



Saint Martin's
U N I V E R S I T Y

STUDENT HANDBOOK

Code of Student Conduct, Residence Hall
Regulations, and University Policies

Effective August 21, 2023

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Code of Student Conduct

I. Statement of Community Values

Throughout the centuries, a major characteristic of Benedictine schools has been the creation of an atmosphere in which a true sense of community could flourish and an environment in which students can develop their full potential. Accordingly, the mission statement of Saint Martin's University reads, "Saint Martin's students learn to make a positive difference in their lives and in the lives of others through the interaction of faith, reason, and service. The university honors both the sacredness of the individual and the significance of the community in the ongoing journey of becoming."

Saint Martin's University believes in honoring the freedom of the individual and respecting the rights of the group. A Code of Student Conduct is necessary to ensure this is possible. As a Roman Catholic university, Saint Martin's not only expects students, staff, and faculty to follow appropriate civil laws, but also encourages each individual to participate in building a positive and welcoming community. A student attending Saint Martin's University agrees to be governed by this Code of Student Conduct, hereafter referred to as the *Code*, as well as by other applicable University policies. The University, through authority given by the University President to the Dean of Student Affairs, maintains the exclusive authority to determine violations of the Code and to impose sanctions.

II. Definitions for the Purpose of This Document

The following definitions apply to the terms utilized in this document:

- A. The term "University" refers to Saint Martin's University.
- B. The term "student" includes all individuals enrolled full- or part-time at the University, whether taking classes on the Lacey Campus, any of the extension campuses, or online. This term also includes those who are not enrolled but have a continuing relationship with the University, those who withdraw after allegedly violating the Code, those enrolled at other institutions while utilizing Saint Martin's facilities or services, and/or those traveling abroad with a University sponsored program.
- C. The term "University business days" means weekdays when the University is open for business, whether or not classes are in session.
- D. The term "University official" pertains to any individual employed by Saint Martin's University or a contracted service provider who is performing assigned administrative functions.
- E. The term "member of the University community" includes any person formally affiliated with Saint Martin's University including, but not limited to, students, faculty, staff members, clergy, alumni, and conference or program guests.
- F. The term "student group" refers to any number of students who are associated with each other through shared activities but have not applied for or been granted formal recognition as a University club or organization.

- 1 G. The term “University club” or “organization” refers to a group of students who have
2 applied for and been granted formal recognition by the University.
- 3 H. The term “University premises” includes all land, facilities, property, roads, or walkways
4 owned, leased, or controlled by the University.
- 5 I. The term “policy” includes all written regulations of Saint Martin’s University as outlined
6 in publications including, but not limited to, the Student Handbook, Faculty and Staff
7 Handbook, The Code, Graduate and Undergraduate Catalogs, University website,
8 Housing and Residence Life contract, and other office forms and brochures.
- 9 J. The term “respondent” refers to any student accused of violating the Code.
- 10 K. The term “complainant” is used to identify any person who makes a report alleging that
11 a student has violated the Code.
- 12 L. The terms “Coordinator of Student Conduct, Administrative Hearing Officer, Student
13 Conduct Administrator, and Student Accountability and Integrity Committee refer to
14 conduct bodies and persons that are further defined in section VII.
- 15 M. The term “advisor” is non-participatory in nature and limited only to advising the
16 student.
- 17 N. The term “preponderance of information” is the standard of proof in all Code cases. A
18 preponderance of information means that upon consideration of the information
19 available, it is more likely than not that the alleged violation of the Code occurred.
- 20 O. The term consent is an understandable exchange of affirmative words or actions, which
21 indicate a willingness to participate in mutually agreed upon sexual activity. Consent
22 must be informed, freely, and actively given. If coercion, intimidation, threats, or
23 physical force are used there is no consent.
- 24 There is no consent if a person is mentally or physically helpless in a manner that the
25 person cannot understand the fact of, or make a reasonable judgment as to the nature
26 or harmfulness of the conduct, or extent of the sexual situation. This includes
27 incapacitation due to mental disability, alcohol or drug consumption, or being asleep or
28 unconscious. A person who knows or reasonably should have known another person is
29 incapacitated may not engage in sexual activity with the person.
- 30 There is no consent when there is force, expressed or implied, or use of duress or
31 deception upon the victim which overcomes resistance. Forcible compulsion also
32 means the threat of force, expressed or implied, placing a person in fear of death or
33 physical injury to herself, himself, or another person, or in fear they or another person
34 may be kidnapped unless they consent to sexual activity. In the absence of mutually
35 understandable words or actions, it is the responsibility of the initiator, or the person
36 who wants to engage in the specific sexual activity, to make sure that he/she has the
37 consent from his/her partner(s).
- 38 Silence does not necessarily constitute consent. Past consent to sexual activity does not
39 imply ongoing future consent. Whether an individual has taken advantage of a position
40 of influence over an alleged victim may be a factor in determining consent. Effective
41 consent may not be given by minors less than 16 years old.
- 42

III. Jurisdiction

The policies outlined in this Code apply to all matters affecting Saint Martin's University including, but not limited to, events occurring during the time the University is in session, incidents occurring over break periods or prior to enrollment, and any behavior on or off campus by Saint Martin's students that interferes with or adversely affects the University community or the institution's mission, reputation, or functions. Students are responsible for familiarizing themselves with the Code and shall adhere to it from the time they are admitted to the University through the awarding of a degree.

Upon receipt of a report alleging violation(s) of the Code or University policy, disciplinary action may be initiated by the University, and sanctions may be imposed against any student, student group, or University club or organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the prohibited forms of conduct identified in Article V below. (This list is not all-inclusive since it is not possible to list all potential violations.) The Code and the procedures associated with it may apply to a student's conduct even if the student withdraws from the University or is awarded a degree while a disciplinary matter is pending. The Dean of Student Affairs or designee shall decide whether the Code will be applied in such situations and in cases involving misconduct off campus. Students whose behavior may violate the Code and local, state, or federal law are subject to University disciplinary procedures even if criminal charges exist for the same incident. University proceedings may be carried out prior to, simultaneously with, or following legal proceedings off campus at the discretion of the Dean of Student Affairs or designee. The findings and sanctions imposed under this Code shall not be subject to change based on the outcome of any outside litigation, even if charges are dismissed, reduced, or otherwise resolved in favor of the respondent.

At Saint Martin's University, it is expected that all students will behave in a manner most conducive to the greatest possible development, growth, and well-being of the individual and of the academic community. Actions detrimental to the mission of the University and to the legitimate activities of the academic community are in violation of this Code and will be subject to the disciplinary process.

Saint Martin's University is committed to supporting an environment that is conducive to reasonable discourse and freedom of expression. It is understood that such freedom of inquiry and expression may produce conflicts of beliefs. It is the responsibility of all members of our community to maintain this environment through a high standard of keeping with the Benedictine Values, especially that of Respect for Persons. Equally important is the notion that the University expects those who enjoy these freedoms to act in a peaceful and non-disruptive manner with an understanding of order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, or any other action that is prohibited within this Code.

The University cannot foresee all violations of the Code within the policies (see Section V). As such, students may be subject to the student conduct process when their behavior is detrimental or disruptive to the goals and/or purposes of the University and/or may violate federal, state, or local laws/regulations and are otherwise not provided for in the Code. Furthermore, the University reserves the right, in keeping with its commitment to offer a fundamentally fair process for all students involved in the Student Conduct Process, to adapt certain aspects of the Student Conduct Process in specific circumstances, in order to meet the interests of all involved parties, including the University.

IV. Violations of the Law

The student conduct process is responsible for reviewing alleged violations of the Code, and is not responsible for the determination of public law violations. These processes are distinctly different from one another. Nevertheless, allegations of Code violations from an incident may also be reviewed by external legal authorities. The formal rules of due process, procedure, and/or technical rules of evidence that are applied in criminal or civil courts do not apply to the student conduct process.

V. University Policies

Standards for student behavior are articulated through University policies. All instances of sexual harassment as defined under “[Appendix C: University Sexual Harassment Policy](#)”, will be resolved under the process outlined in said Appendix C.

Behavior that violates the Code includes, but is not limited to the following policies:

1. Refusal to comply with reasonable requests or directions from authorized University officials, including refusal to identify oneself to them or refusing to leave or remain in an area or building when ordered to do so. An authorized University official is any employee of the University, including, but not limited to, staff of the Office of Public Safety and Housing and Residence Life.
2. Any behavior including, but not limited to, written, verbal, gestured, or electronic communication that may threaten, intimidate, demean, or otherwise harm anyone, whether student, faculty, staff, guest, or neighbor. This includes bullying, cyber-harassment, or the unauthorized or inappropriate photographing, recording, and/or broadcasting of other community members or one’s likeness.
3. Harassment, including sexual harassment, and any persistent or pervasive conduct less than a physical attack that interferes with a person in conducting his or her customary or usual affairs (see also the University’s [Anti-Harassment and Non-Discrimination](#) and [Sexual Harassment](#) policies).
4. Physical abuse, detention, endangerment, or any conduct threatening imminent bodily harm or that jeopardizes the physical or emotional health of any person on or off institutionally owned or controlled property. Examples include, but are not limited to, fighting; domestic and dating violence; stalking; attempted physical violence; threats of physical violence; reckless driving; intimidation; retaliation; or interference with a

- 1 person in any manner preventing the person from conducting his or her customary or
2 usual affairs, putting the person in fear for their safety, or causing the person to suffer
3 actual physical injury (see also the University's Anti-Harassment and Non-Discrimination
4 and Sexual Misconduct policies).
- 5 5. Sexual misconduct is defined as any non-consensual act of a sexual nature; consent is
6 defined in [Definitions for the Purpose of This Document](#). Alleged violations of this policy
7 do not need to meet the threshold of being severe, pervasive, and objectively offensive
8 as defined under Title IX.
- 9 6. Domestic, dating, or intimate partner violence as defined in the University's [Anti-](#)
10 [Harassment and Non-Discrimination](#) and Sexual Harassment policies.
- 11 7. Stalking as defined in the University's [Anti-Harassment and Non-Discrimination](#) and
12 Sexual [Sexual Harassment](#).
- 13 8. Discrimination by any group, club, organization, office, student, or University employee
14 or official based upon any criteria not expressly allowed by law, including, but not
15 limited to, race, ethnicity, color, religion, creed, national origin, marital or family status,
16 sex, gender identity or expression, age, sexual orientation, veteran status, and disability
17 (see also the University's [Anti-Harassment and Non-Discrimination](#) policy).
- 18 9. Obstruction or disruption of teaching, research, administration, disciplinary procedures,
19 or other institutional activities including, but not limited to, the institution's public
20 service functions and other authorized activities on or off institutionally owned or
21 controlled property.
- 22 10. Obstruction or disruption interfering with the freedom of movement – either pedestrian
23 or vehicular – on institutionally owned or controlled property.
- 24 11. Possession of firearms (real or simulated, lethal or non-lethal) or components thereof,
25 fireworks, explosives, ammunition, dangerous chemicals, swords, illegal knives, other
26 weapons (or components thereof), or dangerous instruments on institutionally owned
27 or controlled property, or use of any item in a manner that harms, threatens, or causes
28 fear to others, on or off University premises, including the malicious, unnecessary, or
29 unintended discharge of a chemical irritant such as pepper spray.
- 30 12. Malicious damage, misuse, or the attempted or actual misappropriation or theft of
31 institutionally owned property, the property of any member of the University
32 community, or other personal or public property, on or off campus. Knowingly
33 possessing stolen items, using misappropriated items or services, and/or altering,
34 falsifying, duplicating, or forging timecards, checks, credit cards, or other value-bearing
35 documents or products.
- 36 13. Tampering with fire safety equipment, generating a false alarm, failing to evacuate
37 during a drill, possessing hazardous materials or prohibited items, or engaging in any
38 behavior constituting a fire or safety hazard (see also the Fire Safety Regulations as
39 outlined in the University's [Annual Safety Report](#)).
- 40 14. Altering, duplicating, improperly possessing, or lending a University identification card
41 or University key to another person for any reason not expressly authorized by the
42 University.
- 43 15. Unauthorized or improper entry into or use of institutional facilities, including all offices,
44 classrooms, labs, buildings, and grounds.

- 1 16. Representing one's self as another person with or without the other person's
2 permission.
- 3 17. Student groups, clubs, or organizations representing themselves, or an individual
4 student representing themselves, as acting for or on behalf of the University in a
5 commercial enterprise or in the solicitation or collection of funds for any purpose
6 whatsoever without advance approval from the appropriate University official or office.
7 This applies to all means of communication including, but not limited to, mail,
8 telephone, e-mail, message boards, canvassing, and use of social networking sites.
- 9 18. Intentionally furnishing false information to the University, assisting someone else in
10 furnishing false information to the University, or forging or altering in an unauthorized
11 fashion, or inappropriately using, a University document or instrument of identification.
- 12 19. Abuse of technological resources as outlined in the University's [Acceptable Use Policy](#).
13 This includes, but is not limited to, purposeful breach of individual or institutional
14 privacy and/or network security; accessing or sharing information or media that may be
15 subject to copyright or intellectual property laws and restrictions; sending abusive or
16 unwanted material to another community member; targeting another individual or
17 group through e-mail, social media, or other electronic communication; and use of
18 computing resources or facilities for the solicitation and/or transmission of pornography
19 or other graphic or offensive material (see also the University's [Acceptable Use Policy](#)).
- 20 20. Participation in games of chance, betting on athletic events, and all other forms of
21 gambling involving the exchange of money or other valuable items except as expressly
22 permitted by University regulations.
- 23 21. Hazing, as defined in [RCW 28B.10.900](#), [Sam's law](#), and/or participation in any method of
24 initiation into a student club, organization, group, or team on or off campus causing or
25 likely to cause physical or emotional harm, anxiety, personal degradation or disgrace,
26 property damage, or interference with an individual's academic or work performance.
27 The expressed or implied consent of the victim and acquiescence of bystanders or group
28 members are not neutral acts and are in violation of the Code. Examples of prohibited
29 activities include, but are not limited to:
30 a. Excessive ingestion, consumption, or vomit-inducing activities using alcohol, drugs,
31 food, water, or other substances.
32 b. Paddling, striking, or branding of an individual.
33 c. Causing an individual to be indecently exposed.
34 d. Excessive physical activity.
35 e. Deprivation of food or sleep.
36 f. Actions exposing personal values to compromise or ridicule.
37 g. Transportation and abandonment.
38 h. Personal servitude.
39 i. Confinement of an individual to unreasonably small, unventilated, unsanitary, or
40 unlighted areas.
41 j. Participation in any activity violating University policies or any local, state, or federal
42 law.
43 k. Participation in any activities interfering with academic pursuits or normal life
44 functions.

22. Illegal or improper possession, use, manufacture, sale, or distribution of marijuana (including medicinal marijuana), illicit narcotics, prescription pharmaceuticals, other controlled substances, or drug paraphernalia on or off campus as described in the University's Alcohol and Drug policy.
23. Illegal or improper possession, consumption, manufacture, sale, or distribution of alcoholic beverages or alcohol paraphernalia on or off campus as described in the University's Alcohol and Drug policy.
24. Disorderly, disruptive, lewd, or indecent conduct infringing upon the rights of other members of the University community or that is inconsistent with the mission of the University. Such behavior includes, but is not limited to, public intoxication, posting or transmitting offensive material, engaging in or simulating sexual activities in another's presence, full or partial nudity, and egregious or repeated violations of campus or residence hall noise ordinances or quiet hours.
25. Contempt of University conduct proceedings which includes, but is not limited to:
 - a. Failure to comply with a request to be interviewed by a University official with respect to an alleged Code violation.
 - b. Failure to comply with an official notice to appear for a meeting or hearing.
 - c. Disruption of a conduct hearing or other disciplinary proceedings.
 - d. Attempting to discourage an individual from participating in the conduct process or seeking to influence a witness, complainant, or conduct body.
 - e. Providing false, misleading, or inaccurate information to a University official, the Conduct Committee, or a hearing officer.
 - f. Submitting a false report or initiating a University conduct case in bad faith.
26. Failure to comply with the terms of any disciplinary sanction imposed in accordance with this Code or mandated by the Coordinator of Student Conduct or designee.
27. Violation of Residence Life, Campus Life, or other University rules and procedures as disseminated through official publications, the University website, e-mail, the Student Handbook, and other means. The most up-to-date Student Handbook is available at <https://www.stmartin.edu/about/policies> and is subject to change at any time.
28. Inciting others to engage in any of the proscribed conduct listed in this Code.
29. Acts that violate federal, state, or local law.

VI. Interim Actions

The University reserves the right to impose an interim disciplinary suspension and/or other restrictions on students or student groups, university clubs/ organizations when such interim action is needed.

The procedures for invoking interim actions will be applied in a nondiscriminatory manner. Determinations regarding a need for interim actions will be based on an individualized assessment of the circumstances, including information about a student's conduct, actions, or statements, and not merely on knowledge or belief that a student is an individual with a disability. Where reasonably possible the Dean of Student Affairs or designee will provide the

1 student with an opportunity to present information about the student's circumstances and
2 actions prior to implementing the interim action.

3
4 A need for interim action related to a student or university clubs/ organizations may arise in
5 order to:

- 6 i. Ensure the safety and well-being of members of the University community or
7 preservation of University property; and/or
- 8 ii. Ensure a student's own physical or emotional safety and well-being; and/or
- 9 iii. Alleviate a threat that a student poses to the normal operations of the University
10 through behavior that disrupts or interferes with those operations.

11 12 **A. Interim Suspensions**

13
14 The Dean of Student Affairs or designee shall be responsible for the determination of interim
15 suspensions from the university and/ or residence halls. During an interim suspension, the
16 suspended student may be denied access to all campus facilities, including residence halls and
17 classes, and to all University-related activities or privileges for which the student might
18 otherwise be eligible, as the Dean of Student Affairs or designee may determine to be
19 appropriate.

20 21 **B. Interim Restrictions**

22
23 The Dean of Student Affairs or designee shall be responsible for the determination of any other
24 interim restrictions, including but not limited to restrictions from contacting specific individuals,
25 residence hall restriction, and/or restrictions from other specific University locations. The
26 interim actions may remain in effect until a final decision has been reached, including any
27 appropriate appeals process, at the discretion of the Dean of Student Affairs or designee.

28 29 **VII. Disciplinary Structure**

30 The student conduct process relies on multiple university stakeholders to ensure that the
31 process is timely and equitable. The below conduct bodies and persons support the
32 operationalization of the student conduct process by fulfilling the below roles:

- 33 A. Dean of Student Affairs: The Dean of Student Affairs is responsible for appointing a
34 Coordinator of Student Conduct who will have primary responsibility for administering
35 the Code. The Dean of Student Affairs, however, is responsible for the official
36 interpretation of the Code, and will serve as an appellate officer in cases further defined
37 in section X.
- 38 B. Coordinator of Student Conduct: Appointed by the Dean of Student Affairs, the
39 Coordinator of Student Conduct annually reviews and revises the Code in conjunction
40 with the Dean, administers the student conduct process, trains and supervises all
41 Student Conduct Administrators, and determines how and by whom each disciplinary
42 case is heard. The Coordinator also serves as an administrative hearing officer. The
43 Coordinator will convene and train the Student Accountability and Integrity Committee,

and will have primary responsibility for managing Student Accountability and Integrity Committee hearings and maintaining student conduct records. The Coordinator will also develop policies and procedures consistent with the provisions of the Code. Lastly, the Coordinator of Student Conduct will serve as an appellate officer in cases further defined in section X.

- C. Administrative Hearing Officer: Administrative Hearing Officers are University employees who are trained and empowered to hear formal cases involving allegations of student misconduct. The Dean of Student Affairs or designee shall be responsible for approving the selection of hearing officers, and shall be responsible for providing appropriate training.
- D. Student Accountability and Integrity Committee: Student Accountability and Integrity Committee meets at the discretion of the Coordinator and conducts hearings to review allegations of student misconduct. The Student Accountability and Integrity Committee is appointed by the University President and shall consist of a pool of faculty or staff members and a pool of student members. If possible, returning student, faculty, and staff members will be retained each year for continuity; however, all reappointments will be recommended by the Coordinator and approved by the President. Nominations for new student, staff, and faculty appointments shall be solicited annually from the Dean of Student Affairs, Housing and Residence Life, current Committee members, and other University constituents. Nominations should contain specific justification and will be reviewed by the Coordinator. The Coordinator will forward the names to the President for approval. If nominations are not submitted to the Coordinator by the start of the fall semester, the Coordinator shall, with the approval of the Dean of Student Affairs, make the nominations to the President.

Each Student Accountability and Integrity Committee hearing will be advised by a Student Conduct Administrator. A chairperson will be selected for each Committee hearing and will be responsible for managing the proceedings, facilitating deliberations, and submitting the findings and sanction recommendations to the Coordinator. The quorum of Student Accountability and Integrity Committee hearings must consist of at least 5 committee members; one member must be a student and one member must be a faculty or staff member. Quorum requirements may be waived with the approval of the Coordinator and by the participating parties in writing prior to or on the date of the hearing; if applicable, the complainant would also need to submit a waiver of quorum.

