. Harassing and discriminatory conduct is contrary to the positive educational environment Gonzaga seeks to foster and maintain. It threatens the well-being of its community members and will not be tolerated by the University.

Gonzaga prohibits harassment on the basis of race, sex, gender, marital status, religion, national origin, ethnicity, color, age, veteran status, sexual orientation, physical or mental impairment or disability that substantially limits a major life activity, any other harassment prohibited by federal or state law, or any other non-merit factor in employment, educational program or activities that it operates.

The University will take immediate action in all allegations of harassment and discrimination to ensure the safety of the Gonzaga community and all individuals involved by ending the harassment or discrimination, preventing its recurrence and addressing its effects. Gonzaga will take appropriate action when this policy is violated.

Scope of Policy

This policy applies to all Gonzaga community members, including employees and students. When used in this policy, employee refers to both staff and faculty members.

All students and employees of the University are responsible for their actions and behavior, whether the conduct in question occurs on or off campus. As such, this policy applies to both on campus conduct and relevant off campus conduct that affects the Gonzaga community.

Vendors, independent contractors, visitors, and others who conduct business with Gonzaga or on University property are also expected to comply with this policy.

Reports of sexual misconduct and harassment will be resolved under the more specific Sexual Misconduct and Harassment Policy and the Student Conduct Process as set forth in this Handbook.

This policy applies to unlawful harassment and discrimination based on legally protected classes or characteristics.

Resolution of Complaints

The Student Development Division has staff designated for resolving student-to-student complaints as well as complaints of harassment or discrimination against a student by an unknown party.

The Equal Opportunity Office and/or academic administration is responsible for resolving complaints against a faculty/staff member.

Complaints of harassment or discrimination involving both a student and a faculty/staff member are jointly handled by the Student Development Division, the Equal Opportunity Office and by appropriate officials within the academic administration.

The University's Equal Opportunity Officer is responsible for oversight of complaints made pursuant to this policy for all forms of harassment and discrimination prohibited by law. However, gender-based complaints made by students against other students, faculty, staff, other community members or visitors, are overseen by the Title IX Coordinator.

Forms of Harassment

Harassment Based on Protected Categories: Harassment can take many forms. It can include verbal and/or physical conduct, name-calling, slurs, comments, rumors, jokes, innuendos, unwelcome compliments or touching, cartoons, pranks, graphic and written statements, communications via cell phones or the internet, or other conduct which may be physically or emotionally threatening, harmful or humiliating.

Generally, physical and verbal conduct is considered harassment when it meets one or more of the following criteria:

1. Submission to the undesirable conduct or communication is made, either explicitly or implicitly, a term or condition of one's employment or academic status, OR
2. Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education, OR
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or academic environment, and
4. The conduct or communication would not have occurred but for the protected category of the individual(s) or group to whom it is directed or who are affected by it.

RACIAL HARASSMENT — Gonzaga University endeavors to provide equal educational opportunities for all students and to cultivate the ethical and moral values of a just society. To do so, Gonzaga must maintain an environment free from racial harassment, intimidation, and humiliation as expressed by communication, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual's self-worth. Racial harassment interferes with or limits an individual's or group's ability to participate in, or benefit from, Gonzaga programs, services, activities, or amenities. Racial harassment dishonors Gonzaga and its members, and diminishes the stature of the academic community. Gonzaga unequivocally condemns racist behavior in any form.

Following are examples of behaviors which, if based on national origin, ethnicity, or color may constitute racial harassment:

1. Making demeaning remarks to an individual or group, or in the presence of an individual or group. This includes name calling, racial slurs, epithets, jokes, and racial put downs if the intention or result is to demean a person or group, treat individuals or groups differently because of these protected classes, or create a hostile environment.
2. Displaying, circulating, or placing visual or written material demeaning race, national origin, ethnicity, or color in a Gonzaga living or working area, when the intention or result is to make the education, working, or living environment hostile or demeaning.

3. Damaging, defacing, or destroying Gonzaga's property or the property of any member because of these protected classes.
4. Using "fighting words" that are inherently likely to provoke an immediate and violent reaction, whether or not they actually do so; or expressing in words, pictures, or symbols commonly understood to convey hatred or contempt, with the intent to inflict emotional distress.
5. Engaging in intentional acts based on these protected classes that obstruct or attempt to obstruct or seriously impair Gonzaga activities in or outside Gonzaga buildings or in other locations where Gonzaga-sponsored activities occur.
6. Engaging in demeaning verbal and other expressive behavior of a racial nature in instructional settings.

Gonzaga will make every effort to address racial harassment even if the perpetrator has not been identified.

Verbal and Other Expressive Behavior in Instructional Settings

The College and University Personnel Association and the American Association of University Professors have developed guidelines for addressing allegations of harassment arising in an instructional setting. The types of expressive behavior that are acceptable within the instructional setting are defined below. Complaints received concerning behaviors outside of these protected behaviors are handled through the applicable procedures described in the Gonzaga University Policies & Procedures Manual, the Faculty Handbook, and the Student Handbook, as determined by the classification of the accused (employee, student or faculty).

Definitions

"INSTRUCTIONAL SETTING" — An instructional setting is a situation in which a member of the faculty or academic staff is communicating with a student(s) concerning matters the faculty or academic staff member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, laboratory, during a field trip, or in a faculty or academic staff member's office.

"EXPRESSIVE BEHAVIOR" — Expressive behavior is conduct in an instructional setting whenever a faculty or academic staff member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, verbal or written statements, and assignment of visual, recorded, or written materials.

PROTECTED EXPRESSIVE BEHAVIOR –

Expressive behavior related to subject matter:

1. A faculty or academic staff member's selection of instructional materials shall not be the basis for discipline if the material selected is germane to the subject of the course. However, if the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member's claim that the materials are germane to the subject of the course is unreasonable, it shall not be an acceptable defense to the use of such material.
2. A faculty or academic staff member's expressive behavior shall not be the basis for discipline if the behavior constitutes an opinion or statement germane to the subject matter of the course. However, if the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member's claim that the expressive behavior is unreasonable, it shall not be an acceptable defense to the use of such behavior.
3. Expressive Behavior related to pedagogical strategies: A faculty or academic staff member's selection of pedagogical strategies shall not be the basis for discipline unless the Faculty Harassment/Discrimination Committee finds, at a formal hearing, that the faculty or academic staff member's claim that the objective cannot be accomplished as effectively by techniques less likely to cause harm is unreasonable.

Reporting Harassment or Discrimination

Reporting

EMERGENCY REPORTING – Call 911 if the incident involves a threat to safety, a crime, or if evidence needs to be collected or preserved.

For Campus Security assistance call 509-313-2222. A Gonzaga security officer or other Gonzaga official can assist in an emergency situation. Campus Security personnel can also assist individuals with filing a police report.

Campus reporting options: Gonzaga community members are encouraged to bring complaints or concerns about harassing behavior. Contact information for relevant Departments is listed below:

These offices and professionals will assist in documenting the incident and in providing support and resources. Any of the above to whom a complaint or concern has been reported must promptly notify the Equal Opportunity Of-

ficer, who will coordinate with the Student Development Division when appropriate, to respond to the incident, the needs of the Reporting Party and the welfare of the campus community. The Equal Opportunity Officer will then investigate or recommend an investigation by a qualified individual from inside or outside the University.

False Reports

Submission of a good faith complaint, concern, or report of harassment will not affect the complainant's or reporter's employment, grades, academic standing, or work assignments. However, an individual found to have made a false complaint or report or to have knowingly and willingly given false information during an investigation, will be subject to disciplinary action up to and including student expulsion or termination of employment.

Confidentiality

Gonzaga will process all reports of harassment as discreetly as possible, sharing information on a "need to know" basis only. To properly investigate an allegation of harassment, Gonzaga may need to divulge the identities of individuals involved. Gonzaga will comply with discovery or disclosure obligations as may be legally required.

Statement Against Retaliation

Retaliation will not be tolerated against anyone who has reported perceived harassment or a concern about complaint alleging harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone found to have acted in a retaliatory manner will be subject to appropriate disciplinary action up to and including student expulsion or termination of employment.

Harassment and Discrimination Complaint Procedures

Complaints will be handled through the applicable procedure described in the Gonzaga University Policies & Procedures Manual, the Faculty Handbook, and the Student Code of Conduct, as determined by the classification of the accused (employee, student or faculty). Given the objectives of timeliness and fundamentally fair procedures for all parties, Gonzaga's complaint processes are designed to:

1. determine if the behavior alleged in the complaint took place and constituted harassment,
2. stop the offending behavior,
3. restore the complainant's working or learning environment,

4. take steps to prevent retaliation and repetition of the harassment or discrimination, and
5. educate, sanction, or discipline the offender consistent with the seriousness of the offense.

It is anticipated that the process will be completed in no more than 60 calendar days from the date upon which a complaint is received. If additional time is needed, the Equal Opportunity Officer (EOO) will notify the parties in writing of the reasons for the delay and will provide a reasonable timeframe for completion of the process.

Gonzaga is committed to investigating and resolving all complaints of harassment and discrimination, or reports of information, which create a reasonable belief that harassment or discrimination has occurred. Because of the sensitive nature of most incidents and the emotional and moral complexities involved, effort is made to resolve problems fairly and informally as they arise. Gonzaga retains complete discretion as to the terms and conditions upon which matters may be resolved by informal means.

