Saint Martin's UNIVERSITY

STUDENT HANDBOOK

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

Effective August 11, 2026

Table of Contents

Code of Student Conduct 3
I. Statement of Community Values 3
II. Definitions for the Purpose of This Document 3
III. Jurisdiction 4
IV. Violations of the Law 5
V. University Policies 6
VI. Interim Actions 8
VII. Disciplinary Structure 9
VIII. Rights and Responsibilities 10
IX. Forms of Resolution 11
X. Appeals 15
XI. Sanctions 16
XII. Investigation of Allegations 18
XIII. Conduct Records 19
Residence Hall Regulations 20
I. An Introduction to Housing and Residence Life 20
II. General Information and Policies Specific to Residence Life 21
University Policy Statements 34
I. Campus Security Act Information 34
II. Family Educational Rights and Privacy Act (FERPA) & Solomon Amendment 34
III. Good Samaritan Amnesty Policy 36
IV. Saint Martin's University Acceptable Use Policy 37
V. Saint Martin's University Alcohol and Drug Policy Overview 37
VI. Saint Martin's University Anti-Harassment & Non-Discrimination Policy Overview (Student Addendum) 38
VII. Leave of Absence 41
VIII. Emergency, Military, or Family Care Leave 41
IX. Voluntary Medical Leave 41
X. Involuntary Medical Leave of Absence 43
XI. Saint Martin's University Parking Policies 44
XII. Saint Martin's University Rally, Protest & Demonstration Policy 45
XIII. Sexual Harassment Policy Overview 47
XIV. Saint Martin's University Supplemental Grievance Policy 48
XV. Student Right to Know Act 48
Appendix 49
Appendix A: Saint Martin's University Alcohol and Drug Policy 49
Appendix B: Saint Martin's University Anti-Harassment and Non-Discrimination Policy 51
Appendix C: Saint Martin's University Sex-based Harassment and Discrimination 57
Appendix D: Saint Martin's University Hazing Policy 73
Appendix E: Missing Student Policy 76
Appendix F: Other University Related Grievance Processes 76

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.
G. The term "University club" or "organization" refers to a group of students who have applied for and been granted formal recognition by the University; this includes athletic teams.
H. The term "University premises" includes all land, facilities, property, roads, or walkways owned, leased, or controlled by the University.

I. The term “policy” includes all written regulations of Saint Martin’s University as outlined in publications including, but not limited to, the Student Handbook, Faculty and Staff Handbook, The Code, Graduate and Undergraduate Catalogs, University website, Housing and Residence Life contract, and other office forms and brochures.
J. The term “respondent” refers to any student accused of violating the Code.
K. The term “complainant” is used to identify any person who makes a report alleging that a student has violated the Code.
L. The terms “Coordinator of Student Conduct, Administrative Hearing Officer, Student Conduct Administrator, and Student Accountability and Integrity Committee refer to conduct bodies and persons that are further defined in section VII.
M. The term “advisor” is non-participatory in nature and limited only to advising the student.
N. The term “preponderance of information” is the standard of proof in all Code cases. A preponderance of information means that upon consideration of the information available, it is more likely than not that the alleged violation of the Code occurred.
O. The term consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely, and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

    There is no consent if a person is mentally or physically helpless in a manner that the person 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 victim 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 they have the consent from their partner(s).

    Silence does not necessarily 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 victim may be a factor in determining consent. Effective consent may not be given by minors less than 16 years old.

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 person in any manner preventing the person from conducting his or her customary or usual affairs, putting the person in fear for their safety, or causing the person to suffer actual physical injury (see also the University's Anti-Harassment and Non-Discrimination and Sexual Misconduct policies).
5. Sexual misconduct is defined as any non-consensual act of a sexual nature; consent is defined in Definitions for the Purpose of This Document. Alleged violations of this policy do not need to meet the threshold of being severe, pervasive, and objectively offensive as defined under Title IX.
6. Domestic, dating, or intimate partner violence as defined in the University's Anti-Harassment and Non-Discrimination and Sexual Harassment policies.
7. Stalking as defined in the University's Anti-Harassment and Non-Discrimination and Sexual Harassment.
8. Discrimination by any group, club, organization, office, student, or University employee or official based upon any criteria not expressly allowed by law, including, but not limited to, race, ethnicity, color, religion, creed, national origin, marital or family status, sex, gender identity or expression, age, sexual orientation, veteran status, and disability (see also the University's Anti-Harassment and Non-Discrimination policy).
9. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other institutional activities including, but not limited to, the institution's public service functions and other authorized activities on or off institutionally owned or controlled property.
10. Obstruction or disruption interfering with the freedom of movement – either pedestrian or vehicular – on institutionally owned or controlled property.

11. Possession of firearms (real or simulated, lethal or non-lethal) or components thereof, fireworks, explosives, ammunition, dangerous chemicals, swords, illegal knives, other weapons (or components thereof), or dangerous instruments on institutionally owned or controlled property, or use of any item in a manner that harms, threatens, or causes fear to others, on or off University premises, including the malicious, unnecessary, or unintended discharge of a chemical irritant such as pepper spray.
12. Malicious damage, misuse, or the attempted or actual misappropriation or theft of institutionally owned property, the property of any member of the University community, or other personal or public property, on or off campus. Knowingly possessing stolen items, using misappropriated items or services, and/or altering, falsifying, duplicating, or forging timecards, checks, credit cards, or other value-bearing documents or products.
13. Tampering with fire safety equipment, generating a false alarm, failing to evacuate during a drill, possessing hazardous materials or prohibited items, or engaging in any behavior constituting a fire or safety hazard (see also the Fire Safety Regulations as outlined in the University's Annual Safety Report).
14. Altering, duplicating, improperly possessing, or lending a University identification card or University key to another person for any reason not expressly authorized by the University.
15. Unauthorized or improper entry into or use of institutional facilities, including all offices, classrooms, labs, buildings, and grounds.
16. Representing one's self as another person with or without the other person's permission.
17. Student groups, clubs, or organizations representing themselves, or an individual student representing themselves, as acting for or on behalf of the University in a commercial enterprise or in the solicitation or collection of funds for any purpose whatsoever without advance approval from the appropriate University official or office. This applies to all means of communication including, but not limited to, mail, telephone, e-mail, message boards, canvassing, and use of social networking sites.
18. Intentionally furnishing false information to the University, assisting someone else in furnishing false information to the University, or forging or altering in an unauthorized fashion, or inappropriately using, a University document or instrument of identification.
19. Abuse of technological resources as outlined in the University's Acceptable Use Policy. This includes, but is not limited to, purposeful breach of individual or institutional privacy and/or network security; accessing or sharing information or media that may be subject to copyright or intellectual property laws and restrictions; sending abusive or unwanted material to another community member; targeting another individual or group through e-mail, social media, or other electronic communication; and use of computing resources or facilities for the solicitation and/or transmission of pornography or other graphic or offensive material (see also the University's Acceptable Use Policy).
20. Participation in games of chance, betting on athletic events, and all other forms of gambling involving the exchange of money or other valuable items except as expressly permitted by University regulations.
21. 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.
22. 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.

