Dear University of Portland Students,

It is with great enthusiasm that I welcome you to this new academic year on the Bluff. Whether you live on or off campus, this handbook is meant to serve as a resource to you about life in our community. I hope you will find it helpful as you navigate the many opportunities available to you here at UP.

As a Catholic university guided by the Congregation of Holy Cross, we are committed to developing the whole person through our mission: teaching and learning, faith and formation, service and leadership. Whether in a classroom, a residence hall, or a chapel, we hope that you find people and resources to challenge your intellect, develop your character, and deepen your faith. We hope that living with and among one another will spark your commitment to service and respect for every person you encounter, both on and off campus.

As a community, we are strengthened by the unique gifts and talents offered by each student. Ours is an inclusive environment that respects the dignity of each individual and provides the space and support for each member to flourish as an individual and as a part of the greater whole. It is in this spirit that we hold high expectations for one another. We are called to live by the example of Jesus Christ: to serve one another, grow with one another, and respect one another. The UP community as a whole is shaped by the successes and failures of individuals, and we seek every opportunity to encourage, challenge, and educate one another to live lives of great moral character.

I join with you in a spirit of great enthusiasm as we begin this new year, and wish you well in all of your endeavors. I pray that you will take advantage of the many great opportunities the UP community has to offer. May Christ the Teacher and the Spirit of Wisdom guide you in your work.

In Holy Cross,

(Rev.) Gerard J. Olinger, C.S.C.
Vice President for Student Affairs
Life on the Bluff is a guide to student life at the University of Portland and contains the policies, procedures, rules, and regulations that govern life in our community. These standards apply to all University of Portland students, graduate and undergraduate, both on and off campus. All students are responsible for the contents of this Handbook and should conduct themselves according to the standard of responsible behavior expected of members of the University of Portland community. This Handbook is not a contract between the student and the University, and the University reserves the right to modify or revise the contents of this Handbook at any time. In the event that a policy contained in Life on the Bluff is contradicted elsewhere, the policies found within this book should take precedence as the current policy.

Equal Opportunity and Nondiscrimination Policy
The University of Portland does not discriminate in its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or employment on the basis of race, color, national or ethnic origin, sex, disability, age, or sexual orientation. The University expressly reserves its rights and obligations to maintain its commitment to its Catholic identity and the doctrines of the Catholic Church.

The designated coordination point for University compliance with Section 504 of the Rehabilitation Act of 1973 and for the Americans with Disabilities Act (ADA) is the Executive Vice President, in coordination with the University Health Center, Human Resources, and the Office of University Events. Dr. Thomas G. Greene will serve as the executive vice president solely for the purpose of complying with this policy. Dr. Greene may be contacted at:

Dr. Thomas G. Greene
Provost
Waldschmidt Hall 406, MSC 173
(503) 943-7105
greene@up.edu

Title IX Coordinator
All inquiries concerning the application of Title IX and its implementing regulations may be referred to the University’s Title IX Coordinator, Deputy Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the Department of Education. The University’s Title IX Coordinator and Deputy Title IX Coordinator are:

Bryn M. Sopko
Title IX Coordinator, Director of Human Resources
Waldschmidt Hall 501, MSC 168
(503) 943-8987
sopko@up.edu

Fr. John J. Donato, C.S.C.
Deputy Title IX Coordinator for Students
Waldschmidt Hall 216, MSC 170
(503) 943-8532
donato@up.edu
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The University of Portland, an independently governed Catholic university guided by the Congregation of Holy Cross, addresses significant questions of human concern through disciplinary and interdisciplinary studies of the arts, sciences, and humanities and through studies in majors and professional programs at the undergraduate and graduate levels. As a diverse community of scholars dedicated to excellence and innovation, we pursue teaching and learning, faith and formation, service and leadership in the classroom, residence halls, and the world. Because we value the development of the whole person, the University honors faith and reason as ways of knowing, promotes ethical reflection, and prepares people who respond to the needs of the world and its human family.

Core Mission Themes

Teaching and Learning
An education that is rooted in the traditions of Holy Cross is committed to the highest level of excellence in the course of developing the whole person. In the wake of the French Revolution, the founder of Holy Cross, Blessed Basil Moreau, wanted a school system that taught the complementary truths of faith and reason in the context of a secular culture while receiving unquestioned certification for excellence by achieving the highest standards. He personally sought and hired the most qualified faculty for his schools and encouraged their development as teachers and as persons. His commitment to educate the whole person of the student—
what he called “the head, the heart, and the hands”—continues to guide the work of Holy Cross universities today.

**Faith and Formation**

If “Teaching and Learning” can be said to focus on the education of the “head,” the education of the “heart” is captured by the focus on “Faith and Formation.” From the beginning, Blessed Basil Moreau emphasized that students should live in residence with one another and their faculty, gaining from daily conversation and example what cannot be learned in the classroom alone. A Holy Cross education provides a rich experience of community in all facets of student life, including athletics, student government, and participation in the arts; students are encouraged to develop their deepest beliefs and values in the context of worship, discussion, prayer, and service of others. While this theme of Holy Cross education is most often possible for undergraduate students, graduate students are also welcome and challenged to develop in these ways through the opportunities available to them.

**Service and Leadership**

The education of the “hands” refers to the many ways that students test their education and grow in wisdom in the context of real-world challenges. Blessed Basil Moreau valued the practical advantages of training outside the classroom — what we call service-learning, practica, faculty-guided research, or internships. Opportunities to study abroad are especially important for learning “hands on” the cultures of an increasingly inter-related world. A Holy Cross education achieves its finality when students, mature in wisdom and knowledge, serve the common good with zeal and through that service exercise leadership that transforms the world.

**Statement on Inclusion**

At the University of Portland, a Catholic University guided by the Congregation of Holy Cross, all dimensions of our communal life—teaching and learning, faith and formation, service and leadership—are informed and transformed by prayer, scripture, and the Christian tradition. Our belief in the inherent dignity of each person is founded upon the social teaching of the Catholic Church. At the center of that teaching is the fundamental mandate that every person, regardless of race, color, religion, gender, sexual orientation, social and economic class, age, or disability shall be treated with respect and dignity.

Moreover, we seek to create and sustain an inclusive environment where all people are welcomed as children of God and valued as full members of our community. We condemn harassment of every kind, and assert that no one in our community should be subject to physical or verbal harassment or abuse. Further, no one shall be denied access to programs, services, and activities for any unlawful reason. We provide all who live, learn, and work at the University the opportunity to actively participate in a vibrant, diverse, intellectual community that offers a broad range of ideas and perspectives, so that we may all learn from one another.
QUICK REFERENCE

President’s Leadership Cabinet

Rev. Mark L. Poorman, C.S.C.
President

Thomas G. Greene
Provost

Laurie C. Kelley
Vice President for University Relations

Rev. Gerard J. Olinger, C.S.C.
Vice President for Student Affairs

James B. Ravelli
Vice President for University Operations

Alan P. Timmins
Vice President for Financial Affairs

Danielle E. Hermanny
General Counsel & Executive Assistant to the President

Scott R. Leykam
Director of Athletics

Bryn M. Sopko
Director of Human Resources

J. Bryce Strang
Senior Associate Vice President for Development

Deans

Michael F. Andrews
Dean of the College of Arts and Sciences

Robin D. Anderson
Dean of the Dr. Robert B. Pamplin, Jr. School of Business

John L. Watzke
Dean of the School of Education

Sharon A. Jones
Dean of the Donald P. Shiley School of Engineering

Matthew J. Baasten
Associate Provost & Dean of the Graduate School

Joanne R. Warner
Dean of the School of Nursing

Jason S. McDonald
Dean of Admissions

Drew Harrington
Dean of the Library

Division of Student Affairs Senior Staff

Rev. Gerard J. Olinger, C.S.C.
Vice President for Student Affairs

Rev. John J. Donato, C.S.C.
Associate Vice President for Student Development

Amy E. Cavanaugh
Director of Career Services

Rev. Mark F. DeMott, C.S.C
Interim Director of Campus Ministry

Gerald A. Gregg
Director of Public Safety

Christopher T. Haug
Director of Residence Life

David T. Houglum
Director of the Moreau Center

Jeromy A. Koffler
Director of Student Activities

Paul R. Myers
Director of University Health Center

Michael J. Pelley
Director of International Student Services
## RESOURCE GUIDE

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<td>Brian Dezzani</td>
<td>(503) 943-8755</td>
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<td>Sexual Assault Information</td>
<td>Title IX Coordinator</td>
<td>(503) 943-8987</td>
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<td>Writing Center</td>
<td>(503) 943-8002</td>
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SELECTED STUDENT SERVICES

Campus Ministry
Rev. Mark F. DeMott, C.S.C., interim director
(503) 943-7131
ministry@up.edu
St. Mary’s Student Center
up.edu/campusministry

The efforts of Campus Ministry further the University’s mission of educating the whole person by anchoring the life of the University community in the knowledge of God’s presence. Concerned for the dignity of every human being as God’s cherished child, Campus Ministry assists all members of the University community to discover the deepest longing in their lives. Rooted in the Roman Catholic tradition, Campus Ministry respects and seeks to nurture the faith development of Catholics, other Christians, and all who seek God with a sincere heart. To this end, Campus Ministry offers a variety of activities open to all members of the University community.
**Career Services**  
Amy E. Cavanaugh, director  
(503) 943-7201; career@up.edu  
Orrico Hall Lower Level  
up.edu/career

Career Services assists students in all aspects of career development, including helping students identify and choose major fields of study, plan and develop careers, and apply effective job search skills for finding internships, summer jobs, and full-time employment; post-graduate volunteer service; and graduate and professional school applications.