The Equal Opportunity Officer is available to discuss general concerns or specific complaints about harassment or discrimination, and to answer questions about the various procedures for initiating a complaint. Any member of the campus community may present questions about procedures, seek informal advice, or submit a complaint to the Equal Opportunity Officer, either verbally or in writing. Individuals can speak with the EOO confidentially without filing a complaint. Sometimes suggestions may be provided which enable the complainant to deal directly with the accused person. Other cases may require intervention or administrative action.

Complaints or information which create a reasonable belief that harassment or discrimination has occurred, are channeled through the Dean of Students' Office or the EOO, depending on whether the accused person is a (1) student, (2) staff, (3) faculty, or (4) visitor:

1. Allegations against students are referred to Student Development.
2. Allegations against staff by other staff, students, or faculty members are referred to the EOO and reviewed through the Procedures for Resolving Complaints When the Accused is a Staff Member
3. Allegations against faculty by other faculty, staff, or students, are referred to the EOO and reviewed through the Procedures for Resolving Complaints When the Accused is a Faculty Member.
4. Allegations against any Gonzaga community member by visitors are handled by the Dean of Students or the EOO.

Complaints related to disability are channeled through the ADA/504 Coordinator.

Procedures for Resolving Complaints When the Accused is a Student

Once a report is forwarded to the Student Development Office, a "Case Manager" will be assigned to each report to coordinate a response of care, concern and follow-up. An investigation to determine the circumstances of the incident will occur. Based on the results of the investigation the University will determine an appropriate response. If the person identified as responsible for the alleged harassment is a student, a Reporting Party may request University to pursue procedures and/or sanctions as set forth in the Student Conduct Process.

Harassment Policy Compliance

This harassment policy defines and prohibits harassment on the basis of federal and state law as interpreted by the courts. If statutory provisions or court interpretations change or conflict with this policy, Gonzaga's policy will be deemed amended to assure continued compliance. This harassment policy is also intended to comply with statutes and guidelines of other regulatory agencies, such as guidelines published by the US Office of Civil Rights addressing student to student harassment.

Selected University Policies

Please consult the current on-line Student Handbook at www.gonzaga.edu/studenthandbook for other University policies, rules and expectations related to student conduct. Faculty members should contact the Academic Vice President's office. Staff members should consult the University Personnel Policy and Procedure Manual or Human Resources.

Alcohol Policy

The use of alcoholic beverages on University property and at University events must be consistent with University policy and applicable law. In the case of branch campuses or programs, use of alcoholic beverages must be consistent with the laws of the jurisdiction where University programs are located. All state and local laws regarding alcohol are also University rules. Off-campus conduct related to alcohol that violates the law also violates University policy. The following is a summary from Washington state statutes of some important points related to the use of alcoholic beverages:

1. A person must be 21 years of age to acquire, possess or consume any liquor (alcohol, spirits, wine and beer)
2. It is a violation of state law for any person under 21 years of age to purchase or attempt to purchase alcoholic beverages
3. It is a violation of state law to sell alcohol to a person under 21 years of age, as well as to provide alcohol to any person who is underage

4. It is a violation of state law to misrepresent age and to use false or forged documents (such as a driver's license from any state) to obtain alcohol

Alcohol provided to students by their parents is prohibited on campus and in University residential facilities except as it relates to specific upper-division housing. Students in the presence of others improperly using alcohol may be held accountable for not taking appropriate action.

The University reserves the right to confiscate, retain and dispose of/destroy any and all alcohol and related paraphernalia regardless of value or ownership. Paraphernalia is defined as alcohol containers of all kinds, posters, promotional items and items used to facilitate drinking such as beer steins, shot glasses, and beer pong tables.

Drinking that is dangerous or disruptive, over-intoxication and public drunkenness, regardless of age or where the alcohol was consumed, is inappropriate and is not an excuse. For those under 21 years, consumption of alcohol off-campus is a violation of the University's alcohol policy.

The following two sections apply specifically to Gonzaga University's Spokane campus.

On-Campus Gonzaga-Owned, Leased or Managed Property and Buildings

1. University regulations do not permit the possession or consumption of alcoholic beverages in common areas (both interior and exterior) except in cases specifically approved by, and registered with, the Student Development Office, and that comply with state and local laws.
2. Requests for special events must be reviewed and authorized by the Vice President for Student Development or his/her designee, subject to Washington State Liquor Control regulations. Individuals who sponsor special events involving the serving of alcoholic beverages must be 21 years of age and must abide by all state and local regulations.
3. Organizations or individuals sponsoring any event at which alcoholic beverages are served or present:
 - Are responsible for ensuring laws and University regulations governing the provision and consumption of alcoholic beverages are upheld.
 - Must arrange to serve non-alcoholic beverages and food appropriate to the occasion.
 - Must arrange for a responsible bartender to coordinate serving. Choice of bartender is subject to review and approval by the Student Development Office.
 - Must fulfill all requirements listed by the Vice President for Student Development Office.

Alcoholic Beverages in University Owned, Leased or Managed Residential Facilities

The use of alcohol is prohibited in some cases and regulated in others as described below:

1. Possession or consumption of alcohol in common areas, both interior and exterior, of all residential facilities is prohibited.
2. Residential facilities reserved for lower-division (first and second year) students
 - Students of any age and/or their guests of any age may not consume alcoholic beverages at any time in lower division residence halls. The use, possession, distribution, sale or display of alcoholic beverages and alcohol paraphernalia, including possession of empty alcohol containers, is prohibited.
 - Should a violation of the alcohol policy described in #1 arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
 - Empty containers may be considered evidence of consumption/possession of alcoholic beverages.

Residential Facilities Reserved for Upper-Division (third year and above) Students

1. Residents of individual rooms and apartments on campus and University owned off-campus apartments and houses are responsible for ensuring that University policy is upheld at all times with regard to alcoholic beverages.
2. The possession and/or consumption of alcohol shall not infringe upon the privacy, peace, and rights of others.
3. Should alcohol-related problems arise in individual rooms, student residents will be confronted by University officials and held accountable for their actions and the actions of those present in the room, even when not consuming alcoholic beverages personally.
4. In individual rooms, suites, or apartments in any residential facility maintained by Gonzaga University, mass quantities of alcoholic beverages are prohibited, regardless of the resident's age. This includes, but is not limited to such things as kegs, multiple cases of beer, and stocked bars.
5. Beverages must be consumed within the confines of the apartment unit or house and are prohibited on balconies, stairways, parking lots, grounds, patios, porches and other common areas.

6. Residents are encouraged to refrain from having under-aged guests over while consuming alcoholic beverages to avoid the appearance that they may be distributing such beverages to under-aged people.
7. Any apartment unit or house that has an under-aged resident is considered “dry” until all assigned residents are at least 21 years of age. This means it is prohibited to consume, possess, distribute, display or otherwise use alcoholic beverages and includes possession of empty containers.
8. Partying that becomes detrimental to the community is inappropriate.
9. Equipment or supplies used in drinking games or to promote excessive drinking (e.g., beer pong tables) are prohibited.

Violations of the alcohol policy will be enforced pursuant to the Student Code of Conduct. Individuals, student groups, or organizations that violate any of the alcohol regulations will be held accountable and may lose the privilege of sponsoring future events as well as be subject to disciplinary actions by the Student Development staff. Students who violate state and local laws or University regulations concerning alcohol usage may be required to attend an alcohol education class and may be subject to Student Code of Conduct procedures and sanctions. Sanctions may also include scheduled or random alcohol testing. Egregious violations of the alcohol policy may receive enhanced disciplinary follow-up. These violations include, but are not limited to, possessing or consuming mass quantities of alcohol and/or abusive consumption of alcohol. Some examples of “abusive consumption” are situations that involve: requiring medical response, transport, or hospitalization; blackouts; disruption to the community; impacting University operations, such as Security and Residence staff duties.

Drug Policy

The illegal use of drugs on or off campus, by Gonzaga University students is prohibited. The unlawful manufacture, possession, control, sale, transfer or use of any dangerous drug, controlled substance, experimental drug, mind-altering substance, or drug paraphernalia on University premises or at University-sponsored activities is prohibited. Actions that violate local, state, or federal laws in relation to drugs are also a violation of University policy. This includes the abuse or other improper use of prescription drugs. The illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from the University and/or referral to law enforcement officials.

Students should be aware that in spite of the November 2012 Washington state vote to legalize and/or decriminalize small amounts of marijuana possession or use for persons over the age of 21, Gonzaga is required to uphold, and

expects its students to abide by federal laws that prohibit use, distribution, consumption, of marijuana by anyone of any age.

Students in the presence of others improperly using drugs may be held accountable for not taking appropriate action.

The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug related items regardless of value or ownership.

Medical marijuana users should be aware that Gonzaga University does not permit marijuana use or possession on campus, whether or not in a residential facility, even with official medical documentation. All questions regarding the reasonable accommodation of medical conditions, including conditions treated with medical marijuana, should be directed to the Disability Resources, Education, and Access Management (DREAM) office.

This Drug Policy is published in compliance with the Drug Free Schools and Communities Act.