23. 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.
24. 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.
25. 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.
26. 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.
27. Inciting others to engage in any of the proscribed conduct listed in this Code.
28. Acts that violate federal, state, or local law. This includes the failure of any student to accurately report the student's arrest by any law enforcement agency to the Office of Student and Conflict Resolution within seventy-two (72) hours of any violent, sexual, or felony crime regardless of the location or whether the crime occurred during a semester break. A felony crime is a crime for which more than one year in prison may be imposed.

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

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

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

A. Interim Suspensions

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

B. Interim Restrictions

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

VII. Disciplinary Structure

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

A. Dean of Student Affairs: The Dean of Student Affairs is responsible for appointing a Coordinator of Student Conduct who will have primary responsibility for administering the Code. The Dean of Student Affairs, however, is responsible for the official interpretation of the Code, and will serve as an appellate officer in cases further defined in section X.

B. Coordinator of Student Conduct: Appointed by the Dean of Student Affairs, the Coordinator of Student Conduct is the Chief Student Conduct Officer. This position annually reviews and revises the Code in conjunction with the Dean, administers the student conduct process, trains and supervises all Student Conduct Administrators, and determines how and by whom each disciplinary case is heard. The Coordinator also serves as an administrative hearing officer. The 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 and Student Clubs/ Organizations 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 students, student clubs/ organizations 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 and student Clubs/ organizations 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; all students, student organizations, and student clubs are subject to these forms of resolution.

Allegations of violations of the Code of Student Conduct or other University Policies that involve student clubs and/ or organizations may be subject to separate meetings and hearings to facilitate separate charges and/ or findings for both the student club/ organization(s) involved, as well as those individual students involved.

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

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

ii. Step Two- Notification

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

iii. Step 3- Incident Review Conference

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

The following outcomes may result from an Incident Review Conference:

i. The respondent and Student Conduct Administrator may agree on the University violations for which the respondent is responsible and the sanctions to be imposed. In this case, a decision letter is generated within ten University business days and the case is resolved. There is no right to appeal. In cases where multiple respondents face possible violations, no agreement may be considered final until all involved respondents have attended Incident Review Conferences and reached decisions about their cases.

ii. In cases where the student acknowledges University violations and where the respondent and the complainant have expressed a desire to jointly bring resolution to the incident, the case may be referred to Adaptable Resolution Services (see Section IX.B. Informal Resolutions). Any in-active sanctions will be imposed by the Student Conduct Administrator, but the active sanctions will be

determined as an outcome of the restorative conference. See Section IX for more information on sanctions.

iii. The student and Student Conduct Administrator may not agree on the University violations and/or sanctions to be imposed. The case will then be forwarded to a formal hearing.

iv. If a student fails to attend a required Incident Review Conference, the Student Conduct Administrator may make a decision on the information provided, and may add an additional charge of University Regulation Section V.25. Contempt of University conduct proceedings. A student failing to appear at an Incident Review Conference retains the right of appeal, as outlined in Section X.

v. If a student fails to attend a required Incident Review Conference and the Student Conduct Administrator believes that the case may result in disciplinary suspension or disciplinary expulsion, the case may be referred to a formal hearing.

vi. In cases where a resolution can be reached between the student and the Student Conduct Administrator, and there is a complainant, the Student Conduct Administrator may consult with the complainant to review the proposed outcome.

iv. Step 4- Formal Hearing

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

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

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

The following rules apply to all formal hearings:

i. Formal hearings will be closed to the public.

ii. Admission to the hearing of persons other than the parties involved and their advisors will be at the discretion of the hearing officer or Student Conduct Administrator, depending on the respective hearing type.

iii. In hearings involving more than one respondent, the standard procedure will be to hear the case jointly, providing that other respondents have not previously accepted a finding through an Incident Review Conference. Separate hearings may be granted, if they find sufficient cause to do so, at the discretion of the hearing officer or hearing advisor, depending on the respective hearing type.

iv. The hearing officer or hearing advisor, depending on the respective hearing type, will first hear information and witnesses presented on behalf of the complaint. Once the complaint information has been heard, the responding student will then be given the opportunity to provide information and witnesses. All people appearing at a hearing are subject to questioning, with the hearing officer or Student Accountability and Integrity Committee receiving priority in asking questions.

Any questions asked by the parties must be directed to the hearing officer or Student Accountability and Integrity Committee. Unduly repetitive information and witnesses can be limited at the discretion of the hearing officer or hearing advisor. Only witnesses who can speak to the substance of the allegations will be considered by a hearing officer or Student Accountability and Integrity Committee.

v. All procedural questions are subject to the final decision of the hearing officer or hearing advisor, depending on the respective hearing type.

vi. There will be a single verbatim recording of the hearing. Deliberations will not be recorded. This recording will be maintained by the Coordinator of Student Conduct as a part of the record only until the conclusion of any applicable appeals process. Access to the record will be provided for parties upon request in preparation for their appeal only. No transcripts will be created or provided, nor are any parties permitted to record and/or broadcast the proceedings.

vii. Cases that may result in separation from the institution (Disciplinary Suspension or Disciplinary Expulsion) will be referred to an Administrative Hearing.

viii. Cases involving allegations of sexual misconduct will be referred to an Administrative Hearing consisting of one or more Administrative Hearing Officers. A decision will be reached based on preponderance of information.

v. Step 5- Appeal

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

B. Informal Resolutions

i. Step One- Receipt of Incident

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

ii. Step Two- Notification

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

iii. Step Three- Intake Meeting

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

The following outcomes may result from an intake meeting:

i. The case may be referred to the formal resolution process, as described above.

ii. The case may be referred to the Student Conduct Administrator for Adaptable Resolution Services, which include:

a. Restorative Justice Conference

b. Facilitative Dialogue

c. Mediation
d. Conflict Coaching

In some cases, formal conduct processes are deferred pending the outcome of informal processes. In such cases, formal student conduct may be waived in the interest of an informal 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

Respondents, 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.

D. Non-hearing and hearing decisions rendered by or advised by disciplinary bodies other than the Coordinator of Student Conduct shall be appealed to the Coordinator of Student Conduct or designee.

E. Non-hearing and hearing decisions rendered by the Coordinator of Student Conduct or by disciplinary bodies advised by the Coordinator of Student Conduct shall be appealed to the Dean of Student Affairs or designee.