**Early Alert Program**  
Rev. John J. Donato, C.S.C., director; Matthew J. Baasten, director  
up.edu/earlyalert

The Early Alert program supports undergraduate students manifesting acute medical, mental, or academic issues and is accessed primarily by faculty and staff, but also by students and parents. While most students at the University experience success in their academic and social experiences, the University is committed to helping all students reach their potential. When students are referred to the Early Alert program, Early Alert personnel will then contact the student. If the student responds to the contact and agrees to the support, the student is referred to one of many support personnel on campus (Campus Ministry, counseling, medical, Freshman Resource Center, academic centers, etc.) to activate the appropriate support.

**International Student Services**  
Michael J. Pelley, director  
(503) 943-7367; iss@up.edu  
Christie Hall 022  
up.edu/iss

The Office of International Student Services provides services to more than 150 international students, scholars, and faculty from more than 40 sovereign nations. The director serves as liaison to the Department of Homeland Security, the Department of State, NAFSA: Association of International Educators, the Institute of International Education, and other local, state, national, and international programs and agencies. The office advises international students and student groups, evaluates foreign transcripts, provides international student orientation, administers the international scholarship program, and sponsors a variety of programs including the Campus Connector Program.
The Moreau Center gives students opportunities to provide direct service and work to improve communities in Portland, the United States, and globally. The Moreau Center aids the formation of spiritually aware servant-scholars and global citizens committed to leading for the common good. Opportunities for weekly service, one-time efforts, and programs complemented by educational opportunities, allow for critical reflection on social issues and to probe the links between faith, service, and social concern. The office also supports faculty and students in developing service-learning experiences which link course content and community service and organizes co-curricular service-learning immersions during academic breaks. Updated opportunities can be found at wordpress.up.edu/moreauvolunteerblog and wordpress.up.edu/moreauservelearn.

Office for Students with Disabilities
Melanie J. Gangle, coordinator
(503) 943-7134; health@up.edu
Orrico Hall Upper Level
up.edu/healthcenter/oswd

In keeping with the University’s mission, the Office for Students with Disabilities works in partnership with students with disabilities, faculty, and University offices to coordinate reasonable accommodations and access. Generally, appropriate documentation of disability must be provided by the student before any consideration of accommodations or support can be provided. Guidelines for providing disability documentation are available from the OSWD website, or from the coordinator upon request. Students with disabilities are encouraged to contact the Office for Students with Disabilities for further information.

Public Safety
Gerald A. Gregg, director
(503) 943-7161; publicsafety@up.edu
Haggerty Hall 100
up.edu/publicsafety

The University of Portland Public Safety Department exists to serve and protect the campus community. Its mission is to support the University’s primary objectives of teaching and learning, faith and formation, service and leadership by helping to promote, create, and maintain a safe, secure, and enjoyable campus environment for all members of the University Community and its guests.
Residence Life
Christopher T. Haug, director
(503) 943-7205; reslife@up.edu
Buckley Center 101
up.edu/housing

The Office of Residence Life is committed to creating supportive Christian living and learning environments where an education of the heart and hands is as important as the education of the head. We are committed to the formation of Christian community in the spirit of the Congregation of Holy Cross. We are also committed to the formation of individuals through caring relationships and interactions between staff, faculty, and students. Our students are called by this mission to involve themselves in faith, service, and leadership experiences for a continued education of the head, heart, and hands.

The Office of Residence Life is managed by the Director of Residence Life, the Associate Director for Housing, the Associate Director for Community Standards, the Housing Coordinator, and the Office Manager. The Office’s primary responsibility is working with hall staffs to support the formation of Christian communities.

Answers to Frequently Asked Questions about Residence Life topics may be found at the Residence Life website, up.edu/housing, under the “FAQs” link.

Shepard Freshman Resource Center
Brenda C. Greiner, director
(503) 943-7895; sfrc@up.edu
Buckley Center 113
up.edu/sfrc

The Shepard Freshman Resource Center was established under the Provost’s office by regent Steve Shepard. Its objective is to help first-year students make a successful transition to University life. The Center oversees counseling and advising for first-year students, helping them resolve issues with career planning, financial aid, registration, and social adjustment. The Center assists undeclared first-year students as they select a major course of studies.

The Freshman Center also directs a freshman seminar workshop program, led by upper-class students, to instruct first-year students in college learning strategies and to mentor them in University culture and procedures. Additionally, the Center offers upper-class mentors for first-year students. First-year students of any major are welcome to use the Center’s resources.

Student Activities
Jeromy A. Koffler, director
(503) 943-7470; stuact@up.edu
St. Mary’s Student Center
up.edu/activities

In support of the tenets of the University’s mission of Teaching and Learning, Faith and Formation, and Service and Leadership, the Office of Student Activities (OSA) exists to facilitate active participation in extracurricular activities and leadership. The department provides a
dynamic environment that creates opportunities for students to learn and practice decision-making as it relates to their core values and the benefits of the community. Through active mentorship, the staff of the department promotes a complex understanding of human diversity, the formation of productive relationships, and lifelong learning.

The University aims to enhance the educational experience of students by encouraging and supporting a wide range of student extracurricular interests, including student government, student media, multicultural programs, and a rich variety of clubs and organizations. Students who take advantage of the programs and participate in student groups gain invaluable practical experience in developing a wide range of skills that are related to interpersonal relationships, humanitarianism, civic engagement, organizational leadership, resource management, use of technology, and ethical decision-making.

**University Health Center**

Paul R. Myers, director  
(503) 943-7134; health@up.edu  
Orrico Hall Upper Level  
up.edu/healthcenter

The services and programs of the University Health Center are made available to all students to protect public health, promote wellness, and enhance the quality of life at the University. The focus of care is on the individual student with a concern for overall growth and development in academic, social-emotional, physical, vocational, and spiritual domains.

We offer primary health care, immunizations, mental health counseling and testing services, and academic counseling. Nominal fees are charged for psychological assessment, medication, laboratory studies, and medical supplies. Other service visits are free of charge.
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<td>(503) 943-7563</td>
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<td>Joe Burke</td>
<td>(503) 943-7575</td>
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<td>Tyler Zimmerman</td>
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<td>Fr. Pat Hannon, C.S.C.</td>
<td>(503) 943-7700</td>
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<td>Michael Wode</td>
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<td>Mike Palmer, C.S.C.</td>
<td>(503) 943-7476</td>
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<td>Sr. Sue Bruno, O.S.F.</td>
<td>(503) 943-8477</td>
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<td>Assistant</td>
<td>Allison Scott</td>
<td>(503) 943-8478</td>
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<td>Pastoral</td>
<td>Fr. John Donato, C.S.C.</td>
<td>(503) 943-8399</td>
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<td>Haggerty &amp; Tyson</td>
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<td>Director</td>
<td>Tyler Hale</td>
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<td>Assistant</td>
<td>Isaac Otto</td>
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<td>Fr. Jeff Schneibel, C.S.C.</td>
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<td>Kenna</td>
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<td>Katie Doyle</td>
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<td>Gina LoSchiavo</td>
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<td>Kelsey Rea</td>
<td>(503) 943-7539</td>
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<td>Assistant</td>
<td>Becky Wauson</td>
<td>(503) 943-7587</td>
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<td>Pastoral</td>
<td>Fr. Art Wheeler, C.S.C.</td>
<td>(503) 943-7489</td>
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<td>Schoenfeldt</td>
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<td>Joe Coulter</td>
<td>(503) 943-8435</td>
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<tr>
<td>Assistant</td>
<td>Brock Vasconcellos</td>
<td>(503) 943-8474</td>
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<td>Fr. Gerry Olinger, C.S.C.</td>
<td>(503) 943-8265</td>
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<td>Director</td>
<td>David Lester</td>
<td>(503) 943-7560</td>
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<tr>
<td>Assistant</td>
<td>Genesee McCarthy</td>
<td>(503) 943-7486</td>
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<tr>
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<td>Br. Tom Giumenta, C.S.C.</td>
<td>(503) 943-7498</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Mark Ghyselinck, C.S.C.</td>
<td>(503) 943-7953</td>
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<td>Villa Maria</td>
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<td>(503) 943-7576</td>
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<td>Director</td>
<td>Kurt Berning</td>
<td>(503) 943-1531</td>
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<td>Kevin McCaffrey</td>
<td>(503) 943-7571</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Charlie McCoy, C.S.C.</td>
<td>(503) 943-7604</td>
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UNIVERSITY POLICIES AND STANDARDS OF STUDENT CONDUCT

Introduction
The University of Portland is a Catholic university guided by the Congregation of Holy Cross. As our mission statement articulates, we strive to develop the whole person through teaching and learning, faith and formation, service and leadership. The result of this mission is graduates who are prepared to respond to the call of Jesus Christ to serve the needs of the world and the whole human family.