Certain health risks are associated with the illegal use of drugs and alcohol use. Drug and alcohol use can affect a person’s physical and emotional health, social life, and employment prospects. The hazards of alcohol and drug use differ from person to person. The health risks may include interference with memory, sensation, and perception; impairment of reaction time and motor coordination; distortion of experiences and loss of self-control; death from respiratory depression; interference with the brain’s ability to take in, sort, or synthesize information; physical exhaustion; complications of intravenous injection; and fetal damage from abuse by pregnant mothers. More information about specific health risks is available at the Campus Health Center.

Gonzaga encourages students who suspect they may have a problem associated with alcohol or other substance abuse to seek assistance through campus resources such as the Student Development Office, the Campus Health Center, and the Counseling Center. The University may refer students with problems beyond its means to outside rehabilitative or counseling services. For further information about the University’s compliance with the Drug-Free Schools and Campuses Regulations, the University’s drug and alcohol policies, or related matters, please contact the Student Development Office, College Hall 120 or call 509-313-4100.

Violations of the Drug Policy will be addressed pursuant to the Student Code of Conduct. Sanctions resulting from a violation of this policy may include substance use assessment; recommendations for treatment; and random drug testing in addition to sanctions set forth in the Student Code of Conduct. Any costs associated with the imposition of sanctions are the responsibility of the student.

Guest Conduct and Responsibility

Anyone visiting a student on campus is considered a “guest” of that student and the host is responsible for that guest’s conduct in relation to the policies, rules and expectations of the University. See also Housing and Residence Life Guest and Overnight Visitor Policy.

Hazing

Traditions are important at Gonzaga and some of these traditions include rituals and rites of passage that link students to the University’s past and help them prepare for the future. These actions can build important bonds between individuals and groups. It is imperative to remember that the relationships and bonds that are created in our community are to always be deeply rooted in mutual respect, and not through senseless activities or humiliation.

Any hazing actions, including, but not limited to, those which produce mental discomfort, physical discomfort, or ridicule are expressly prohibited. Willing participation by persons suspected of being hazed does not override this policy. Hazing is a form of victimization. It is pre-meditated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or of activities that demonstrate disregard for another person’s dignity or well-being. A level of coercion is often involved, i.e. those being hazed either couldn’t or didn’t feel they could opt out because of the peer pressure involved and the desire to belong to the group. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims, (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one’s level of responsibility, planning or participation.

Hazing is a form of harassment. Hazing is not limited to group activity alone, but includes individual behavior, that subjects another to abusive conduct, or ridiculous or annoying tricks or pranks. Because hazing and some initiation-related practices threaten the self-esteem and safety of students, and subsequently the University as a whole, Gonzaga adopts the following policy statement:

1. Hazing is defined as any act or process that endangers the mental or physical health or safety of a student, or that damages or removes public or private property for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team or organization.
2. Hazing-related conduct includes, but is not limited to, embarrassment; ridicule; sleep deprivation; verbal or physical abuse; personal humiliation; excessive fatigue; physical and/or psychological shock; humili-

ation encouraging or requiring a person to consume alcohol, drugs or foreign or unusual substances; requiring the wearing of conspicuous apparel in public; requiring the carrying of “burdens” in public; and moral degradation or substantial interference with the person’s educational pursuits.

3. Student groups, teams and organizations, as well as individual students, are expected to design their programs and policies in accordance with the principles of Gonzaga University as described in the University Mission Statement and the Student Handbook.
4. Individual members, organizational activities, and developed policies should promote the ideals of the University and its Jesuit foundations, which emphasize individual well-being, a strong academic commitment and respect for oneself and for others.
5. Encouraged or forced violation of any University rule, policy, or expectation or of the law.

Student organizations and individuals failing to adhere to this policy statement and/or behavioral expectations will be subject to disciplinary actions and sanctions as outlined in the Student Code of Conduct, and may also be subject to criminal prosecution pursuant to Washington state law (RCW.28B.10.901).

Identification Cards

Students are required to obtain an official student identification card within one week of enrollment at the University. Students are required to carry a legible card at all times and present it when requested by any University official including Security and Dining staff members. If a card is lost or stolen, a student should contact Student Accounts immediately for a replacement. The alteration or misuse of a student identification card is prohibited. This includes possessing, presenting or using another person’s card or card number without permission. Students must surrender their identification card to a University official upon request.

Keys, Keycards and Codes

Loaning keys to any other person for the purpose of entering a University facility, residence hall, room or secured area without being accompanied by the legitimate key holder is prohibited. This prohibition includes student ID’s equipped with proximity readers for building entry, other “swipe-type” cards and keypad codes. This policy also applies to possessing, using, making, or causing to be made any keys for any building, laboratory, facility, residence hall room, or University room or secured area except as authorized by the Plant Services Department.

Network and Computer Resource Acceptable Use

For the complete policy, please see the University's Information Technology Services website: www.gonzaga.edu/its. Students are bound by all the terms and conditions of the policy. It should be noted that this policy contains specific information about the use and user expectations regarding University email accounts. Please review this policy carefully.

Restricted Area Entry

Unauthorized entrance, occupancy or use of University property or premises, including entry onto roofs and secured areas and areas not intended for student use is prohibited. This restriction includes, but is not limited to, maintenance and custodial areas, construction sites, departmental storage closets, and Lake Arthur and the Spokane River adjacent to University property.

Non-Motorized Riding Devices

Safety, courtesy and caution must govern the use of skateboards, in-line skates, bicycles and scooters on campus. The use of these items is not permitted in any University facility or on any stairways. The right of way of pedestrians is to be observed at all times. Stunt riding and skating, including the use of benches, stairways or other objects, is prohibited. Electric and gas powered scooters may be treated as motor vehicles by the University and subject to parking and traffic regulations. Bicycles may not be left in stairwells or in any area where to do so would be likely to impede foot or vehicle traffic or disability access. Bicycles may not be secured to any object other than a bike rack. Bicycle riders are expected to observe the City of Spokane's helmet ordinance.

Smoking

Gonzaga recognizes an obligation to provide an environment reasonably free of health hazards and contaminants that may adversely affect the safety and health of Gonzaga personnel and Students. In support of this obligation, Gonzaga complies with the Washington state clean indoor air act, by prohibiting smoking in all Gonzaga buildings, and within 25 feet of any entrance, exit, window, or ventilation intake. Managers and supervisors are responsible for enforcing the provisions of this policy for their employees and in their work areas. Environmental health and safety is responsible for administering this policy.

Solicitation

In order to protect students' right to privacy, under no circumstances are off-campus solicitors allowed to canvass the campus. Any violation of this policy should be reported immediately to the Student Development Office or Campus Security & Public Safety Department. Permission to engage in public area solicitation must be obtained from the manager of the Crosby Student Center. Students or student groups seeking permission to solicit within Residence Halls (including "dorm storming") must receive permission from the Residence Director of the building(s) within which they wish to solicit.

The use of University facilities and resources to conduct commercial ventures not sanctioned by the University is prohibited. This restriction includes housing facilities, MSC box/address, University phone number(s), voicemail, computing resources and use of University logos/trademarks.

Weapons, Fireworks and Explosives

The presence and use of weapons on campus presents a potential threat to the safety of all community members. Use or display of weapons may result in threat or injury to self or others. Use or display of weapons, whether intentional or not, is generally inconsistent with the University's student code of conduct and may be illegal.

Possession, use, display, sale or exchange of weapons at any location on campus, including University residential facilities and privately-owned vehicles, is prohibited. The term "weapon" means any object designed to propel an object, inflict a wound, cause injury, incapacitate, damage property or cause a reasonable fear of such, and includes, but is not limited to, all firearms, pellet/BB/air guns, paintball guns, home-manufactured cannons or explosive devices, bows and arrows, slingshots, clubs, martial arts devices, switchblades or otherwise-illegal knives or knives with a blade longer than three inches (with the exception of kitchen knives in our University homes and apartments). Replica guns and other simulated weapons are included within this policy. Objects otherwise not considered weapons, and knives with blades less than three inches, may be included within this policy if used as a weapon. Fireworks, flammables, explosives and chemicals of an explosive and/or flammable nature are also prohibited.

Exceptions to this policy may be authorized by the Director of Campus Security & Public Safety. The University retains the right to search persons, possessions and bags and privately-owned vehicles on University property, and to confiscate, retain and dispose of/destroy all items covered by this policy regardless of value or ownership. Law enforcement may be contacted for some violations of this policy.

Student Code of Conduct

Principles and Institutional Values

Gonzaga University's Student Community Standards and Student Code of Conduct require students to act with respect, honesty and integrity at all times. In accepting Gonzaga University's offer of admission, students agree that they will conduct themselves in accordance with these standards as well as the law. The Gonzaga community's spirit of Jesuit education encourages its members to consistently strive for the magis, "the even more," meaning excellence in all that we do. Our Ignatian heritage of cura personalis expects that we learn from our mistakes, develop our gifts and exhibit care for ourselves and each other, and devote ourselves to the common good.

Gonzaga University's Student Code of Conduct is rooted in upholding these institutional values. It is designed to stop and redirect inappropriate behavior that is harmful or disruptive to the community, and to support a positive living and learning environment for all. When a student's actions fall short of this we will challenge him/her toward more mature behaviors that are appropriate for our intellectual community.