- E. Student Conduct Administrators: Student Conduct Administrators may be appointed by the Coordinator of Student Conduct or the Dean of Student Affairs to investigate and/or review student conduct cases. Student Conduct Administrators are thoroughly trained and experienced in student conduct administration, supervised by the Coordinator of Student Conduct, and authorized to conduct administrative hearings, advise the Student Accountability and Integrity Committee, and impose sanctions upon students found to have violated the Code.
- F. Student Conduct Advisory Committee: The Student Conduct Advisory Committee is charged with ensuring that our Student Handbook and Code of Student Conduct continually reflect our institutional mission and values. The committee is chaired by the

Coordinator of Student Conduct, and membership is determined at their discretion. Membership of the Student Conduct Advisory Committee represents a breadth of student and community interests to allow for the inclusion of a multitude of lived experiences and perspectives.

The Student Conduct Advisory Committee is charged with reviewing and evaluating the student conduct processes and policies, as well as making recommendations to the Coordinator of Student Conduct for potential revisions.

VIII. Rights and Responsibilities

As an educational institution, Saint Martin's University strives to provide an equitable conduct process. In the spirit of equity, those who have been alleged to have violated the Code of Student Conduct and those who have defined roles within said process have specific rights as well as responsibilities within the conduct process.

Students responding to allegations have the right to be heard and to be treated fairly throughout the student conduct process. Students bear the responsibility for participating in the student conduct process in a manner that demonstrates respect for the student conduct process and all people participating in that process. A student is also responsible for regularly checking their University email account (@StMartin.edu) and is responsible for the contents of any notices sent to their account, whether or not the student opens them. When not enrolled, the student has the responsibility to provide the University with an accurate permanent mailing address.

The following have been established to reflect the mutual responsibility that exists between the student and the student conduct process:

1. Participants are entitled to written notice of the charges and hearing details no less than three University business days prior to an Incident Review Conference or hearing, unless the right to three University business days' notice is waived in writing.
2. Respondents have the right to know the identity of their accuser(s).
3. Students have the right to reasonable review of the case file prior to a hearing.
4. The respondent is entitled to notification of the outcome of the hearing and an explanation of the appeal procedure within ten University business days; however, the University may, with reasonable cause and adequate notice to all parties, delay notification to gather additional information and ensure a fair, comprehensive, and conscientious review of the incident.
5. Both complainants and respondents may submit one appeal to a University administrator as defined in section X.
6. Reasonable concerns for personal safety, well-being, and/or fears of confrontation or retaliation may be accommodated during a hearing by

providing separate facilities, using a visual screen, and/or by permitting participation by telephone, video conferencing, written statement, or other means as deemed appropriate by the Coordinator of Student Conduct.

7. Respondents and complainants may be accompanied to the hearing by an advisor of the student's choosing who may assist, but not represent, the student. The advisor must be available for the hearing, as delays will not normally be allowed due to the scheduling of an advisor. The advisor may not address any other participant or actively contribute to the proceedings. If the advisor is an officer of the court, the student must notify the appropriate hearing officer at least 48 hours prior to the meeting, and the University reserves the right to advise the other party of an attorney's involvement, invite its own counsel to observe the proceedings, and schedule an independent meeting with the attorney to discuss the investigation process and the attorney's role in it.

8. Respondents and complainants may make an uninterrupted statement not exceeding 5 minutes, present information on their behalf, and request witnesses.

9. Respondents and complainants may suggest questions of each other and/or all persons who are called as witnesses to the Committee chair or hearing officer(s). Students may not cross-examine or question each other directly without the express permission of the chair or hearing officer(s).

IX. Forms of Resolution

This section provides a general overview of how the student conduct process operates for cases involving allegations of student misconduct (adjudicatory processes), for cases involving no allegations of student misconduct (non-adjudicatory processes), and for cases involving allegations of student misconduct where additional factors provide a possibility of a combination of adjudicatory (formal) and non-adjudicatory (informal) processes. In some cases, a deferral of adjudicatory processes may be granted pending a successful non-adjudicatory outcome. While the University endeavors to operate with consistency in its management of student conduct matters, these procedures are flexible, given that not all situations are of the same severity or complexity. The Coordinator of Student Conduct, operating in consultation with the Dean of Student Affairs or designee, will have the final authority over the processing of each student conduct case.

All forms of resolution in the student conduct process are closed to the public. If sanctioned, a hold may be placed on the student's ability to re-enroll, register for classes, and/or obtain official transcripts and degrees until the conduct matter has been resolved and all sanctions have been satisfied.

What follows is a description of the formal and informal methods of resolving student conduct cases at Saint Martin's University.

A. Formal Resolutions

i. Step One- Receipt of Incident

1 The student conduct process is initiated with the reporting of an incident to the Coordinator of
2 Student Conduct. A Student Conduct Administrator shall be assigned to review the information
3 available to determine if a formal or informal means for resolving the case will be pursued.

4 ii. Step Two- Notification

5 If the Student Conduct Administrator determines that the case should be resolved through the
6 formal conduct process, the student will be notified by email to attend an Incident Review
7 Conference with the Student Conduct Administrator. Students shall be provided three
8 University business days' notice of an Incident Review Conference, and are provided the option
9 of meeting with an advisor at any point during the conduct process.

10 iii. Step 3- Incident Review Conference

11 The Student Conduct Administrator and the student meet to review the incident report and
12 determine the University regulations that may have been violated, as well as any sanctions that
13 would be imposed as a result of the behavior. If applicable, complainants will be provided with
14 the option to meet with the Student Conduct Administrator prior to the respondent's Incident
15 Review Conference.

16 The following outcomes may result from an Incident Review Conference:

- 17 i. The respondent and Student Conduct Administrator may agree on the University
18 violations for which the respondent is responsible and the sanctions to be imposed. In
19 this case, a decision letter is generated within ten University business days and the case
20 is resolved. There is no right to appeal. In cases where multiple respondents face
21 possible violations, no agreement may be considered final until all involved respondents
22 have attended Incident Review Conferences and reached decisions about their cases.
- 23 ii. In cases where the student acknowledges University violations and where the
24 respondent and the complainant have expressed a desire to jointly bring resolution to
25 the incident, the case may be referred to Adaptable Resolution Services (see Section
26 IX.B. Informal Resolutions). Any in-active sanctions will be imposed by the Student
27 Conduct Administrator, but the active sanctions will be determined as an outcome of
28 the restorative conference. See Section IX for more information on sanctions.
- 29 iii. The student and Student Conduct Administrator may not agree on the University
30 violations and/or sanctions to be imposed. The case will then be forwarded to a formal
31 hearing.
- 32 iv. If a student fails to attend a required Incident Review Conference, the Student Conduct
33 Administrator may make a decision on the information provided, and may add an
34 additional charge of University Regulation Section V.25. Contempt of University conduct
35 proceedings. A student failing to appear at an Incident Review Conference retains the
36 right of appeal, as outlined in Section X.
- 37 v. If a student fails to attend a required Incident Review Conference and the Student
38 Conduct Administrator believes that the case may result in disciplinary suspension or
39 disciplinary expulsion, the case may be referred to a formal hearing.
- 40 vi. In cases where a resolution can be reached between the student and the Student
41 Conduct Administrator, and there is a complainant, the Student Conduct Administrator
42 may consult with the complainant to review the proposed outcome.

43 iv. Step 4- Formal Hearing

1 In cases where a resolution cannot be achieved in an Incident Review Conference, the case will
2 be forwarded to a formal hearing. The hearing will consist of either a singular administrative
3 hearing officer, two administrative hearing officers in cases involving alleged sexual misconduct,
4 or the Student Accountability and Integrity Committee (see Section VII. Disciplinary Structure).

5
6 Unless otherwise prescribed in this Code, the Student Conduct Administrator shall determine
7 the formal hearing body to hear a case.

8
9 At the conclusion of the hearing, the hearing body will deliberate to determine if a violation of
10 the Code occurred and, if so, determine appropriate sanctions. A decision letter will be emailed
11 to the respondent and, if applicable, to the complainant via email within ten University business
12 days of the hearing. Findings will not be verbally provided at the time of the hearing. All
13 decision letters will outline the recipient's process for appeal. This may be delayed if an
14 administrative hearing officer or the Student Accountability and Integrity Committee needs
15 additional time to review the information provided at the hearing. Notifications of any delay
16 will be sent to a student by email.

17
18 The following rules apply to all formal hearings:

- 19 i. Formal hearings will be closed to the public.
- 20 ii. Admission to the hearing of persons other than the parties involved and their advisors
21 will be at the discretion of the hearing officer or Student Conduct Administrator,
22 depending on the respective hearing type.
- 23 iii. In hearings involving more than one respondent, the standard procedure will be to hear
24 the case jointly, providing that other respondents have not previously accepted a
25 finding through an Incident Review Conference. Separate hearings may be granted, if
26 they find sufficient cause to do so, at the discretion of the hearing officer or hearing
27 advisor, depending on the respective hearing type.
- 28 iv. The hearing officer or hearing advisor, depending on the respective hearing type, will
29 first hear information and witnesses presented on behalf of the complaint. Once the
30 complaint information has been heard, the responding student will then be given the
31 opportunity to provide information and witnesses. All people appearing at a hearing are
32 subject to questioning, with the hearing officer or Student Accountability and Integrity
33 Committee receiving priority in asking questions. Any questions asked by the parties
34 must be directed to the hearing officer or Student Accountability and Integrity
35 Committee. Unduly repetitive information and witnesses can be limited at the discretion
36 of the hearing officer or hearing advisor. Only witnesses who can speak to the substance
37 of the allegations will be considered by a hearing officer or Student Accountability and
38 Integrity Committee.
- 39 v. All procedural questions are subject to the final decision of the hearing officer or
40 hearing advisor, depending on the respective hearing type.
- 41 vi. There will be a single verbatim recording of the hearing. Deliberations will not be
42 recorded. This recording will be maintained by the Coordinator of Student Conduct as a
43 part of the record only until the conclusion of any applicable appeals process. Access to
44 the record will be provided for parties upon request in preparation for their appeal only.

1 No transcripts will be created or provided, nor are any parties permitted to record
2 and/or broadcast the proceedings.

- 3 vii. Cases that may result in separation from the institution (Disciplinary Suspension or
4 Disciplinary Expulsion) will be referred to an Administrative Hearing.
- 5 viii. Cases involving allegations of sexual misconduct will be referred to an Administrative
6 Hearing consisting of two Administrative Hearing Officers. A decision will be reached
7 based on preponderance of information.
- 8 v. Step 5- Appeal

9 Should a respondent or complainant party wish to appeal a decision reached in a hearing, they
10 may do so under Section X.

11 B. Informal Resolutions

12 i. Step One- Receipt of Incident

13 The student conduct process is initiated with the reporting of an incident to the Coordinator of
14 Student Conduct. A Student Conduct Administrator shall be assigned to review the information
15 available to determine if a formal or informal means for resolving the case will be pursued.

16 ii. Step Two- Notification

17 If the Student Conduct Administrator determines that the case should be resolved through the
18 formal conduct process, the student will be notified by email to attend an Incident Review
19 Conference with the Student Conduct Administrator. Students shall be provided three
20 University business days' notice of an Incident Review Conference, and are provided the option
21 of meeting with an advisor at any point during the conduct process.

22 iii. Step Three- Intake Meeting

23 At the intake meeting, the respondent and the Student Conduct Administrator will review the
24 incident and discuss possible avenues of resolution. Should the respondent wish for the formal
25 process to be utilized, the Student Conduct Administrator will proceed with a formal resolution.
26 The case may also be referred back to formal resolution if the Student Conduct Administrator
27 becomes aware of information that would otherwise make the case inappropriate for informal
28 resolution, and/ or a complainant does not wish for the case to be resolved through the
29 informal resolution process.

30 The following outcomes may result from an intake meeting:

- 31 i. The case may be referred to the formal resolution process, as described above.
- 32 ii. The case may be referred to the Student Conduct Administrator for Adaptable
33 Resolution Services, which include:
 - 34 a. Restorative Justice Conference
 - 35 b. Facilitative Dialogue
 - 36 c. Mediation
 - 37 d. Conflict Coaching

38 In some cases, formal conduct processes are deferred pending the outcome of informal
39 processes. In such cases, formal student conduct may be waived in the interest of an informal
40 outcome. However, in all cases the Student Conduct Administrator retains the right to invoke

the formal process at any time prior to final resolution. Informal processes may also be used as a supplement to the formal conduct process at the discretion of the Student Conduct Administrator.

The below conditions apply to only to Restorative Justice Conferences:

- i. A restorative conference is founded on the concept that a student is acknowledging responsibility for violations of the Code. As a result, the finding(s) of violation and the inactive sanction must be resolved as a precondition for the conference.
- ii. A restorative conference will seek to bring together those parties who have been harmed, directly or indirectly, with the student acknowledging responsibility.

The below conditions apply to all forms of Adaptable Resolution Services:

- i. Should an agreement be reached, a final decision letter will be sent by the Student Conduct Administrator to the respondent, complainant, and/ or other applicable parties within ten University business days. The case is then considered closed, with no right of appeal for any parties involved.
- ii. Adaptable Resolution Services will be facilitated by a trained staff member, who will allow all parties the opportunity to speak, and reach an agreement through self-determination.
- iii. If no agreement can be achieved through Adaptable Resolution Services, the case may be referred back to the Student Conduct Administrator for a formal resolution.

X. Appeals

Responding students, and if applicable, complainants may appeal outcomes of student conduct cases, except in cases where the appeal right has been waived as a result of a voluntary agreement. Each party is allowed only one appeal.

The following conditions apply to the appeals process:

- A. Appeals are not re-hearings of student conduct cases, but only serve to review the conditions within which a case was resolved. Because the appeal is not a new hearing of the case, the burden rests with the appealing party to establish that the original hearing and/or the decision reached are improper. Appeals officers shall give deference to the original decision unless it is established by a preponderance of information that the appellant was deprived of a fair process; they shall not supplant their judgment over the decision of the original hearing body without cause.
- B. Appeals proceedings are closed to the public.
- C. Decisions made by the Appeals Officer are final, subject to no further route of appeal.

- 1 D. Non-hearing and hearing decisions rendered by or advised by disciplinary bodies other
2 than the Coordinator of Student Conduct shall be appealed to the Coordinator of
3 Student Conduct or designee.
4
- 5 E. Non-hearing and hearing decisions rendered by the Coordinator of Student Conduct or
6 by disciplinary bodies advised by the Coordinator of Student Conduct shall be appealed
7 to the Dean of Student Affairs or designee.
8
- 9 F. The criteria for filing an appeal are:
10
- 11 i. Procedural Error – the appellant is contending that a substantive error was
12 committed as a part of the student conduct process that deprived the appellant of a
13 fair hearing of the case.
- 14 ii. New Information – the appellant is contending that there is new information that
15 was unavailable to the appellant at the time of the original proceeding, and that this
16 information would have substantially impacted the outcome of the proceeding. The
17 student must include the new information with the appeal. Note that this criteria
18 may not be utilized by students who choose or fail to attend or participate in the
19 original proceeding they are appealing.
- 20 iii. Disproportionate Sanction – the appellant is contending that the sanction is not
21 appropriate to the findings of the case.
- 22 C. Appeals Process is as follows:
23
- 24 i. Respondents and complainant parties have five University business days to
25 request an appeal of any student conduct decision not reached as part of a
26 voluntary agreement. The five University day period begins on the date of
27 delivery of the decision letter via email.
- 28 ii. The Appeals Officer shall review the information provided by the appellant(s), as
29 well as all case information. In some cases, the Appeals Officer may invite the
30 appellant(s) to provide additional information in person or by other means.
- 31 iii. Written findings shall be conveyed to all parties within fifteen University
32 business days of receipt of the appeal. Decisions of appeals shall not be provided
33 verbally, but rather will be communicated through official @StMartin.edu email.
- 34 D. Appeal proceedings shall result in one of the following outcomes:
35
- 36 i. Affirm the original finding and sanction.
- 37 ii. Affirm the finding and modify the sanction. In cases where the respondent is the
38 appealing party, the sanction may not be increased. In cases where the
39 complainant is the appellant, the sanction may be increased or reduced as
40 deemed appropriate.
- 41 iii. Remand the case for a new hearing or Incident Review Conference.

41 XI. Sanctions

42 When students and/or University clubs/organizations are found in violation of University
43 policies, sanctions shall be imposed. The purpose of sanctioning is to educate a student as to

1 why their behavior is inappropriate, as well as to make the student aware of and sensitive to all
2 the possible consequences of the behavior in question. Sanctions will be determined on a case
3 by case basis, considering the nature and circumstances of the offense, the impact of the
4 offense on the University community including those directly harmed by the conduct, prior
5 sanctions applied in similar cases, the conduct record of the student and the student's attitude
6 and behavior throughout the conduct process.

7
8 Sanctions shall generally be comprised of two components:

- 9 A. An "in-active sanction" or written sanction (Formal Warning, Disciplinary Probation,
10 Disciplinary Probation, Disciplinary Suspension, or Disciplinary Expulsion).
11 B. An "active sanction" or educational sanction, requiring the student to complete some
12 form of assignment requiring the student's active participation and reflection.

13 Sanctions will be imposed by a Student Conduct Administrator, Student Accountability and
14 Integrity Committee Hearing, Administrative Hearing, appeals proceeding, the Coordinator of
15 Student Conduct, the Dean of Student Affairs, or through Adaptable Resolution Services. While
16 not limited to, the following sanctions may be imposed upon any student found to have
17 violated the Code:

- 18
19 a. Formal Warning: Serving as a formal reprimand and official statement that the student,
20 group, club, or organization has violated a University policy. A formal warning also
21 indicates that future violations will likely result in more serious level of sanctioning.
22 b. Disciplinary Probation: Serving as a serious encumbrance on the student, group, club, or
23 organization's disciplinary standing. Disciplinary probation shall be imposed for a
24 specified time and for at least one semester. Any subsequent violations during the
25 probationary period will be viewed as both a violation of University policy and a violation
26 of the probation. During the Disciplinary Probation, a group, club, or organization may
27 be restricted from activities or programs.
28 c. Disciplinary Suspension: Serving as formal notice that the student, group, organization,
29 or club may not participate in any academic or other activities of the University for a
30 fixed period of time. At the end of the suspension period, the student or student
31 organization may apply for reinstatement and be readmitted only upon the approval of
32 the Assistant Vice President/Dean of Student Affairs or designee. When a suspension is
33 issued, the student is excluded from the University for a specified period of time, during
34 which they may not enjoy academic privileges, participate in any University-recognized
35 function, or be allowed to reside in any residence hall. If this is a group sanction, the
36 group is not allowed to function as a recognized club or organization for a specified
37 period of time.
38 d. Disciplinary Expulsion: Serving as formal notice that the student, group, organization, or
39 club shall be excluded permanently from any and all academic or other activities of the
40 University. Upon being expelled, student, organization, or club shall not enjoy academic
41 privileges, participate in any University-recognized function, or be allowed to reside in
42 any University residence hall.
43 e. Loss of Privileges and Restrictions: The student, group, club, or organization is denied
44 specific privileges normally associated with student status. Such privileges include, but

are not limited to, permission to host guests on campus, participation in University activities, University employment, contact with specific persons, access to University buildings or property, and use of University funds, facilities, or services.

Violations of restrictions related to access to University buildings or property can, in some cases, result in an arrest for criminal trespass.

- f. Community Service: The student group, club, or organization is required to perform a designated number of hours of labor in the service of the University or local community.
- g. Restitution: The respondent is required to replace, restore, or pay for damaged, stolen, or misappropriated property.
- h. Parental Notification: Parental notification is typically reserved for drug related offenses and serious or repeated violations of the University's alcohol policy; however, the University reserves the right to advise guardians of any drug and/or alcohol use that requires medical attention or presents a foreseeable risk of harm to oneself or others. Notification of parents and legal guardians will be made:
 - i. In cases where a student is found in violation of University policies, is under the age of twenty-one, and is also financially dependent (as noted on federal tax forms).
 - ii. Parents and legal guardians will be notified via a letter sent to the student's permanent address of such decisions only after the conclusion of all appropriate appeal processes. Parents and legal guardians will be notified of such decisions only after the conclusion of all appropriate appeal processes.
- i. Fines and Fees: The respondent is required to pay previously established and published fines. Fees are associated with providing educational sanctions. The fine or fee may be charged to the student's account or the student may be required to pay in person at a designated office/ location.
- j. Discretionary Sanctions: Conduct bodies and administrators within the conduct process may impose "active" and educational sanctions that promote learning, understanding, and reflection. These sanctions may be developed as necessary and as deemed relevant to specific conduct and specific individuals. Examples of previously established discretionary sanctions include, but are not limited to, research and reflection papers, program or class attendance, and a substance or mental health assessment.
- k. Conduct Hold: A student's account may be put on hold at the discretion of the Coordinator of Student Conduct should that student fail to comply with sanctions imposed by the conduct process. A conduct hold may preclude a student from accessing their student records, registering for classes, acquiring transcripts, or gaining readmission to the University. Students may appeal in writing to the Coordinator of Student Conduct or Dean of Student Affairs for the conduct hold to be temporarily or permanently lifted, and the request must include convincing justification for why the student remains out of compliance.
- l. Negative Notation on Transcript: An entry of the fact of a disciplinary sanction may be made on the student's permanent record, either permanently or for a specified period of time.

i. If temporary, the notation will be removed after the expiration of the time period upon written request of the student. This sanction will normally be used only in cases of academic dishonesty or when a student has been suspended or expelled for egregious violations.

m. Degree Revocation: The University retains the right to revoke a degree if a former student is found responsible of academic dishonesty in courses taken leading to the degree or in any way altering without authorization, or causing the unauthorized altering, of the student's academic record.

n. Deferred Sanction: The execution of any sanction authorized under this Code may be deferred. When deferring a sanction, the length of the deferment period will be specified. Subsequent violations of the Code may terminate the deferment and result in the automatic imposition of the original sanction. In the absence of such a violation, the original sanction shall be deemed complete at the end of the deferment period.