As part of our Catholic mission, it is important that we at the University of Portland are people of great character and moral virtue. We are called to live as Jesus did: to show love and respect to all we encounter, to order our actions towards the service of God and others, and to create a community in which all can thrive. Rooted in Gospel values, ours is a community that respects the dignity of every person. Our University policies reflect the importance of holding one another accountable to this ideal.

Our University is not a microcosm of the larger society and it is not intended to be a miniature of the world outside its front gate. The University of Portland is a mission-based community. What differentiates us from the larger society is our emphasis on community, collaboration, and learning together in the pursuit of truth in the Catholic tradition. For these reasons, our policies hold students to a higher standard and have as their goal educating students and preserving community.
Applicability of Policies and Standards of Student Conduct

The University policies and standards of conduct described below apply to all students, graduate and undergraduate, from matriculation to graduation, as well as non-matriculated students. The University reserves the right to take action in cases of off-campus misconduct or violations of state or federal law.

Students who violate state or federal law may be subject to the University student conduct process concurrent to criminal proceedings. The University is not necessarily bound by the policies, procedures, or findings of a court of law, and may continue its conduct proceedings before, during, and after any criminal action. A student not held responsible in a court of law may still be subject to conduct action at the University.

If a student is charged with or convicted of a felony, the University, through the Division of Student Affairs, reserves the right to take immediate action and suspend or permanently dismiss the student, independent of the student conduct process.

General Standards of Student Conduct

The following actions and behaviors are clearly inconsistent with the University’s expectations for members of its community. As a result, violations of these standards will call into question a student’s continued full participation in the University community:

1. Sexual harassment (see Sexual Harassment Policy for additional information).
2. Sexual misconduct (see Sexual Misconduct Policy for additional information).
3. Sexual assault (see Sexual Misconduct Policy for additional information).
4. Possession, use, sale, distribution, or manufacture of drugs or other controlled substances (see Drugs Policy for additional information).
5. Theft, damage, or vandalism of property.
6. Dishonesty, forgery, or taking advantage of another.
7. Violence or the threat of violence against another person, or any action that causes injury to another.
8. Abusive or harassing behavior.
9. Unauthorized possession of explosives, incendiary devices, firearms, or other weapons.
10. Behavior that disrupts or interferes with the proper functioning of the University community, in both academic and non-academic settings.
11. Behavior that infringes upon the well-being and/or rights of others or that endangers the safety of life of oneself or others.
12. Failure to follow the directive of a University official.
Core Principles of Student Conduct

Working together as a community, students, faculty, and staff help foster a campus atmosphere that furthers the mission of the University. Students are expected to enhance the campus community. This expectation calls for behavior that demonstrates the five principles of student conduct: respect for self, respect for others, respect for authority, respect for property, and honesty.

Respect for Self

The University values all of its students and is deeply concerned with their total development. Therefore, it is appropriate for the University to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives.

Respect for Others

As a Catholic university, we share a common belief that human integrity is rooted in our relationship with God. Respect and civility are basic to our common life at the University of Portland. It is expected that members of our community will be open to learning about and respecting persons and cultures different from their own. The University of Portland expects its members to treat one another with sensitivity, consideration, understanding, love, and acceptance.

Respect for Authority

Authority derives its legitimacy from its commitment to act on behalf of the common good. At the University of Portland, that authority especially resides in the officers of the University and its faculty, administrators, and staff. These individuals serve as leaders and model by example the University’s expectations for all its members. The successful exercise of authority depends in part on the respect it enjoys from the community it serves.

Respect for Property

This principle requires students to respect personal and institutional property, both inside and outside the University of Portland community.

Honesty

While at the University of Portland, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom and on and off campus.

Sexual Intimacy Policy

In keeping with the teachings of the Catholic Church, the University believes the fullness of sexual intimacy exists only within a marriage. As a Catholic university, the University of Portland community believes that sexual intimacy outside of marriage is an inappropriate and incomplete expression of love, and such intimacy does not reflect full dignity of self and others. Consequently, acts of sexual intimacy outside of marriage are contrary to the values and
mission of the University of Portland, and students engaging in such acts may be subject to University discipline.

**Consensual Relationships Policy**

The University of Portland prohibits any faculty or staff employee from engaging in a romantic and/or sexual relationship with any undergraduate or graduate student currently enrolled at the University. Exceptions to this prohibition will be considered on a limited, case-by-case basis by the Office of the Provost and/or appropriate University Officers as determined by the Director of Human Resources.
Emergency Procedures

The two most important resources during an emergency are Hall Staff and Public Safety. For a full description of what procedures to follow in an emergency, students may consult the Emergency Resource Guide, available on the Public Safety website.

Generally, it is important for all students living in or visiting residence halls to know the emergency routes from the room and hall. Students should also know where fire extinguishers are located and how to operate one. Students are encouraged to learn basic first aid and CPR.

Fire

In the event of a fire, students should activate the nearest fire alarm and evacuate the building. Students should be sure to close their doors as they exit, and must follow all directions of staff members. Failure to do so is unsafe and may lead to action under the student conduct process.

Earthquake

Students should be aware of tall and heavy objects in their room that could shift or fall in the event of an earthquake. Objects above beds and desks are particularly dangerous and students should set up their room to avoid these hazards. During an earthquake, students should not enter or exit a building during shaking. If inside, students should move away from windows,
unsecured furniture, and other heavy objects and brace themselves in doorways or under heavy furniture. If outside, students should position themselves away from buildings, trees, utility poles, and power lines.

**Bomb Threat or Suspicious Packages**
Contact Public Safety immediately by calling (503) 943-4444 or 911 and follow all directions.

**Crime in Progress or Suspicious Person(s)**
Students should not attempt to interfere with a criminal unless in an attempt to protect themselves. If possible, students should attempt to get a good description of the person and should call Public Safety at (503) 943-4444 or 911.

**Interpersonal Violence**
The University of Portland is committed to fostering a safe community free from all forms of violence. All members of the community are called to honor and respect the inherent value and dignity of others. Of particular concern is interpersonal violence—also known as “power-based personal violence”—a form of violence that uses power, control, and/or intimidation to harm another. **This type of violence may include but is not limited to relationship violence, stalking, sexual misconduct or assault, and sexual harassment.** This type of violence is inclusive of that committed while under the influence of drugs and alcohol, and may be directed against strangers, friends, acquaintances, intimate partners, or others. Interpersonal violence will not be tolerated by the University of Portland community. All types of interpersonal violence are an affront to the dignity of both the self and others. The University reserves the right to take action when it believes that standards of human dignity have been violated. Furthermore, such behavior may result in discipline including dismissal from the University. Confidential resources and options for reporting instances of interpersonal violence can be found later in this section.

Interpersonal violence often occurs when there has not been effective consent.

**Consent**
*Consent* means informed, freely, and voluntarily given mutual agreement understood by both parties and communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent will not be assumed by silence, incapacitation due to alcohol or drugs, unconsciousness, sleep, cognitive or mental incapacitation, physical impairment, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Ultimately, consent should be freely communicated, verbally and/or physically, for every sexual act. There is no consent where:

- Force or violence is threatened or used,
- Any other form of coercion or intimidation, physical or psychological, is employed,
- One party has taken advantage of a position of influence that he or she has over the other party, or
- One party is incapable of giving consent due to incapacitation.

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Relationship Violence
Relationship violence is repeated manipulative behavior aimed at gaining power or control over an intimate or romantic partner. Examples of behavior prohibited under this policy may include but are not limited to a pattern of:

- **Emotional abuse**, which includes words and/or actions used to manipulate or hurt a romantic or intimate partner
- **Physical abuse**, which includes actions that threaten or harm a romantic or intimate partner’s physical safety
- **Resource abuse**, which includes words and/or actions aimed at manipulating the financial or legal situation of a romantic or intimate partner
- **Sexual abuse** (see Sexual Misconduct and related policies)
- **Verbal abuse**, which includes the use of words or the withholding of communication to manipulate or hurt a romantic or intimate partner

Stalking
Stalking is repeated and unwanted contact engaged in by an individual that causes another to reasonably fear for his or her safety. The contact is composed of two or more acts over a period of time, however short. Examples of behavior prohibited under this policy may include but are not limited to:

- Cyber-stalking, which is the use of the Internet or other electronic means to talk to or harass another. Cyber-stalking includes but is not limited to a larger than usual volume of email or text communication, false accusations, monitoring behavior, making threats, identity theft, intentional damage to data or equipment, or gathering information in order to harass another.
- Nonconsensual and repeated communication.
- Intentional following, pursuing, waiting for, or showing up uninvited.
- Surveillance or other types of close observation.
- Direct physical and/or verbal threats against an individual or his/her loved ones.
- Manipulative and controlling behaviors (e.g., threatening to harm oneself).