The Student Code of Conduct is educational in nature and not a retributive justice system. As with classroom or academic participation, the process is centered on helping students understand the natural and logical consequences of their behavior and is designed to develop independent critical and reflective thinking, and self-advocacy skills. Additionally, in order to encourage students to cultivate behaviors that reflect good judgment and maturity, the Student Code of Conduct holds students accountable for their own choices and behaviors, especially those that negatively impact their personal development, Gonzaga's living and learning environment, the campus and neighboring community, and the University's reputation.

Every student is expected to observe the highest standards of conduct, both on and off campus and while participating in any activity or program sponsored by the University. When prohibited conduct occurs on or off campus, the University may implement the procedures described in this Code.

An Overview of the Student Code Of Conduct

The Division of Student Development is responsible for the implementation of the Student Code of Conduct. The University uses a graduated approach in responding to allegations of student misconduct with allegations being resolved through one of three conduct processes:

1. a Student Conduct Review;
2. a Student Conduct Conference; or
3. by the University Conduct Board.

When less serious violations are alleged the matter may be resolved through a Student Conduct Review.

In the case of more serious violations, or when a student has been held responsible for past misconduct, or when multiple violations are alleged, the matter may be resolved through a Conduct Conference.

The most serious allegations of misconduct shall be referred to the University Conduct Board (UCB). The determination as to which process will be utilized for the hearing and resolution of allegations of misconduct shall be made by the Director of the Office of Community Standards.

A range of sanctions may be imposed if a student is found responsible for a violation of University policy. A determination of responsibility is based on a finding that the respondent more likely than not committed the act alleged.

During any Student Code of Conduct process, students will be provided with the following:

1. Notice of the allegation(s) being made
2. Notice of the date of hearing or other process
3. The opportunity to be heard
4. The opportunity to have an advisor of their choice present during any stage of the conduct proceedings
5. Notice of the outcome as permitted by FERPA and any other applicable privacy laws
6. The opportunity to have the outcome reviewed through the appropriate appeals process

The Student Code of Conduct is intended to promote civility, maintain a safe and secure environment, and to protect individual and University community rights. The description of prohibited conduct and rules and regulations herein is not exhaustive. The University, in the discretion of its officials administering the Student Code of Conduct, may take disciplinary action even though an alleged infraction is not specifically contained within the University's written policies. Additionally, the University reserves the right to make exceptions to written disciplinary procedures if deemed necessary.

Definitions

RESPONDENT – A person alleged to have violated a University policy. “Respondent” may also refer to the officers and/or members of a student club or organization.

COERCION – See previous definition.

COMPLAINANT – A party alleged to have been the subject of, or harmed by, student misconduct. Party may refer to a person, student club, or organization.

CONDUCT OFFICER – A University official trained to adjudicate matters pursuant to the Student Code of Conduct.

CONSENT – See previous definition.

DAY – When used in this Code the term “day” or “days” refers to business days.

FERPA – The Family Educational Rights & Privacy Act, a federal law that protects the privacy of student education records.

HAZING – See previous definition.

INCAPACITATION – See previous definition.

DIRECTOR OF THE OFFICE OF COMMUNITY STANDARDS (DOCS) – The person designated by the Vice President for Student Development to perform the functions described in this Student Code of Conduct. The DOCS is responsible for initiating the conduct proceedings where there is a reasonable belief that a violation may have occurred and that disciplinary action is appropriate. Any reference in this Student Code of Conduct to the “Director of the Office of Community Standards” includes his or her designee.

MISCONDUCT – The violation of one or more University policies or the commission of an act of prohibited conduct contained in this Student Code of Conduct.

OUTCOME – A determination of responsibility or non-responsibility for violation of the Student Code of Conduct, as well as any sanction levied.

REPORTING PARTY – A person submitting an allegation that a student is responsible for violating a University policy. “Party” may refer to a student club or organization.

RETALIATION – See previous definition.

SEXUAL ASSAULT – See previous definition.

SEXUAL EXPLOITATION – See previous definition.

SEXUAL HARASSMENT – See previous definition.

STALKING – See previous definition.

STUDENT – A person enrolled, taking courses(s) or receiving instruction at Gonzaga University. Any reference to “student” in this Student Code of Conduct includes student clubs or organizations.

STUDENT CONDUCT REVIEW – A process facilitated by the DOCS in cases of a less serious nature for the purpose of determining whether or not a policy has been violated, and what, if any, sanction is appropriate.

STUDENT CONDUCT CONFERENCE – A process facilitated by the DOCS in cases of a more serious nature for the purpose of determining whether or not a policy has been violated, and what, if any, sanction is appropriate.

ADVISOR – The person selected by a Party to provide support as the Party represents him/herself in conduct proceedings. An advisor does not actively participate in any part of a hearing. If an advisor is disruptive to the conduct process, they may be dismissed. Dismissal of an advisor does not constitute grounds to postpone, delay, or cancel any conduct process.

UNIVERSITY – Gonzaga University.

UNIVERSITY CONDUCT BOARD (UCB) – A hearing body, the members of which are appointed by the Vice-President for Student Development. Its function, upon assignment by the DOCS, is to hear and resolve allegations of misconduct to determine responsibility and sanctions. This Board is made up of a minimum of eighteen members who are trained to serve on both initial hearing and appellate panels.

UCB CHAIR – The person acting as chairperson of a UCB hearing or appellate panel.

UNIVERSITY CONDUCT APPEALS BOARD (UCAB) – A panel of three UCB members appointed by the Vice President for Student Development, and who did not originally hear the matter being appealed.

UNIVERSITY POLICY – A written regulation or proscription of the University, including but not limited to those found in this Student Handbook, the Student Code of Conduct, Student Community Standards, Sexual Misconduct and Harassment 42 Table of Contents

Policy, Academic Policies, Student Group policies and Residence Life regulations. All definitions included in any University Policy are incorporated here by reference.

General Provisions

Amendment

The University reserves the right to amend the Student Code of Conduct at any time. Any amendment will be dated and becomes effective 15 days after it is published in the electronic version of the Student Code of Conduct unless specific factors (e.g., change in laws or related policy) demand an immediate effective date.

Complaints

Note: This section applies to all complaints of misconduct except those made pursuant to the University's Sexual Misconduct and Harassment Policy. Please consult that policy for reporting options, support resources, and a description of the investigative process.

Any person may file a complaint of misconduct against any current student. As used in this code, a complaint includes reports submitted to the DOCS containing information which could constitute a violation of the Student Code of Conduct. Regardless of by whom a complaint is made, all complaints alleging violation of one or more University policies shall be made in writing and shall be submitted to the DOCS. Complaints must be submitted to the DOCS within one year of the date upon which the complainant is aware or should reasonably have been aware of the alleged violation. At the sole discretion of the DOCS, a complaint may be referred for investigation if additional information is needed. The DOCS is solely responsible for initiating conduct proceedings for alleged violation where there is sufficient information to believe that a violation may have occurred and that disciplinary action is appropriate.

Conditional Attendance

A student who has not been found to be in violation of any University policy may be subjected to conditional attendance restrictions if it is determined by the DOCS that a failure to do so presents an unreasonable danger to any person or property. This decision is an administrative action, and thus not appealable.

A conditional attendance restriction does not replace the regular student conduct process, which shall proceed as detailed in the Student Conduct Process section of this code.

Conduct Standing

The submission of an application for admission to the University represents a voluntary decision on the part of a prospective student. The University's approval of an application represents the extension of the privilege of joining the academic community and remaining a part of it as long as the student meets the academic and behavioral expectations of the University. Students who abide by University policies are considered to be in good conduct standing with the University. A student's conduct standing may

be changed as a result of being found in violation of one or more University policies. Students who successfully complete sanctions imposed through the Student Code of Conduct process may petition the Dean of Student Well-Being and Healthy Living to be restored to good conduct standing.

Coordination With Law Enforcement

The University's Student Code of Conduct does not operate within a criminal or civil judicial system.

1. The University's goals, use of terms, procedures, definitions of prohibited conduct, and potential sanctions are separate and distinct from the public legal system. All Gonzaga community members are strongly encouraged to report conduct that may constitute a criminal offense to law enforcement authorities in addition to making a complaint to the University under the Student Code of Conduct.
2. The existence of an investigation by law enforcement authorities shall not necessarily delay implementation of the Student Code of Conduct process. The University has a continuing obligation to maintain a safe and secure educational environment for its students, regardless of whether a case is prosecuted criminally or whether they are substantiated in the criminal justice system. University proceedings may be carried out prior to, simultaneously with, or following criminal or civil proceedings.

Coordination With Other University Departments

Certain types of complaints may be handled by other University Departments. A particular case may be transferred between departments at the discretion of the DOCS. Examples of cases that may be addressed through a process other than provided in this Student Code of Conduct include but are not limited to:

1. Complaints involving conduct in the residence halls can be filed with the appropriate Residence Life staff member. The Office of Housing and Residence Life is empowered to address conduct issues that occur in the presence of one of their staff on or off campus or that occur in University residential facilities. These complaints will generally be processed by Residence Life staff, provided that this method of resolution is approved by the DOCS.
2. The Gonzaga Student Body Association or other recognized bodies may have student conduct boards for hearings to consider particular types of conduct or discipline cases which are referred to them by the DOCS. The procedures of these boards and hearings are subordinate to the hearing procedures described in the Student Handbook and are subject to review by the DOCS.