F. The criteria for filing an appeal are:

i. Procedural Error – the appellant is contending that a substantive error was committed as a part of the student conduct process that deprived the appellant of a fair hearing of the case.
ii. New Information – the appellant is contending that there is new information that was unavailable to the appellant at the time of the original proceeding, and that this information would have substantially impacted the outcome of the proceeding. The student must include the new information with the appeal. Note that this criteria may not be utilized by students who choose or fail to attend or participate in the original proceeding they are appealing.
iii. Disproportionate Sanction – the appellant is contending that the sanction is not appropriate to the findings of the case.

C. Appeals Process is as follows:
i. Respondents and complainant parties have five University business days to request an appeal of any student conduct decision not reached as part of a voluntary agreement. The five University day period begins on the date of delivery of the decision letter via email.
ii. The Appeals Officer shall review the information provided by the appellant(s), as well as all case information. In some cases, the Appeals Officer may invite the appellant(s) to provide additional information in person or by other means.
iii. Written findings shall be conveyed to all parties within fifteen University business days of receipt of the appeal. Decisions of appeals shall not be provided verbally, but rather will be communicated through official @StMartin.edu email.

D. Appeal proceedings shall result in one of the following outcomes:
i. Affirm the original finding and sanction.
ii. Affirm the finding and modify the sanction. In cases where the respondent is the appealing party, the sanction may not be increased. In cases where the complainant is the appellant, the sanction may be increased or reduced as deemed appropriate.
iii. Remand the case for a new hearing or Incident Review Conference.

XI. Sanctions

When students and/or University clubs/organizations are found in violation of University policies, sanctions shall be imposed. The purpose of sanctioning is to educate a student as to why their behavior is inappropriate, as well as to make the student aware of and sensitive to all the possible consequences of the behavior in question. Sanctions will be determined on a case by case basis, considering the nature and circumstances of the offense, the impact of the offense on the University community including those directly harmed by the conduct, prior sanctions applied in similar cases, the conduct record of the student and the student's attitude and behavior throughout the conduct process.

Sanctions shall generally be comprised of two components:

A. An “in-active sanction” or written sanction (Formal Warning, Disciplinary Probation, Disciplinary Probation, Disciplinary Suspension, or Disciplinary Expulsion).
    a. A status of “Not In Good Disciplinary Standing” is associated with the student or entity during the period of time they are placed on Disciplinary Probation, Disciplinary Suspension, or Disciplinary Expulsion.
B. An “active sanction” or educational sanction, requiring the student to complete some form of assignment requiring the student’s active participation and reflection.

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

a. Formal Warning: Serving as a formal reprimand and official statement that the student, group, club, or organization has violated a University policy. A formal warning also indicates that future violations will likely result in more serious level of sanctioning.
b. Disciplinary Probation: Serving as a serious encumbrance on the student, group, club, or organization’s disciplinary standing. Disciplinary probation shall be imposed for a specified time and for at least one semester. Any subsequent violations during the probationary period will be viewed as both a violation of University policy and a violation of the probation. During the Disciplinary Probation, a group, club, or organization may be restricted from activities or programs.
c. Disciplinary Suspension: Serving as formal notice that the student, group, organization, or club may not participate in any academic or other activities of the University for a fixed period of time. At the end of the suspension period, the student or student organization may apply for reinstatement and be readmitted only upon the approval of the Assistant Vice President/Dean of Student Affairs or designee. When a suspension is issued, the student is excluded from the University for a specified period of time, during which they may not enjoy academic privileges, participate in any University-recognized function, or be allowed to reside in any residence hall. If this is a group sanction, the group is not allowed to function as a recognized club or organization for a specified period of time.
d. Disciplinary Expulsion: Serving as formal notice that the student, group, organization, or club shall be excluded permanently from any and all academic or other activities of the University. Upon being expelled, student, organization, or club shall not enjoy academic privileges, participate in any University-recognized function, or be allowed to reside in any University residence hall.
e. Loss of Privileges and Restrictions: The student, group, club, or organization is denied 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. Investigation of Allegations

In order to fully investigate alleged violations of Code of Student Conduct or other student conduct related policies (not including Title IX), such allegations may be formally investigated by the Office of Public Safety or another

individual/ entity; the designation of an investigative person/ entity will be at the discretion of the Dean of Student Affairs or designee.

XIII. 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:

- All records will be retained for seven years from the date of creation.
- All disciplinary a student sanctioned to disciplinary suspension or disciplinary expulsion will be retained indefinitely.
- All disciplinary records for student clubs or organizations, athletic teams, or living groups are maintained indefinitely.

Residence Hall Regulations

I. An Introduction to Housing and Residence Life

Housing and Residence Life Mission and Vision

Creating a vibrant and inclusive community that fosters personal growth, academic success, and holistic development through the lens of our Benedictine values. We are committed to cultivating an environment that embraces diversity, nurtures individual potential, and provide steadfast support.

The Benedictine value of Hospitality actualized in daily practice.

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.

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

II. General Information and Policies Specific to Residence Life

1. Alcohol and Other Controlled Substances
    a. The possession and use of alcohol and/or other illicit drugs are prohibited in University residence halls in accordance with the institution's Alcohol and Drug Policy, included as Appendix A.
    b. In addition, possession of empty alcohol and/or drug containers or paraphernalia (including shot glasses, cans, bottles, kegs, pipes, bongs, etc.), remaining in a location where alcohol, drugs, or paraphernalia 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 alcohol consumption or drug use also constitutes a violation of this policy.
2. Checking In and Out
    a. Opening and closing dates for the residence halls are published on the University's academic calendar, on the Housing and Residence Life web page, and in various Campus Life and Admissions publications. Students may not check in early or check out late if they have not requested and been approved for an 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.

e. Undergraduates must be enrolled in no less than 9 credits prior to checking into the residence halls during the academic school year; Graduate students must be at least "half time"". Failure to be registered for the minimum credits required will result in a student being unable to check-in/ "move-in" to on-campus housing.

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

8. Damage Deposits and Cancellation Fees

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

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

i. The resident follows the check-out policy outlined in the Student Handbook.
ii. ii. Keys are properly checked in with the Office of Housing and Residence Life.
iii. No damages or excess cleaning charges are associated with the room upon check-out.
iv. The resident does not have an outstanding balance on his/her account with the University.
v. The student fulfills the housing contract Terms of Residence and does not cancel their reservation more than 30 days from the date it is signed or after August
vi. A resident who does not check out in accordance with the procedures described in the Student Handbook and Housing and Residence Life bulletins and correspondence will be subject to fines and/or forfeiture of all or part of their deposit.

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

9. Food Service

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

ii. Spangler Hall: Hallways, common areas, the fitness room, kitchen, lobby, game room, and laundry room.

iii. 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.

15. Personal Property

a. The University will make every reasonable effort to protect the personal property of residents; however, Saint Martin's University is not liable for loss or damage of personal property including, but not limited to, loss due to fire or theft.

b. Students are advised to purchase insurance or to learn about extending their parents' insurance to cover loss or damage of personal property.