Sexual Misconduct
Sexual misconduct includes all forms of non-consensual sexual contact, sexual exploitation, and inappropriate expressions of sexual behavior. Examples of sexual misconduct offenses that are prohibited include but are not limited to:

- **Non-consensual sexual intercourse**, which is any sexual penetration or intercourse, however slight and with any object, by a person to another person that is by force or without consent. This offense includes oral, anal, and vaginal penetration, to any degree and with any object. This type of sexual intercourse is referred to as “sexual assault” in this policy.
- **Non-consensual sexual contact**, which is any sexual touching, however slight and with any object, by any person upon another by force and/or without consent. Sexual touching is contact of a sexual nature, however slight. Depending on the
nature or extent of the contact, this form of sexual misconduct may also be considered and referred to as “sexual assault.”

- **Sexual exploitation**, which is taking non-consensual or abusive sexual advantage of another for one’s own benefit or the benefit of another.
- **Inappropriate sexual behavior may include, but is not limited to:**
  - Sexual exhibitionism
  - Sexually-based stalking, bullying, or harassment
  - Prostitution or the solicitation of a prostitute
  - Peeping or other voyeurism
  - Possession, creation of, or use of pornography
  - Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audiotaping of sexual activity
  - Inducing incapacitation of another with the intent of initiating sexual activity with that person upon incapacitation, regardless of whether sexual activity actually takes place

**Sexual Harassment**

Sexual harassment is a form of interpersonal violence that uses power, control, and/or intimidation to harm another on the basis of one’s sex. Behavior that constitutes sexual harassment under this policy may or may not include other forms of interpersonal violence identified above. Sexual harassment of any kind is inconsistent with the mission of the University of Portland to create a community in which all members feel safe and respected. Behavior that violates this policy may result in discipline, including dismissal from the University. All members of our community—students, staff, administrators, faculty, and visitors—are entitled to study and work free from unsolicited and unwelcomed sexual advances.

Sexual harassment is unsolicited verbal or physical behavior of a sexual nature that creates a hostile or offensive environment. Sexual harassment can manifest itself in different ways under different circumstances, including but not limited to:

- Unwelcome sexual advances,
- Express or implied requests for sexual favors,
- Sexual violence, and
- Other verbal, non-verbal, or physical conduct of a sexual nature when such conduct is sufficiently severe, pervasive, and persistent that it has the purpose or effect of unreasonably interfering with an individual’s performance, creating an intimidating, hostile, or offensive University environment, implying that academic or employment status or success is contingent upon fulfilling requests or demands, or limiting one’s participation in University activities.

Students seeking information regarding sexual harassment by faculty or staff, or who wish to report discrimination they experienced in a University setting should contact the Title IX Coordinator, Bryn M. Sopko, at (503) 943-8987, or sopko@up.edu, or the Deputy Title IX Coordinator, Fr. John J. Donato, C.S.C., at (503) 943-8532, or donato@up.edu. Reporting
options and grievance procedures for sexual harassment complaints can be found at “Interpersonal Violence Reporting Options.”

**Resources for Interpersonal Violence**

When an incident of interpersonal violence occurs, the University’s primary concern is for the safety, health, and wellness of those impacted by the assault. The University offers a variety of resources (outlined below) to assist affected students.

If a student reporting interpersonal violence requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a reporting student asks that his or her name or other identifiable information not be disclosed to the respondent student, the reporting student should be aware that the University’s ability to respond may be limited. In any instance of alleged interpersonal violence, the University will evaluate a request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. In the event the University cannot maintain confidentiality, the University will attempt to inform the reporting student.

To these ends, several resources are available to students on campus. These resources differ according to the level of confidentiality available to the reporting student. A person who has experienced sexual harassment or interpersonal violence who contacts the resources listed in the “Confidential Campus Resources” section below will be confidentially advised where to find medical and other support. This initial contact with a confidential campus resource does not generally commit the student to any course of action.

**Resource Options**

The University of Portland is committed to caring for survivors of sexual harassment and interpersonal violence by responding to their needs, offering appropriate referrals, protecting their privacy, and ensuring their safety as well as the safety of the entire campus community. The University encourages survivors of interpersonal violence to talk to someone about what happened, so they can get the support they need, and so the University can respond appropriately.

Different employees on campus have different abilities to maintain a survivor’s confidentiality.

- **Anything shared with a priest in the sacrament of confession will always remain absolutely confidential.**
- Some employees are able to honor nearly complete confidentiality **unless there is an imminent danger to the student or others.** The University of Portland defines these employees as “Confidential Campus Resources.”
  - Within the group of “Confidential Campus Resources,” some employees offer confidentiality to the greatest extent possible, and generally report only to the Title IX Coordinator or Deputy Title IX Coordinator that an incident occurred without revealing any personally identifying information. More information about this sub-group can be found in the list below.
• Some employees are required to report all the details of an incident, including the identities of both the reporting student and the responding student to the Title IX Coordinator or Deputy Title IX Coordinator. The University of Portland defines these employees as “Non-Confidential Campus Resources.” All information shared with “Non-Confidential Campus Resources” will remain “private,” meaning that it will only be shared with employees (generally a supervisor) who have a required need to know and maintain high levels of confidentiality within their positions and daily work.

Confidential Campus Resources
These resources will be able to honor confidentiality in most cases unless there is an imminent danger to the student or others. Anything shared with a priest in the sacrament of confession will always remain absolutely confidential. Professional, licensed counselors and pastoral counselors who provide mental health counseling or spiritual counseling and/or guidance are not required to report any information to the Title IX Coordinator or Deputy Title IX Coordinator without a reporting student’s permission.

Holy Cross Priests: A directory of Holy Cross priests working at the University can be found online at: http://www.up.edu/holycross/default.aspx?cid=8131&pid=3078
University Health Center: (503) 943-7134; up.edu/healthcenter/
Campus Ministry: (503) 943-7131; up.edu/campusministry/
Pastoral Residents: Contact information in the Residence Hall Staff Directory
Stop Assault for Everyone (SAFE) Advocates: (503) 943-SAFE (7233); up.edu/safe/

NOTE: A student who speaks to a professional or non-professional counselor must understand that, if the student wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the responding student. These individuals will still assist the student in receiving other resources and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working, or course schedules.

If the University determines that the accused poses a serious and immediate threat to the University community, the Office of Public Safety may issue a timely warning to the community. Any such warning will not include any information that directly identifies the victim.

Non-Confidential Campus Resources
These resources will protect one’s privacy to the greatest extent possible. Information received will be shared with the Title IX Coordinator and Deputy Title IX Coordinator to assess the safety of the student and larger University population. Information may also be shared with certain University professionals, as necessary, to ensure safety and to provide appropriate campus-wide response.

These resources must report to the Title IX Coordinator or Deputy Title IX Coordinator all relevant details about the alleged sexual harassment or interpersonal violence shared by
the student and inform the student that the University will need to determine what happened, including the names of the reporting student and responding student, any witnesses, and any other relevant facts including the date, time, and specific location of the alleged incident.

Title IX Coordinator: Bryn M. Sopko; (503) 943-8987; sopko@up.edu
Deputy Title IX Coordinator: Fr. John J. Donato, C.S.C.; (503) 943-8532; donato@up.edu
Public Safety (non-emergency): (503) 943-7161
Public Safety (emergency): (503) 943-4444
Office of Residence Life: (503) 943-7205
Hall Staff (Hall Director, Assistant Hall Director, Resident Assistant): Contact information in the Residence Hall Staff Directory

Most faculty and staff

Off-Campus and Other Community Resources
Students are also encouraged to access resources available in the greater Portland community, if desired. Confidential crisis support can be accessed through Portland Women’s Crisis Line and the Sexual Assault Resource Center. Portland Women’s Crisis Line also provides advocacy, group counseling, and individual counseling referrals for survivors of sexual assault. The Portland Police Bureau can aid in investigating reports of sexual assault and pursuing a criminal case.

Portland Women’s Crisis Line: (503) 235-5333
Sexual Assault Resource Center: (503) 640-5311
Portland Police Bureau Emergency: 911
Portland Police Bureau Non-emergency: (503) 823-3333

Public Awareness Events
The University may coordinate events on the topics of sexual harassment and interpersonal violence; some of which may be considered “public awareness events.” Events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs,” or other such forums in which students disclose incidents of sexual harassment or interpersonal violence, are not considered notice to the University for purposes of triggering its obligation to investigate any particular incidents. Such events may, however, inform the need for campus-wide education and prevention efforts.

Support and Safety Accommodations
The University of Portland is committed to supporting survivors of all forms of interpersonal violence (sexual misconduct, sexual assault, sexual harassment, relationship violence, and stalking) by providing necessary safety and support services. Students are entitled to reasonable accommodations. The Vice President for Student Affairs or his/her designee will initiate a response that may include:

- No-contact order
- Change in an academic schedule
Provision of alternative housing options
• The imposition of an interim suspension on the respondent
• The provision of resources for medical and/or psychological support
  Students should contact the Title IX Coordinator or Deputy Title IX Coordinator to request these or other accommodations.