XII. Conduct Records

Student conduct files, including incident reports, witness statements, hearing notices, outcome letters, and sanction information, will be retained by the Coordinator of Student Conduct. Student conduct files and findings are considered part of the student's education record, and as such, may be made available for review by the student upon written request, but no physical documents will be released to any student, parent, guardian, or any other party. Likewise, student conduct records may not be disclosed to outside agencies or institutions without the student's written consent, unless permitted by FERPA, the Student Right-to Know and Campus Security Act, or the Clery Act.

A. Records Retention

Conduct records will be retained under the following conditions:

- a. All records will be retained for seven years from the date of creation.
- b. All records for a student suspended or expelled will be retained indefinitely.

Residence Hall Regulations

I. An Introduction to Housing and Residence Life

Housing and Residence Life Mission Statement

Serving students so that they may serve others, the Office of Housing and Residence Life at Saint Martin's University acts as a catalyst for the formation of a community in which members support and encourage one another by sharing their gifts and challenge each other to recognize and fulfill their full potential.

Housing and Residence Life Vision

Resident students at Saint Martin's University will be engaged members of the campus community, benefitting from the services, mentorship, guidance, and leadership opportunities provided by the Office of Housing and Residence Life. They will be empowered to take ownership of their Saint Martin's experience and will attain a sense of personal growth and enrichment in doing so. The environment in the residence halls will be physically and psychologically safe, cooperative, celebratory, and respectful. Residents will be encouraged to express themselves while at the same time embracing differences and adhering to Saint Benedict's axiom, "Listen and attend with the ear of your heart."

Honoring the freedom of the individual and respecting the rights of the group, we are guided by the principles of community living outlined in the Rule of Saint Benedict, which states, "All must be given its due, but only it's due. There should be something of everything and not too much of anything." To this end, residents will learn to value moderation, stewardship, humility, and hospitality as the fundamental hallmarks of their Saint Martin's experience. By focusing on these universal principles and investing in each student individually, the Office of Housing and Residence Life will equip residents with the skills necessary to live in a community and inspire them to serve those who share in it.

Housing and Residence Life Staff

All aspects of on-campus living accommodations are coordinated through the Office of Housing and Residence Life. The residence hall staff consists of the Associate Dean of Students and Director of Housing and Residence Life, one live-in Associate Director, two live-in Assistant Directors, a Housing Operations Manager, and a staff of Resident Assistants (known as RAs). Office hours are from 9 a.m. to 5 p.m. Monday through Friday. In addition, an RA will be available at the Spangler and Parsons front desks from 9 p.m. to 11 p.m. each night.

The RAs live in all four residence halls. RAs are on-call from 5 p.m. to 9 a.m. Sunday through Thursday and 5 p.m. Friday to 5 p.m. Sunday. In addition, they organize and provide resources for programs and activities, assist in cases of interpersonal conflicts, and along with the Residence Life professional staff, enforce all University and Housing and Residence Life policies.

1 Housing and Residence Life Contact Information

Associate Dean of Students, Director of Housing and Residence Life	360-688-2920
Associate Director of Housing and Residence Life	360-438-4546
Assistant Director of Housing and Residence Life (Parsons Hall)	360-486-8875
Assistant Director of Housing and Residence Life (Baran, Burton, and Spangler Halls)	360-412-6174
Operations Manager	360-412-6170
Spangler Hall Front Desk	360-412-6163
Parsons Hall Front Desk	360-923-8727
RA On-call Phones	360-507-2511 and 360-507-2512
Web address	https://www.stmartin.edu/directory/office-housing-and-residence-life
E-Mail	Housing@stmartin.edu

2

3 II. General Information and Policies Specific to Residence Life

4 1. Alcohol and Other Controlled Substances

- 5 a. The possession and use of alcohol and/or other illicit drugs are prohibited in
- 6 University residence halls in accordance with the institution's Alcohol and Drug
- 7 Policy, included as [Appendix A](#).
- 8 b. In addition, possession of empty alcohol and/or drug containers or paraphernalia
- 9 (including shot glasses, cans, bottles, kegs, pipes, bongs, etc.), remaining in a
- 10 location where alcohol, drugs, or paraphernalia are present, assisting someone
- 11 else in concealing the product or its effect on an individual, or any other violation
- 12 of Housing and/or University policies due to alcohol consumption or drug use
- 13 also constitutes a violation of this policy.

14 2. Checking In and Out

- 15 a. Opening and closing dates for the residence halls are published on the
- 16 University's academic calendar, on the Housing and Residence Life web page,
- 17 and in various Campus Life and Admissions publications. Students may not check
- 18 in early or check out late if they have not requested and been approved for an
- 19 extension, in which case additional charges may be incurred.

- b. Students will be provided with a blank Room Condition Report (RCR) when checking in and they are responsible for checking the room carefully, accurately and thoroughly recording the condition of the room and its furnishings, completing and returning the RCR, and reporting any preexisting damages or blemishes to a Residence Life staff member immediately. Upon check out, students will be charged for all damages not recorded on the Room Condition Report.
 - c. The residence halls are closed during Christmas and summer vacation periods. (Apartments remain open during these periods.) Some space may be provided at an additional charge for students who make arrangements two weeks in advance with the Associate Dean of Students, Director of Housing and Residence Life or their designee.
 - d. All residents must check out by noon the day after their last final exam at the end of the semester unless they are graduating, under a 12-month apartment contract, or approved for an extension. All residents must schedule their check-out in accordance with their contract and any guidelines provided by Housing and Residence Life staff. Failure to follow proper check-out procedures will result in a minimum \$25 fine if returning to the halls or forfeiture of one's damage deposit if not returning to housing or the University.
3. Cohabitation
- a. As a Catholic institution, Saint Martin's University affirms that sexual relationships are intended to be experienced within the context of the sacrament of marriage, a lifelong commitment and union. Consequently, cohabitation is prohibited on campus. The University defines cohabitation as:
 - i. Engaging in intimate sexual activities at any time;
 - ii. Spending the night with or hosting/visiting a guest or resident with whom one is in an amorous relationship after 2:00 am.
 - b. For guidelines on hosting visitors, see the corresponding Housing and Residence Life Guest and Visitation Policy below.
4. Common Areas and Community Furniture
- a. Furniture: No residence hall "common use" furniture or property is to be removed from any area without authorization from a Housing and Residence Life staff member. Individuals discovered with common use furniture or property in their rooms or possession will be charged \$25 per piece of furniture/property per day and may receive additional disciplinary sanctions.
 - b. Walkways: No residence hall furniture/property, personal property, or trash is permitted on the exterior walkways or balconies of Burton Hall or in the hallways of other buildings. Individuals or rooms discovered in violation of this policy will be charged \$25 per piece of furniture/property/trash per day and may receive additional disciplinary sanctions.
 - c. Kitchens: Individuals using the kitchens in Baran, Spangler, or Parsons Hall must clean up after themselves. No dishes, food, garbage, or other items may be left in the sink or on countertops. Such items will be discarded or confiscated, and individuals or the community may be fined. Continued misuse of the community

kitchen may result in its closure to specific individuals or the entire community. All food in refrigerators must be clearly labeled with name and date. Old and/or un-labeled food will be discarded.

- d. Fitness Rooms: Use of the fitness rooms is on a first-come, first-served basis. If someone is waiting, residents must limit their time on equipment to a 30-minute maximum. Before and after use, equipment should be wiped down with a towel. Should a fitness room be found vandalized, access may be denied by Residence Life staff until responsibility for the damage has been determined. Residents use the fitness rooms at their own risk and should do so under the guidance of a physician.
- e. Laundry Rooms: Laundry facilities in Baran, Parsons, and Spangler Halls are located on the first floor, and Burton Hall's are on the second floor. The laundry machines are operated by credit or debit card.
 - i. When using laundry facilities, students are encouraged to stay with their clothing to protect against theft.
 - ii. As a common courtesy, residents should remove their laundry promptly when the cycle has finished so others can have access to washers and dryers. Belongings left in the laundry rooms longer than 24 hours may be collected and/or discarded.
 - iii. The laundry rooms are for resident use only. If non-residents are found using laundry facilities, Public Safety or Housing and Residence Life staff members should be notified immediately.

5. Community Bathrooms

- a. Residents utilizing community bathrooms are expected to clean up after themselves and promptly report maintenance concerns to Housing and Residence Life and/or Facilities through the online work order form. While custodial staff clean community bathrooms routinely, residents are responsible for making a good faith effort to flush toilets, plunge clogged toilets or drains, and clean up their own spills, hair clippings, standing water, bodily fluids, etc.
- b. Personal trash may not be discarded in community bathrooms, and personal hygiene products may not be flushed down toilets or left unattended.
- c. Residents are expected to utilize the community restrooms associated with the floor, wing, or room cluster to which they are assigned.
- d. When vandalism and/or misuse of a community bathroom occurs, all residents of the floor, wing, community, or room cluster associated with it may be held accountable for the damage if the responsible party cannot be identified. Under most circumstances, residents will be issued an initial warning and given the opportunity to improve the condition of their bathroom and/or disclose the names of students who have contributed to it. If the condition of the bathroom does not improve, all residents associated with it will be fined \$25 for each week it is deemed to be insufficiently maintained. If concerns about bathroom vandalism, garbage, or cleanliness persist for more than one month, Housing and Residence Life reserves the right to suspend custodial services to the bathroom, lock it temporarily, and/or require its residents to participate in an early-morning

community clean-up effort in conjunction with the Office of Facilities. Students who refuse to pay fines or contribute to community clean-up efforts may be subject to the student conduct process for failure to comply.

6. Computers and Res-Net

- a. When using the internet, residents should recognize that what they do individually can impact the entire network should worms, viruses, or other harmful programs be introduced to the online community. Likewise, the use of unauthorized routers and wireless devices can disrupt service and are consequently prohibited in the residence halls.
- b. All students utilizing the University network are expected to review and adhere to Integrated Technology Services' [Acceptable Use Policy](#) (AUP).
- c. Sending personally identifiable information across the internet may increase students' risk of identity theft and they are discouraged from doing so. Entering a room or cell phone number to some sites can result in charges unknowingly being billed to a student's account. Students may be held responsible for charges billed to a room telephone.
- d. Computer labs and/or lounges are available in all residence halls. Access to these facilities and the devices therein may be restricted if they are vandalized, damaged, or used improperly. Service requests, questions, or concerns about the computer labs may be reported to the ITS Help Desk at help@stmartin.edu or (360) 688-2222.

7. Damage and Vandalism

- a. The University does not assume financial responsibility for damage caused by students. Damage in a student's room or common area is the responsibility of the occupant(s) or community. This includes excessive filth, neglect, and a general disregard for Residence Life's standards of cleanliness or the demands placed upon the University's custodial staff. Damage to the corridors, stairwells, landscaping, entrances, bathrooms, lounges, and other common areas may be the responsibility of an individual, floor, wing, or an entire hall, as circumstances dictate. If the person responsible for damage or vandalism cannot be identified, the repair charges and/or fines may be assessed to the smallest possible denomination of students who should be held responsible. By the same token, if those responsible for damage to public areas of the halls cannot be identified and there is no clear "sub-community" associated with it, the cost of repairs will be divided among all residents living in the hall and additional fines or penalties may be imposed.
- b. Normal wear and tear to University property is expected; however, charges for damage, excessive filth, neglect, vandalism, or failure to comply with health and safety inspection or check-out procedures will be billed directly to the student(s) responsible and further disciplinary action may be taken. Each student is responsible for any damage occurring in one's own room/common area or damage caused in public areas. Damage or cleaning charges in shared rooms will be split evenly between roommates unless the person responsible comes forward. If an individual who does not live in the room causes damage and can

1 be identified, that person will be billed. If the person responsible cannot be
2 identified for any reason, the resident(s) of the room will be billed. In
3 apartments with a common living area, residents of the apartments will be
4 jointly responsible for the area. Any damages incurred in the common areas will
5 be split among apartment residents unless an individual takes responsibility for
6 the damages.

7 8. Damage Deposits and Cancellation Fees

- 8 a. Damage Deposit: A refundable \$200 damage deposit must be on file with the
9 Office of Student Financial Services prior to the issuance of keys to the room. No
10 portion of the \$200 deposit will be refunded if the application is canceled more
11 than 30 days from the date it is submitted; after August 1, regardless of the date
12 submitted; or if requested more than 30 days after officially checking out of the
13 halls. After taking occupancy, if the applicant stays the entire contract period and
14 applies to return to the residence halls the following academic year, his/her
15 damage deposit will automatically be carried over to the following academic
16 year.

17 Damage deposit refunds may be requested only by submitting the damage deposit request
18 form through the Housing and Residence Life website. The refund request must be received no
19 later than 30 days after a student officially stops living in the residence hall by checking out or
20 formally withdrawing the application. The deposit will be refunded if:

- 21 i. The resident follows the check-out policy outlined in the Student
22 Handbook.
23 ii. Keys are properly checked in with the Office of Housing and Residence
24 Life.
25 iii. No damages or excess cleaning charges are associated with the room
26 upon check-out.
27 iv. The resident does not have an outstanding balance on his/her account
28 with the University.
29 v. The student fulfills the housing contract Terms of Residence and does not
30 cancel their reservation more than 30 days from the date it is signed or
31 after August 1.

32 A resident who does not check out in accordance with the procedures described in the Student
33 Handbook and Housing and Residence Life bulletins and correspondence will be subject to fines
34 and/or forfeiture of all or part of their deposit.

- 35 b. Cancellation Fee: A student who cancels their contract more than 30 days after
36 receiving their housing assignment will be charged a \$300 cancellation fee,
37 forfeit the damage deposit, and be prorated for the number of days in residents.
38 Students who withdraw from the University or leave housing after the 30th day
39 of the semester receive no refund.

40 9. Food Service

- 41 a. All residents who do not live in apartment spaces and are ineligible to do so must
42 purchase a traditional (bronze, silver, or gold) meal plan. Those who are eligible
43 for apartments but choose to live in suites must have a meal plan, but may select
44 an apartment plan.

- b. Meal plan options and prices are available at [Bon Appétit's webpage](#). Board plans do not include meals during vacation periods (Christmas, spring, and summer breaks), but food service is available on a limited, cash basis during these times.
- c. Residents who live in apartments on campus are not required to purchase a meal plan; however, all meal plan options are available to apartment residents.
- d. Meal plans may be selected and changed by submitting an online request before the add/drop date, but no changes will be made thereafter.
- e. Fall meal plan balances carry over to spring with the purchase of a traditional (bronze, silver, or gold) meal plan. At the end of the spring semester, all balances expire.

Please visit [Bon Appétit's webpage](#) for additional meal plan options and policy information.

10. Fire Safety

- a. Tampering with fire safety equipment (sprinklers, pull stations, extinguishers, smoke detectors, hoses, etc.), generating a false alarm, failing to evacuate during a drill, or engaging in any behavior constituting a fire or safety hazard is prohibited and may be grounds for suspension from the University and further legal action. Propping open fire doors, covering fire safety equipment, or removing batteries from smoke detectors will result in disciplinary action, which may include a \$50 minimum fine. Walkways, hallways, and exits must be kept free of furniture and other objects. Decorative materials for general use or holiday décor must be non-flammable.
- b. Extension cords may not be used as a substitute for permanent wiring. Extension cords should be plugged directly into an approved receptacle outlet and can serve only one appliance or fixture not rated with a capacity higher than the cord. They must be maintained in good condition (without splices, deterioration, or damage) and must not be subject to environmental damage or physical impact. Only three-prong surge protectors should be used when multiple items are plugged in. Extension cords should be rated for a 15 amp service. Routine safety checks are done in the halls, and residents will be asked to replace noncompliant extension cords.
- c. Thurston County Fire Protection District 3 responds to and investigates all fire alarms on campus. Fire drills are conducted at least once each semester and are to be taken seriously. Drills familiarize residents with the safe and proper exiting procedure and route to promptly evacuate buildings. All occupants must evacuate the building in timely manner when a drill occurs, and rooms will be checked for compliance. Anyone refusing to evacuate is liable for sanctioning and may be suspended from the residence hall. Occupants are not to re-enter the building until directed to do so by a University official.
- d. Many electrical appliances can be fire hazards. Residents must not leave coffee pots, irons, or other such appliances unattended, even for a short time. The following items are considered fire hazards and are not permitted in Saint Martin's residence halls:

- i. Open-element appliances including, but not limited to, hot plates, space heaters, halogen lamps, lava lamps, and toaster ovens.
- ii. Candles, incense, hookahs, and other items with an open flame.
- iii. Fireworks and other explosives. These are prohibited anywhere on University grounds.

11. Guest and Visitation Policy

- a. Non-Resident Guests: A guest is defined as any individual who is not a contracted resident of Saint Martin's University. Guests under the age of 18 must present a letter of permission from a parent or legal guardian and be approved by the Office of Housing and Residence Life. Each guest must possess a valid form of photo identification, have a host who is a resident, and be escorted while inside the residence halls. Guests may not be left alone in University facilities or provided with proximity cards or room keys. The host is responsible for the behavior of the guest(s), and guests are expected to comply with all state regulations and with Saint Martin's policies outlined in the Code of Student Conduct, the Student Handbook, and other publications. Guests may be asked to leave the residence halls if they cannot demonstrate that they are a guest of a resident, are not on University business, refuse to provide identification to university officials, or do not have approval by the Office of Housing and Residence Life. Guests of residents may also be asked to leave if they are violating policies or exhibiting the potential to cause harm to themselves or others. If a guest is asked to leave, the host and residents associated with the individual may face disciplinary action. Guests who are not currently enrolled SMU students must vacate the residence halls by 10PM.
- b. Overnight Guests: Overnight guests are not permitted.
- c. Resident Visitation: Resident students are permitted and encouraged to visit their peers in other rooms and buildings. After 11:00 pm Sunday through Thursday and 1:00 am Friday and Saturday, however, residents hosting visitors of the opposite gender or with whom they are in an amorous or dating relationship must do so in common areas or in bedrooms with an open door and clear line of sight into the room. In Burton Hall, which has only exterior doors, such visitors must congregate in living rooms with blinds open and the room visible. Visitation by residents and guests of the opposite gender or with whom one is in an amorous or dating relationship is prohibited outside of common areas after 2:00 am. As with nonresident guests, students are not to exchange keys or proximity cards with their fellow residents, occupy rooms other than their own, or be left in another student's room unattended.
- d. Before guests and residents are invited to visit, roommates are strongly encouraged to take time to talk about arrangements for guests and how all parties feel about the potential disruption guests can cause. If a roommate feels that rights to privacy or quiet continue to be violated, it is that individual's responsibility to contact a staff member to help resolve conflicts that arise.

12. Lockouts and Keys

- a. Residents are required to carry their keys at all times.

- b. A Resident Assistant, Office Assistant, or Public Safety officer can assist residents who are locked out of their rooms. Residents are granted two free lockouts per semester. After the third lockout, residents will be charged \$25 per lockout. Lost keys should be reported immediately to the on-duty staff member. Key replacement may take two to three days. The resident's student account will be charged \$60 per key replaced.
- c. Keys should never be loaned to a third party. Room keys may not be duplicated or given to other students or guests. A student who illegally possesses, uses, or duplicates a university key will be subject to disciplinary action.
- d. Housing and Public Safety staff members reserve the right to close and lock any unattended open/unlocked door.