16. Pets

a. Because of fleas, sanitation, allergy concerns, and consideration for other people and property, students who live in the residence halls are not allowed to have pets other than fish in a five-gallon tank.

b. Students who require the assistance of a service animal may refer to the University's policy on service animals or contact the Office of Disability Support Services at (360) 438-4580 for further information.

i. Resident will be required to pay for any damage and/or excessive cleaning fees caused by the service animal.

c. Students who require an emotional support animal must complete the Emotional Support Animal Registration and Policy Agreement Form.

i. Resident will be required to pay for any damage and/or excessive cleaning fees caused by the emotional support animal.

ii. Residents are required to re-register their emotional support animal at the beginning of each academic year.

17. Prayer Room Use

a. The prayer rooms in Spangler, Burton, and Baran Halls are for devotional use only. The prayer rooms must be used in the most respectful manner and should have an atmosphere of quiet at all times.

b. Misuse of the prayer room may result in disciplinary sanctions and possible loss of use privileges.

18. Prohibited Items

a. The following items are prohibited in the residence halls:

i. Hot pots, hot plates, toaster ovens (one toaster per apartment kitchen area allowed), space heaters, halogen lamps, lava lamps, candles, incense, hookahs, and any open element heating device or other fire hazard.

ii. Microwaves, refrigerators, freezers, air conditioners, and other major appliances already supplied by the University.

iii. Weapons including, but not limited to, lethal and non-lethal firearms, tasers, swords, and knives restricted by the University's weapons policy.

iv. Fireworks or other explosives.

v. Amplifiers, speakers greater than six inches in diameter, subwoofers, and wireless internet routers.

vi. Remote-controlled flying devices commonly referred to as "drones" and 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, bongs, 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 in roommate mediations or constructively resolve conflicts will not be permitted to move.

d. As room availability is often limited, non-essential room changes are uncommon and all requests should include sufficient justification. Additionally, students wishing to move rooms should expect to be assigned a new roommate and are encouraged to communicate with perspective roommates in advance.

24. Room Consolidation

a. In the event that a resident is left without a roommate or suitemate, one of three things may happen:

i. The student may be assigned another roommate/suitemate.

ii. The student may be moved to another room where a vacancy exists.

iii. Space permitting, the student may remain in the room and pay the higher rate for a single room (if applicable).

b. If a student chooses to pay the higher rate, the additional charge will be assessed after the vacancy occurs. If asked to change rooms with reasonable cause and notice, the resident must comply and move within a reasonable amount of time as instructed by Housing and Residence Life staff.

c. The Office of Housing and Residence Life reserves the right to change any room assignment in-kind based upon University need or office efficiency. Housing and

Residence Life will provide timely and reasonable notice of any changes by e-mail or telephone.

d. Residents of apartments, suites, or rooms with vacancies are expected to keep the unoccupied portion of the unit presentable and clear of personal belongings. Those who are assigned new roommates will typically receive 48-hours' notice prior to their move-in and may not refuse their reassignment or seek to discourage them from moving in.

25. Room Personalization

a. Residence Life staff want residents to feel at home. Items helping to create the atmosphere one wants include: bedding (extra-long twin), books, bulletin or dry-erase boards, a computer, lamps, pictures, pillows, plants, a portable stereo, small bookshelves, television, and throw rugs.

b. Residents may decorate their rooms to suit their personalities; however, furnishings and decorations should be discussed with roommates and suitemates to ensure they are not offensive, burdensome, or objectionable.

c. Decorations that are offensive, incongruent with the university's mission or values, or that contribute to creating a hostile environment for other residents may be removed, and residents responsible for them may be subject to disciplinary action.

d. Residents may not paint, hang wallpaper, or make holes in the walls or doors.

e. Fun-tack and painters' tape are to be used to hang posters and other items. Duct, electrical, and Scotch tape and 3M adhesives are not allowed, and students are responsible for wall, window, door, and other damages regardless of the product used.

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

26. Single Rooms and Apartments

a. Apartment housing is available only to students who are at least 21 years old, have completed 60 or more credits (not including Running Start credits), or have lived in University housing for four or more complete semesters.

b. Single rooms are not available to first-year students except under very specific circumstances.

c. As a limited number of single rooms are available in the residence halls, the first priority is given to students with a documented disability or need. Such requests must be on file with and approved by the Office of Disability Support Services. Upperclass students who were unable to reserve a single room during reapplication may be put on a wait list and as single rooms become available, these students will be notified in the order they signed up.

d. Single occupancy rooms are not guaranteed to anyone, regardless of class standing. In general, single occupancy rooms cost more than double occupancy rooms.

e. ADA Accommodations will be satisfied by billing at the "double rate" for the building a student is residing in.

27. Solicitation and Entrepreneurship

a. Door-to-door sales and solicitation are not permitted in the residence halls unless expressly allowed by the Offices of Housing and Residence Life or Campus Life. The Office of Public Safety or a Residence Life staff member should be immediately notified if an unauthorized person or group is in any residence hall.

b. The use of Residence Life facilities, equipment, services, or funds for purposes of individual entrepreneurship is similarly prohibited. Residents may not sell items (including,

but not limited to, crafts, food, music, or clothing) or provide services (including, but not limited to, babysitting, lessons, hair styling, or repair work) for profit within the residence halls without prior approval or the sponsorship of a University office or organization.

28. Smoking
    a. Saint Martin's University's residence halls are non-smoking facilities. This includes electronic cigarettes and vaporizers, which may not be used within the residence halls.
    b. Smoking is allowed only in designated areas outside or at least 50 feet from the residence halls.
    c. Residents must use ashtrays to dispose of cigarette and cigar butts.
29. Sports in Campus Housing
    a. Sports activities including, but not limited, to Frisbee, football, golf, skateboarding, rollerblading, bike riding, basketball, wrestling, and soccer are not permitted in any campus residence due to the potential for property damage and personal injury.
    b. Bicycles may not be kept in hallways, stairwells, lounges, entry ways, laundry rooms, or any other public areas of campus housing. Bike racks are available 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 student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of their right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* Student educational records can be disclosed without prior consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research role or a support staff position (including law enforcement unit personnel and health staff members); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the University's board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee or a student who is assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

1. Dates of Attendance
2. Major
3. Degree or Certificate Received Degree Conferral Date

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

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

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which goes beyond SMU's directory information. However, if the student has submitted a request to the Office of the Registrar to restrict the release of his/her Directory Information, then no information from the student's education record will be 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 Samaritan Amnesty Policy applies only to students who are actively seeking assistance in good faith and does not apply to all individuals involved in the incident or the activities that preceded it. Community members who abuse this policy or demonstrate a repeated pattern of behavior after appropriate intervention and education have been provided may not be considered under this policy.