Interim Suspension

A student who has not been found to be in violation of any University policy may be subjected to an Interim Suspension if it is determined by the DOCS that a failure to do so presents an unreasonable danger to any person or property. This decision is an administrative action and thus non-appealable. An interim suspension does not replace the regular student conduct process, which shall proceed as detailed in the Student Conduct Process section of this code.

Jurisdiction

Every student is expected to observe the highest standards of conduct, both on and off campus and while participating in any activity or program sponsored by the University. When prohibited conduct occurs on or off campus, the University may implement the procedures described in this Code.

Polygraph Evidence

The results of any polygraph test are not allowed as evidence in any conduct process undertaken pursuant to the Code of Student Conduct.

Preponderance of Evidence

Determinations of responsibility for violations will be made based on a preponderance of evidence standard, that is whether the alleged violation is “more likely than not” to have occurred.

Records

The DOCS is the custodian of student conduct records. These records usually include complaints, findings of responsibility and any sanctions issued. Students should be aware that information maintained in their disciplinary file or other University record may be requested by entities outside the University. Such requests include employment background checks, military or civilian clearances for sensitive information, graduate or other college admissions processes, professional licenses and certifications, and court orders. The University follows the guidance of FERPA and other applicable privacy laws in responding to these requests, and maintains records in compliance with applicable law and University policy. Note: For records relating to any complaint, investigation, and conduct action made pursuant to the University’s Sexual Misconduct and Harassment Policy the Title IX Coordinator will serve as the custodian of records.

Withdrawal from School With Pending Complaint

If a student withdraws from his or her academic coursework or leaves the University without withdrawing and there are unresolved Student Code of Conduct allegations, a hold will be placed on the student’s account and he/she will not be able to return to Gonzaga without resolving the open case. The University reserves the right to resolve the allegation(s) after a student withdraws or otherwise leaves the University.

Prohibited Conduct:

Any student found to have violated or to have attempted to violate any of the following prohibited acts will be subject to the imposition of sanctions as provided in this Student Code of Conduct.

- A. Abuse of the Student Code of Conduct system, which includes without limitation, failure to comply with a Student Code of Conduct notice; falsification of information presented within Student Code of Conduct processes; attempting to influence or discourage a witness or other participant; attempting to influence a Student Code of Conduct decision-maker outside pre-hearing and hearing persuasive processes; and, any other disruptive or obstructive behavior.
- B. Acts of general dishonesty, academic dishonesty or any other violation of the University’s Academic Policy.
- C. Conduct in breach of the peace or invasive of the rights of others, or which endangers persons or property through the use of motor vehicles, weapons, explosives or any other dangerous instrumentality.
- D. Conduct which threatens the health or safety of any person, including but not limited to, physical or verbal abuse, retaliation, threats, intimidation, harassment, and any form of coercion.
- E. Disorderly, lewd or indecent conduct.
- F. Failure to comply with a reasonable request or to follow a directive from a University official acting in the performance of his or her duties.
- G. Hazing. see previous definition;
- H. Providing alcohol to minors or other violation of the University’s Alcohol Policy.
- I. Sexual assault, harassment, exploitation, misconduct or any other violation of the University’s Sexual Misconduct and Harassment Policy.
- J. Theft, damage, or vandalism of property.

- K. Theft or other abuse of computer facilities or information technology resources. This offense includes without limitation: gaining unauthorized access to information technology resources; change, revision or transfer of a computer file; and, the use of computing facilities to send obscene or abusive messages.
- L. Abusive or harassing behavior, including but not limited to stalking, unwelcome communications, unauthorized making or use of any audio, video or photographic record or image of a person without that person's prior knowledge, or effective consent when such conduct may reasonably cause injury or distress
- M. Unauthorized possession, duplication or use of a key or pass card to any University premises or unauthorized entry to or use of University premises.
- N. Use, possession, manufacture or distribution of drug paraphernalia or of any illegal or controlled substance under either Federal or State law.
- O. Destructive or disruptive behaviors that create risk to others, infringe on the rights of others, or otherwise disrupt the educational living or learning environment of the University.
- P. Violation of any federal, state or local law.
- Q. Violation of any University policy.

Student Conduct Processes

Initial Review

Upon receipt of a complaint against a student, or a report of alleged misconduct, the DOCS may:

1. Determine that no further action is warranted,
2. Refer the complaint for further investigation, and/or
3. Bring a formal charge under this Student Code of Conduct.

A formal charge is warranted when the DOCS, determines that the circumstances alleged in the complaint are sufficient to create a reasonable belief that a violation has occurred and that conduct action is appropriate.

If the DOCS determines that a formal charge is warranted, the DOCS will notify the student who will be provided the opportunity to respond pursuant to one of the Student Conduct Resolution Processes detailed below. The DOCS will determine in his or her sole discretion by what process the charge(s) will be resolved. NOTE: In matters covered under the University's Sexual Misconduct and Harassment Policy, the DOCS will consult with the Title IX Coordinator and the Review and Investigation procedures contained in that policy will supersede Section VI A.

If the matter is of a less serious nature, it may be resolved through a Student Conduct Review. If the matter is of a

more serious nature, it may be resolved through a Student Conduct Conference. If the matter is of the most serious nature, including without limitation, allegations of sexual assault, discrimination or interpersonal violence, it may be referred to the University Conduct Board (UCB).

Student Conduct Resolution Processes

One of the following three conduct processes for the resolution of complaints will be used:

Student Conduct Review

This process presents an opportunity for the involved party or parties and a conduct officer to discuss and resolve complaints of a less serious nature.

RESOLUTION OF COMPLAINTS: The involved party, or parties, shall be advised of the nature of the charge(s) and be provided an opportunity to discuss the incident in an honest and respectful process. Each party shall be afforded the opportunity to provide any relevant information in support of his or her position. A party may choose to accept responsibility for the charge(s) as alleged, or may leave that decision—including sanctions, if any—to the DOCS, or his/her designee, who will determine the outcome without a formal hearing. The DOCS, or his/her designee, may assign any sanction(s) deemed appropriate, other than suspension or expulsion, either of which may be imposed only by the UCB. A notice of findings and sanctions shall be provided in writing to students found responsible for policy violations.

In the event that a student does not attend a properly noticed and scheduled student conduct proceeding, the student conduct officer, in the exercise of his or her discretion, may adjudicate the matter in the absence of such student.

APPEALS FROM THE OUTCOME OF A STUDENT CONDUCT REVIEW:

Either a complainant or a respondent may appeal a determination made through the Student Conduct Review. An appeal shall be filed by submitting it in writing to the DOCS within five days of the date of issuance of a conduct officer's written decision. A properly filed and timely appeal will automatically stay any sanction(s) levied unless doing so would be inconsistent with the institution's Title IX obligations and/or it is determined by the DOCS that this action would present an unreasonable danger to any person or property or be disruptive to the University's living/learning environment. The non-appealing party shall have the opportunity to respond in writing to the appeal within five days of the filing of the appeal with the DOCS.

All appeals will be considered by the Dean of Well-Being and Healthy Living. The appeal process is a "document only" process and no student is present when an appeal is being considered. The Dean of Student Well-Being and Healthy Living will consider only information reviewed at

the Student Conduct Review, information submitted by the parties within the five day appeal and response periods referenced above and the findings made by the original conduct officer. The bases upon which an appeal may be considered are limited to the following:

1. **Severity of sanction:** Is the sanction(s) imposed appropriate for the violation found?
2. **Insufficient information:** Is the determination supported by a preponderance of the information presented? That is, were the facts in the case sufficient to establish that “it is more likely than not” that a violation occurred? In making such a determination, the appellate officer shall not substitute its judgment for that of the panel below. It will review the determination made below only to evaluate whether there is sufficient information in the record to support the determination made.
3. **Improper procedure:** Was the original hearing conducted fairly? Did all parties have a reasonable opportunity to prepare and present information and to challenge any information presented?
4. **New information:** Is new relevant information available that was not reasonably available at the time of hearing, and that would more likely than not have an impact on the determination?

The Dean of Student Well-Being and Health Living may deny the appeal (leaving the determination of responsibility and any sanction levied below in place) or he or she may grant the appeal in whole or in part. The Dean shall issue Findings of Fact in support of his or her determination.

The Dean may also take the following actions after considering an appeal:

1. Remand the matter to the original conduct officer to be reheard in whole or part.
2. Affirm the original decision and sanction(s).
3. Reverse the original decision and sanction(s).
4. Affirm or reverse the original decision in part and/or alter the sanction(s) which could increase or decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the party who filled the appeal in person, by phone, or to the party’s University e-mail address or mailing address. In cases of violence or sexual misconduct, the reporting party will also be notified of the decision regarding the appeal. Notification will be made in conformance with privacy laws, including FERPA. The appeal decision shall be rendered within twenty-one calendar days of the filing of the written appeal. The decision of the Dean of Students is final and effective immediately upon issuance of the written decision on appeal.

STUDENT CONDUCT CONFERENCE: This process presents an opportunity for the involved party or parties and a senior conduct officer(s) assigned by the Office of Community Standards to discuss and resolve complaints of a more serious nature.