13. Maintenance and Custodial Services

- a. If something in a residence hall room, apartment, or common area needs repair or replacement (light bulbs, smoke detector batteries, etc.), a [work order](#) can be submitted from the "Forms" menu of the Housing and Residence Life webpage. Items that are a potential danger to residents' health or safety such as a broken window or an electrical or plumbing problem, however, are cause to contact a Resident Assistant or other Housing staff member immediately.
- b. Residents are responsible for the cleanliness of their own rooms, bathrooms, and apartment common areas, and are required to deposit all personal trash in the dumpsters outside Spangler, Parsons, and Burton Halls. The University's custodial staff will address the following areas:
 - i. Baran Hall: Community bathrooms, showers, hallways, common areas, kitchen, game room, and laundry rooms.
 - ii. Burton Hall: Walkways, the Burton Addition, computer lab, and laundry rooms.
 - iii. Spangler Hall: Hallways, common areas, the fitness room, kitchen, lobby, game room, and laundry room.
 - iv. Parsons Hall: Community bathrooms, showers, hallways, common areas, fitness room, lobby, kitchen, computer room, and laundry rooms.

14. Noise and Quiet Hours

- a. The realities of living in a community require individuals to respect the community's needs for the moderation of noise, regardless of quiet hours. Courtesy quiet hours are in effect at all times. Excessive noise is an infringement on the rights of others students. Music from a stereo, for instance, should not be heard outside of one's room. If students choose to listen to music at a higher volume, they are encouraged to use headphones.
- b. Official quiet hours for all halls are:
 - i. Sunday-Friday Morning: 11:00 pm to 8:00 am
 - ii. Friday-Sunday: 1:00 am to 10:00 am
 - iii. All other hours are considered courtesy hours.
- c. Individual floors may choose to extend quiet hours through agreed-upon "community standards". Residents must be respectful of these extended hours when visiting or residing in these communities.
- d. One week prior to and throughout finals week, round-the-clock quiet hours are in effect. Any noise heard outside of rooms during this time may be a violation.

1 15. Personal Property

- 2 a. The University will make every reasonable effort to protect the personal
3 property of residents; however, Saint Martin's University is not liable for loss or
4 damage of personal property including, but not limited to, loss due to fire or
5 theft.
6 b. Students are advised to purchase insurance or to learn about extending their
7 parents' insurance to cover loss or damage of personal property.

8 16. Pets

- 9 a. Because of fleas, sanitation, allergy concerns, and consideration for other people
10 and property, students who live in the residence halls are not allowed to have
11 pets other than fish in a five-gallon tank.
12 b. Students who require the assistance of a service animal may refer to the
13 University's policy on service animals or contact the Office of Disability Support
14 Services at (360) 438-4580 for further information.
15 i. Resident will be required to pay for any damage and/or excessive
16 cleaning fees caused by the service animal.
17 c. Students who require an emotional support animal must complete the
18 [Emotional Support Animal Registration and Policy Agreement Form](#).
19 i. Resident will be required to pay for any damage and/or excessive
20 cleaning fees caused by the emotional support animal.
21 ii. Residents are required to re-register their emotional support animal at
22 the beginning of each academic year.

23 17. Prayer Room Use

- 24 a. The prayer rooms in Spangler, Burton, and Baran Halls are for devotional use
25 only. The prayer rooms must be used in the most respectful manner and should
26 have an atmosphere of quiet at all times.
27 b. Misuse of the prayer room may result in disciplinary sanctions and possible loss
28 of use privileges.

29 18. Prohibited Items

- 30 a. The following items are prohibited in the residence halls:
31 i. Hot pots, hot plates, toaster ovens (one toaster per apartment kitchen
32 area allowed), space heaters, halogen lamps, lava lamps, candles,
33 incense, hookahs, and any open element heating device or other fire
34 hazard.
35 ii. Microwaves, refrigerators, freezers, air conditioners, and other major
36 appliances already supplied by the University.
37 iii. Weapons including, but not limited to, lethal and non-lethal firearms,
38 tasers, swords, and knives restricted by the University's weapons policy.
39 iv. Fireworks or other explosives.
40 v. Amplifiers, speakers greater than six inches in diameter, subwoofers, and
41 wireless internet routers.
42 vi. Remote-controlled flying devices commonly referred to as "drones" and
43 self-balancing scooters or "hoverboards".

- vii. Alcohol and/or drug paraphernalia including, but not limited to, beer kegs, alcoholic beverage containers used for display, shot glasses, bongos, pipes, and grinders.
- vii. Pets other than approved service/therapy animals or fish in a five-gallon tank.
- viii. Beds, wardrobes, couches, and other large pieces of furniture that are already supplied by the University or that may obstruct exits and create additional hazards.
- b. Prohibited items found in the residence halls will be confiscated and disciplinary action may be taken. With the exception of drugs or alcohol, and drug or alcohol paraphernalia, which will be disposed of, a property receipt will be issued for confiscated items that may be possessed legally off campus and can be stored for 30 days by Residence Life officials. If confiscated items are being removed from campus by the owner, those items may be returned upon written request. All confiscated items retained by Residence Life will be disposed of after 30 days if not claimed.

19. Proximity Cards

- a. Use of a proximity card is limited to the individual to whom the card has been issued. Students must swipe their card upon entering a building even when a door is open. A student's card will work for his or her residence hall 24 hours a day, seven days a week, excluding periods when the halls are closed. The card will work for other residence halls during selected hours each day. Apartment residents will have continuous access in accordance with their contract. If a residential student knowingly provides access to a nonresidential person without following proper guest policies, the student may be referred to the student conduct process. Misuse of a student's card may result in disciplinary sanctions.
- b. Students whose cards are lost, stolen, or damaged are required to immediately notify the Office of Public Safety, the Office of Housing and Residence Life, or the on-call RA. A student must report a lost or stolen card within 24 hours. Failure to do so may result in disciplinary sanctions. Once reported missing, the card will be immediately deactivated by Public Safety. The student's account will be billed \$25 and a new card will be provided when the fee is paid. If the card is lost during a time when a new card cannot be printed, a temporary card will be issued and must be returned when the new ID card is issued.

20. Reapplication/Room Selection

- a. All students planning to return to the residence halls for the following year will reserve their rooms during the housing reapplication process in the spring. No reapplication fee is required, but a \$200 damage deposit and electronic housing contract must be on file in advance in order to participate.
- b. Residents will be advised of their priority numbers which are determined by a formula taking into consideration a variety of factors including, but not limited to, their earned credits, a proportion of their transfer or ESL credits, and the length of time they have lived in the halls. The priority number will determine the day and time a student may select a room.

- c. Early/priority room selection may be available to students who require disability accommodations or who choose to live in predetermined theme communities or unique housing configurations.
- d. If residents cannot be present during their time slot, they may select another student to serve as a proxy and select a room.
- e. Students wishing to share a room, suite, or apartment may sign up together with the person who has the highest priority.

21. Residency Requirement

- a. All undergraduate students are required to live in university residence halls while enrolled for classes at Saint Martin's University unless the student is married or a parent; has reached junior status (60 semester or 90 quarter credits, not including Running Start or AP credits) prior to registering for the current semester; will be 21 years of age or older on or before the last official day of registration for the semester; is residing at home within 30 miles of the university with parent(s) or legal guardian(s); is taking eight or fewer credits during the semester in question; has attained an associate's degree or completed two full years of education at the college or university level (not including Running Start); or has lived in a university residence hall for four or more complete semesters.
- b. Regardless of class standing, single undergraduate international students, including English-as-a-second-language (ESL) students, are required to live on-campus for a minimum of two consecutive semesters unless they are living with a prearranged host family for the duration of their stay; have received a letter of permission from their country's embassy; have attended a community college or university in the United States for at least one complete quarter or semester; or will be 23 years of age or older on or before the last official day of registration for the semester.
- c. This housing requirement is a condition of enrollment which must be met throughout the academic year and includes both fall and spring semesters. Students seeking an exemption based upon the criteria above must complete an [exemption request form](#) available on the Housing and Residence Life webpage and supply supporting documentation in order to receive approval from Housing and Residence Life before making off-campus living arrangements. All single undergraduates who do not qualify to live off-campus according to the provisions stated above must reside in a University residence hall or present evidence that an exception to the policy has been granted. Failure to maintain the required residency may result in the assessment of housing charges and fees and/or an administrative withdrawal by the Dean of Student Affairs. Any attempt to falsify one's status may result in disciplinary action and the implementation of appropriate sanctions by the Dean of Student Affairs or designee.

22. Right of Privacy

- a. Students are guaranteed the reasonable privacy of their residence and belongings. Under specific circumstances, however, rooms/apartments may be entered by University staff. These circumstances include, but are not limited to,

cases of emergency, the need for repairs or custodial work, fire drills, and when reasonable suspicion exists to indicate that a violation of University regulations or federal, state, or local law is taking place in the room. In cases involving suspected violations of law or policy, rooms and their contents may be searched by University officials. In other cases (such as routine health and safety inspections), 48 hours' notice will be provided to advise residents that University staff will be entering their rooms.

- b. The University reserves the right to conduct administrative searches of student residences and all property contained in them when: a.) there is a danger to the life or safety of any member of the University community; b.) facilities or property is endangered; and c.) there is reasonable cause to believe there has been a violation of University policy or federal, state, or local law. The University also reserves the right to inform law enforcement officials of an administrative search and of anything illegal that is discovered during the search. These rights extend to vehicles parked on University grounds.
- c. Administrative searches may be authorized by the Dean of Student Affairs, the Director of Public Safety, or the Director of Housing and Residence Life or designee and will be conducted by designated University officials in the presence of at least one other staff member, which may include a Resident Assistant or student Safety officer. Prohibited or illegal items may be confiscated, moved into plain view, or removed from the room.

23. Room Changes

- a. Room changes may be requested after the second week of each semester by notifying the Office of Housing and Residence Life and completing the appropriate form(s). Room changes will not be made before the third week of the semester unless there is sufficient evidence to suggest that an individual's emotional or physical wellbeing is in jeopardy.
- b. RAs and professional staff members can assist with roommate problems, and residents will be required to participate in a formal mediation to review their Roommate Agreements and work through any conflicts before resorting to room changes. There is a moratorium on any room changes during certain parts of the semester. If a move is necessary, however, the following procedures must be followed.
 - i. The proposed move and details of the residents' Roommate Agreement must be discussed with an RA and the student's roommate.
 - ii. The RA may first attempt to mediate problems between roommates. They may also be asked to meet with a professional staff member.
 - iii. A room change request form must be completed online.
 - iv. If approved, a \$25 fee will be charged to the student, and the move must occur in a timely manner and according to established procedures.
 - v. Failure to follow the proper room change procedure may result in a \$50 fine, cancellation of any room change, and further disciplinary action.
- c. Room changes will occur only at the discretion of Housing and Residence Life staff members and students who do not make a good faith effort to participate

- 1 in roommate mediations or constructively resolve conflicts will not be permitted
2 to move.
- 3 d. As room availability is often limited, non-essential room changes are uncommon
4 and all requests should include sufficient justification. Additionally, students
5 wishing to move rooms should expect to be assigned a new roommate and are
6 encouraged to communicate with perspective roommates in advance.
- 7 **24. Room Consolidation**
- 8 a. In the event that a resident is left without a roommate or suitemate, one of
9 three things may happen:
- 10 i. The student may be assigned another roommate/suitemate.
11 ii. The student may be moved to another room where a vacancy exists.
12 iii. Space permitting, the student may remain in the room and pay the
13 higher rate for a single room (if applicable).
- 14 b. If a student chooses to pay the higher rate, the additional charge will be assessed
15 after the vacancy occurs. If asked to change rooms with reasonable cause and
16 notice, the resident must comply and move within a reasonable amount of time
17 as instructed by Housing and Residence Life staff.
- 18 c. The Office of Housing and Residence Life reserves the right to change any room
19 assignment in-kind based upon University need or office efficiency. Housing and
20 Residence Life will provide timely and reasonable notice of any changes by e-
21 mail or telephone.
- 22 d. Residents of apartments, suites, or rooms with vacancies are expected to keep
23 the unoccupied portion of the unit presentable and clear of personal belongings.
24 Those who are assigned new roommates will typically receive 48-hours' notice
25 prior to their move-in and may not refuse their reassignment or seek to
26 discourage them from moving in.
- 27 **25. Room Personalization**
- 28 a. Residence Life staff want residents to feel at home. Items helping to create the
29 atmosphere one wants include: bedding (extra-long twin), books, bulletin or dry-
30 erase boards, a computer, lamps, pictures, pillows, plants, a portable stereo,
31 small bookshelves, television, and throw rugs.
- 32 b. Residents may decorate their rooms to suit their personalities; however,
33 furnishings and decorations should be discussed with roommates and
34 suitemates to ensure they are not offensive, burdensome, or objectionable.
- 35 c. Decorations that are offensive, incongruent with the university's mission or
36 values, or that contribute to creating a hostile environment for other residents
37 may be removed, and residents responsible for them may be subject to
38 disciplinary action.
- 39 d. Residents may not paint, hang wallpaper, or make holes in the walls or doors.
40 e. Fun-tack and painters' tape are to be used to hang posters and other items.
41 Duct, electrical, and Scotch tape and 3M adhesives are not allowed, and students
42 are responsible for wall, window, door, and other damages regardless of the
43 product used.

- 1 f. Writing on walls or other surfaces (interior and/or exterior) of the residence halls
2 with chalk, markers, cosmetics, or any other media is not permitted without
3 Housing and Residence Life or Facilities approval.

4 26. Single Rooms and Apartments

- 5 a. Apartment housing is available only to students who are at least 21 years old,
6 have completed 60 or more credits (not including Running Start credits), or have
7 lived in University housing for four or more complete semesters.
8 b. Single rooms are not available to first-year students except under very specific
9 circumstances.
10 c. As a limited number of single rooms are available in the residence halls, the first
11 priority is given to students with a documented disability or need. Such requests
12 must be on file with and approved by the Office of Disability Support Services.
13 Upperclass students who were unable to reserve a single room during
14 reapplication may be put on a wait list and as single rooms become available,
15 these students will be notified in the order they signed up.
16 d. Single occupancy rooms are not guaranteed to anyone, regardless of class
17 standing. In general, single occupancy rooms cost more than double occupancy
18 rooms.

19 27. Solicitation and Entrepreneurship

- 20 a. Door-to-door sales and solicitation are not permitted in the residence halls
21 unless expressly allowed by the Offices of Housing and Residence Life or Campus
22 Life. The Office of Public Safety or a Residence Life staff member should be
23 immediately notified if an unauthorized person or group is in any residence hall.
24 b. The use of Residence Life facilities, equipment, services, or funds for purposes of
25 individual entrepreneurship is similarly prohibited. Residents may not sell items
26 (including, but not limited to, crafts, food, music, or clothing) or provide services
27 (including, but not limited to, babysitting, lessons, hair styling, or repair work) for
28 profit within the residence halls without prior approval or the sponsorship of a
29 University office or organization.

30 28. Smoking

- 31 a. Saint Martin's University's residence halls are non-smoking facilities. This
32 includes electronic cigarettes and vaporizers, which may not be used within the
33 residence halls.
34 b. Smoking is allowed only in designated areas outside or at least 50 feet from the
35 residence halls.
36 c. Residents must use ashtrays to dispose of cigarette and cigar butts.

37 29. Sports in Campus Housing

- 38 a. Sports activities including, but not limited, to Frisbee, football, golf,
39 skateboarding, rollerblading, bike riding, basketball, wrestling, and soccer are
40 not permitted in any campus residence due to the potential for property damage
41 and personal injury.
42 b. Bicycles may not be kept in hallways, stairwells, lounges, entry ways, laundry
43 rooms, or any other public areas of campus housing. Bike racks are available
44 near each hall, and consequently, bicycles should not be secured to trees,

benches, sign posts, stairwells, or building pillars. Abandoned bicycles (those left after the end of classes in May) become the property of the University and will be removed.

- c. Motorcycles, motorized scooters, mopeds, hoverboards, and other gasoline or battery powered engines may not be stored in campus housing.

30. Vacation and University Breaks

- a. Students living in Burton and Spangler apartments are permitted to remain in their rooms throughout vacation and break periods (excluding summer break), but do have to notify the office of their intentions by submitting break housing or extension requests.
- b. Baran Hall, Parsons Hall, and Spangler suites are closed during winter and summer vacation periods. Students planning to stay during these times must complete a break housing or extension request form through the Office of Housing and Residence Life website and, if approved, their accounts will be charged accordingly.
- c. Break housing is not guaranteed and requires a sound and reasonable explanation of why it is necessary. Not all students will be approved for break housing. Students whose homes are more than 600 miles from Saint Martin's may qualify for an exemption to the break housing fee or be granted a 48-hour grace period at check-out, but this, too, is not guaranteed. For information about costs and exemptions, residents may contact Housing and Residence Life.

31. Windows, Doors, and Roofs

- a. The residence halls have many windows and doors. Residents are encouraged to keep windows closed and doors locked when away. Neither interior nor exterior doors should ever be propped open. These precautions are especially important for first-floor rooms.
- b. Windows are not to be used to gain entrance to or exit a building or room. Sitting on or hanging from ledges or windows is prohibited. Residents are not to remove window screens, throw objects from windows, or hang anything outside of their rooms.
- c. Residence hall students and guests are not permitted on the roofs of the residence halls at any time, nor are they allowed to climb the halls' exterior walls.
- d. Space beyond the interior of one's assigned room (e.g., windows and door exteriors) is considered community space and, therefore, is maintained under the jurisdiction of Housing and Residence Life. Banners, flags, posters and other hangings/ adhesives are not allowed to be displayed outside of/ on windows or doors.

32. Weapons

- a. Ammunition, firearms, and other weapons including, but not limited to, rifles, shotguns, handguns, archery equipment, swords, illegal knives, slingshots, nun chucks, fireworks, paint ball guns, air-soft guns, pellet guns, or other explosive devices are not allowed in the residence halls. Any item used to harm or threaten any individual or oneself is considered a weapon.

University Policy Statements

I. Campus Security Act Information

Saint Martin's University is required to publish and distribute an annual report of campus crime statistics and security policies to all current students and employees in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is tabulated and published in the Annual Security Report, found on the Office of Public Safety webpage. The report includes incidents occurring on the Saint Martin's campus and on extended learning campuses of Clery Act offenses reported for the past three years. It covers homicide, sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, liquor, drug, and illegal weapons violations, and hate crimes. The statistics also are subdivided by geographic location. Included in the report is information on policy statements and program descriptions pertaining to campus security and specifically to sexual misconduct, emergency evacuation and notification procedures, access and security of facilities, alcohol and other drugs, and disciplinary procedures. A printed copy of the report is available upon request at the Office of Campus Safety and Security, Old Main 251, (360) 438-4555.

II. Family Educational Rights and Privacy Act (FERPA) & Solomon Amendment

Saint Martin's University is in compliance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974. The University guarantees each student the right to inspect and review his or her personal educational records. For more information, visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Notification of Rights Under Family Educational Rights and Privacy Act for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their Saint Martin's University records. These rights include:

1. *The right to inspect and review his or her education records within 4 of the day the University receives a written request for access.* The request to inspect records should specify items for review and should be submitted to the Registrar, Dean, Department Chair, or other appropriate official. The University official will make arrangements for access and notify the student of the time and place where the records can be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. *The right to request amendment to education records the student believes to be inaccurate.* If the University decides not to amend the record as requested by the

1 student, the University will notify the student of the decision and advise the student of
2 his or her right to a hearing regarding the request for amendment. Additional
3 information regarding hearing procedures will be provided to the student when notified
4 of their right to a hearing.

- 5 3. *The right to consent to disclosures of personally identifiable information contained in the*
6 *student's education records, except to the extent that FERPA authorizes disclosure*
7 *without consent.* Student educational records can be disclosed without prior consent to
8 school officials with legitimate educational interests. A school official is a person
9 employed by the University in an administrative, supervisory, academic or research role
10 or a support staff position (including law enforcement unit personnel and health staff
11 members); a person or company with whom the University has contracted (such as an
12 attorney, auditor or collection agent); a person serving on the University's board of
13 trustees; or a student serving on an official committee such as a disciplinary or grievance
14 committee or a student who is assisting another school official in performing his or her
15 tasks. A school official has a legitimate educational interest if the official needs to review
16 an education record in order to fulfill his or her professional responsibility.

17
18 Students have the right to file a complaint with the U.S. Department of Education concerning
19 alleged failures by Saint Martin's University to comply with the requirements of FERPA. The
20 name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S.
21 Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605.

22
23 In compliance with FERPA regulations, Saint Martin's University has identified certain pieces of
24 student information as directory information. Directory information and records requested
25 under the Solomon Amendment (more information will be found below) may be released to
26 third-parties without student consent. SMU defines directory information as the following:

- 27
28 1. Dates of Attendance
29 2. Major
30 3. Degree or Certificate Received Degree Conferral Date

31
32 Any request for information beyond directory information will require a signed release from the
33 student. Students have the right to restrict disclosure/release of directory information to third-
34 parties. Please contact the Office of the Registrar for additional information.

35
36 Solomon Amendment is a federal law that allows military recruiters to access some address,
37 biographical and academic program information on students age 17 and older.