When an incident covered under the Good Samaritan Policy occurs, the student(s) involved will be required to meet with a University official to review the matter. While no formal disciplinary sanction will

be applied, an appropriate educational response may be. Failure to complete the educational requirements may result in a referral to the University Coordinator of Student Conduct.

In relation to RCW 28B.10.578, the Washington State "Good Samaritan" statute (RCW 69.50.315) applies to concerns over criminal prosecution.

IV. Saint Martin's University Acceptable Use Policy

Saint Martin's University provides numerous resources for the University's community to support its educational mission. The use of these resources must be consistent with the goals of the University. As a member of the Saint Martin's University community, all users are expected to act responsibly and follow all applicable laws, guidelines, policies, and procedures when utilizing campus property and resources. The University's Acceptable Use Policy includes the following guidelines that apply to all university community members and guests, including members of the Abbey, faculty, students, and staff:

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

N’edra Robertson Director of Employment Services	NRobertson@stmartin.edu 360-688-2280
Graydon Stanley Interim-Dean of Student Affairs	GStanley@stmartin.edu 360-438-4367
Javier Clavere Provost	Provost@stmartin.edu 360-438-4310

LeRoy Hunter
Associate Director of Public Safety
LHunter@stmartin.edu
360-438-4354

Daryl Henry
Assistant Director of Public Safety
DHenry@StMartin.edu
360-486-8876

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, they 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, they 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.

Students must contact the Dean of Student Affairs to request a return from a voluntary medical leave of absence. This contact should be made with sufficient notice to complete the application and approval process before the beginning of the semester in which the student wishes to return. The Dean of Student Affairs or designee considers the approval of return from leave, and may consult with the Counseling and Wellness Center, other relevant professionals and/or campus administrators, before recommending or approving the leave. The student must receive approval to return from leave before registering for courses or applying for on-campus residence for the semester.
The request to return must include supporting documentation from the student's treating medical or mental health professional, providing evidence that the health condition has been addressed and that the student is capable of resuming study and functioning safely as a member of the University community. Depending on the individual circumstances of the voluntary medical leave, the student may be asked to provide additional documentation concerning the nature and duration of treatment, recommendations for ongoing care once the student has returned from leave, or to provide releases to the Counseling and Wellness Center to allow communication with treatment providers, the Dean of Student Affairs, and/or the Behavioral Intervention Team, regarding the student's safe return to campus. Depending upon the individual circumstances of the medical leave, the student may also be asked to provide a brief statement describing:

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

If the return from voluntary medical leave is approved, the Dean of Student Affairs will contact the student to request a check-in visit to review the student's safety and review their plan for sustained health, including recommendations for ongoing treatment, on or off-campus. Students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students are responsible for communicating their requests for academic accommodation to Disability Support Services.

If the Dean of Student Affairs determines, after considering the student's request and supporting documentation, that the student is not ready to return to the University, the student will be advised of

that decision in writing. The written response to the student will also include recommendations to enhance the student's chance of approval the next time the student's request is considered. Leave of Absence Forms can be found in the "forms" section on the Office of the Registrar's webpage.

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 they believe 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 LISTENING[1] and RESPECT OF PERSON[2], 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:

- Time

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

- Place

Demonstrations, rallies, or protests may not take place in Residence Halls, Residence Hall parking lots, the Norman Worthington Conference Center, or the Marcus Pavilion, or in any space reserved by other members of the University community or campus guest(s). Demonstrations, rallies or protests may not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building entry or exits points.

- Manner

The manner in which Saint Martin's University community members engage in civil discourse, regardless of content or viewpoints being expressed, is held to a high standard[3]. Just as students are encouraged to engage in critical thought and social action, so are they expected to do so in a civil manner honoring the inherent dignity of all people, even those who may disagree.

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

---

[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

[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

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

- Accountability

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

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

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

XIII. Sexual Harassment Policy Overview

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. 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.

For more detailed information on University policies related to sexual harassment, victims' rights and resources, or the complaint investigation and resolution process, please refer to https://www.stmartin.edu/about/policies/title-ix or *the full policy, included as* Appendix C.

XIV. Saint Martin's University Supplemental Grievance Policy

Saint Martin's University is committed to the internal resolution of disputes arising between members of the university community. The university encourages its community members to resolve their disputes at the earliest and most informal stage (e.g., by talking directly with one another, through facilitated conversation, and/or through conflict mediation). When informal resolution is not possible, every member of the university community has the right to file a grievance and have if addressed fairly.

The following administrative procedures are intended to cover grievances between students and members of the university's faculty, staff or administration. They shall apply to all grievances other than grade disputes, allegations of academic dishonesty, sexual harassment/sexual misconduct, and student conduct issues covered by the Code of Student Conduct.

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

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

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

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

XV. Student Right to Know Act

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

OFFF 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

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.

N'edra Robertson Director of Employment Services	NRobertson@stmartin.edu 360-688-2280
Graydon Stanley Interim-Dean of Student Affairs	GStanley@stmartin.edu 360-438-4367
Javier Clavere Provost	Provost@stmartin.edu 360-438-4310
LeRoy Hunter Associate Director of Public Safety	LHunter@stmartin.edu 360-438-4354
Daryl Henry Assistant Director of Public Safety	DHenry@StMartin.edu 360-486-8876

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.

Definitions

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 their 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.

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

- Denying or granting in whole or in part a promotion or other advancement opportunities based on an individual's protected status;
- Granting preference in education or employment based on an individual's protected status;
- Assigning grades based on an individual's protected status;
- Making work assignments based on an individual's protected status;
- Denial of use of facilities or equipment based on an individual's protected status;
- Denial of leave based on an individual's protected status;
- Directing racial or ethnic slurs at someone;
- Telling someone repeatedly they are too old to understand new technology;
- Teasing or mocking a person with a disability;
- Ridiculing a person's religious beliefs;
- Vandalizing or defacing property;
- Placing written or visual material, such as a swastika or a homophobic epithet, on the door of an individual's living or work area;
- Chalking anti-Semitic discriminatory or inflammatory language on campus property, such as sidewalks, buildings, roadways, walls or parking lots;
- Making threatening telephone calls, sending threatening e-mail messages, or threatening voice mail messages.
- Participating in or facilitating hate crimes. As defined in the Clery Act, a *hate crime* is a crime reported to local law enforcement or to a Campus Security Authority manifesting evidence the complainant was intentionally selected because of a bias against the complainant. For the purpose of this policy, the categories of bias include those protected classes outlined above. Examples include, but are not limited to: intimidating comments or phone calls, hate mail 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 1972and 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 they are 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:

N'edra Robertson Director of Employment Services	NRobertson@stmartin.edu 360-688-2280
Graydon Stanley Interim-Dean of Student Affairs	GStanley@stmartin.edu 360-438-4367
Javier Clavere Provost	Provost@stmartin.edu 360-438-4310
LeRoy Hunter Associate Director of Public Safety	LHunter@stmartin.edu 360-438-4354
Daryl Henry Assistant Director of Public Safety	DHenry@StMartin.edu 360-486-8876

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 Sex-based Harassment and Discrimination

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, sex-based harassment and sex-based discrimination, of any nature, is not tolerated at Saint Martin's University.