RESOLUTION OF COMPLAINTS: The involved party, or parties, shall be advised of the nature of the charge(s) and be provided an opportunity to discuss the incident in an honest and respectful process. Each party shall be afforded the opportunity to provide any relevant information in support of his or her position. A party may choose to accept responsibility for the charge(s) as alleged, or may leave that decision—including sanctions, if any—to the 47 Table of Contents conduct officer(s), who will determine the outcome without a formal hearing. The conduct officer(s) may assign any sanction(s) deemed appropriate other than suspension or expulsion, either of which may be imposed only by the UCB. A notice of findings and sanctions shall be provided in writing to students found responsible for policy violations.

In the event that a student does not attend a properly noticed and scheduled student conduct proceeding, the student conduct officer(s), in the exercise of his/her/their discretion, may adjudicate the matter in the absence of such student.

APPEALS FROM THE OUTCOME OF A STUDENT CONDUCT REVIEW: Either a complainant or a respondent may appeal a determination made through the Student Conduct Review. An appeal shall be filed by submitting it in writing to the DOCS within five days of the date of issuance of a conduct officer’s written decision. A properly filed and timely appeal will automatically stay any sanction(s) levied unless doing so would be inconsistent with the institution’s Title IX obligations and/or it is determined by the DOCS that this action would present an unreasonable danger to any person or property or be disruptive to the University’s living/learning environment. The non-appealing party shall have the opportunity to respond in writing to the appeal within five days of the filing of the appeal with the DOCS

All appeals will be considered by the Dean of Well-Being and Healthy Living. The appeal process is a “document only” process and no student is present when an appeal is being considered. The Dean of Student Well-Being and Healthy Living will consider only information reviewed at the Student Conduct Review, information submitted by the parties within the five day appeal and response periods referenced above and the findings made by the original conduct officer. The bases upon which an appeal may be considered are limited to the following:

1. **Severity of sanction:** Is the sanction(s) imposed appropriate for the violation found?
2. **Insufficient information:** Is the determination supported by a preponderance of the information presented? That is, were the facts in the case sufficient to establish that “it is more likely than not” that a violation occurred? In making such a determination, the appellate officer shall not substitute its judgment for that of the panel below. It will review the determination made below only to evaluate whether there is sufficient information in the record to support the determination made.
3. **Improper procedure:** Was the original hearing conducted fairly? Did all parties have a reasonable opportunity to prepare and present information and to challenge any information presented?
4. **New information:** Is new relevant information available that was not reasonably available at the time of hearing, and that would more likely than not have an impact on the determination?

The Dean of Student Well-Being and Healthy Living may deny the appeal (leaving the determination of responsibility and any sanction levied below in place) or he or she may grant the appeal in whole or in part. The Dean shall issue Findings of Fact in support of his or her determination.

The Dean may also take the following actions after considering an appeal:

1. Remand the matter to the original conduct officer to be reheard in whole or part.
2. Affirm the original decision and sanction(s).
3. Reverse the original decision and sanction(s).
4. Affirm or reverse the original decision in part and/or alter the sanction(s) which could increase or decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the party who filed the appeal in person, by phone, or to the party’s University e-mail address or mailing address. In cases of violence or sexual misconduct, the complainant will also be notified of the decision regarding the appeal. Notification will be made in conformance with privacy laws, including FERPA. The appeal decision shall be rendered within ten calendar days of the filing of the written appeal. The decision of the Dean of Student Well-Being and Healthy Living is final and effective immediately upon issuance of the written decision on appeal.

University Conduct Board (UCB) shall be charged with the duty of making determinations as to complaints of misconduct and, if appropriate, regarding the imposition of sanctions. The UCB shall be comprised of a minimum of eighteen trained hearing officers consisting of faculty, staff and students. The members of the UCB will hear and deliber-

ate cases in panels of three members assigned by the Vice President for Student Development the Vice President for Student Development shall appoint one member of the panel to act as chairperson of the hearing panel. It shall be the duty of the chairperson to exercise control over the hearing in order to afford a fair and orderly hearing to all participants; to avoid needless consumption of time; and to prevent the harassment and/or intimidation of parties and witnesses.

The UCB shall hear and decide cases as assigned to it by the DOCS and involving charges of the most serious nature including but not limited to allegations of sexual harassment or misconduct, discrimination or interpersonal violence.

PRE-HEARING PROCEDURES: A respondent or complainant participating in a UCB hearing will:

1. Receive advance notice of date, time, and place of the initial hearing in person, University email, or U.S. Mail
2. Receive written notice of the complaint that specifies the nature of the violation and the basis for the charge including the date of period of time during which the misconduct is alleged to have occurred, and the location where the misconduct allegedly occurred
3. Be given adequate time to prepare a case pursuant to the time frames articulated in this Code
4. Be given an opportunity to review related documentation
5. Have access to a trained University staff person to provide information in navigating the Student Code of Conduct system
6. Have the opportunity for an advisor of their choice present during any stage of the conduct proceedings
7. Have an opportunity to present both written documentation and witnesses

The role of an advisor in the Student Code of Conduct is to provide support as the parties represents themselves in the process. An advisor does not actively participate in any part of a hearing. An advisor may, but need not, be a lawyer. An advisor, may privately consult with and advise a party during the proceeding, but may not act as a representative of or spokesperson for a party; nor may an advisor provide any information on behalf of the party, examine witness, or otherwise participate in a hearing. Neither a witness nor a potential witness is permitted to serve as an advisor. Advisors must make themselves available for all hearing processes as requested by the party and the individual schedules of advisors shall have no impact upon the scheduling of hearings or other Student Code of Conduct processes. If an advisor is disruptive to the hearing process, the panel chair may dismiss the advisor. Dismissal

of an advisor will not be grounds to postpone, suspend, or reschedule a hearing already in progress.

Before any hearing takes place, each party shall have the opportunity to meet with a trained University staff person for the purpose of becoming informed about hearing processes and procedures. All parties shall have reasonable opportunities to review any and all information which might be used during the hearing. This

information shall include but not be limited to investigative reports, written or recorded statements, and all relevant documents and information to the extent allowed by laws governing privacy, including FERPA. At this meeting the parties shall also be notified of the names of the Board members and any party wishing to challenge the participation of any Board member must notify the University staff person in writing within three days of this meeting stating the reason(s) for the objection. Failure to do so will constitute a waiver of any objection to the composition of the panel. The University staff person will forward the information to the Vice President for Student Development who will determine whether the challenge has merit and reserves discretion to make changes in the Board composition.

At least five days prior to a hearing, the parties shall disclose to the chair the names and addresses of each person whom the disclosing party expects to call as a witness at the time of hearing. At the same time, each party shall provide to the chair a list of all documents, statements, reports and writings of any kind which the disclosing party intends to submit at the time of hearing. The chair will promptly provide all such information to all parties and UCB members. Information not disclosed in compliance with this paragraph will not be considered at any hearing. Witnesses, documents, statements, reports and writings submitted by disclosing parties should be in addition to university investigative reports prepared and submitted by a qualified university official. All such information will also be provided to the UCB members.

In matters alleging a violation of the University's Sexual Misconduct and Harassment Policy no information facts or evidence bearing upon the prior sexual conduct of a party shall be introduced into a hearing process absent permission to do so granted by the hearing panel chair. Where a respondent and complainant have a prior intimate or sexual relationship this information may be relevant to determine responsibility however the mere fact of a current or previous consensual intimate or sexual relationship between the two parties does not itself imply consent or preclude a finding of responsibility for sexual misconduct. Any prior sexual conduct of the complainant unrelated to the respondent is not relevant and shall not be considered. The prior unrelated sexual conduct of the respondent may be relevant to the issue of appropriateness of sanction.

A hearing for the purpose of determining whether or not a policy has been violated by the respondent as alleged shall be conducted within forty-five days of the receipt of a complaint by the DOCS. The DOCS, the UCB chair or the Title IX Coordinator may modify or extend any time frames described in this Code for good cause. NOTE: In matters covered under the University's Sexual Misconduct and Harassment Policy, the time frames for responding to reports of sexual misconduct or harassment contained that policy will supersede this section and the DOCS will consult with the Title IX Coordinator regarding the timing for any investigation and/or hearing.

In the event that a student does not attend a properly noticed and scheduled hearing, the hearing panel chair, in the exercise of his or her discretion, may proceed with the hearing in the absence of such student.

HEARING PROCEDURES: UCB proceedings are not open to the public. All information is private and confidential, and all participants will receive instruction as to the preservation of the privacy of all concerned.

All UCB hearings shall be audio recorded in their entirety by the panel chair. No other recordings will be allowed and no other electronic devices will be allowed into the hearing room. The audio record is the property of the University and kept with the records of the proceeding. There shall be no recording or transcript of deliberations.

The complainant and the respondent are entitled to an identical right to be present at and to participate in all hearing processes. The panel chair may allow the contesting parties to be screened from the vision of one

another during the hearing, may make arrangements for attendance by video conference, or make other appropriate accommodations, all within his or her sound discretion.

The hearing panel chair shall open any hearing by reading the statement of charges. A representative from the Office of Community Standards will present information related to the case which may include, but not be limited to, documents, investigative reports, or witnesses. If an investigation has been completed prior to the hearing, the primary investigator will present his or her investigation to the panel. The chair, UCB members and parties may ask reasonable questions of the investigator.