Amnesty and Retaliation
To foster the safety and security of the entire community, the University of Portland encourages community members to report all incidents of sexual assault. Students are sometimes afraid to report incidents of sexual assault for fear of being held accountable for other policy violations (e.g. intervisitation, alcohol, drug, or sexual intimacy). **In order to encourage reporting of sexual assault, the University will not pursue the conduct process against a student who reports sexual assault for lesser policy violations that occur in connection with the reported incident.**

The University of Portland strongly encourages students to report all incidents of sexual harassment and interpersonal violence. Any attempt to intimidate, threaten retaliation, or otherwise attempt to prevent the reporting of an incident of sexual harassment or interpersonal violence is prohibited. Any attempt to intimidate, threaten, harass, or otherwise attempt to prevent participation in a conduct process related to an incident of sexual harassment or interpersonal violence is likewise prohibited. Any action of this nature will subject the participating student to University sanctions. A complainant or witness who is intimidated or threatened in any way should immediately report their concerns to the Title IX Coordinator or Deputy Title IX Coordinator, the Office of Residence Life, or call Public Safety at (503) 943-7161.
Interpersonal Violence Reporting Options

The University of Portland is committed to providing a variety of reporting options for any student who believes that he or she has experienced stalking, sexual harassment, sexual assault, relationship violence, or any other form of interpersonal violence. Students who believe they have experienced this type of violence are always able to pursue more than one of the options listed below. The grievance procedures for sexual harassment are listed below; for more information about the additions to the student conduct process for incidents of interpersonal violence, see “Conduct Process for Incidents of Sexual Harassment, Sexual Assault, or Other Forms of Interpersonal Violence.” No matter what reporting or grievance process is originally pursued, students who believe they are victims of this type of violence may decide to pursue the formal grievance procedure or the student conduct process at any point.

The following procedures apply to student-on-student sexual harassment outside of a University employment status. Students seeking information regarding discrimination or harassment by faculty or staff, or who wish to report discrimination they experienced in a University employment setting should contact the Title IX Coordinator, Bryn M. Sopko, at (503) 943-8987, or sopko@up.edu, or the Deputy Title IX Coordinator, Fr. John J. Donato, C.S.C., at (503) 943-8532, or donato@up.edu. Reporting options and grievance procedures for sexual harassment complaints can be found at “Interpersonal Violence Reporting Options.”

Options for Reporting Interpersonal Violence

A student who believes that he or she is a victim of interpersonal violence may choose to pursue a criminal complaint, pursue a complaint through the University conduct process, or report the incident to the Title IX Coordinator or Deputy Title IX Coordinator for investigation and possible accommodations. A student can choose to pursue more than one of these processes at the same time. The University’s Title IX Coordinator or Deputy Title IX Coordinator will be informed about the incident for all reporting options. The University has no ability to pursue criminal charges against an individual through the University conduct process or Title IX investigation and the most serious discipline the University can issue through the conduct process is dismissal from the University.

- **Submit an anonymous report by calling the SAFE Advocate Resource Line: (503) 943-SAFE (7233).** An anonymous report, withholding one’s identity and the identity of the responding student, can be made by contacting a SAFE Advocate via the Resource Line. Anonymous reports will be recorded and counted in the University Clery statistics. Withholding one’s identity, and that of the responding student, will limit the University’s ability to act on the incident.

- **Report the incident to the Portland Police Bureau for possible criminal prosecution.** The Police report can be made at Public Safety or directly to the Portland Police Bureau. If the report is made through Public Safety, the incident will also be referred to the University’s Title IX Coordinator or Deputy Title IX Coordinator for appropriate follow up and administrative investigation.

- **Complete a report to the Title IX Coordinator or Deputy Title IX Coordinator.** Bryn M. Sopko, the Title IX Coordinator, or Fr. John J. Donato, C.S.C., the Deputy Title IX
Coordinator, may receive the report in person, over the telephone, or via email. Information will be investigated to the extent possible. Subsequent action may be taken.

- **Complete a report with UP Public Safety.** Public Safety will report information learned to the Title IX Coordinator or Deputy Title IX Coordinator and relevant University administrators, and investigate information to the extent possible. Subsequent action may be taken.

- **Pursue the University conduct process.** If the respondent is a student, the person who has experienced interpersonal violence may request that the University take action through the University conduct process managed by the Office of Residence Life. Reports made to Residence Hall Staff or the Office of Residence Life will be shared with the Title IX Coordinator or Deputy Title IX Coordinator for investigation; a summary of the investigation will be forwarded to the Office of Residence Life for adjudication within the student conduct process. The procedure for handling reports of interpersonal violence conduct cases is described under “Conduct Process for Incidents of Sexual Harassment, Sexual Assault, or Other Forms of Interpersonal Violence.”

**Sexual Harassment Grievance Procedures**

Students who would like to report an incident of sexual harassment by another student may choose to proceed formally or informally. A student who believes he or she is the victim of sexual harassment of any nature does not have to use the informal process and may submit a formal complaint. A student may choose informal resolution if he or she wishes to when the alleged incident is isolated and/or involves verbal comments, jokes, magazines, pictures of a sexual nature, or similar issues.

The University will typically proceed formally in cases of sexual harassment involving allegations of sexual misconduct or sexual assault. For information on what type of behavior constitutes sexual misconduct and sexual assault and how to report those types of incidents, see the Sexual Misconduct and Sexual Assault policies sections. The University reserves the right to take action in all cases of sexual harassment, misconduct, and/or assault when an imminent threat is determined; in all other cases, the University will strive to honor the choice of the complainant in the course of action requested.

**Informal Resolution**

Informal resolution may be an appropriate avenue for isolated behavior that the reporting student believes can be effectively dealt with outside of the formal conduct process. If a student wishes to proceed informally, the student may report the incident to a faculty or staff member, residence hall director, administrator, or academic dean and specify that he or she wishes to proceed informally. The student and the person receiving the report will work together to determine whether or not informal resolution is appropriate and how best to resolve the incident based on the specific circumstances involved. The person receiving the report will consult with the Title IX Coordinator or Deputy Title IX Coordinator throughout the informal resolution process.
If the incident is resolved informally to the satisfaction of the reporting student, the person to whom the report was initially made will send a written summary of the matter to the Title IX Coordinator or Deputy Title IX Coordinator. The written summary should contain as much information about the incident as possible, including the names of those involved and the dates and circumstances of the reported incident. The purpose of the summary is to alert the University to repeated harassing behavior by the same individuals.

If the incident is not resolved informally to the satisfaction of the reporting student, the student may submit a request for formal resolution to the Title IX Coordinator or Deputy Title IX Coordinator within fifteen (15) calendar days of the informal resolution. In this instance, the person to whom the report was initially made will send the original written summary to the Office of Residence Life.

**Formal Resolution**

If a reporting student chooses to proceed formally, either initially or after an unsatisfactory informal resolution, the student must submit a written report to the Title IX Coordinator or Deputy Title IX Coordinator for investigation. Generally, the report should include the name, address, telephone number, e-mail address, and class year of the reporting student; a detailed description of the conduct that the reporting student alleges to be harassing, including dates where possible; name(s) of the person(s) against whom the complaint is being made; and the name(s) of any witnesses. In order for the complaint to be resolved as efficiently as possible, it is suggested that, whenever possible, the written complaint be submitted to the Title IX Coordinator or Deputy Title IX Coordinator as soon as possible from the date of conduct for an original complaint, and within fifteen (15) calendar days of an unsatisfactory informal resolution.

The appropriate office will investigate the complaint. The investigation may include interviews of the reporting party, the respondent, and/or witnesses, a review of any submitted written reports and relevant policies, and any other steps necessary based on the circumstances of a specific case. The investigation will be completed within a reasonable time frame; generally forty-five (45) calendar days unless exceptional circumstances exist warranting an extension of the time frame. When the appropriate office has completed its investigation, it will provide the Office of Residence Life with all information gathered during the process for consideration. If it is determined that the case should go through the student conduct process, it will take place according to the process set out in “University Student Conduct Process.”

**Alcohol Possession and Use**

The University expects that all members of the University community and their guests who choose to use or serve alcoholic beverages will do so in a responsible manner and in accordance with state and federal laws. The primary purpose of the University’s policies governing the use of alcoholic beverages and of its related programs and services are:

- To promote responsible attitudes regarding alcohol use and responsible behavior among all members of the University community.
- To educate individuals concerning the use and effect of alcohol in order to encourage responsible decision-making.
• To make assistance available to individuals who may be experiencing difficulty associated with the use, misuse, or abuse of alcoholic beverages.

In light of the above-stated purposes and in compliance with state and federal laws, all University students are expected to comply with the following regarding the possession and use of alcohol:

• No person under the age of 21 may lawfully possess or consume alcoholic beverages in the State of Oregon. Students may be subject to the University conduct process for underage possession, consumption, or transportation of alcoholic beverages, or for providing alcoholic beverages to any person who is underage.

• No person shall sell, give, or otherwise make available any alcoholic beverage to a person who is visibly intoxicated.

• Entry into a licensed premise (e.g., a bar) by a person under the age of 21 is prohibited. Students may be subject to the University conduct process for this behavior or for possessing false identification that misrepresents age or identity.

• Except for persons holding the appropriate state licenses, no one shall sell, either directly or indirectly, alcoholic beverages. Examples of prohibited conduct that may subject a student to University discipline include but are not limited to charging admission to a party or selling cups.