Overview

This policy defines Saint Martin's behavioral 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 sex-based discrimination and/or harassment, and outlines some of the campaigns, strategies, and initiatives the University has implemented to promote awareness and educate its community about sex-based harassment and/or sex-based discrimination.

This policy applies to all current students and employees, and to former students and employees when the sex-based harassment or discrimination allegation occurred at the time they were participating in Saint Martin's education program or activities. This policy also applies to third parties, such as vendors and campus visitors. Sex-based harassment and discrimination in the workplace, on campus, 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, same gender, transgender, or between a supervisor and an employee, or an employee and a vendor, student or third party.

The Title IX 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, effective August 1, 2024. The Title IX Sexual Harassment Grievance Process will be used as the initial evaluation of complaints/reports regarding sex-based harassment and discrimination. If at any time, a report 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. Complainant (for the purpose of this specific policy) means a person who is alleged to have been subjected to conduct that could constitute sex-based harassment and/or discrimination. Under Title IX should be understood that a parent, guardian, or other authorized legal representative can exercises a legal right to act on behalf of the individual subjected to conduct that could constitute sex-based harassment and/or discrimination.
2. Respondent (for the purpose of this specific policy) means a person who is alleged to have violated the recipient's prohibition on sex-based harassment and/or discrimination.

3. Sex-based harassment and/or discrimination includes harassment/discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity, quid pro quo harassment, hostile environment harassment, as well sexual violence, domestic violence, dating violence, and stalking are also included.

4. Sex-based harassment and/or discrimination for the purposes of Title IX, is conduct on the basis of sex that satisfies one or more of the following:

    a) An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under an education program or activity of Saint Martin's, explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct (i.e. quid pro quo); or

    b) Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
        1. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;
        2. The type, frequency, and duration of the conduct;
        3. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
        4. The location of the conduct and the context in which the conduct occurred; and
        5. Other sex-based harassment in the recipient's education program or activity

    c) "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.

    d) "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.

    e) "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.

    f) "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.

5. 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.

6. Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
    a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    b) Dating violence does not include acts covered under the definition of domestic violence.

7. Domestic Violence is violence committed: includes asserted violent misdemeanor and felony offenses committed:
    a) By a current or former spouse or intimate partner of the victim;
    b) By a person with whom the victim shares a child in common;
    c) By a person who is cohabitating with, or has cohabitated with, the victim as a
    d) spouse or intimate partner;
    e) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
    f) 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 in which the crime of violence occurred.

8. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    a) Fear for the person's safety or the safety of others; or
    b) Suffer substantial emotional distress.
    c) For the purpose of this definition:
        1. *"Course of conduct"* means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
        2. *"Reasonable person"* means a reasonable person under similar circumstances and with similar identities to the complainant.
        3. *"Substantial emotional distress"* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

9. Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used there is no consent.

There is no consent if a person is mentally or physically helpless in a manner that the person 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 themselves, 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 they have consent from their 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.

10. 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.

4.8.1 Saint Martin's University Title IX Coordinator

Allegations of sex-based harassment and/or discrimination (including allegations relating to sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity) 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 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 sex-based harassment and/or discrimination 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 sex-based harassment and/or discrimination (whether or not the person reporting is the person alleged to have experienced the conduct) in person, by mail, by telephone, or by electronic mail (including text messages), 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 verbal or written report.

At Saint Martin's University, health and safety are fundamental to our community. Our University Good Samaritan and Whistle Blower Protection Policies protect student and employees who make good faith reports regarding sex-based harassment and/or discrimination.

Title IX Coordinator:

N'edra Robertson, M.A.
Director of Employment Services

Saint Martin's University
Office of Human Resources, OM 203
Lacey WA 98503
360-688-2280
NRobertson@stmartin.edu

Title IX Team

Graydon Stanley Interim Dean of Students GStanley@stmartin.edu 360-438-4367	LeRoy Hunter Associate Director of Public Safety LHunter@stmartin.edu 360-438-4354	Daryl Henry Assistant Director of Public Safety DHenry@StMartin.edu 360-486-8876

If You Experience or Hear of an Incident of Sex-based Harassment and/or Discrimination

If you have experienced sex-based harassment and/or discrimination, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, whether you are on or off campus, call 911. If there is no immediate danger, contact the Title IX Coordinator at NRobertson@stmartin.edu or 360-688-2280 or the Office of Public Safety at 360-438-4555 if you are on campus.

2. It is the policy of Saint Martin's University not to notify local law enforcement when sex-based harassment and/or discrimination occurs unless a complainant wishes or there is an emergency threat to health or safety of the campus community. Complainants have the option to notify law enforcement directly or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to local law enforcement but may also respect a complainant's request not to do so.

3. Consider securing immediate professional support (e.g. counseling, victim advocacy, medical services, etc.) to assist you in the crisis. Contact information for these resources is included below.

4. During regular business hours, students may go to the Saint Martin's University Counseling and Wellness Center, located in the St. Raphael Center or the Student Health Center located in Baran Hall Room 102. These are all confidential resources. 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
        - SafePlace: 360-754-6300, www.safeplaceolympia.org (rape relief/women's shelter)
        - Domestic Violence Hotline: 800-562-6025

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

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

5. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible is important in the case of rape or sexual assault. Providence Saint Peter Hospital's Sexual Assault Clinic offers specially trained staff to handle examinations, counseling referrals, and follow-up medical care. Physical evidence may be collected up to five days (120 hours) after an assault, although the likelihood of capturing evidence decreases over time. Having medical evidence collected promptly does not commit you to reporting or prosecuting the assault. The evidence may be stored until you make a decision whether or not you want to report to law enforcement.

    - To preserve evidence, it is recommended you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care as evidence may still be recoverable.

    - 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 confidentiality and privacy regarding the reporting party, information concerning the complaint and to the extent reasonable and feasible, the privacy of the person(s) accused of misconduct. 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 their 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	Student Health Center
St. Raphael Center	Burton Hall 102
360-438-4371	360-412-6160
	healthcenter@stmartin.edu

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

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

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

4.8.2 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 sex-based harassment and/or discrimination 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 sex-based harassment and/or discrimination are 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.