38
39 The Department of Education has determined the Solomon Amendment supersedes most
40 elements of FERPA. An institution is therefore obligated to release data included in the list of
41 "student recruiting information," which goes beyond SMU's directory information. However, if
42 the student has submitted a request to the Office of the Registrar to restrict the release of
43 his/her Directory Information, then no information from the student's education record will be
44 released under the Solomon Amendment.

Student Recruitment Information included in the Solomon Amendment is listed below.

1. Name
2. Address (home and mailing)
3. Telephone (home and mailing)
4. Age
5. Place of birth
6. Level of education
7. Academic major
8. Degrees received

Procedure for releasing information to military recruiter:

1. Under the Solomon amendment, information will be released for military recruitment purposes only. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:
 1. Army: Army, Army Reserve, Army National Guard
 2. Navy: Navy, Navy Reserve
 3. Marine Corps: Marine Corps, Marine Corps Reserve
 4. Air Force: Air Force, Air Force Reserve, Air Force National Guard
 5. Coast Guard: Coast Guard, Coast Guard Reserve
2. The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information.
3. The request should specify whether the information needed is for the current or previous semester.

III. Good Samaritan Amnesty Policy

At Saint Martin's University, student health and safety are fundamental to our community. Whenever there is concern for another student or belief that assistance is needed, students are expected to contact their RA, RD, Public Safety, or any responsible University employee. In the case of a medical emergency, students should immediately call 911. In the event that someone's health and safety is in jeopardy, students' actions to protect the life or wellbeing of a peer or themselves by calling for medical attention may be subject to amnesty under the Good Samaritan Policy at the discretion of the Coordinator of Student Conduct or designee.

Under this policy, students who seek medical assistance for themselves or for an individual who is intoxicated or experiencing an alcohol or drug related emergency will not be subject to University disciplinary action for conduct involved in the current incident that would otherwise violate the University Alcohol and Drug policy. This Good Samaritan policy does not preclude other appropriate authorities (such as law enforcement) from taking action for violations which may be associated with the illegal possession or consumption of alcoholic beverages or illicit substances, nor does it preclude the University from taking action for related violations associated with vandalism, theft, physical assault, sexual assault, or other policies. The Good

1 Samaritan Amnesty Policy applies only to students who are actively seeking assistance in good
2 faith and does not apply to all individuals involved in the incident or the activities that preceded
3 it. Community members who abuse this policy or demonstrate a repeated pattern of behavior
4 after appropriate intervention and education have been provided may not be considered under
5 this policy.

6 When an incident covered under the Good Samaritan Policy occurs, the student(s) involved will
7 be required to meet with a University official to review the matter. While no formal disciplinary
8 sanction will be applied, an appropriate educational response may be. Failure to complete the
9 educational requirements may result in a referral to the University Conduct Coordinator.

11 **IV. Saint Martin's University Acceptable Use Policy**

12 Saint Martin's University provides numerous resources for the University's community to
13 support its educational mission. The use of these resources must be consistent with the goals of
14 the University. As a member of the Saint Martin's University community, all users are expected
15 to act responsibly and follow all applicable laws, guidelines, policies, and procedures when
16 utilizing campus property and resources.

17 The University's [Acceptable Use Policy](#) includes the following guidelines that apply to all
18 university community members and guests, including members of the Abbey, faculty, students,
19 and staff:

- 20 1. Using another's name or account, making a password or access code available to others,
21 or otherwise evading or disabling security restrictions is grounds for immediate
22 disciplinary action.
- 23 2. Hardware changes, software installations, and system modification is to be done by
24 authorized personnel only. Such restrictions are designed to ensure integrity and
25 readiness of use.
- 26 3. Obtaining and distributing illegally shared content using peer-to-peer file sharing is
27 prohibited. The University is obligated by federal law to vigorously pursue copyright
28 infringement claims.
- 29 4. Certain personal devices and device behaviors interfere with the University's network.
30 For the sake of fairness, broadcasting devices such as wireless hotspots, routers, and
31 other networking
32 equipment must remain unplugged and turned off at all times. Devices with wireless
33 sharing capabilities must have those features disabled. Such devices include: wireless
34 printers, smart televisions, phone hotspots, and streaming devices such as Roku and
35 Chromecast. Devices that do not comply are monitored, located, and addressed by ITS
36 for the sake of the University.
- 37 5. Posting or transmitting abusive, explicit, or unwanted material is unacceptable.
38 Targeting a person, group, or organization to cause distress, injury, unwanted attention,
39 or discomfort is harassment, and will not be tolerated.
- 40 6. Distribution of improper advertising, soliciting, chain letters, hoax emails, and pyramid
41 schemes will not be tolerated except when permitted by non-conflicting law in
42 designated areas.

Issues concerning these guidelines, allegations of harassment, or misuse of resources should be brought to the attention of Integrated Technology Service or the Office of Human Resources as soon as possible. ITS is located on the main level of the O'Grady Library, and can be reached at 360-688-2222 or Help@stmartin.edu.

V. Saint Martin's University Alcohol and Drug Policy Overview

The complete Alcohol and Drug Policy is included as [Appendix A](#) of the Student Handbook and can also be located on the Office of Public Safety webpage. The following consists of an overview of the Alcohol and Drug policy.

In compliance with the Drug-Free Schools and Communities Act, all students and employees of Saint Martin's University are expected to observe the following minimum standards of conduct relating to the use of alcohol and illicit drugs.

1. Alcohol

- a. Possession, consumption, possession by means of consumption (if under the age of 21), and the manufacture, sale or distribution of alcoholic beverages, EXCEPT AS EXPRESSLY ALLOWED by this policy, is prohibited in or around University premises or in connection with any University activity. Exceptions may be made if the following conditions are met for a specific event:
 - i Approval for the event is obtained in writing from the Director of Campus Life and the Dean of Student Affairs.
 - ii The event is not held in or near the residence halls.
 - iii Those consuming alcohol are 21 years of age or older. Community members participating in SMU-sponsored study abroad programs are expected to respect the drinking laws of their host country while upholding the university policy.
 - iv An appropriate liquor license obtained from the Washington State Liquor Control Board and publically displayed at the event.
 - v A bartender licensed by the State of Washington serves the alcohol.
- b. Possession of open or empty alcohol containers, remaining in a location where alcohol is present, assisting someone else in concealing the product or the product's effect on an individual, or any other violation of University policy due to alcohol consumption, also constitutes a violation of this policy.
- c. The use of alcohol on University premises or as part of its activities must otherwise conform to all applicable state laws and to University requirements and procedures.

2. Drugs

- a. Possession, use, manufacture, sale, or distribution of marijuana (including medicinal marijuana), illicit narcotics, or other controlled substances and the improper possession, use, manufacture, sale, or distribution of prescription pharmaceuticals is prohibited in or around University premises or in connection with any University activity.
- b. Remaining in a location where illicit drugs are present or being used, assisting someone else in concealing the product or its effect on an individual, or any other violation of University policy due to drug use also constitutes a violation of this policy.

- c. Possession, manufacture, use, distribution or sale of drug paraphernalia is prohibited in or around University premises or in connection with any University activity.

3. Sanctions

The University will impose disciplinary sanctions on students, faculty, and staff for violations of this Alcohol and Drug Policy. Sanctions will be imposed in accordance with the procedures of the Student Handbook, Code of Student Conduct, or Faculty/Staff Handbook as appropriate.

VI. Saint Martin's University Anti-Harassment and Non-Discrimination Policy Overview and Student Addendum

The complete Anti-Harassment and Non-Discrimination Policy is included as [Appendix B](#) of the Student Handbook and can also be located on the Office of Human Resources webpage. The following consists of an overview of the Anti-Harassment and Non-Discrimination policy.

This policy covers discrimination, harassment, and retaliation as described below.

A. Discrimination

Discrimination prohibited by the University includes differential treatment of or denial of a benefit to an individual in education or employment because of his/her protected status (i.e. race, ethnicity, color, national origin, sex, marital or family status, sexual orientation, gender identity or expression, age, religion, creed, disability, veteran status) or any other basis prohibited by federal, state, or local law.

For examples of prohibited discrimination, please see [Appendix B](#) of the Student Handbook.

B. Harassment

Harassment prohibited by this policy is unwelcome verbal, nonverbal (such as whistling), visual, or physical conduct based upon protected status where enduring the offensive conduct becomes a condition of continued education or employment or the conduct is so severe, persistent, and pervasive that it interferes with or limits a student, faculty or staff member's ability to participate in or benefit from the University's educational and/or employment opportunities, programs or activities. Harassment may constitute discrimination in violation of Saint Martin's University policy, state and/or federal law.

For the purposes of this policy, harassment includes forms of sexual/gender harassment that does not meet the threshold of Title IX of the Education Amendments of 1972 and attendant federal regulations regarding sexual harassment, 34 C.F.R. Part 106, effective August 2020. Sexual harassment reports are first evaluated using Title IX criteria. In the event, the sexual harassment meets the threshold for Title IX, the Title IX grievance process will be implemented. If, at any time, the sexual harassment does not meet the threshold of Title IX, the complaint resolution process within this policy will be implemented.

C. Retaliation

Retaliation means any adverse treatment (beyond a slight or annoyance) taken because a person engaged in protected activity (e.g. opposing discriminatory practices, filing a discrimination or discriminatory harassment complaint, or participating in an investigation, conduct hearing or an attempt at resolution, etc.) or for the purpose of interfering with right or privilege granted under antidiscrimination laws.

Reporting an Incident

Any student, employee, or other community member who has a concern about possible discrimination or harassment in connection with University employment, programs, services, facilities or activities, is encouraged to discuss those concerns with one of the following officials who is trained and able to assist, whether or not the individual wishes to pursue a formal or informal report.

Cynthia Johnson
Associate Vice President for Human Resources

CJohnson@stmartin.edu
360-688-2290

Melanie Richardson
Dean of Student Affairs

MRichardson@stmartin.edu
360-438-4367

Kathleen Boyle
Provost

Kboyle@stmartin.edu
360-438-4310

Sharon Schnebly
Director of Public Safety

SSchnebly@stmartin.edu
360-438-4354

It is a violation of this policy to discriminate or retaliate against an individual because they have opposed discrimination or harassment, or because the individual has filed a report, testified, assisted, or participated in any manner in any University procedures designed to resolve an allegation of discrimination or harassment.

For more information about reporting an incident of prohibited conduct, please see the Anti-Harassment and Non-Discrimination Policy included as [Appendix B](#) in the Student Handbook.

C. Student Addendum

This policy is not meant to replace the Saint Martin's University Anti-Harassment and Non-Discrimination policy. Rather, this policy further defines the expectations that Saint Martin's University has regarding student behavior.

Inspired by our Catholic, Benedictine heritage, Saint Martin's University establishes high standards of conduct for all students. Our Benedictine mission and charism calls us to walk with our students in their ongoing journey of becoming. We seek to shape and form students to

become ethical in their own lives, in their engagement with others, and in their interactions within the university setting. To this end, our Code of Student Conduct provides a holistic, educative context in which students can develop into ethically mindful human beings who care for others and who can promote the common good.

One of Saint Martin's central values is the promotion of human dignity. When dignity is diminished, through prejudice and discrimination, including racism and other forms of oppression, it is our obligation as a Catholic university to address these issues directly. The personal display to other members of the university community on-campus, or during the course of being a Saint Martin's University student, of clothing, flags, or other items that depict historically discriminatory symbols or those used by hate groups, including without limitation Nazi and Confederate imagery, is prohibited under this policy. The Church declares racism to be an evil because it violates the fundamental dignity of human beings. These and similar actions run counter to Saint Martin's mission and values; they prevent students from actively and safely engaging in their learning. Our student conduct policies uphold the Church's wisdom by rejecting all forms of discrimination, whether these forms are intended or unintended.

Discrimination may be intentional, unintentional, or based on more than one protected class as further defined in the Saint Martin's University Anti-Harassment and Non-Discrimination.

Discrimination may result from disparate treatment or disparate impact.

- Disparate treatment: treatment of an individual in a protected class (or classes) that is less favorable than treatment of others based on discriminatory reasons.
- Disparate impact: Practices that do not appear facially discriminatory, but that result in a disproportionate impact on a protected class, or a group within a protected class, that cannot be justified by business necessity.

The determination of whether an environment is "hostile" is based on the totality of the circumstances. These circumstances include, but are not limited to, its severity, the frequency of the conduct, and whether it is objectively threatening or humiliating. Promoting a safe environment for students recognizes our shared humanity. Saint Martin's is committed to take all appropriate actions to eliminate discrimination and restore the community from its deleterious effects.

VII. Leave of Absence

Leave of absence are types of withdrawals granted to students on the basis of extenuating personal circumstances.

VIII. Emergency, Military, or Family Care Leave

Saint Martin's University students are expected to manage their academic schedules and withdraw from any courses they are unable to complete by the deadlines provided in the normal academic schedule. The University will, however, consider requests for an emergency, military, or family care leaves of absence from a student who experiences an urgent personal situation. Examples of such situations include, a death or serious illness in the immediate

family, orders to deploy, or other serious and unexpected circumstances, which requires the student to withdraw from all courses after the regular academic deadline for withdrawal. Documentation of the serious nature of the emergency must be provided to the Office of the Registrar.

When this type of leave is granted, the course grade awarded is normally a W (withdrawn) in all courses unless the student initiates and receives appropriate approval for an incomplete (I) grade in any course. If the student is granted an incomplete (I) grade, he or she must complete the requirements of the courses according to the guidelines specified by the instructor and policy outlined in the academic catalog. Leave of Absence Forms can be found in the “forms” section on the [Office of the Registrar’s webpage](#).

IX. Voluntary Medical Leave

Saint Martin’s University will consider requests for a voluntary medical leave of absence from a student experiencing a physical or mental health-related condition which impairs his or her ability to function safely or successfully as a student and requires the student’s withdrawal during a semester or an absence of one or more semesters from the University. Voluntary medical leaves of absence are coordinated through the Dean of Student Affairs. Students granted medical leaves of absence are expected to use the time away from the University for treatment and recovery.

Requests for voluntary medical leave for the current semester must be submitted no later than the last day of classes as published in the academic calendar. Students with significant health issues that arise during the final exam period should contact their academic dean’s office, and may also wish to apply for a medical leave for the following semester. Documentation of the serious nature of the health condition must be provided by a certified medical or mental health professional. Requests for leave are considered by the Dean of Student Affairs or designee, who may meet with the student and consult with the Counseling and Wellness Center and other relevant professionals and/or campus administrators as appropriate, before recommending or approving the leave.

When a voluntary medical leave of absence is granted, the course grade awarded is normally a W (withdrawn) in all courses unless the student initiates and receives appropriate approval for an incomplete (I) grade in any course. If the student is granted an incomplete (I) grade, he or she must complete the requirements of the courses according to the guidelines specified by the instructor and policy outlined in the academic catalog.

Students must move out of residence within three days of approval of the medical leave of absence. Students are not eligible to participate in student employment effective the date of approval of the medical leave of absence and for the duration of their medical leave.

Voluntary medical leaves do not constitute an adjustment in charges. It is designed to preserve the academic record. Extenuating circumstances may allow for an adjustment provided sufficient documentation is provided.

1
2 Students must contact the Dean of Student Affairs to request a return from a voluntary medical
3 leave of absence. This contact should be made with sufficient notice to complete the
4 application and approval process before the beginning of the semester in which the student
5 wishes to return. The Dean of Student Affairs or designee considers the approval of return from
6 leave, and may consult with the Counseling and Wellness Center, other relevant professionals
7 and/or campus administrators, before recommending or approving the leave. The student must
8 receive approval to return from leave before registering for courses or applying for on-campus
9 residence for the semester.

10 The request to return must include supporting documentation from the student's treating
11 medical or mental health professional, providing evidence that the health condition has been
12 addressed and that the student is capable of resuming study and functioning safely as a
13 member of the University community. Depending on the individual circumstances of the
14 voluntary medical leave, the student may be asked to provide additional documentation
15 concerning the nature and duration of treatment, recommendations for ongoing care once the
16 student has returned from leave, or to provide releases to the Counseling and Wellness Center
17 to allow communication with treatment providers, the Dean of Student Affairs, and/or the
18 Behavioral Intervention Team, regarding the student's safe return to campus.

19 Depending upon the individual circumstances of the medical leave, the student may also be
20 asked to provide a brief statement describing:

- 21
- 22 • The student's experience away from the University, including the activities undertaken
 - 23 while on leave;
 - 24 • The student's current understanding of the factors leading to the need for the leave,
 - 25 and the insights the student has gained from treatment and time away; and
 - 26 • How the student plans to ensure a successful return to the University.
- 27

28 If the return from voluntary medical leave is approved, the Dean of Student Affairs will contact
29 the student to request a check-in visit to review the student's safety and review their plan for
30 sustained health, including recommendations for ongoing treatment, on or off-campus.

31 Students with disabilities may be eligible for reasonable accommodations and/or special
32 services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities
33 Act. Students are responsible for communicating their requests for academic accommodation
34 to Disability Support Services.

35

36 If the Dean of Student Affairs determines, after considering the student's request and
37 supporting documentation, that the student is not ready to return to the University, the
38 student will be advised of that decision in writing. The written response to the student will also
39 include recommendations to enhance the student's chance of approval the next time the
40 student's request is considered. Leave of Absence Forms can be found in the "forms" section on
41 the [Office of the Registrar's webpage](#).

42

X. Involuntary Medical Leave of Absence

In appropriate circumstances, Saint Martin's University may take extraordinary actions to protect personal or community safety.

Threats to Self or Others

In the event that the University is presented with a credible report that a student has: (a) threatened or attempted suicide; (b) engaged in efforts to prepare to commit suicide; (c) expressed a preoccupation with suicide; (d) threatened to inflict serious harm upon another; (e) engaged in efforts to obtain weapons or other dangerous items in order to inflict serious harm upon another; (f) expressed a pre- occupation with harming others; or (g) engaged in other behavior that poses a significant danger of causing substantial harm to the health or safety of the student or others, the University may require the student to participate in a professional assessment with a licensed counselor, psychiatrist, psychologist, or physician. These sessions are designed to foster the students' willingness and ability to maintain a reasonable concern for their own welfare and the welfare of others.

Involuntary Leave

In addition to the above actions to prevent threats of harm, the University may consider imposing an involuntary leave from the University's academic program, housing, or other aspect of the University's services. Involuntary leave is intended to be invoked only in extraordinary circumstances, when a student is unable or unwilling to take a voluntary leave of absence. When the University considers imposing an involuntary leave, the Dean of Student Affairs will initiate the following procedures:

1. The Dean of Student Affairs or designee will notify the student that an involuntary leave is being considered; whether the leave being considered would require leave from the academic program, housing, and/or other University services, and the reasons that an involuntary leave is being considered. The student shall have the opportunity to respond with information that he/she believes should be considered.
2. The Dean of Student Affairs or designee will direct the student to this policy and will encourage the student to agree to a voluntary leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
3. The Dean of Student Affairs or designee will confer with others as may be appropriate to obtain information relevant to the University's determination of whether an involuntary leave is necessary.
4. The Dean of Student Affairs or designee will consider whether the student's actions are disruptive of the learning environment, pose a threat to the safety of others, and/or pose a direct threat to the safety of the student himself/herself. They will also consider accommodations that may be provided that would mitigate the need for an involuntary leave. The consideration must be based upon the student's conduct, actions, and

statements, and not merely upon speculation, a remote risk of harm, or the knowledge or belief that the student is an individual with a disability.

5. The University may require the student to undergo a mental or physical examination if doing so is likely to facilitate a more informed decision. Additionally, in order to assist with judging the risk of harm, the University may request authorization to consult with the healthcare professionals that are or have provided services to the student.
6. Following these consultations and examinations (if any), the Dean of Student or designee will make a decision regarding the involuntary leave of absence and will provide written notice of the decision to the student.

If involuntary leave is imposed, the notice shall identify whether the student is being withdrawn from the academic program, campus housing, and/or other University services and the time when the student must depart from campus (if applicable), and the steps that must be taken when the student wishes to re-enroll. If a student is removed from courses due to an involuntary withdrawal, W (with- drawn) grades will appear on their academic transcript and all applicable charges for those courses will remain. While on involuntary leave, the student may visit campus only as specified in the notice, or as otherwise authorized in writing by the Dean of Student Affairs or designee.

If involuntary leave is not imposed, the University may impose conditions and/or requirements under which the student is allowed to remain enrolled in the University's programs.

The University reserves the right to notify a parent, guardian, or other person, of the circumstances leading to the consideration of involuntary leave, if notification is deemed appropriate. In addition, if leave is imposed, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from campus.

After an involuntary leave, a formal request for reinstatement must be submitted to the Dean of Student Affairs who will decide whether or not to approve the reinstatement. The Dean of Student may condition reinstatement upon receipt of a certification from one or more appropriate healthcare profession- al(s) providing evidence that the behavior that precipitated the need for the involuntary leave has been ameliorated and that the student is able to participate in the University's programs without disruption of the learning environment and without posing a threat to personal or community safety.