• Students of legal drinking age may possess and consume alcohol on campus subject to the following limitations:
  a. Intoxication by any student, regardless of age, whether in public or private, is prohibited. Symptoms of intoxication include but are not limited to: slurred speech, impaired motor coordination, vomiting, loss of consciousness, and loss of good judgment. Such behavior may require transport to a hospital and may result in University discipline.
  b. Kegs or any containers holding over 32 oz. of alcohol are prohibited in all residence halls and in any University rental properties.
  c. Within traditional residence halls (i.e., all halls except for Haggerty & Tyson Halls), the possession or consumption of alcoholic beverages that contain in excess of 14 percent (14%) alcohol by volume are prohibited.
  d. Students of legal drinking age may possess and transport reasonable quantities of sealed alcohol in suitable packaging through public areas of campus and common areas of residence halls.
  e. Students may not transport, possess, or use open containers in any common spaces (e.g., hallways, stairwells, lounges).
  f. Students may not hang signs or advertisements for alcoholic beverages from windows, on doors, or in other publicly visible places.
  g. Students may not possess or display collections of alcohol containers or any other drinking paraphernalia.
  h. Abusive drinking is prohibited on campus. Potential violations of this policy include but are not limited to: participating in drinking games, drinking to the point of physical illness, “shotgunning” alcohol, taking shots of any form, and possessing beer bongs or other drinking devices.
i. Print, electronic, and broadcast media funded in full or in part by the University, or by University solicited funds, or bearing the University's name, may not contain advertisements promoting alcohol or events that have alcohol as their primary focus. Advertising of alcoholic beverages is prohibited within University residence facilities.

j. No graduate or undergraduate student, student organization, or University housing facility may use University, student organization, or University housing facility funds for the purchase of alcohol without prior permission.

**Drugs and Controlled Substances**

The choice to alter one’s state of being through the use of drugs can have grave consequences on one’s health, personal relationships, and long-term goals. In keeping with the University’s focus on ministering to the whole person, the University of Portland will not tolerate the possession or use of such substances. More specifically, the possession, use, sale, distribution, or manufacture of marijuana (regardless of whether the student possesses a prescription for medical use), synthetic substances, or other drugs illegal under federal, state, or local law is strictly prohibited. The unauthorized possession, use, and/or distribution of prescription drugs is prohibited. Students are also prohibited from displaying or possessing drug paraphernalia. Any violation of this policy may result in serious consequences under the University student conduct process, including but not limited to suspension or dismissal.

**Driving Under the Influence of Alcohol or Drugs**

The University prohibits the operation of a motor vehicle while intoxicated or impaired by alcohol, drugs, or any controlled substance. “Driving under the influence” is defined as a situation in which the operator of any vehicle, including bicycles and all other motorized and non-motorized vehicles, is determined to be driving such vehicle under the influence of any combination of intoxicating liquor, an inhalant, and/or a controlled substance which may alter, inhibit, or impair a person’s condition of thought and action. This determination may be made through an admission, as a result of a blood alcohol content test, or by commonly accepted behavioral observations (e.g., slurred speech, staggering). Such behavior, whether done on or off campus, may subject a student to sanctions under the University student conduct process.

**Disorderly Conduct**

Any conduct that interferes with or disrupts the actions of others is prohibited. Examples of this type of behavior include disrupting or interfering with academic or non-classroom activities, such as lectures, concerts, athletic events, and social functions; hindering or disrupting any other University activity or University-sponsored activity or event; or any lewd, indecent, or other form of inappropriate conduct.

**Off-Campus Conduct**

University of Portland students are responsible for upholding University standards, whether on or off campus. Therefore, a student’s off-campus behavior that interferes with the rights of others, or that reflects adversely upon the image, values, or mission of the University or student
may subject a student to sanctions under the University student conduct process. Such behavior includes but is not limited to noise, litter, or destruction of property.

**Responsibility for Guests**

University of Portland students are ultimately responsible for the behavior of their guests, including non-student and overnight guests. Guests are expected to be aware of and abide by University policies, including intervisitation (discussed below). More information about the policies and procedures regarding overnight guests can be found under the “Housing Policies and Information” section.

**Residence Hall Visitation (Intervisitation)**

In order to foster the growth and health of community within undergraduate residence halls, as well as to ensure the safety, security, and privacy of students living in the halls, the University of Portland has instituted a policy of limiting visitation between men and women in the same residence hall room. Undergraduate residence hall intervisitation hours are as follows:

- **Monday – Thursday:** 8:00 a.m. – midnight
- **Friday:** 8:00 a.m. – 2:00 a.m.
- **Saturday:** 10:00 a.m. – 2:00 a.m.
- **Sunday:** 10:00 a.m. – midnight
- **Vacation and break nights:** 10:00 a.m. – midnight

**Hazing and Initiation**

As a key component of its goal of creating a wholly inclusive and respectful community, the University of Portland strictly prohibits hazing. “Hazing” is defined as any behavior on or off campus that singles out members of this community or members of a student organization, group, club, athletic team, or residence hall in a manner that is unwelcome. Such behavior may or may not include taking action or creating a situation to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Due to the coercive nature of hazing, implied or expressed consent to hazing is not a defense under this policy. Examples of hazing may include but are not limited to:

- Activities that induce pain or illness (e.g., coerced participation in calisthenics, boxing matches, or other physical contests)
- Total or substantial nudity on the part of the person
- Compelled ingestion of any substance by the person
- Wearing or carrying any obscene or physically burdensome article on their person
- Physical assaults upon or offensive physical contact with the person
- Transportation and abandonment of the person
- Confinement of the person to an unreasonably small, unventilated, unsanitary, or unlighted area
- Assignment of pranks to be performed by the person
- Compelled personal servitude by the person

This is not a comprehensive list of hazing activities. The University reserves the right to take action when it believes standards of human dignity have been violated. Additionally, if students from any residence hall, student organization, group, club, or athletic team violate this
rule, the residence hall, student organization, group, club, or athletic team may also be subject to collective sanctions.

**Identification and University Identification Cards**

Identification cards may be obtained from the Public Safety Office. Students will receive their first identification card free upon matriculation. There is no charge to replace a worn out identification card, but there is a charge to replace a lost identification card.

All students, staff, and faculty must possess a valid identification card and student identification cards must be validated each semester. All students must carry their valid University of Portland identification card with them at all times and must provide it to a University official when requested to do so. Additionally, students must identify themselves to University officials and display their student identification card when asked to do so. A “University official” includes but is not limited to faculty, staff, residence hall staff, Public Safety, and Bon Appétit staff.

Student identification cards allow access to residence halls, carry meal plan information, serve as identification for check cashing and campus services, and prove semester enrollment. Additionally, identification cards are used as a library card and for access to athletic events for those who have purchased an athletic pass. Because of the wide breadth of services connected to the identification card, students who lose their card should report the loss to Public Safety immediately so that building access can be disabled. Students should also report lost cards to Bon Appétit to suspend use of the meal plan on that particular card.

Any transfer, alteration, falsification, or forgery of the identification card constitutes a violation of University policy. Providing false information or false rationale for the production or non-production of an identification card, possessing or using another student’s identification card, or allowing another to use one’s identification is prohibited.

**University Directives**

A directive issued by the Office of Student Affairs or any other University office charged with student welfare (such as the Office of Residence Life, Public Safety, etc.) has the force of a University regulation. Therefore, failure to comply with such a directive may cause a student to be subject to the University student conduct process. Examples of such directives include, but are not limited to:

- Requests for valid identification,
- Mandatory meetings, including residence hall meetings and student conduct meetings, and
- Student conduct sanctions.

Students who fail to complete student conduct sanctions may be recharged through the University’s student conduct program.
Health Care Policies and Guidelines

Measles Immunization Law
Oregon state law requires that each entering full-time student born on or after January 1, 1957, must have two doses of measles vaccine or MMR vaccine (documented by month and year of each dose) on or after the first birthday, with a minimum of 30 days between doses. Questions regarding how to comply with this requirement should be directed to the University Health Center.

Tuberculosis (TB) Screening Policy
The University of Portland requires testing for tuberculosis (TB) for all entering international students from higher risk countries. Those students will be notified separately and must complete the evaluation process. For a list of higher risk countries, see Appendix A at the following URL: http://www.acha.org/Publications/docs/ACHA_Tuberculosis_Screening_April2014.pdf. Initial evaluation typically consists of a ppd skin test or IGRA blood test; for those students with a positive test, a chest x-ray and health evaluation is also necessary. The University Health Center is available to assist students with this process. Other students are strongly encouraged to seek a TB screening if they are in high-risk groups (e.g., students with other risk factors for TB, with symptoms suggestive of TB and students who have spent six months or more in a higher risk country). Please contact the University Health Center with questions or concerns.

American College Health Association (ACHA) Vaccination Recommendations
ACHA recommends that all students consider the following immunizations: Measles, Mumps, Rubella (MMR); Tetanus, Diphtheria, Pertussis (Tdap); Varicella (Chickenpox); Hepatitis A and B; Meningococcal Meningitis; Influenza. ACHA recommends certain groups consider the following immunizations: HPV; Pneumococcal Pneumonia; Polio. For a complete description of the ACHA immunization recommendations, see: http://www.acha.org/Publications/docs/ACHA_RIPI_April_2014.pdf.