4.8.3 University Procedures for Responding to Reports of Sexual Harassment

When Saint Martin's University receives a report of sex-based harassment and/or discrimination, the report is forwarded to the Title IX Coordinator. The Title IX Coordinator will first determine if the misconduct meets the threshold of Title IX:

1. Does the conduct fit the definition of sex-based harassment and/or discrimination for Title IX purposes?

2. 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 sex-based harassment and/or discrimination occurs; it also includes any buildings owned or controlled by the University or student organization that is officially recognized by the University.

The Title IX Coordinator will offer the Complainant supportive measures and, if the alleged conduct meets the definition of sex-based harassment and/or discrimination under Title IX, 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 informal resolution process within the University's Anti-Harassment & Non-Discrimination policy or Code of Student Conduct.

Title IX Sexual Harassment Grievance Process

Definitions

1. Complainant is an individual who is alleged to experienced conduct that could constitute sex-based harassment and/or discrimination. The complainant can be a student, employee or third party (including but not limited to parents).

2. Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sex-based harassment and/or discrimination.

3. Decision-maker(s) are individuals who oversee and facilitate the 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.

4. Advisor of Choice is the individual selected by the complainant and the respondent to accompany them through a Title IX grievance proceeding and review evidence and investigative reports. The "advisor of choice" also participates in the hearings and may ask questions to the opposing party. The advisor of choice must follow the rules of decorum provided to them or be removed and replaced by an advisor selected by the University. The advisor of choice can be any person the complainant or respondent desires, including an attorney. In certain situations, described further in Hearing section below, the University may provide or assign an advisor.

5. Informal resolution occurs when both parties give voluntary, informed, consent to resolve a formal complaint prior to an investigation. At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint. The University does not require, as a condition of enrollment or continued enrollment, or employment or continued employment, or enjoyment of any other right, that any student or employee waive the right to an investigation and adjudication of formal complaints. Additionally, the University does not require the parties to participate in informal resolution and will offer informal resolution regardless of whether or not a formal complaint is filed. Under no circumstances will informal resolution be offered or facilitated to resolve allegations that an employee sexually harassed a student.

6. Supportive measures are non-disciplinary, non-punitive, individualized services offered by the University. Supportive measures may be offered as appropriate and as reasonably available, and without fee or charge to the complainant or the respondent before and after the filing of a formal complaint or where no formal complaint has been filed. These measures are to restore or preserve equal access to the University's educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University as a whole, or to deter sex-based harassment and/or discrimination. Supportive measures provided to the complainant and respondent will be confidential to the extent that maintaining confidentiality would not impair the ability of the University to provide the 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.

7. 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 sex-based harassment

and/or discrimination. This is undertaken through an individualized assessment of the safety and risk analysis.

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

9. Sanctions are disciplinary actions taken against a respondent if the respondent is determined to be responsible for the alleged sex-based harassment and/or discrimination. The range of potential sanctions includes, but is not limited to, permanent implementation of changes to class or work schedules, 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.

10. Remedies will be provided to a complainant if the respondent is determined to be responsible for the alleged sex-based harassment and/or discrimination. 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, the 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 hearings 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. 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 sex-based harassment and/or discrimination potentially constituting a violation of Title IX, and providing sufficient time to prepare a response before any initial interview, including:
    - 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

In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, the Title IX coordinator will determine whether to initiate a complaint of sex discrimination that complies with the University grievance procedures. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

1. The complainant's request not to proceed with initiation of a complaint;
2. The complainant's reasonable safety concerns regarding initiation of a complaint;
3. The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
4. The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
5. The age and relationship of the parties, including whether the respondent is an employee of the recipient;
6. The scope of the alleged sex discrimination, including information suggesting a
7. pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
8. The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
9. Whether the recipient could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures

If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the recipient from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint.

When a complaint is initiated by the Title IX coordinator, the Title IX Coordinator will notify the complainant prior to initiating the complaint and provide supportive measures.

Dismissing a Complaint

The Title IX Coordinator must dismiss a complaint if:

- The conduct alleged in the complaint would not constitute sex-based harassment and/or discrimination as defined by Title IX even if proved, and/or
- The conduct did not occur in the University's education program or activity, or

- At the time of filing a formal complaint, a complainant is not participating or attempting to participate in the education program or activity of the University.

The Title IX Coordinator has the authority to dismiss a complaint if:

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

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

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

Informal Resolution Process

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 sex-based harassment and/or discrimination, 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 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 reasonable opportunity to review the relevant and not otherwise impermissible evidence summarized in the investigative report that allows each party to prepare a response to be presented at the live 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 to the parties for inspection and review.

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

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

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) will not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

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

Determination of Responsibility

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

The written determination will include:

- Identification of the allegations potentially constituting sex-based harassment and/or discrimination under Title IX
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the University's policies or code of conduct to the facts.

- A statement of, and rationale for, the result as to each allegation including:
  - The determination regarding responsibility.
  - 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 simultaneously sent to both parties. Only one appeal of the written determination from each party will be permitted.

The University will reopen the appeal period only if:

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

Recordkeeping

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

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

4.8.4 Retaliation

This policy and Saint Martin's University prohibit retaliation against a complainant or witnesses for filing or participating in the investigation.

Common behaviors that could be considered retaliation include, but are not limited to:

- Keeping employees from attending meetings or other business events
- Transferring an employee to a different department or work location
- Providing the employee with a negative performance review
- Making the employee's work environment feel unsafe or uncomfortable
- Limiting the number of hours the employee works

In some instances, acts of employment retaliation may be subtle but still affect the employee. Signs of subtle workplace retaliation include but are not limited to:

- 'Cold shoulder' treatment by coworkers and managers (e.g., ignoring the employee in the breakroom, leaving the employee out of group activities such as coworker lunches and after-work happy hour, etc.)
- Excessive micromanagement of employees and being overly critical of work that was previously acceptable
- Managers and coworkers spreading false rumors about employees

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

Charges against an individual for a policy or code of conduct violation that does not involve sex-based harassment and/or discrimination, but arise out of the same facts or circumstances as a report of complaint of sex-based

harassment and/or discrimination, or a report or formal complaint of sex-based harassment and/or discrimination, 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:

- 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

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 Definitions 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

Appendix D: Saint Martin's University Hazing Policy

Saint Martin's University students learn to make a positive difference in their lives and in the lives of others through the interaction of faith, reason and service. As such, actions that cause harm are not in alignment with our Benedictine values. The University therefore strictly prohibits hazing in all forms both on and off-campus.

Hazing is a dangerous and sometimes even deadly practice that can harm and humiliate its victims psychologically and physically, even when victims are willing participants. Additionally, it is prohibited by federal and state law and can subject perpetrators to criminal and civil sanctions. Consequently, hazing has no place in the Saint Martin's University community.

Questions about this policy should be directed to the Office of Student Conduct and Conflict Resolution at studentconduct@stmartin.edu or 360-688-2920.