This involuntary medical leave policy is not intended to take the place of disciplinary actions under Saint Martin's University Code of Student Conduct, and does not preclude sanctions, including the removal or dismissal of students from the University, University residence halls, or other University facilities or services, for violations of the Code of Student Conduct or other University policies.

XI. Saint Martin's University Parking Policies

Campus parking and issuing parking permits is the responsibility of the Office of Public Safety. Saint Martin's University regulations pertaining to parking are in effect 24 hours per day, year-round. Regulations do not change between semesters, during breaks, or during the summer. All faculty, staff, and student vehicles - including those of day, night and residence hall students and all University employees - are required to register and display a current University parking permit when they are parked on campus in a restricted parking lot. Special events participants/attendees and campus visitors, students, faculty and staff may park in unrestricted parking lots without obtaining a parking permit. Special event/summer group vehicles parked in restricted Residence Hall parking lots, or any other restricted parking lot, are required to display a valid University temporary parking permit while on campus. Special event parking permits are available from the University Office of Conference Services. For full policies and more information, please visit the Office of Public Safety in Old Main or [online](#).

XII. Saint Martin's University Rally, Protest & Demonstration Policy

PREAMBLE

Saint Martin's University is a private, four-year, liberal arts University. As such, the University recognizes individual and collective research, thought and the peaceful exchange of ideas and information from many viewpoints as important ideals in academic and personal growth. Saint Martin's is committed to providing a fair, consistent, caring and supportive working, living, and learning environment. Following the Benedictine Core Values of LISTENING¹ and RESPECT OF PERSON², Saint Martin's supports the rights of its community members to engage in dialogue and expression of ideas in an educational setting free from harassment, discrimination, and exploitation. This freedom does not, however, entail the right to threaten, stalk, intimidate, harass, or abuse.

Members of the University community must remember Saint Martin's University is private property. Accordingly, the University reserves the right to limit the time, place and manner of demonstrations/protests/rallies occurring on its private property.

POLICY STATEMENT

As a matter of policy, the Saint Martin's University will accommodate peaceful informational demonstrations, rallies, or protests conducted in a manner designed to minimize distractions to the academic and spiritual pursuits of the University and Abbey. Accordingly, demonstrations, rallies, or protests are subject to the following standards:

¹ Rules of St. Benedict – Prologue verse 1-7: Listen carefully, attend to them with the ear of year heart.

² Rules of St. Benedict – Chapter 72: Showing respect to one another, Supporting one another's weakness of body or behavior with the greatest patience

1 • Time

2 Demonstrations, rallies, or protests must occur within the hours of normal operations for the
3 facilities or space in which they occur (if applicable). Buildings will not be kept open beyond
4 regular hours to accommodate these events. Demonstrations, rallies, or protests are
5 prohibited during mid-term and final exams, as well as during Catholic holy days and Easter
6 week.

7 • Place

8 Demonstrations, rallies, or protests may not take place in Residence Halls, Residence Hall
9 parking lots, the Norman Worthington Conference Center, or the Marcus Pavilion, or in any
10 space reserved by other members of the University community or campus guest(s).

11 Demonstrations, rallies or protests may not impede the free flow of pedestrian or vehicular
12 traffic, block thoroughfares, or obstruct campus building entry or exits points.

13 • Manner

14 The manner in which Saint Martin's University community members engage in civil discourse,
15 regardless of content or viewpoints being expressed, is held to a high standard³. Just as
16 students are encouraged to engage in critical thought and social action, so are they expected to
17 do so in a civil manner honoring the inherent dignity of all people, even those who may
18 disagree.

19
20 Therefore, peaceful demonstrations, rallies, or protests can occur on University property so
21 long as the participants in demonstrations, rallies or protests do not:

- 22 ○ Use amplified sound in a manner substantially interfering with classes or other
23 events in progress. Amplified sound may not be used inside any building at any
24 time. Noise levels may be monitored and controlled by the University.
- 25 ○ Claim to speak for or otherwise represent the position of the University, unless
26 officially sanctioned to do so by the President, Provost, or Dean of Students.
- 27 ○ Gather in such a fashion as to hinder entrances to, exit from, or passageways
28 within any University building or other structure, or hinder the normal flow of
29 pedestrians or vehicular traffic on or to the campus.
- 30 ○ Congregate or assemble within any University building or on University property
31 in such a fashion as to endanger members of the University community.
- 32 ○ Enter into a private office except when and by such manner approved by the
33 appropriate office occupant. Passage through reception areas leading to a
34 private office must not be obstructed.
- 35 ○ Block or obstruct corridors, stairways, doorways, and building entrances in
36 violation of the regulation of the State Fire Marshal, City of Lacey, Thurston
37 County Fire District 3, or the University. Clear and unimpeded passage-ways
38 must be maintained at all times for safety purposes.
- 39 ○ Occupy buildings beyond normal business hours, which are Mondays through
40 Fridays between 8 a.m.-5 p.m., unless other arrangements have been approved
41 in advance.

³ Rule of St. Benedict – Prologue verse 14-21: Keep your tongue free from vicious talk and your lips from all deceit; turn away from evil and do good; let peace be your quest and aim

- Are conducted in a manner that endangers or threatens the physical safety of any member of the University community or guest to the University, violate the law, defame a specific individual, cause a genuine threat or harassment, unjustifiably violate the rights of others, interrupt the functions of the University, or otherwise violate the law, Saint Martin's University Code of Conduct, or Employee Handbook.
- Use signs, banners or placards in a manner that endangers the health or safety of others or otherwise violate the limitations set forth in this policy. Signs, banners, or placards may not be affixed to University property, such as buildings, trees, benches or lampposts.
- Force upon others, scatter on the ground, or leave unattended on University property such as tables, benches, or sidewalks, any literature and other printed materials. Posting of any materials must comply with the University's posting policy.

- Notification

Individuals, students, organizations, or recognized student organizations intending to organize a demonstration, rally, or protest must notify the University Provost or, in the case of students must notify the Dean of Students or designee by completing the [Student Event Request Form](#), three working days before the demonstration, rally, or protest. A member of the organizing group must be designated as the Organizer/Liaison for the event.

For students, upon receiving notification of intent to demonstrate, rally, or protest, the Dean of Students or designee will meet with the student or student organizers to provide appropriate support and resources to mitigate risk and protect participants' rights. Exceptions to the three working days notification before the demonstration may be given subject to staff availability. The Organizer/Liaison may not make minor changes to the time, place, and manner of the event. Any change must be approved by the Dean of Students, Director of Public Safety and/or Director of Campus Life. The Organizer/Liaison assumes all responsibility for providing an accurate description of any demonstration, rally, or protest held on campus.

- Fixed Exhibits

Fixed exhibits proposed by students must be approved by the Dean of Students or designee, in consultation with other campus stakeholders and the Abbey. Individual students or recognized student organizations wishing to sponsor a fixed exhibit must submit a request at least three working days before installation by completing the [Student Event Request Form](#). Following receipt of this request, the sponsoring party must meet with the Dean of Students or designee, to discuss expectations, rights, responsibilities, logistical considerations and how Benedictine Values interact with the message(s) of the fixed exhibit; which must be mutually understood and accepted.

Prior to the installation of the fixed exhibit, sponsoring parties will receive written notification of the agreed upon parameters from the Dean of Students, which will have the effect of policy. Fixed exhibits may only be displayed for five or fewer consecutive days and may not be displayed during University holidays. The sponsoring party is responsible for any damage to university property resulting from the exhibit.

1 • Accountability

2 Demonstrations, rallies, protests, and fixed exhibits appearing to violate this or other policies of
3 the University may be interrupted or stopped at the discretion of the President, Provost, Dean
4 of Students, or their designee. Upon receipt of any possible violation of these or other
5 University policies taking place as part of a demonstration, rally, protest, or fixed exhibit,
6 participants, organizers, or sponsors may be subject to the student or employee conduct
7 process.

8
9 Members of the University community are expected to treat every individual with respect and
10 civility. Members are expected to act in a manner appropriate to the University setting, on
11 campus or while engaged in a University sponsored activity. Disruption or obstruction of
12 teaching, research, administration, or any Saint Martin's University sponsored activity is
13 prohibited.

14
15 Rally, protest or demonstration participants not associated with the Saint Martin's University
16 community are allowed to use the sidewalk adjacent to Pacific Avenue on the South side of
17 Saint Martin's University. In the event more space is needed, the University may provide a well-
18 defined portion of the Marcus Pavilion/Worthington Conference Center parking lot ('Q' Parking
19 Lot) for rally, protest, or demonstration use. Events must be peaceful in nature. While on Saint
20 Martin's University property in the Marcus Pavilion/Worthington Conference Center parking lot
21 ('Q'), participants may not confront people arriving on campus, people already on campus, or
22 those leaving campus. No direct contact will be allowed between any opposition rallies,
23 protests, or demonstrations. As a private landowner, Saint Martin's University reserves the
24 right to ask participants to leave campus for any reason, including failure to abide by rally,
25 protest, or demonstration rules; failure to respond to reasonable requests from University
26 officials; confrontational, threatening, or violent behavior; vandalism; or the need to use the lot
27 for previously scheduled events. Refusal to leave when asked may result in arrest for criminal
28 trespass.

29
30 **XIII. Sexual Harassment Policy Overview**

31
32 Saint Martin's University seeks to create an environment free from all forms of discrimination
33 and harassment based on sex, gender, gender expression, actual or perceived gender identity,
34 sexual orientation, and sex-based discrimination. It also strives to create an environment that
35 is safe for all.

36
37 As a result, sexual harassment of any nature is not tolerated at Saint Martin's University. This
38 policy defines community expectations and outlines the procedures by which the University will
39 determine whether those expectations have been violated. It also provides resources for
40 individuals who encounter sexual harassment, and outlines some of the campaigns, strategies,
41 and initiatives the University has implemented to promote awareness and educate its
42 community about sexual harassment.

1 *For more detailed information on University policies related to sexual harassment, victims'*
2 *rights and resources, or the complaint investigation and resolution process, please refer to*
3 <https://www.stmartin.edu/about/policies/title-ix> *or the full policy, included as* [Appendix C](#).
4

5 **XIV. Saint Martin's University Supplemental Grievance Policy**

6 Saint Martin's University is committed to the internal resolution of disputes arising between members of
7 the university community. The university encourages its community members to resolve their disputes
8 at the earliest and most informal stage (e.g., by talking directly with one another, through facilitated
9 conversation, and/or through conflict mediation). When informal resolution is not possible, every
10 member of the university community has the right to file a grievance and have it addressed fairly.
11 The following administrative procedures are intended to cover grievances between students and
12 members of the university's faculty, staff or administration. They shall apply to all grievances other than
13 grade disputes, allegations of academic dishonesty, sexual harassment/sexual misconduct, and student
14 conduct issues covered by the Code of Student Conduct.

15 The grievance process affords the grievant an opportunity to discuss the dispute with the respondent or
16 a neutral third party in an attempt to clarify the issue and achieve its resolution. A grievant may pursue
17 any of the following options for resolution:

- 18 1. Direct Resolution. The grievant may discuss the grievance directly with the respondent
19 and work with the respondent to resolve any concerns.
- 20 2. Supervisor Resolution. If the exercise of option 1 is unsuccessful, or it appears ill-advised
21 or otherwise inappropriate, the grievant is encouraged to discuss his or her concerns
22 with the respondent's supervisor or department chair, who is responsible for taking
23 action as necessary and appropriate.
- 24 3. Administrative Resolution. If the exercise of option 2 is unsuccessful, or it appears ill-
25 advised or otherwise inappropriate, the grievant may fill out a "Formal Grievance Form"
26 found at <http://www.stmartin.edu/CurrentStudents/> and deliver it to:
 - 27 a. The Dean of Student Affairs, if the respondent to the grievance is employed in
28 Student Affairs or another non-instructional unit.
 - 29 b. The Vice President for Academic Affairs, if the respondent to the grievance is
30 employed in Academic Affairs, whether as a faculty or staff member.

31 After receiving the formal grievance, the Dean of Student Affairs or the Vice President for
32 Academic Affairs may review relevant files or records and consult with the grievant, the
33 respondent(s), witnesses and other individuals, in an attempt to resolve the matter and to
34 determine whether further action is warranted.
35

36 If resolution is reached by this process, no further action normally will be taken, and the matter will be
37 considered closed. The University reserves the right to undertake further investigation of any allegation.
38 In all cases, the Dean of Student Affairs and the Vice President for Academic Affairs will keep a written
39 record of formal grievances and their resolution.
40

41 **XV. Student Right to Know Act**

42 In accordance with the Higher Education Act of 1965, you have the right to know certain information
43 about Saint Martin's University including a variety of academic information, information on
44 completion or graduation rates, institutional security policies and crime statistics. In compliance with
45 Student Right to Know legislation, Saint Martin's University will make information available at
46 www.stmartin.edu. A printed copy of the same information can be requested at the Saint Martin's
47 Information Center.

Appendix

Please note that this appendix is meant to serve as a convenience and not to supersede any updates made to university policies or laws housed on individual office/ agency/ department websites.

Appendix A: Saint Martin's University Alcohol and Drug Policy

Saint Martin's University is committed to a safe and secure environment free of Alcohol and Other Drug (AOD) abuse and maintains this commitment in support of academic success, work performance, well-being, and quality of life for all members of its community. It is the conviction of Saint Martin's University the education of the mind, body, and soul are of the utmost importance. Alcohol and other drugs have been shown to adversely affect this ideal. The University is committed to substance abuse prevention, education, and assistance.

Housing and Residence Life Alcohol and Drug Policy

Alcohol

Possession, consumption, possession by means of consumption (if under the age of 21), and the manufacture, sale, or distribution of alcoholic beverages, is prohibited in or around University-owned or University-controlled housing. Also prohibited is the possession, consumption, distribution or other use of alcohol, on or off University premises, in violation of federal, state or local laws.

Possession of empty alcohol containers, remaining in a location where alcohol is present, assisting someone else in concealing the product or its effect on an individual, or any other violation of Housing and/or University policies due to alcohol consumption also constitutes a violation of this policy.

Drugs

Possession, use, manufacture, sale, or distribution of marijuana (including medicinal marijuana or recreational use marijuana), illicit narcotics, or other controlled substances; improper possession, use, manufacture, sale, or distribution of prescription pharmaceuticals in violation of local, state, or federal law; and possession or use of drug paraphernalia is/are prohibited.

Possession or use of drug paraphernalia, remaining in a location where illicit drugs are present, assisting someone else in concealing the product or its effect on an individual, or any other violation of Housing and/or University policies due to drug use also constitutes a violation of this policy.

University Policy – Alcohol and Drugs

Policy Statement

Saint Martin's University prohibits the illegal or unauthorized possession, use or distribution of alcohol and the possession, use or distribution of illicit drugs by students, faculty, and staff on

University premises or as part of any of its activities. Community members participating in SMU sponsored study abroad programs are expected to respect the drinking laws of their host country while upholding the university policy. This Alcohol and Drug Policy is intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Communities Act of 1986, as amended, and the Drug-Free Workplace Act of 1988.

In accordance with federal law, this policy applies to: (1) any student enrolled at the University in one or more courses for academic credit, regardless of the length of the student's program of study; (2) any regular or temporary faculty, staff, or student employee of the University; and (3) any visitor or guest on University premises. The conduct prohibited by this policy includes, at a minimum, the unlawful possession, use, or distribution of alcohol and drugs, including "medical or recreational use marijuana," by students, employees, visitors or guest on University premises or as part of its activities.

University "premises" include but are not limited to its campus, facilities, housing and vehicles. A University "activity" means any activity sponsored by the University, whether or not it takes place on University premises.

The term "alcohol" as used here means hard liquor, wine, beer, and any other alcoholic beverage.

A "drug" is any "controlled substance" within the meaning of the Controlled Substance Act [Title 21 United States Code (USC) Controlled Substance Act], such as marijuana, cocaine and crack cocaine, amphetamines, ecstasy, psilocybin/mushrooms, heroin, barbiturates, and hallucinogens. The possession, use, or distribution of alcohol or a drug is "unlawful" if such use is prohibited by federal or state law.

AVAILABLE DRUG AND ALCOHOL PROGRAMS AND REFERRAL SOURCES

Counseling, treatment, rehabilitation, and re-entry programs are available to employees or students and include:

ON CAMPUS:

- SMU Counseling Center: 360-438-4371

OFF CAMPUS:

Providence St. Peter's Chemical Dependency Center
4800 College St SE
Lacey, WA 98503 360-456-7575

ADDITIONAL RESOURCES:

- BHR Recovery Services: 360-704-7170
- Safeplace: 360-754-6300 – Provides a 24-hour sexual and domestic violence helpline.
- The Crisis Clinic: 360-586-2800 – Provides a 24-hour crisis line, referrals to providers in the area.
- Alcohol/Drug Use 24-hour Help Line: 800-562-1240
- Washington State Alcohol/Drug Clearing House: 800-662-9111

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SUPPORT GROUPS:

- Alcoholics Anonymous (AA): 360-352-7344
- Alanon: 360-352-7745 – Support for those affected by alcohol use of a friend or family member.
- Narcotics Anonymous (NA): 360-754-4433

Appendix B: Saint Martin's University Anti-Harassment and Non-Discrimination Policy

Saint Martin's University is characterized by mutual trust and the Benedictine values of Community, Dignity and Respect. The University affirms the principle that its students, faculty, staff, monastic members and administrators should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the Catholic Benedictine tradition. Through enforcement of this policy and by education, the University will seek to prevent and eliminate these forms of prohibited behavior. Not every act that may be offensive to an individual or group constitutes discrimination or harassment. In determining whether discrimination or harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy. Saint Martin's University maintains and encourages full freedom, within the law, of expression, inquiry, teaching and research; however, academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation, or coercion. Discrimination and harassment are not within the protections of academic freedom.

Under this policy, all employees, and students are prohibited from harassing, discriminating, or retaliating against any member of the Saint Martin's community. All employees, regardless of their position, and students are covered by and are expected to comply with this policy, and to take appropriate measures to ensure prohibited conduct does not occur. Appropriate corrective or disciplinary action will be taken against those who violate this policy. Disciplinary action may include verbal or written reprimand, suspension or termination of employment, or sanctions imposed through the Student Code of Conduct for students.

Any student, employee, or other community member who has a concern about possible discrimination or harassment in connection with University employment, programs, services, facilities or activities, is encouraged to discuss those concerns with one of the following officials who is trained and able to assist, whether or not the individual wishes to pursue a formal or informal report.

Cynthia Johnson
Associate Vice President for Human Resources

Cjohnson@stmartin.edu
360-688-2290

Melanie Richardson
Dean of Student Affairs

MRichardson@stmartin.edu
360-438-4367

Kathleen Boyle
Provost

Kboyle@stmartin.edu
360-438-4310

Sharon Schnebly
Director of Public Safety

SSchnebly@stmartin.edu
360-438-4354

1 It is a violation of this policy to discriminate or retaliate against an individual because they have
2 opposed discrimination or harassment, or because the individual has filed a report, testified,
3 assisted, or participated in any manner in any University procedures designed to resolve an
4 allegation of discrimination or harassment.

5 6 **Definitions**

7 8 **A. Discrimination**

9
10 Discrimination prohibited by the University includes differential treatment of or denial of a
11 benefit to an individual in education or employment because of his/her protected status (i.e.
12 race, ethnicity, color, national origin, sex, marital or family status, sexual orientation, gender
13 identity or expression, age, religion, creed, disability, veteran status) or any other basis
14 prohibited by federal, state, or local law.

15
16 The following are some examples of discriminatory actions. This is only a partial list, and other
17 behaviors or actions may also constitute discrimination:

- 18
19 • Denying or granting in whole or in part a promotion or other advancement
20 opportunities based on an individual's protected status;
- 21 • Granting preference in education or employment based on an individual's
22 protected status;
- 23 • Assigning grades based on an individual's protected status;
- 24 • Making work assignments based on an individual's protected status;
- 25 • Denial of use of facilities or equipment based on an individual's protected status;
- 26 • Denial of leave based on an individual's protected status;
- 27 • Directing racial or ethnic slurs at someone;
- 28 • Telling someone repeatedly they are too old to understand new technology;
- 29 • Teasing or mocking a person with a disability;
- 30 • Ridiculing a person's religious beliefs;
- 31 • Vandalizing or defacing property;
- 32 • Placing written or visual material, such as a swastika or a homophobic epithet,
33 on the door of an individual's living or work area;
- 34 • Chalking anti-Semitic discriminatory or inflammatory language on campus
35 property, such as sidewalks, buildings, roadways, walls or parking lots;
- 36 • Making threatening telephone calls, sending threatening e-mail messages, or
37 threatening voice mail messages.
- 38 • Participating in or facilitating hate crimes. As defined in the Clery Act, a *hate*
39 *crime* is a crime reported to local law enforcement or to a Campus Security
40 Authority manifesting evidence the complainant was intentionally selected
41 because of a bias against the complainant. For the purpose of this policy, the
42 categories of bias include those protected classes outlined above. Examples
43 include, but are not limited to: intimidating comments or phone calls, hate mail
44 or flyers, vandalism, destruction of significant symbols, assault, and arson.