Hepatitis B Vaccine
The ACHA strongly recommends Hepatitis B vaccination for all college-age students since HBV transmission is increased in this age group. The student's health care provider or the University Health Center can provide more information.

Meningococcal Meningitis Vaccine
The ACHA recommends all students consider this vaccination. The student's health care provider or the University Health Center can provide more information.

Health Insurance Policy
All full-time undergraduate students are required to provide proof of medical insurance or they will be automatically enrolled in a University sponsored group health insurance plan. This will be billed through Student Accounts. Any student with existing coverage may be exempted from participation in the University's group plan by completing and filing a waiver form online.
Graduate students and dependents are also eligible for the group health insurance on a voluntary basis. Please contact the University Health Center with any health insurance questions.

**Health, Safety, and Security Policies**

The following are prohibited activities and may subject a student to sanctions under the University student conduct process.

**Keys**

1. Making or causing to be made any keys for any building, laboratory, facility, residence hall room, or University room.
2. Possessing, using, or distributing keys, door combination codes, or access cards without explicit authorization.

**Weapons**

1. Possession or use of firearms, explosives, fireworks, or chemical agents such as Oleoresin Capsicum or Mace.
2. Possessing or use of a Taser or similar device.
3. Possession or use of a pocket knife or non-cooking utensil with a total blade length of 2.75 inches or greater.
4. Instruments or game equipment that look like or can be confused with a firearm or dangerous weapon (e.g., paintball guns, air-soft guns, archery sets, BB guns, pellet guns).
5. Use of any object to threaten the safety of another individual or self, or to cause injury or harm to another individual or self.
6. Note: These policies do not apply to those involved in sanctioned ROTC training or weapons worn as issued equipment by Public Safety personnel. However, a weapons permit or other government-issued license does not exempt individuals from the prohibitions described above.

**Fire Safety**

1. Accidental or intentional tampering with fire alarms, fire extinguishers, fire alarm pull stations, smoke detectors, or emergency exits.
2. Pulling a fire alarm when no fire is present.
3. Accidental or intentional setting of a fire.
4. Failure to evacuate a University building after a fire alarm has sounded or other notice to evacuate has been given by a person authorized to give such notice.

**Life and Health Safety**

1. Behavior or activities that endanger the safety or life of self or others, whether intentionally or unintentionally, including but not limited to:
   a. Interference with another such that he or she is unable to conduct usual affairs,
   b. Physical attack of another,
   c. Placing another in fear for his or her safety,
d. Causing physical harm to self or another,
e. Conduct which threatens bodily harm to self or another, or
f. Endangering the physical or emotional health of any person.

2. Unauthorized presence in construction areas, restricted access areas, or on the roof of any University building, including University rental properties.

**Smoking Policy**

The University of Portland strongly supports a non-smoking environment. Smoking is permissible only at outdoor designated smoking locations. Smoking is prohibited in all University buildings including all residence halls, University-owned apartments and off-campus rental properties, and all public areas outside of designated smoking locations. Smoking devices include, but are not limited to, cigarettes, cigars, pipes, e-cigarettes, and hookahs.

**Student Activity Policies**

The Office of Student Activities works with campus leaders to coordinate the programs and activities of New Student Orientation, student media (student newspaper, yearbook, and radio station), Student Government (ASUP) and its committees and services, Campus Program Board (CPB), Pilots After Dark, Multicultural Programs, and all officially recognized University clubs and organizations. In addition to those policies found within this Handbook, students are responsible for being familiar with the policies contained on the Student Activities website (www.up.edu/activities). A student who violates these policies may be referred to the Office of Residence Life.

**Student Clubs and Organizations**

**Establishment and Recognition**

In order for a club to be recognized as an official student club, the club’s purpose must be compatible with the University’s mission and Roman Catholic identity. No club or member of a club acting on its behalf may promote or participate in activity that is contrary to that mission or identity. Additionally, consistent with the University’s policy of nondiscrimination, organizations may not discriminate on the basis of race, age, color, national origin, sex, sexual orientation, disability, or any other legally protected status, particularly in their membership selection and activities.

To begin the process of obtaining official University recognition, a representative of a group composed of at least ten (10) currently enrolled undergraduate students must make an appointment with the Coordinator for Clubs and Organizations in the Office of Student Activities to express interest and discuss necessary materials for submitting a proposal. Proposals are required to include a constitution, active roster, list of and description of proposed activities, and list of officers including a faculty or staff advisor. All completed proposals for new clubs are reviewed by the Club Recognition Advisory Committee, appointed by ASUP. This committee then makes a recommendation to the Director of Student Activities, and the Associate Vice President for Student Development makes the final decision on whether the club will be recognized.
In order to retain recognition each year, a club must complete club re-recognition paperwork each spring semester. Renewal of club recognition is contingent upon the club remaining in good standing.

Student organizations are separate entities sponsored by a campus department or an individual academic unit. While student organizations are not subject to the club recognition process, their membership composition, leadership structure, and activities are governed by the sponsor. Student organizations are also governed by all applicable provisions in Life on the Bluff.

Good Standing
In order to remain in good standing, activities encouraged, sponsored by, or participated in by a club, organization, or any member acting on the club or organization’s behalf must be consistent with the University’s mission and Catholic character. Clubs and organizations must abide by all University policies, as well as local, state, and federal law. Student groups should pay particularly close attention to policies regarding distribution and posting of literature, use of alcoholic beverages, use of campus facilities, trips and transportation, and campus regulations regarding noise and quiet hours. Interruption of or disruption to the ongoing activities of the University, including but not limited to activity in classrooms, residence halls, the Commons, and campus proper, is acceptable only with permission obtained through the Director of Student Activities.

Student Media
Student publications and the student press are valuable in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. In delegating editorial responsibility to student editors, the University provides the editorial freedom necessary for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. Student media editors and managers have control over editorial policies and news coverage, while bearing in mind their responsibility to allow for the expression of various points of view. A committee advises the University President on aspects of the media and professional student media advisors in the Office of Student Activities advise the student staff in each media on best journalistic practices. Additionally, all student media are subject to the same policies that govern all student organizations.

There are three official student media groups at the University of Portland: The Beacon (student newspaper), The Log (student yearbook), and KDUP (student radio). All three media branches help maintain an atmosphere of free and responsible discussion and provide important channels for information to reach the campus community.

Print, electronic, and broadcast media funded in full or in part by the University, or by University solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements that appear to contradict the University’s values or mission, or with subject matter that violates the standards of the University community. Prohibited subjects include, but are not limited to, tobacco, alcohol when promoting intoxication, drugs and/or drug paraphernalia, academic dishonesty, artificial contraception, abortion, and illegal activities.
All student media should carry a prominent statement that the opinions expressed are not necessarily those of the University or student body.

**Advertising, Posters, and Distribution of Literature**

**Advertising**

University personnel, students, departments, and registered student clubs and organizations may post or distribute literature on University property. All materials posted or distributed must clearly indicate the name of the sponsoring student club, organization, or University department, and any additional information required by the Office of Student Activities. For instance, if the advertisement is for an event, the department requires accurate date(s), time(s), location(s), and contact information for disability accommodation requests. All posted and distributed materials must bear an approval stamp affixed by the Office of Student Activities. Additionally, a copy of all material distributed on campus must be given to the Office of Student Activities prior to distribution or posting. Unauthorized material will be removed. Authorization of publicity does not imply sponsorship, approval, or endorsement by the University of any idea, viewpoint, or activity described.

Before publicity can begin, all facilities, dates, and times must be cleared through the Office of University Events. Literature advertising any on-campus events or programs that will be distributed off campus must be approved by the University's Office of Marketing and Communications prior to distribution. Material printed in any language other than English may be posted only when accompanied by an accurate English translation.

**Posting**

Fliers and posters placed on University bulletin boards may not exceed 14”x22” and must bear an approval stamp affixed by the Office of Student Activities. Only one advertisement per event is permitted on any one bulletin board. Posted material may not be placed on walls, windows, pillars, trees, designated departmental bulletin boards, or over previously posted materials in such a way as to obscure them. Posters designated for residence hall bulletin boards must be no larger than 8 ½”x11”, must be stamped by the Office of Student Activities, and must be left in the Office of Residence Life. All posters and fliers will be removed from University bulletin boards the day following the event or two weeks after the date of approval, whichever is earlier.

**Distribution of Literature**

Newspapers, journals, and other periodicals must be approved by the Office of Student Activities for distribution prior to delivery. Materials such as brochures, handbills, information sheets, or promotional items approved for distribution may be handed out in high-traffic areas (e.g., at tables or booths in the Pilot House Lounge, in the Baccio Commons foyer) as indicated by the Director of Student Activities. Door to door or random solicitation to pedestrians is prohibited. Materials may not be placed on or in vehicles parked on campus or left unattended in public areas. All materials to be distributed in all residence halls must be approved by the Office of Residence Life.
Off-Campus Groups
All policies outlined above apply equally to off-campus groups wishing to post or distribute literature on campus. Additionally, all pieces of literature must indicate the name of the sponsoring organization or business establishment and contact information. Off-campus groups are limited to hanging posters no larger than 14”x22” and must obtain approval and appropriate stamps through the Office of Student Activities. Authorization of publicity does not imply sponsorship, approval, or endorsement by the University of any idea, viewpoint, activity, service, or product described.