The complainant will then have the opportunity to present any other relevant information in the case against the accused party. This information will be presented by the introduction of any available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair, the respondent and the UCB members may direct reasonable questions to witnesses presented by the complainant. All witnesses shall affirm the truthfulness of their testimony. All witnesses, except the complainant and respondent, shall be excluded from the hearing room except during their own testimony.

At the conclusion of the complainant's case, the respondent may present a response to the charges. The response, if any, will be presented by the introduction of available and relevant documents, physical evidence or through the in-person testimony of witnesses. The panel chair, the complainant, and the UCB members may direct reasonable questions to witnesses presented by the respondent.

The complainant and the respondent may not directly question one another unless granted permission to do so by the panel chair. If a request to allow direct questioning between the parties is made, the panel chair shall enter into the record a written finding in support of his or her decision. If a request to allow direct questioning is denied, the chair, at his or her discretion, may allow the parties to pose additional questions or inquire further into specific matters by submitting these questions/requests in writing to the chair. The chair may then, at his or her discretion, pose the submitted questions to the other party. If necessary, a brief break may be granted to allow both parties an opportunity to prepare and submit such questions/requests. The chair is empowered to disallow or reframe any questions that are irrelevant, redundant, or otherwise inadmissible.

Formal rules of evidence do not apply and the panel chair will determine what information is relevant to the hearing. The responsibility for the resolution of all issues as to admissibility or relevance of evidence, the propriety of questions, and any other procedural matter shall rest solely with the panel chair in the exercise of his or her discretion. The party wishing to present any witness is responsible for arranging for the attendance of such witness. The University will not compel the attendance of witnesses.

Following the presentation of each party's evidence the panel chair may allow each party to present additional evidence in response. After the presentation of evidence is complete the panel chair may allow each party to present a closing summation of his or her case.

Upon the completion by all parties of the presentation of their respective cases and information, the UCB chair will declare the hearing "closed" and no further information will be received by the hearing panel. Once the hearing is closed, the member(s) of the panel will deliberate for the purpose of making a determination whether or not the accused party is responsible for the violation charged. This determination will be made based on a preponderance of evidence, that is whether the alleged violation is "more likely than not" to have occurred. If the information presented does not indicate by a preponderance of the evidence that a violation as alleged has occurred, but does indicate that a violation other than that charged has occurred, the panel may so find. The determination shall be made by majority vote of the members of the panel, and shall be supported by written findings of fact signed by the panel chair and the voting majority.

If no violation of any kind is determined, then the proceedings are at an end (absent any appeal as described below), and the parties will be notified of the outcome consistent with FERPA and other applicable privacy laws.

If it is determined that a violation has occurred, then the panel will continue its deliberations for the purpose of determining the appropriate sanction, if any, to be levied.

NOTICE OF OUTCOME: The respondent will be notified in writing of the disposition of the case, as well as any sanctions imposed, after a decision has been determined. Complaints in matters alleging a crime of violence or sexual misconduct will also be notified in writing of the outcome of the case. Notification will be made in compliance with privacy laws, including but not limited to FERPA. Notification shall include the name, title and address of the person with whom any appeal may be filed.

APPEALS PROCESS: Either a complainant or a respondent may appeal a determination made by the UCB. An appeal shall be filed by submitting it to the DOCS within five days of the date of issuance of a panel's written decision. A properly filed and timely appeal will automatically stay any sanction(s) levied unless doing so would be inconsistent with the institution's Title IX obligations and/or it is determined by the DOCS that this action would present an unreasonable danger to any person or property or be disruptive to the University's living/learning environment. The non-appealing party shall respond in writing to the appeal within five days of the filing of the appeal with the DOCS.

All appeals will be considered by the University Conduct Appeals Board (UCAB) consisting of three members of the UCB appointed by the Vice President for Student Development and who did not originally hear the matter being appealed. The Vice President for Student Development will also appoint one of the three appellate panel members to act as chairperson of the appeal board. Appeal hearings are "document only" procedures and no students or support persons are present when an appeal is being considered. The UCAB will consider only information reviewed at the original hearing, information submitted by the parties within the five day appeal and response periods referenced above, the audio record of hearing, and the findings of fact entered by the panel. The bases upon which an appeal may be considered are limited to the following:

1. **Severity of sanction:** Is the sanction(s) imposed appropriate for the violation found?
2. **Insufficient information:** Is the determination supported by a preponderance of the information presented? That is, were the facts in the case sufficient to establish that "it is more likely than not" that a violation occurred? In making such a determination, the UCAB shall not substitute its judgment for that of the panel below. It will review the determination made below only to evaluate whether there is suffi-

cient information in the record to support the determination made.

3. **Improper procedure:** Was the original hearing conducted fairly? Did all parties have a reasonable opportunity to prepare and present information and to challenge any information presented?
4. **New information:** Is new relevant information available that was not reasonably available at the time of hearing, and that would more likely than not have an impact on the determination?

The UCAB may deny the appeal (leaving the determination of responsibility and any sanction levied below in place) or it may grant the appeal in whole or in part. The UCAB shall issue Findings of Fact in support of its determination.

The UCAB may take the following actions after considering an appeal:

1. Remand the matter to the original panel to be reheard in whole or part.
2. Affirm the original decision and sanction(s).
3. Reverse the original decision and sanction(s).
4. Affirm or reverse the original decision in part and/or alter the sanction(s) which could increase or decrease the severity of the sanction(s).

A notification of the decision regarding the appeal will be made to the party who filled the appeal in person, by phone, or to the appellant's University email address or mailing address. In cases of violence or sexual misconduct, the complainant will also be notified of the decision regarding the appeal. Notification will be made in conformance with privacy laws, including FERPA. The appeal decision shall be rendered within fifteen days of the filing of the written appeal. The decision of the UCAB is final and effective immediately upon issuance of the written decision on appeal.

Sanctions

If it is determined that a student is responsible for a violation of policy, the nature of the violation, the circumstances surrounding the violation, the student's prior conduct history (if any), the impact of the misconduct on the community, and conduct outcomes assigned to previous findings for such violations, will be among the factors considered in determining an outcome. The Office of Community Standards and/or its designee(s) are not limited to the conduct outcomes listed here:

Administrative:

FEES — Directly associated with costs for workshops, programs, or other assigned outcomes.

FINES — Reasonable fines may be imposed not to exceed \$1,000 for any student.

RESTITUTION — Payment of compensation for loss of property, or damage to person or property.

RESIDENCY STATUS REVIEW — Written notice to a student in University residence that further violations of residence life or University policy may result in removal from University housing.

Warning: Written notice to the student that his or her behavior is below the University's standards of conduct.

REPRIMAND — Written notice to a student for severe or repeated failure to meet the University's standards of conduct.

CONDUCT PROBATION — A specified period of observation and evaluation of a student's conduct, accompanied by Eligibility Restrictions, imposed for repeated or arrant violations. Any violation of University policy, while on Conduct Probation, could result in separation from the University.

Restrictions:

LOSS OF PRIVILEGES — Denial of specified privileges for a designated period of time.

CONTACT RESTRICTION — Limitation or prohibition of communication or contact with a member of the University community.

RESIDENCE-RELATED RESTRICTIONS — Housing restriction, relocation, or separation of a student from University housing for a designated period of time.

Developmental:

EDUCATIONAL ASSIGNMENTS — Related to the violation for which a student is found responsible, this is a means to encourage a student to reflect on his or her personal growth and development.

PERFORMANCE ASSIGNMENTS — Community/restorative service, program or workshop attendance or presentation, random drug/alcohol testing, or other assigned tasks.

POLICY REVIEW — Written notification of policy reminders, educational conversations, or workshops.

Outcomes related to academic degree progress:

SUSPENSION — Separation of the student from the University for a specified period of time, with associated conditions specified for readmission.

EXPULSION — Permanent separation of the student from the University.

Crime Prevention On Campus

Campus Security Resources

The Campus Security & Public Safety Department maintains an active blog, Facebook page, and Twitter feed which contain timely crime prevention and awareness tips and other information about creating a safe community. Visit CAMPO at <http://blogs.gonzaga.edu/campo/>.

The Department also provides presentations on a wide variety of security and safety topics in collaboration with staff, faculty, and student groups and organizations.

The University has several standing committees, such as the Security Advisory Council, Risk Management Committee and Safety Committee that consider safety and security issues. Students, staff and faculty are encouraged to utilize these committees to address concerns. More information about these committees is available by calling the Student Development office at 509-313-4100.