B. Harassment

Harassment prohibited by this policy is unwelcome verbal, nonverbal (such as whistling), visual, or physical conduct based upon protected status where enduring the offensive conduct becomes a condition of continued education or employment or the conduct is so severe, persistent, and pervasive that it interferes with or limits a student, faculty or staff member's ability to participate in or benefit from the University's educational and/or employment opportunities, programs or activities. Harassment may constitute discrimination in violation of Saint Martin's University policy, state and/or federal law.

For the purposes of this policy, harassment includes forms of sexual/gender harassment that does not meet the threshold of Title IX of the Education Amendments of 1972 and attendant federal regulations regarding sexual harassment, 34 C.F.R. Part 106, effective August 2020. Sexual harassment reports are first evaluated using Title IX criteria. In the event, the sexual harassment meets the threshold for Title IX, the Title IX grievance process will be implemented. If, at any time, the sexual harassment does not meet the threshold of Title IX, the complaint resolution process within this policy will be implemented.

Prohibited harassing conduct may include, but is not limited to:

- Verbal threats, offensive jokes, epithets, derogatory comments, name-calling, ridicule or mockery, insults, put-downs, or slurs;
- Gratuitous visual displays such as derogatory and offensive posters, photographs, cartoons, drawings, or gestures;
- Unwanted physical contact or conduct such as touching, intimidation, or blocking normal movement;
- Physical assaults or threats;
- Stalking or physically assaulting someone;
- Retaliatory actions against an individual who reports harassment or threatens to report harassment.

However, petty slights, annoyances, and trivial or isolated incidents (unless extremely serious) will not rise to the level of prohibited or illegal harassment. To be unlawful, the conduct must create an educational or work environment that would be intimidating, hostile, or offensive to a reasonable person.

It may be helpful for the person on the receiving end of harassment, if he or she is able, to inform the harasser directly the conduct is unwelcome and must stop.

C. Retaliation

Retaliation means any adverse treatment (beyond a slight or annoyance) taken because a person engaged in protected activity (e.g. opposing discriminatory practices, filing a

discrimination or discriminatory harassment complaint, or participating in an investigation, conduct hearing or an attempt at resolution, etc.) or for the purpose of interfering with right or privilege granted under antidiscrimination laws.

Responsibilities of Employees

All employees are responsible for providing students and employees with a working and learning environment free from discrimination, harassment, and retaliation. It is the responsibility of employees to:

- a. Cooperate fully with the University's investigative and corrective procedures;
- b. Refrain from discriminatory, harassing, or retaliatory behavior, whether physical, verbal or non-verbal.

Administrators, managers and supervisors are responsible for providing students with a working and learning environment free from discrimination, harassment, and retaliation. It is the responsibility of administrators, managers and supervisors to:

- a. Take reports of discrimination, harassment, and retaliation concerns seriously;
- b. Take appropriate action to stop discriminatory, harassing, or retaliatory behavior by interceding and reporting it immediately to:
 - a. STUDENTS- Consult with the Chief Student Affairs Officer to assist in addressing inappropriate behavior;
 - b. EMPLOYEES- Consult with the Office of the Chief Human Resources Officer to assist in addressing inappropriate behavior;
- c. Monitor the work and learning environment for potential discrimination, harassment, and retaliation;
- d. Follow up on situations that have been addressed and be watchful for potential recurrence or retaliation.

Reporting an Incident

If a student or employee believes they have experienced any form of discrimination, harassment, or retaliation in the University community or has knowledge of an allegation, the employee or student is to report the incident (or knowledge of it) to one of the following officials:

Cynthia Johnson
Associate Vice President for Human Resources

CJohnson@stmartin.edu
360-688-2290

Melanie Richardson
Dean of Student Affairs

MRichardson@stmartin.edu
360-438-4367

Kathleen Boyle
Provost

KBoyle@stmartin.edu
360-438-4310

Sharon Schnebly
Director of Public Safety

SSchnebly@stmartin.edu
360-438-4354

They may also make a report to their immediate supervisor or any University administrator.

Individuals may also contact the Office for Civil Rights of the U.S. Department of Education:
Seattle Office, Office for Civil Rights, U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600, FAX: 206-607-1601; TDD: 800-877-8339
Email: OCR.Seattle@ed.gov

Confidentiality

Saint Martin's University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information. Reports will be treated confidentially to the extent permitted by this policy's reporting requirements and the University's need to investigate and resolve the reported problem. Information concerning an investigation may be disclosed as the University determines it necessary for business purposes or if required by law. The University may keep the names of witnesses and complainants confidential when, at the discretion of the University, doing so is necessary for the protection of the student or employee. However, disciplinary action usually cannot be taken without informing the respondent of the complainant's identity, unless the allegation could be effectively rebutted without knowing who made it. The University will balance any request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for all members of the campus community.

Review and Investigation

The University will review and respond to all reports describing conduct inconsistent with this Anti-Harassment and Non-Discrimination Policy. The University will take all reasonable steps to investigate or otherwise determine what occurred and to respond to the report consistent with the complainant's requests; however, the University may move forward with an investigation or initiate a disciplinary action or other resolution without the complainant's consent if the University determines that such action is necessary to ensure a safe and non-discriminatory campus. The ultimate goal of the investigation and any subsequent resolution process is to end any discrimination and harassment, prevent its recurrence, and remedy its effects.

The University will investigate the report in a prompt, thorough, and fair manner. When investigating allegations of discrimination, harassment, and/or retaliation, the University looks at the whole record: the circumstances and nature of the conduct and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis using the "preponderance of evidence" standard. If deemed necessary or

advisable, the University may implement interim measures to provide for the safety and wellbeing of the complainant or other University community members.

In most cases, the University will attempt to complete the report investigation and resolution process within 60 calendar days after a report is made, but that time frame may be extended by the University if necessary.

Resolution Procedures for Students

Reports against students will be handled under the Code of Student Conduct.

Resolution Procedures for Employees

All other reports, including reports alleging violation of this policy by any University staff, faculty, or other community member will be handled by the Employee Grievance Policy.

False Statements Prohibited

Anyone who provides false statements regarding the filing of a discrimination or harassment report or during the investigation of such a report may be subject to disciplinary or corrective action up to and including termination for employees, or sanctions imposed through the Code of Student Conduct.

Retaliation Prohibited

The University does not tolerate any form of retaliation for reporting or participating in any report, investigation, judicial process or appeal, or against anyone who is thought to have reported or participated in a complaint or investigation. Engaging in such retaliation or encouraging others to retaliate is a serious violation of this policy and will be considered an independent reason for discipline regardless of whether the underlying complaint is substantiated. Any concerns regarding retaliation should be brought to the immediate attention of the Chief Human Resource Officer or the Chief Student Conduct Officer.

Appendix C: Saint Martin's University Sexual Harassment Policy

Introduction

Saint Martin's University seeks to create an environment free from all forms of discrimination and harassment based on sex, gender, gender expression, actual or perceived gender identity, sexual orientation, and sex-based discrimination. It also strives to create an environment that is safe for all.

As a result, sexual harassment of any nature is not tolerated at Saint Martin's University.

Sexual Harassment Policy Overview

This policy defines community expectations and outlines the procedures by which the University will determine whether those expectations have been violated. It also provides resources for individuals who encounter sexual harassment, and outlines some of the campaigns, strategies, and initiatives the University has implemented to promote awareness and educate its community about sexual harassment.

This policy applies to all students and employees (including but not limited to faculty, staff, adjuncts, student employees) of Saint Martin's University. Sexual harassment by or against third parties, such as vendors and campus visitors is also addressed in this policy. Sexual harassment in the workplace, on campus, or in the classroom, or in other aspects of the University's education programs or activities, can be between students, co-workers, individuals of differing genders, the same gender, or transgender individuals, a supervisor and an employee, or an employee and a vendor, student or third party.

The Title IX Sexual Harassment Grievance Process outlined in this policy follow the guidelines and thresholds of Title IX of the Educational Amendments of 1972 and attendant federal regulations regarding sexual harassment, 34 C.F.R. Part 106, effective August 2020. The Title IX Sexual Harassment Grievance Process will be used as the initial evaluation of complaints regarding sexual harassment. If at any time, a report of sexual harassment does not meet the Title IX definition of sexual harassment as outlined in federal law, the report will be handled in accordance with the University's Anti-Harassment & Non-Discrimination Policy and resolved under the Student Code of Conduct or corresponding employee grievance and discipline policies as applicable.

Definitions

1. Sexual Harassment includes sex discrimination, discrimination and harassment based on gender, gender expression, actual or perceived gender identity, sexual orientation, sexual violence, domestic violence, dating violence, and stalking as further defined below, and also includes "sexual harassment" as the term is defined under Title IX.

2. Title IX Sexual Harassment, or sexual harassment for the purposes of Title IX, is conduct on

the basis of sex that satisfies one or more of the following:

- i. A University employee conditioning education or employment benefits on participation in unwelcome sexual conduct (i.e. quid pro quo); or
 - ii. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
 - iii. "Sexual assault," meaning an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - iv. "Dating violence," meaning violence committed by a person--
 - (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship.
 - (b) The type of relationship.
 - (c) The frequency of interaction between the persons involved in the relationship.
 - v. "Domestic violence" including felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - vi. "Stalking" meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to--
 - (1) fear for the person's safety or the safety of others; or
 - (2) suffer substantial emotional distress.
3. Sexual Assault is any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual Assault includes but is not limited to:
- a. Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant. This offense includes the rape of both males and females.
 - b. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - c. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

- 1
2 4. Dating Violence is violence committed by a person who is or has been in a social relationship
3 of a romantic or intimate nature with the victim. The existence of such a relationship shall be
4 determined based on the reporting party's statement and with consideration of the length of
5 the relationship, the type of relationship, and the frequency of interaction between the
6 persons involved in the relationship. For the purposes of this definition:
7 a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of
8 such abuse.
9 b. Dating violence does not include acts covered under the definition of domestic violence.
10
11 5. Domestic Violence is violence committed: includes asserted violent misdemeanor and
12 felony offenses committed:
13 a. By a current or former spouse or intimate partner of the victim;
14 b. By a person with whom the victim shares a child in common;
15 c. By a person who is cohabitating with, or has cohabitated with, the victim as a
16 spouse or intimate partner;
17 e. By a person similarly situated to a spouse of the victim under the domestic or family
18 violence laws of the jurisdiction in which the crime of violence occurred;
19 f. By any other person against an adult or youth victim who is protected from that
20 person's acts under the domestic or family violence laws of the jurisdiction in which the
21 crime of violence occurred.
22
23 6. Stalking means engaging in a course of conduct directed at a specific person that would
24 cause a reasonable person to:
25 a. Fear for the person's safety or the safety of others; or
26 b. Suffer substantial emotional distress.
27 For the purpose of this definition:
28 ○ "*Course of conduct*" means two or more acts, including, but not limited to, acts
29 in which the individual directly, indirectly, or through third parties, by any action,
30 method, device, or means, follows, monitors, observes, surveils, threatens, or
31 communicates to or about a person, or interferes with a person's property.
32 ○ "*Reasonable person*" means a reasonable person under similar circumstances
33 and with similar identities to the complainant.
34 ○ "*Substantial emotional distress*" means significant mental suffering or anguish
35 that may, but does not necessarily, require medical or other professional
36 treatment or counseling.
37
38 7. Consent is an understandable exchange of affirmative words or actions, which indicate a
39 willingness to participate in mutually agreed upon sexual activity. Consent must be
40 informed, freely and actively given. If coercion, intimidation, threats, or physical force are
41 used there is no consent.
42
43 There is no consent if a person is mentally or physically helpless in a manner that the person
44 cannot understand the fact of, or make a reasonable judgment as to the nature or

harmfulness of the conduct, or extent of the sexual situation. This includes incapacitation due to mental disability, alcohol or drug consumption, or being asleep or unconscious. A person who knows or reasonably should have known another person is incapacitated may not engage in sexual activity with the person.

There is no consent when there is force, expressed or implied, or use of duress or deception upon the complainant which overcomes resistance. Forcible compulsion also means the threat of force, expressed or implied, placing a person in fear of death or physical injury to herself, himself, or another person, or in fear they or another person may be kidnapped unless they consent to sexual activity. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he/she has the consent from his/her partner(s).

Silence does not constitute consent. Past consent to sexual activity does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged complainant may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

8. Retaliation is any adverse treatment (beyond a slight or annoyance) that is taken because a person engaged in protected activity (e.g. opposing discriminatory practices, filing a discrimination or discriminatory harassment complaint, participating in an investigation, conduct process, or an attempt at resolution, etc.) or for the purpose of interfering with right or privilege granted under anti-discrimination laws.

Saint Martin's University Title IX Coordinator

Allegations of sexual harassment will be investigated and acted upon by the University, and all reports are to be directed to the Title IX Coordinator. In the event that allegations of sexual harassment are confirmed, the University will take appropriate disciplinary actions in accordance with this policy, *the Student Code of Conduct*, and other policies within the *Employee Handbook*. The University will also employ, where necessary, applicable, and as available by law, interim protection measures such as interim suspensions and/or no-contact orders where an individual's behavior represents a risk of violence, threat, or predation.

Any employee with knowledge about sexual harassment as defined in this policy has the duty to report it immediately. The University will make protective measures available to complainant irrespective of whether a complainant chooses to report to local law enforcement or Public Safety-or pursues a formal complaint through the Title IX grievance process.

Any person may report sexual harassment including sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed below for the Title IX Coordinator, or by reporting to a member of the Title IX Team which will result in the Title IX Coordinator receiving the person's

1 verbal or written report.

2
3 At Saint Martin's University, health and safety are fundamental to our community. Our
4 University Good Samaritan and Whistle Blower Protection Policies protect student and
5 employees who make good faith reports regarding sexual harassment.

6
7 Cynthia Johnson, SHRM-CP, PHR
8 Associate Vice President for Human Resources & Title IX Coordinator
9 Saint Martin's University
10 Office of Human Resources, OM 203
11 Lacey WA 98503
12 360-688-2290
13 cjohnson@stmartin.edu
14

15 **Title IX Team**

16

Kathleen Boyle Provost KBoyle@stmartin.edu 360-438-4310	Melanie Richardson Dean of Students MRichardson@stmartin.edu 360-438-4367	Sharon Schnebly Director of Public Safety SSchnebly@stmartin.edu 360-438-4354
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17
18
19 **If You Experience or Hear of an Incident of Sexual Harassment**

20
21 If you have experienced sexual harassment, some or all of these safety suggestions may guide
22 you after an incident has occurred:

- 23
- 24 1. Go to a safe place and speak with someone you trust. Tell this person what
25 happened. If there is any immediate danger, whether you are on or off campus,
26 call 911. If there is no immediate danger, contact the Title IX Coordinator at
27 cjohnson@stmartin.edu or 360-688-2290 or the Office of Public Safety at 360-
28 438-4555 if you are on campus.
 - 29 2. It is the policy of Saint Martin's University not to notify local law enforcement
30 when sexual harassment occurs unless a complainant wishes or there is an
31 emergency threat to health or safety of the campus community. Complainants
32 have the option to notify law enforcement directly or to be assisted in doing so
33 by campus authorities. If requested, campus officials can facilitate reporting to
34 local law enforcement but may also respect a complainant's request not to do
35 so.
36
37

- 1 3. Consider securing immediate professional support (e.g. counseling, victim
2 advocacy, medical services, etc.) to assist you in the crisis. Contact information
3 for these resources is included below.
4
5 4. During regular business hours, students may go to the Saint Martin's University
6 Counseling and Wellness Center, located in the St. Raphael Center, the Student
7 Health Center located in Baran Hall Room 102, or contact Assistant Professor
8 Emily Coyle at 360-438-4301. **These are all confidential resources.** After regular
9 business hours, or in any situation where a complainant wishes, local resources
10 are also available and may be able to provide confidential assistance:

- 11
12 o The Crisis Clinic: 360-586-2800 (information/referral to community
13 resources)
14 o St. Peter Hospital: 360-491-9480
15 o SafePlace: 360-754-6300, www.safeplaceolympia.org (rape
16 relief/women's shelter)
17 o Domestic Violence Hotline: 800-562-6025
18

19 For employee confidential services contact a representative from *Employee*
20 *Connect*, our Employee Assistance Program (EAP):

22 Online	22 Phone
23 https://www.guidanceresources.com	23 1-888-628-4824
24 Username: LFGsupport	
25 Password: LFGsupport1	

- 26
27
28 5. For your safety and well-being, immediate medical attention is encouraged.
29 Further, being examined as soon as possible is important in the case of rape or
30 sexual assault. Providence Saint Peter Hospital's Sexual Assault Clinic offers
31 specially trained staff to handle examinations, counseling referrals, and follow-
32 up medical care. Physical evidence may be collected up to five days (120 hours)
33 after an assault, although the likelihood of capturing evidence decreases over
34 time. Having medical evidence collected promptly does not commit you to
35 reporting or prosecuting the assault. The evidence may be stored until you make
36 a decision whether or not you want to report to law enforcement.
37
38 ☐ To preserve evidence, it is recommended you do not bathe, shower,
39 douche, eat, drink, smoke, brush your teeth, urinate, defecate or change
40 clothes before receiving medical attention. Even if you have already taken
41 any of these actions, you are still encouraged to have prompt medical care
42 as evidence may still be recoverable.
43

- ☐ Typically, if police are involved or will be involved, they will obtain evidence from the scene and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles for use as evidence. It is best to allow police to secure items in evidence containers but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
- ☐ If you have physical injuries take photographs or have them photographed with a date stamp on the photo.
- ☐ Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation.
- ☐ Try to memorize details (e.g. physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details if you have time and the ability to do so.
- ☐ If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse, etc.), please notify the Office of Public Safety and provide them with a copy of the orders so they may be enforced on campus.

6. Even after the immediate crisis has passed, consider seeking support from Counseling and Wellness Center. They can also refer you to additional resources outside of the University.

7. Contact the Director of Public Safety or the Assistant Director of Public Safety at 360-438-4555 if you need assistance with any protective measure concerns such as University no-contact orders or other protective measures. The Director and Assistant Director of Public Safety will also assist in any providing information on how to obtain protective or restraining orders from the Thurston County judicial system.

The University Title IX Coordinator is able to offer reasonable academic/employment supports, changes to living/working arrangements, transportation resources or modifications, escorts, no-contact orders, counseling services and other supports and resources as needed by a complainant and the respondent.

Confidentiality

Saint Martin's University will make every reasonable effort to preserve a reporting party's privacy and protect the confidentiality of information concerning the complaint. To the extent possible, the University will only disclose information regarding the report to individuals who are responsible for handling the University's response.

If a complainant requests that his or her name not be revealed to the respondent or asks that the University not investigate or seek action against the respondent, the University will evaluate whether this request can be honored based on the University's legal reporting requirements and the University's need to investigate and resolve the reported problem. All requests for confidentiality will be evaluated by the Title IX Coordinator who will determine whether the request can be honored while still providing a safe and non-discriminatory campus. The University will take all reasonable steps to respond to the report consistent with the request. Complainants who request that their identity remain confidential must understand that such a request may limit the ability of the University to fully respond to the incident, conduct an investigation, or pursue disciplinary action against the respondent.

Different people at the University have different reporting responsibilities and roles concerning the maintenance of confidentiality. Some members of the University are required to maintain near complete confidentiality. They are:

Members of the monastic community **only** when acting in a pastoral capacity or the following resources:

For students:

Counseling & Wellness
Center
St. Raphael Center
360-438-4371

Student Health Center
Burton Hall 102
360-412-6160
healthcenter@stmartin.edu

Emily Coyle, Ph.D.
Assistant Professor-
Psychology
360-438-4301
ecoyle@stmartin.edu

For employee confidential services contact a representative from "*Employee Connect*," our Employee Assistance Program (EAP):

Online
<https://www.guidanceresources.com>
Username: LFGsupport
Password: LFGsupport1

Phone
1-888-628-4824

Off-Campus Resources

Students and employees may also contact SafePlace (521 Legion Way SE, Olympia, WA 98501) at 360-754-6300 for guidance, support, and information about sexual assault, domestic violence, and sexual abuse 24 hours a day. SafePlace is a confidential resource.

After regular business hours, or in any situation where a complainant wishes, local resources are also available and may be able to provide confidential assistance:

- The Crisis Clinic: 360-586-2800 (information/referral to community resources)
- St. Peter Hospital: 360-491-9480
- Domestic Violence Hotline: 800-562-6025

Employees' Duty to Report Sexual Harassment

With the exception of the confidential resources designated above, all University employees have a duty to report knowledge about sexual harassment incidents or complaints to the Title IX Coordinator or a member of the Title IX Team.

The University is required by law to disclose all reports of on-campus and off-campus sexual misconduct for statistical purposes to the Office of Public Safety and make an annual report to the U.S. Department of Education. These reports, however, will be made without personal identifying information and will not include the name of complainant or information that could easily lead to a complainant's identification.