Definition

Hazing is formally defined in the Stop Campus Hazing Act , RCW 28B.10.900, and Sam's law for the purposes of federal and state legislation, which the Code of Student Conduct will fully enforce.

Hazing includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student club or organization, athletic team, and/ or living group, that causes, or is likely to cause:

- Bodily danger or physical harm
- Serious psychological or emotional harm
- Personal degradation or disgrace
- Property damage
- Interference with an individual's academic or work performance

including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate.

The expressed or implied consent of the person being hazed and acquiescence of bystanders or group members are not neutral acts and are in violation of the Code.

Examples of prohibited activities include, but are not limited to:

- Excessive ingestion, consumption, or vomit-inducing activities using alcohol, drugs, food, water, or other substances.
- Paddling, striking, or branding of an individual.
- Causing an individual to be indecently exposed.
- Excessive physical activity.
- Deprivation of food or sleep.
- Actions exposing personal values to compromise or ridicule.
- Transportation and abandonment.
- Personal servitude.
- Confinement of an individual to unreasonably small, unventilated, unsanitary, or unlighted areas.
- Participation in any activity violating University policies or any local, state, or federal law.
- Participation in any activities interfering with academic pursuits or normal life functions.

Hazing does not include customary athletic events or other similar contests or competitions.

Applicability

For the purposes of this policy, a club, organization, society, association, athletic team, club sports team, fraternity, sorority, band, or student government will be subject to this policy regardless of whether or not the aforementioned is established or recognized by the University. Applicability of the policy is however subject to membership consisting of two or more of the members being students enrolled at Saint Martin's University.

Responsibility and Reporting

This policy applies to all University community members, including all University sponsored clubs, organizations, teams and their individual members, coaches, and advisors; academic cohorts; and individual University faculty, staff, volunteers, and contractors.

No University student, student club or organization, academic cohort, staff member, faculty member, employee, volunteer, or contractor may engage in, conspire to engage in, or participate in the hazing of another. Hazing is prohibited whether it occurs on or off-campus.

If, as a result of observations or information received in the course of employment or volunteer service, any employee, including a student employee, or contractor or volunteer at the University has reasonable cause to believe that hazing has occurred or may occur, they shall report the incident, or cause a report to be made, to the Dean of Students. The person shall make the report at the first opportunity to do so.

Concerns about potential hazing should be referred to Saints Care.

A person who witnesses hazing or has reasonable cause to believe hazing has occurred or will occur and makes a report in good faith may not be sanctioned or punished under the Good Samaritan Policy for the violation of this Policy, unless the person is directly engaged in the planning, directing, or act of hazing reported.

Nothing in this section shall preclude a person from independently reporting hazing or suspected hazing activity to law enforcement.

Investigation and Process

In order to fully investigate alleged violations of Code of Student Conduct or other student conduct related policies (not including Title IX), such allegations may be formally investigated by the Office of Public Safety or another individual/ entity; the designation of an investigative person/ entity will be at the discretion of the Chief Student Conduct Officer.

Once an investigation has concluded, the report will be forwarded to the Office of Student Conduct and Conflict Resolution and will follow the Forms of Resolution as detailed in the Code of Student Conduct.

Sanctions

As noted in the Code of Student Conduct, when students and/or University clubs/organizations are found in violation of University policies, sanctions shall be imposed. The purpose of sanctioning is to educate a student or University clubs/organization as to why their behavior is inappropriate, as well as to make them aware of and sensitive to all the possible consequences of the behavior in question. Sanctions will be determined on a case by case basis, considering the nature and circumstances of the offense, the impact of the offense on the University community including those directly harmed by the conduct, prior sanctions applied in similar cases, the conduct record of the responding party and the responding party's attitude and behavior throughout the conduct process.

Prevention and Education

The university will provide hazing prevention education on the signs and dangers of hazing as well as the institution's prohibition on hazing to both students and employees. This hazing prevention education is provided electronically through Vectors Solutions. The prevention education is provided to employees on an annual basis, and to students as they matriculate into the University; hazing prevention education for students is part of New Saints Online Training (NSOT).

Record Keeping and External Reporting

Saint Martin's University will publicly report hazing violations beginning on August 5, 2022.

The report will include:

- The name of the student organization/ club, athletic team, or living group.
- The date the investigation was initiated.
- The date on which the investigation ended with a finding that a violation occurred.
- A description of the incident.
- The details of the sanctions imposed.
- The date the student organization/ club, athletic team, or living group was charged with a violation.

The report will not include any personal or identifying information of individual students and is subject to the requirements of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232, et seq. ("FERPA"). Saint Martin's University will maintain reports for five years and post reports on its Student Conduct and Conflict Resolution webpage at least 45 calendar days before the start of the fall academic term and at least 10 days before the start of all other academic terms. Investigations that do not result in a finding of formal violations will not be included in the report.

Appendix E: Missing Student Policy

This policy establishes procedures to be followed at Saint Martin's University in the event that a student is reported missing and of the option to provide confidential contact information for a person to be notified in the event the student is officially reported as missing as required by the Higher Education Opportunity Act of 2008. If there is reason to believe that a student may be missing, whether or not the student resides on-campus, the Dean of Students and Public Safety will make all possible efforts to locate the student and determine their state of health and well-being.

- Anyone believing a student may be missing should report that to the following: Dean of Students, Public Safety, and/ or Housing and Residence Life.
- When a student is officially reported missing, the Dean of Students or their designee will initiate an investigation into the welfare of the student. If the student lives on-campus, Public Safety as well as Housing and Residence Life will coordinate efforts to locate the student, including a welfare check into the room in exigent circumstances.
- In the case of a student residing on campus, if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good-faith effort to contact the student or an emergency contact using any information the student has provided to Saint Martin's University for this purpose. The Dean of Students or their designee will gather all essential information about the student from the reporting person and may contact student's acquaintances. Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, the Dean of Students or their designee will contact the appropriate Police Department to report the student as a missing person and they will take charge of the investigation. Public Safety will cooperate, aid, and assist local and state law enforcement agencies as prescribed by law and/or mutual aid agreements
- Within 24 hours of a determination that the student is missing, Dean of Students or their designee will make a good-faith effort to contact any emergency or confidential contact identified by the student. If a reported missing student is under the age of 18 and is not emancipated, the Dean of Students or their designee also will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student. Regardless of the age of the student, the College will also notify appropriate law enforcement within 24 hours of the determination that the student is missing.
- For purposes of this policy, a student may also be considered to be a "missing person" at any time prior to the expiration of 24 hours the person's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Appendix F: Other University Related Grievance Processes

While the Student Handbook details a variety of Student related grievance processes, other grievance processes are further detailed with:

- Saint Martin's University Academic Catalog
- Saint Martin's University Consumer Information
- Saint Martin's University Policies