Residence Hall Security

During the school year the Gonzaga campus is home to more than 3000 students that live in University residential facilities. Keeping the residence halls safe requires attention to some particular security concerns:

- Close exterior doors behind you as you enter your hall. DO NOT allow anyone to enter who is not accompanied by another resident. Propping exterior doors increases the risk of victimization to yourself and others
- Escort your visitors to the exterior door when they leave
- Soliciting and sales are not allowed in the residence halls. Report solicitors you encounter to Campus Security and residence hall staff. If a door or lock is broken, call Customer Service 509-313-5656 to report it. After hours and on weekends, call Security and notify your residence hall staff member
- If you live on the ground floor or have a balcony keep your windows locked. Sliding glass doors in apartments should also be kept locked, even on upper floors
- Be sure to lock your room door if you will be away, even for a minute. Room and apartment doors should be kept locked when you are sleeping
- Keep your residence hall staff informed about safety and security concerns in and around your building

General Security and Safety Tips

- Walk with another person after dark or call Campus Security for an escort
- Be aware of your surroundings and any signs that something is amiss or out of place
- Stay in well lighted areas and walk away from alleys, dark corners and bushes whenever possible
- Don't carry credit cards, your social security card, or large sums of money
- Purses are an attractive target for thieves...don't carry one if it isn't necessary
- Lock your valuables securely, even in your room
- Mark your property for quick identification. Engravers may be borrowed from the Crime Prevention office

- Do not risk injury if someone attempts to forcibly take your wallet, purse, or personal belongings
- Carry a cellphone and use it if you feel threatened. Be sure you know how to use the speed dial for 911 and program Campus Security into your speed dial
- Don't attach your I.D. to your keys or mark your key chain with your name and address
- If University keys are lost or stolen, notify Campus Security immediately, as well as Residence Hall staff (employees should notify their supervisor)
- Get to know your neighbors and share information about suspicious activities

Bike Security and Safety

The Office of Housing and Residence Life manages bike storage in residential buildings and bike lockers. The number of lockers is limited, so contact the Housing office at 509-313-4103 if you are interested. Campus Security sells high quality U-type locks at a discounted price. Call 509-313-6147 for more information. There are some basic tips for keeping both bike and rider safe:

- Use a U lock type device to secure your bike. Bikes locked with cables or small chains are frequently stolen
- When locking your bike, secure both the frame and front wheel to a bike rack
- Register your bike with Campus Security www.gonzaga.edu/BicycleRegistration
- Report suspicious activity or loitering around bike racks to Campus Security. Thieves usually carry a hidden bolt cutter or other cutting tool
- Ride defensively, with the flow of traffic and always use hand signals
- Keep your bike maintained especially the brake
- When cycling, be AWARE, VISIBLE, and PREDICTABLE
- Be considerate of pedestrians and vehicle drivers
- Don't impede free use of handicap ramps or other access points with bikes locked to handrails, etc.

Bicycles are not to be stored on any balcony, fire escape, or stairwell of any University property. Students who reside in Residence Halls should contact their Resident Assistant for information on bike storage.

Auto Security and Safety

Auto theft is a growing problem and the campus area is not immune. Take action to safeguard your vehicle:

- Lock all doors while driving and after parking
- Help secure your vehicle against theft or burglary with an electronic alarm

- Keep a copy of your registration, insurance, and title in a safe place separate from your vehicle
- Store valuables (laptops, purses, GPS units, CDs, gym bags, etc.) out of sight or locked in the trunk
- If you don't use your car regularly, check on it every day or two
- Immediately report all thefts, as well as suspicious activity in parking lots and near parked cars, to Campus Security

Identity Theft

Identity theft affects millions of people each year. Identity theft occurs when personal information has been compromised and used to commit fraud or theft. During the course of the day, there are many occasions when checks are written, purchases are made with credit cards, and information is received or sent through the mail. These normal transactions can result in the theft of a person's identity. Minimize the risk by managing credit information carefully and responsibly.

- Don't leave credit information in a vehicle
- Check your credit report once a year with a credit bureau
- Shred voided checks, unused deposit/withdrawal slips and statements
- Keep number of credit cards to a minimum
- If you keep a receipt black out the account number
- Only do on-line business with reputable firms
- If you become a victim or suspect you might be contact Campus Security immediately for assistance.

Office Security

Staff, faculty, work study students and student organizations work in an office environment. This situation poses a special concern due to the high amount of traffic through buildings and offices. Opportunistic crime occurs when security awareness and crime prevention fall by the wayside. Follow these tips for a safe office:

- Do not loan out office keys or allow them to be copied
- Keep your purse, wallet, or other valuables locked in a cabinet or drawer. Office thieves know the usual unlocked "hiding places"
- If your office will be unattended, even for just a minute, lock the door
- Record the description and serial numbers of office equipment especially highly portable computer equipment
- Keep petty cash locked up at all times and make periodic checks of the amount

- Lock doors and close windows at the end of the working day
- Call Campus Security for an escort
- Call Campus Security to report unusual or suspicious behavior

Crisis Response and Notification

Initial and immediate response to a significant emergency or dangerous situation is handled by the staff of the Campus Security & Public Safety Department, in conjunction with local law enforcement and emergency providers as appropriate.

In the event of a significant emergency or dangerous situation which poses an imminent or impending threat to the campus community Gonzaga University will notify students, faculty and staff as further described below. The Campus Security Director (or designee), along with the on-call member of the Student Development Leadership Team (VP, or Deans of Students) and other involved parties will confer to assess the situation and determine an appropriate notification response. These officials are responsible for determining whether a significant emergency or dangerous situation exists and has been confirmed, which may be ascertained by communication with local police and emergency responders, on-site observation or reliable witness reports. Assessment of the significant emergency or dangerous situation is an on-going process.

Notification to the campus community will occur without unreasonable delay upon confirmation of the significant emergency or dangerous situation. The notification will provide basic information about the situation and how campus community members should respond, for example, remain in place or evacuate to a specified location. Depending on the nature of the emergency or dangerous situation, the entire campus community may receive the notification or it may be directed to a specific segment.

In making the notification Gonzaga will take into account the safety of the campus community, determine what information will be released, and initiate the notification process. In the case of a confirmed emergency or dangerous situation the only reason the University will not make the notification is, if in the professional judgment of University officials or in consideration of a request from law enforcement, a mass message may compromise efforts to assist victims or contain, respond to, or otherwise mitigate an emergency. Situations which resolve during the confirmation process may not be subject to notification.

Gonzaga University uses an electronic mass notification system called ZagAlert. If mass notification is deemed appropriate the Director of Campus Security & Public Safety, Student Development professional, Public Relations staff, or other administrator will, without unreasonable delay,

access the ZagAlert computer program and develop and send the message. A ZagAlert notification message is sent to all community members who have signed up for the service. The ZagAlert system sends notification by way of a variety of electronic means such as text messages, phone calls and messages, and email messages. Timing of delivery of the messages is controlled by the contracted company that provides the service.

ZagAlert notification is optional but strongly encouraged. Campus community members can sign up for ZagAlert and select notification options at: www.gonzaga.edu/ZagAlert.

In addition, other means of notification may be utilized for specific portions of campus depending on the situation. Other more traditional notification options for advising the campus community of an emergency or dangerous situation include in-classroom phones, an external loudspeaker system and door-to-door notification, as well as social media. Follow-up messages may be sent via ZagAlert or other means as situation progresses or is resolved.

If a decision is made to cancel classes or curtail regular operations, the Director of Public Relations will also make an announcement via the web, e-mail, other social media outlets (e.g., Facebook and Twitter) the University telephone system, and local television and radio stations if necessary. If it is appropriate to notify the larger non-campus community about the emergency or dangerous situation this will be coordinated by the Director of Public Relations and in consultation with local emergency providers. The University web page and local media outlets may be used for this purpose.

The University reviews and exercises its emergency response and evacuation procedures and systems on an annual basis. Notification to the campus community of testing is publicized via email message. The ZagAlert system is tested two times per academic year. These tests are announced to the community in advance. Table-top scenarios and other exercises for emergency response and evacuation procedures are also conducted annually and may be announced in advance.

Active Shooter Guidance

Since the Virginia Tech shooting, many colleges and universities have made great strides in better preparing and responding to these incidents. Gonzaga is no exception. We've developed guidance, based on best practices, for responding to an active shooter event. These include the basic steps that all community members can take to survive an active shooter event. Students, staff, and faculty with a ZagWeb account can go to www.gonzaga.edu/active-shooter and view a 20 minute training video produced by the Center for Personal Protection & Safety. "Shots Fired on Campus" outlines the survival steps you can take when confronted by an active shooter on campus. In fact, much of this nationally-recognized training video was filmed on the Eastern Washington University and Gonzaga campuses. We encourage you to invest just a few minutes to learn the basic steps to take if confronted by an active shooter.

This knowledge, combined with enrollment in ZagAlert can help you survive an active shooter event. For questions about this guidance, or how to obtain additional training, please contact Campus Security at 509-313-3996. Staff & faculty please contact Safety Programs at 509-313-5856.

Gonzaga University Mission Statement

Gonzaga University is an exemplary learning community that educates students for lives of leadership and service for the common good. In keeping with its Catholic, Jesuit, and humanistic heritage and identity, Gonzaga models and expects excellence in academic and professional pursuits and intentionally develops the whole person -- intellectually, spiritually, physically, and emotionally.

Through engagement with knowledge, wisdom, and questions informed by classical and contemporary perspectives, Gonzaga cultivates in its students the capacities and dispositions for reflective and critical thought, lifelong learning, spiritual growth, ethical discernment, creativity, and innovation.

The Gonzaga experience fosters a mature commitment to dignity of the human person, social justice, diversity, intercultural competence, global engagement, solidarity with the poor and vulnerable, and care for the planet. Grateful to God, the Gonzaga community carries out this mission with responsible stewardship of our physical, financial, and human resources.