Records concerning the investigation of and resolution to any report of sexual misconduct are maintained private. Information may be shared internally between University personnel who have a legitimate educational/employment interest. Additionally, the University maintains privacy in relation to any accommodations or protective measures afforded to a complainant or respondent. If faculty members or administrators are asked by the Title IX Coordinator to provide accommodations for a specific student or employee, they are told that such accommodations are necessary under Title IX, Americans with Disabilities Act Amendment (ADAA), Section 504 the Rehabilitation Act of 1973 that prohibits discrimination based upon disability or the Clery Act, but they are not given any details of the incident.

University Procedures for Responding to Reports of Sexual Harassment

When Saint Martin's University receives a report of sexual harassment, the report is forwarded to the Title IX Coordinator. The Title IX Coordinator will first determine if the misconduct meets the three-prong threshold of Title IX.

1. Does the conduct fit the definition of sexual harassment for Title IX purposes?

2. Did the conduct occur against a person in the United States?

3. Did the conduct occur when the complainant was participating or attempting to participate in the education program or activity of the University?

Education program or activity includes locations, events, or circumstances over which the University exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any buildings owned or controlled by the University or student organization that is officially recognized by the University.

In the event the conduct meets all prongs of the Title IX threshold, the Title IX Coordinator will offer the Complainant supportive measures and may proceed with the Title IX grievance process, which is further described below. The Title IX Coordinator, or designee, will contact the complainant to discuss the grievance process and the availability of supportive measures, and consider the complainant's wishes with respect to supportive measures.

If the conduct does not meet the Title IX thresholds, the Title IX Coordinator will coordinate an investigation based on the resolution process within the University's Anti-Harassment & Non-Discrimination policy or Code of Student Conduct.

Title IX Sexual Harassment Grievance Process

Definitions

1. Sexual harassment, for purposes of the Title IX Sexual Harassment Grievance Process, means Title IX Sexual Harassment only.
2. Complainant is an individual who is alleged to experienced conduct that could constitute sexual harassment. The complainant can be a student, employee or third party (including but not limited to parents).
3. Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
4. Decision-maker(s) are individuals who oversee and facilitate the live hearing by objectively evaluating all relevant evidence both inculpatory and exculpatory and prepares the final "determination of responsibility" report. The decision-maker(s), along with the advisor, has the right and responsibility to ask questions and elicit information from parties and witnesses to aid in obtaining relevant evidence. The decision-maker cannot be the investigator, or the Title IX Coordinator, or the person who determines the outcome of an appeal.

- 1 5. Advisors of Choice are the individuals selected by the complainant and the respondent to
2 accompany them through a Title IX grievance proceeding and review evidence and
3 investigative reports. The “advisor of choice” also participates in the live hearings by asking
4 cross-examination questions to the opposing party. The advisor of choice must follow the
5 rules of decorum provided to them or be removed and replaced by an advisor selected by
6 the University. The advisor of choice can be any person the complainant or respondent
7 desires, including an attorney. In certain situations, described further in Live Hearing section
8 below, the University will provide or assign an advisor.
9
- 10 6. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to
11 the University’s Title IX Coordinator or any official of the University who has the authority to
12 institute corrective measures on behalf of the University.
13
- 14 7. Informal resolution occurs when both parties give voluntary, informed, written consent to
15 resolve a formal complaint prior to an investigation. At any time prior to agreeing to a
16 resolution, any party has the right to withdraw from informal resolution and resume the
17 grievance process with respect to the formal complaint. The University does not require, as
18 a condition of enrollment or continued enrollment, or employment or continued
19 employment, or enjoyment of any other right, that any student or employee waive the right
20 to an investigation and adjudication of formal complaints. Additionally, the University does
21 not require the parties to participate in informal resolution and will not offer informal
22 resolution unless a formal complaint is filed. Under no circumstances will informal
23 resolution be offered or facilitated to resolve allegations that an employee sexually
24 harassed a student.
25
- 26 8. Formal complaint is the document signed and filed by the complainant or signed by the Title
27 IX Coordinator alleging sexual harassment against a respondent and requesting that the
28 University investigate the allegation of sexual harassment pursuant to the Title IX grievance
29 procedures. A formal complaint may be filed at any time with the Title IX Coordinator in
30 person, by mail, or by electronic mail. In cases where the Title IX Coordinator signs a formal
31 complaint, the Title IX Coordinator is not a complainant or otherwise a party during the
32 grievance process, and must comply with requirement for all Title IX personnel to be free
33 from conflicts and bias.
34
- 35 9. Supportive measures are non-disciplinary, non-punitive, individualized services offered by
36 the University. Supportive measures may be offered as appropriate and as reasonably
37 available, and without fee or charge to the complainant or the respondent before and after
38 the filing of a formal complaint or where no formal complaint has been filed. These measures
39 are to restore or preserve equal access to the University’s educational program or activity
40 without unreasonably burdening the other party, including measures designed to protect the
41 safety of all parties or the University as a whole, or to deter sexual harassment. Supportive
42 measures provided to the complainant and respondent will be confidential to the extent that
43 maintaining confidentiality would not impair the ability of the University to provide the
44 supportive measures. The Title IX Coordinator or designee shall be responsible for the

determination of any supportive measures, including but not limited to:

- Restrictions from contacting specific individuals including mutual no contact orders for complainants and respondents
- Changes to residence hall living arrangements.
- Changes to class schedules, work assignments, or work schedules.
- Residence hall restriction, and/or restrictions from other specific University locations.
- Transportation resources
- Academic Accommodations
- Counseling services.

10. Emergency Removal: A student respondent may be removed from the institution, educational program, and/ or activity on an emergency basis if they are determined to be an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment. This is undertaken through an individualized assessment of the safety and risk analysis.

Employees may be placed on administrative leave during the pendency of a grievance process.

11. Sanctions are disciplinary actions taken against a respondent if the respondent is determined to be responsible for the alleged sexual harassment. The range of potential sanctions includes but is not limited to permanent implementation of changes to class or work schedules, or living arrangements, expulsion, termination of employment, permanent bans from campus or other aspects of an education program or activity, or referral to an employment or professional standards discipline process.

12. Remedies will be provided to a complainant if the respondent is determined to be responsible for the alleged sexual harassment. Remedies are designed to restore or preserve equal access to the University's education program or activity. The range of potential remedies includes but is not limited to permanent implementation of changes to class or work schedules, or living arrangements measures.

Title IX Training

All persons designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process shall receive Title IX Training. Title IX Training includes training on the definition of sexual harassment for purposes of Title IX, the scope of the University's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The University will ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual

predisposition or prior sexual behavior are not relevant, except as described further in the Live Hearing section of the Title IX Grievance Process. Investigators will also receive training on issues of relevance in order to create an investigative report that fairly summarizes relevant evidence. Any person assigned to one of these roles must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will receive training on bias and conflict of interest.

Grievance Process

Once the University has received a formal complaint, the Title IX Coordinator, or designee will provide written notice of the formal complaint to the parties:

- Notice of the investigation, the University's grievance process including any informal process the University will offer.
- Notice of allegations of sexual harassment potentially constituting a violation of Title IX's definition of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview, including:
 - The identities of the parties involved in the incident, if known.
 - The conduct allegedly constituting sexual harassment under Title IX.
 - The date and location of the alleged incident, if known.
 - A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 - Informing the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and may inspect and review evidence.
 - Description of the range of possible disciplinary actions or sanctions based on the outcome of a "preponderance of the evidence" standard.
 - Inform the parties of any provision in the University's Employee Handbook or Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- Notice of any additional allegations added after the initial notice.

The Title IX Coordinator, or designee, will contact the complainant and the respondent individually to discuss the grievance process, the availability of supportive measures, and consider the complainant's and respondent's wishes with respect to supportive measures.

In the event of immediate threat to the physical health or safety of the complainant (or the safety of anyone else in the Saint Martin's community), the employee-respondent may be placed on administrative leave prior to the conclusion of a grievance process (or even where no grievance process is pending).

Complaint Signed by Title IX Coordinator

1
2 If after meeting with the complainant to discuss supportive measures and the process for filing
3 a formal report, the Title IX Coordinator may sign a formal complaint if the Coordinator believes
4 that, with or without the complainant's desire to participate in the grievance process, a non-
5 deliberately indifferent response to the allegations requires an investigation. The Title IX
6 Coordinator may consider a variety of factors, including a pattern of alleged misconduct by a
7 particular respondent and whether or not the complainant's allegations involved violence,
8 threats, use of weapons or similar factors. The decision of the Title IX Coordinator to file the
9 formal complaint is reached thoughtfully and intentionally, not as an automatic result that
10 occurs any time the University has notice that a complainant allegedly experienced sexual
11 harassment.

12 13 Dismissing a Formal Complaint

14
15 The Title IX Coordinator must dismiss a formal complaint if:

- 16
17 • The conduct alleged in the formal complaint would not constitute sexual harassment as
18 defined by Title IX even if proved, and/or
- 19 • The conduct did not occur in the University's education program or activity, or
- 20 • The conduct did not occur against a person in the United States, or
- 21 • At the time of filing a formal complaint, a complainant is not participating or attempting
22 to participate in the education program or activity of the University.

23
24
25 The Title IX Coordinator has the authority to dismiss a formal complaint if:

- 26
27 • The complainant notifies the Title IX Coordinator in writing that the complainant would
28 like to withdraw the formal complaint or any allegations therein; and/or
- 29 • The respondent is no longer enrolled or employed by the University; and/or
- 30 • Specific circumstances prevent the University from gathering evidence sufficient to reach
31 a determination as to the formal complaint or allegations therein.

32
33 Notification of dismissal will be sent to the complainant and respondent, along with the reason
34 for dismissal. The Title IX Coordinator may also consider reinstating the complaint as violation
35 of another policy located within the Employee Handbook or Student Code of Conduct.

36
37 Appeal of the dismissal of the formal complaint must be submitted within 3 calendar days of
38 receipt of the dismissal notification. Acceptable bases for appeal and process for filing an
39 appeal are described in the Appeals section below.

40 41 Informal Resolution Process

42
43 The Respondent may at any point during the Process accept responsibility for all alleged policy

violations. If the Respondent intends to accept responsibility for the sexual harassment, the formal grievance process will be paused. The Title IX Coordinator will determine whether the University may use this option.

This option will be available if:

- There is no allegation that an employee-respondent sexually harassed a student;
- Both parties consent in writing to an informal resolution process; and
- The Respondent desires to accept sanctions and end the grievance process.

If this option is available, the Title IX Coordinator, or designee, will work with all parties to determine whether the parties and the University can agree on responsibility, sanctions, and any remedies. If the parties cannot agree to all terms, the Process will continue from the same point where it was paused.

Once all parties have agreed in writing to a resolution, the matter cannot be appealed. Appropriate sanctions and remedies will be implemented promptly after all parties agree.

Investigation Process

The Title IX Coordinator will assign an investigator, who has received Title IX Training, to the case. The investigator will collect evidence, interview involved parties, request statements, inquire about additional witnesses, and document their findings, and submit an investigative report to the Title IX Coordinator for review. Prior to finalizing the investigative report, the investigator will send to each party and the party's advisor, if any, all evidence obtained that is directly related to the complaint to review, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source.

Each party will be given a minimum of 10 days to submit a meaningful written response, which the investigator will consider prior to finalizing the investigative report. After the 10-day review period, the investigator will finalize the investigative report summarizing relevant evidence and, at 10 days prior to a hearing send to each party and the party's advisor, if any, the investigative report for their review and written response. Each party is provided with an additional 10 days to submit meaningful written response. If either party disagrees with the investigator's determination about relevance, the party can make the argument in the party's written response and to the decision-maker(s) at the hearing.

Live Hearing

Live hearings are conducted virtually, in real time. Live hearings will occur with parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear each other or to hear witnesses answer questions. The University will maintain an audio/visual recording, or transcript, of any live hearing and make it available

1 to the parties for inspection and review.

2
3 At the live hearing, the decision-maker(s) will permit each party's advisor to ask the other party
4 and any witnesses all relevant questions and follow-up questions including those challenging
5 credibility. Only relevant cross-examination and other questions may be asked of a party or
6 witness. Before a complainant, respondent, or witness answers a cross-examination question
7 or other question, the decision-maker(s) will determine whether the question is relevant and
8 explain any decision that exclude a question as not relevant. To provide "Rape Shield
9 Protections" for the complainant, questions and evidence about the complainant's sexual
10 predisposition or prior sexual behavior are not relevant, unless such questions and evidence
11 about the complainant's prior sexual behavior are offered to prove that someone other than
12 the respondent committed the conduct alleged by the complainant, or if the questions and
13 evidence concerns specific incidents of the complainant's prior sexual behavior with respect to
14 the respondent and are offered to prove consent.

15
16 If a party does not have an advisor present at the live hearing, the University will provide, free
17 of charge to that party, an advisor of the University's choice, who may be, but not required to
18 be, an attorney, to conduct cross-examinations on behalf of that party.

19
20 The University retains discretion to address allegations of non-Title IX sexual harassment or
21 other University policy violations by a respondent in a live hearing, although such conduct will
22 not be considered sexual harassment for purposes of Title IX.

23 24 Determination of Responsibility

25
26 In determining responsibility, the decision-maker(s) will use the "preponderance of the
27 evidence" standard for formal complaints involving students and employees. The written
28 "notice of responsibility" will be provided to the parties simultaneously. The determination
29 regarding responsibility becomes final either on the date that the University provides the
30 parties with the written determination of the result of the appeal, if an appeal is filed, or if an
31 appeal is not filed, the date on which an appeal would no longer be considered timely.

32
33 The written determination will include:

- 34 • Identification of the allegations potentially constituting sexual harassment under Title IX
- 35 • A description of the procedural steps taken from the receipt of the formal complaint
36 through the determination, including any notifications to the parties, interviews with
37 parties and witnesses, site visits, methods used to gather other evidence, and hearings
38 held.
- 39 • Findings of fact supporting the determination.
- 40 • Conclusions regarding the application of the University's policies or code of conduct to
41 the facts.
- 42 • A statement of, and rationale for, the result as to each allegation including:
 - 43 ○ The determination regarding responsibility.
 - 44 ○ Any disciplinary sanctions the University impose on the respondent; and

Whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant. Upon a finding of responsibility, remedies provided need not avoid burdening the respondent.

Appeals

If either the complainant or respondent are not satisfied with the determination regarding responsibility or any allegation, or from the University's dismissal of a formal complaint either party may make a written appeal or request for review. The Title IX Coordinator will notify the other party in writing when an appeal is filed. The University allows both parties to appeal on the following bases:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator (s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter

Appeals of a dismissal of a formal complaint prior to a live hearing must be submitted within 3 days of the dismissal. Appeals of the written determination must be submitted within 10 calendar days of the receipt of determination regarding responsibility from decision-maker(s). Either party may send written appeals to the following based on the University status of the parties:

- If both individuals are students, the appeal is to be sent to the Chief Student Affairs Officer; regardless of whether the complainant or respondent is making the appeal.
- If one party is a student and the other is a faculty the appeal may be sent to either the Provost/Chief Academic Officer or the Chief Student Affairs Officer depending on who is making the appeal. The Provost/Chief Academic Officer and the Chief Student Affairs Officer will work together on the appeal.
- If one party is a staff member and the other is a student the appeal is to be sent to either the Chief Student Affairs Officer or the Provost/Chief Academic Officer depending on who is making the appeal. The Provost/Chief Academic Officer and the Chief Student Affairs Officer will work together on the appeal.
- If both individuals are employees (not including student employees), the appeal is to be sent to the Provost/Chief Academic Officer.

Upon accepting the appeal, the Provost/Chief Academic Officer and/or Chief Student Affairs Officer will review the investigation documentation and the record or transcript of the live hearing, and may let the original outcome stand or, if new information is discovered that is significant enough to alter the original decision, reopen the investigation. The Provost/Chief Academic Officer and/or the Chief Student Affairs Officer will issue a written decision describing the results of the appeal and the rationale for the results. This written decision will be

1 simultaneously sent to both parties. Only one appeal of the written determination from each
2 party will be permitted.

3
4 The University will reopen the appeal period only if:

- 5
6 1. The Respondent is still a student or employee at the University, or the appeal could
7 cause a substantial change to Respondent's transcript, or other student or employee
8 records that may be required to be disclosed outside the University;
- 9 2. Either party discovers new evidence that—
 - 10 1. Was not reasonably available at any time prior to the expiration of the appeal
11 period, and,
 - 12 2. Could affect the outcome of the matter; and
- 13 3. The party files an appeal within 10 days of the discovery of the evidence.

14 15 Recordkeeping

16
17 All records are maintained for a period of seven years in the University secure recordkeeping
18 systems:

- 19 • Each sexual harassment investigation including any determination regarding
20 responsibility
- 21 • Any audio or audiovisual recording or transcript
- 22 • Any disciplinary actions/sanctions imposed on the respondent
- 23 • Any remedies provided to the complainant designed to restore or preserve equal access
24 to the University's education program or activity
- 25 • Any appeal and the result therefrom
- 26 • Any informal resolution and the result therefrom
- 27 • All materials used to train the Title IX Coordinator, investigators, decision-makers, any
28 person who facilitates an informal resolution process.
- 29 • Records of any action, including any supportive measures, taken in response to a report
30 or formal complaint of sexual harassment.

31 32 **Retaliation**

33 This policy and Title IX prohibit retaliation against a complainant or witnesses for filing or
34 participating in the investigation of a sexual harassment complaint.

35
36 No person at the University may intimidate, threaten, coerce, or discriminate against any
37 individual for the purpose of interfering with any right or privilege secured by Title IX, or
38 because the individual has made a report or complaint, testified, assisted, or participated or
39 refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

40
41 Charges against an individual for a policy or code of conduct violation that does not involve sex
42 discrimination or sexual harassment, but arise out of the same facts or circumstances as a
43 report of complaint of sex discrimination, or a report or formal complaint of sexual harassment,

for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The University will investigate any reports of retaliation and take appropriate disciplinary action. State and federal law also provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Any concerns regarding retaliation should be brought to the immediate attention of the Title IX Coordinator.

Education and Prevention

Established in 2013, the University's Violence Against Women Act Team serves as an advisory board and clearinghouse for all sexual assault/harassment, domestic/dating violence, and stalking awareness and prevention programs and campaigns. In collaboration with the Title IX Coordinator, the VAWA Team plans, records, and assesses an array of programming and training opportunities for students, faculty, staff, and other community members. Educational programs are offered to raise awareness for all incoming students and employees and are often held during new student and new employee orientation periods and throughout an incoming student's first semester. The University also requires staff and students to complete online training modules, administers a robust campus climate survey, distributes policy statements and informational pamphlets, and sponsors a variety of poster campaigns throughout the year to raise awareness, aid in prevention, and prompt discussions of institutional policies on sexual misconduct as well as the relevant criminal definitions of sexual offenses under Washington State law. The University's programs also offer information on risk reduction, bystander intervention, victim empowerment, male engagement, and the recognition of warning signs.

Examples of programs offered to students and employees include, but are not limited to:

- Green Dot Violence Prevention and Bystander Intervention
- Sex Signals
- Take Back The Night
- The Clothesline Project
- Preventing Discrimination & Sexual Violence: Title IX & VAWA for Faculty & Staff (Online)
- Unlawful Harassment Prevention for Higher Education Faculty, Staff and Supervisors (Online)
- New Saints Online Training (Online)

The University strives to encourage bystander engagement through training on safe, positive, and realistic Green Dot intervention techniques, which are taught to all first-year and transfer students during the *Incipio* orientation program. Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders. If you have any questions about the University's Sexual Harassment or Sexual Misconduct training and programming, please contact Justin

Stern, Chair of the Violence Against Women Act Team, at (360) 688-2920 or JStern@stmartin.edu.

Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the University is providing a link to the Thurston County and Washington State Sex Offender Registry. All sex offenders are required to register in the state of Washington and to provide notice of each institution of higher education in the state at which the person is employed, carries out a vocation, or is a student. [Thurston County Sex Offender Watch](#) – [Washington Sex Offender Information](#)

In addition to the above notice to the State of Washington, all sex offenders are required to deliver written notice of their status as a sex offender to the University's Director of Public Safety no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the University. Such notification may be disseminated by the University to, and for the safety and well-being of, the campus community, and may be considered by the University for enrollment and discipline purposes.

OTHER RESOURCES

[Student Handbook](#): Includes the Code of Student Conduct containing policies and procedures related to student behavior and conduct.

[Employee Handbook](#): Includes policies and procedures related to employment and working conditions for employees.

Revised Code of Washington Definition of Domestic Violence, Dating Violence, and Stalking

The complete Washington State rape and sexual assault offense definitions are found in the following Chapters of the Revised Code of Washington:

[Chapter 26.50 RCW](#)

[Chapter 9A.44 RCW](#)

[Chapter 9A.64 RCW](#)

[Chapter 10.99 RCW](#)