Off-campus persons or groups may not independently distribute materials or obtain petition signatures on campus unless they are sponsored by a registered student club, organization, or department of the University. To request sponsorship from a student club or organization, the off-campus persons or groups must provide the Office of Student Activities with a letter requesting sponsorship. Letters will be distributed to appropriate student clubs or organizations through their campus mailboxes or e-mail accounts. Adequate contact information must be provided to make it possible for an interested group to respond. If no student club or organization responds, the off-campus group may not distribute literature or obtain petition signatures on campus.

Sales and Solicitation
Approval from the Office of Student Activities is required for all sales and solicitation by campus groups, both on and off campus, as well as all on-campus solicitation of the University population by non-UP groups and businesses. Request forms are found at www.up.edu/activities. Additional approval from the Office of Development is required for all solicitation by campus groups to off-campus businesses, organizations, and individuals. Door-to-door sales and/or solicitation are expressly prohibited in residence halls and academic and administrative buildings (e.g., third-party magazine sales or pizza coupon distribution drives).

Individuals, groups, and vendors may not sell or solicit among or on behalf of the University population unless they are sponsored by a recognized student club, organization, or University department. The only exception to this policy is individual students who are fulfilling a class assignment that involves sales or solicitation in order to meet an approved curricular objective (e.g., a marketing class). Such students may conduct such projects on campus and may keep a portion of the proceeds as dictated by the class assignment’s objectives. Students who are conducting sales or solicitation as a class assignment must follow all University policies and procedures that apply to student organizations and University departments.

Use of the University’s name, logos, seals, and symbols on any merchandise must be approved by the Office of Marketing and Communication. Unauthorized use and/or alteration of the name, logo, or designated symbols of the University is prohibited. Sales are permitted only from behind tables or in booths in locations designated by and reserved through the Office of Student Activities. Members of student organizations and University departments directing or participating in the sale or solicitation must be currently registered for classes and/or employed by the University.

Student groups representing themselves or an individual in the group representing him or herself as acting for or on behalf of the University in any commercial enterprise or in the solicitation or collection of funds for any purpose without advance approval by the appropriate
University official or agency is prohibited. This applies to all means of communication, including but not limited to e-mail, standard mail, telephone, text, social media post, fax, or in-person contact.

Authorization and/or sponsorship of such sales or solicitation is not an endorsement by the University, which does not vouch for, guarantee, or otherwise claim responsibility for the goods or services sold under the provisions of this policy.

**Demonstrations**

All demonstrations must be registered in writing with the Associate Vice President for Student Development and must also observe the following rules:

1. Only members of the University of Portland community may organize, lead, or participate in a demonstration on campus;
2. All demonstrations must be peaceful and orderly;
3. Demonstrations may not impede the freedom of the University community or disrupt its routine and ordinary operations.

Organizers and leaders will be held responsible for ensuring these rules are followed. Violations of this policy may be addressed through the University student conduct process.

**Speaker Policy**

A faculty member, a University department, or a recognized student club or organization must sponsor speakers invited to campus. Where special problems can be foreseen at events dealing with highly charged and emotional issues, the president of the University or his delegate may prescribe conditions in order to ensure an atmosphere of open exchange and to see that the educational objectives of the University are not obscured.

**University Events Involving Alcohol**

Any University-sponsored events that include alcohol where graduate or undergraduate students are present must be approved by the Vice President for Student Affairs or his/her designee(s). All such events must include adequate safeguards to ensure moderate and legal consumption through the promotion of responsible attitudes towards and decision-making regarding the consumption of alcohol. Approval will normally only be granted when the event complies with the policies in this Handbook as well as those found on the *Guidelines and Approval Form for a University Event with Alcohol* policy available on the Office of Student Affairs homepage under “Resources.”

**Trips and Transportation**

A University trip is defined as any significant travel to and from the University sponsored by a department, faculty, staff, or student organization for which the University provides planning, financial assistance, and/or general guidance for the purpose of fulfilling an aspect of the University’s mission for business or education. Any student club or organization in good standing wishing to conduct or sponsor a trip must obtain prior approval from the Director of Student Activities or his/her designee. Student trips should be planned so as not to interfere with academic classes.
In order to seek approval, the sponsoring organization must provide a list of participants, the proposed transportation plan, and a signed waiver form from each participant at least 14 calendar days in advance of the anticipated departure date. Waivers are available from the Student Activities Office and must be obtained in advance.

A student representative from the sponsoring organization must accompany the trip. The Office of Student Activities may require a University chaperone on certain trips, particularly on overnight trips. In these cases, the sponsoring organization is responsible for recruiting a full-time faculty or administrative staff member to serve as the University representative.

Any groups conducting or sponsoring trips through other departments or programs must meet these requirements and any additional requirements of that department or program.

Students, faculty, and staff who intend to drive any vehicle—University, rental, or personal—for University activities or business must contact the Public Safety Department in advance to obtain the relevant policy information and must comply with all safety and registration guidelines. Additionally, students should review the University Vehicle and Transportation Policy for Students, available on the Public Safety website under “Transit & Travel.”

For international travel involving students, organizers should consult the international travel protocols from the General Counsel’s office.

**Students with Disabilities Policy**

The University of Portland does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by applicable federal laws and regulations. The designated coordination point for University compliance with Section 504 of the Rehabilitation Act of 1973 and for the Americans with Disabilities Act (ADA) is the Executive Vice President, in coordination with the University Health Center, Human Resources, and the Office of University Events. Dr. Thomas G. Greene will serve as the executive vice president solely for the purpose of complying with this policy. Individuals seeking reasonable accommodations or modifications should initiate a request through the Office for Students with Disabilities located within the University Health Center.

**Religious Groups**

As a Catholic and Holy Cross university, the priests and brothers of the Congregation of Holy Cross take full responsibility for the pastoral care of all students at the University of Portland, both Catholic and non-Catholic. These efforts are directed by and coordinated through the Office of Campus Ministry. Rooted in the Roman Catholic tradition, Campus Ministry’s mission is to respect and nurture the faith development of Catholics, other Christians, and all who seek God with a sincere heart. Campus Ministry offers a variety of opportunities for worship, prayer, and faith formation, intended to meet the needs of all members of the University community.

In an effort to fulfill its mission, Campus Ministry may approve some other religious organization, Catholic or non-Catholic, to become involved in direct pastoral ministry to, the evangelization of, or the catechesis of students, either by a presence on campus or by using University structures, facilities, or services. Authorization for such organizations to serve is
dependent upon a group’s ability to minister beyond Campus Ministry’s capacity, and in a way that complements the work of Campus Ministry. Once approved, an organization’s University-related activities will be supervised and supported by Campus Ministry. Organizations must be respectful of the University’s Catholic character and respectful of other religious traditions on campus. Any group who fails to show such respect will not be approved for ministry on campus, or will have its approval rescinded.

**Information Services Policies**

**Acceptable Use**
The use of technology, computing, and information resources at the University is governed by this policy, which may be found on the Information Services website, www.up.edu/IS, under “Policies.” Acceptable use is that which is responsible, serves institutional purposes, and maintains system integrity and safety. Additionally, such use must be in accordance with local, state, and federal laws. University technology resources are integral to the University’s purpose of providing an environment that encourages intellectual curiosity, growth in knowledge and understanding, precision of ideas, and commitment to meaningful service in society. Students will be held accountable for their use or misuse of University technology resources. The Vice President for University Operations will address allegations of student violations of this policy in consultation with the Office of Residence Life.

**Information Security**
This policy defines the principles to which students, faculty, staff, and the University community must adhere to in order to ensure that the confidentiality, integrity, and availability of each piece of information owned or entrusted to the University is protected. The complete policy can be found on the Information Services website, www.up.edu/IS, under “Policies.”

**Internet Connectivity and E-mail**
A wireless network is available throughout the University campus including residence halls, classroom buildings, and recreational and social buildings. The University discourages users from running any high bandwidth service (large file downloads of music or videos, online gaming, etc.) on the wireless network and recommends using the wired network for these activities. Additionally, illegal use of copyrighted material is prohibited.

It is the expectation that all members of the University community recognize what is appropriate and responsible usage of this technology. Any inappropriate usage, in particular usage that might be viewed as harassing, objectionable, or contrary to the mission of the University, will not be tolerated and may lead to action under the student conduct process. Please consult the Acceptable Use Policy at www.up.edu/IS under “Policies” or your Residential Computer Consultant with any additional questions.

Students should be aware that their University email account is maintained by the University and that the University reserves the right to access email and user accounts under certain circumstances. For more information, please consult section 2.5 of the Acceptable Use Policy at up.edu/IS under “Policies.”
Peer-to-Peer Sharing

It is against University policy to download and/or distribute copyright-protected material. No use of illegal file-sharing applications shall be allowed on any University computers, networks, or in any other University resources. The complete policy can be found on the Information Services website, www.up.edu/IS, under “Policies.”

Parking and Traffic Policies

The Public Safety Department oversees all traffic and parking on campus. A complete copy of all University traffic and parking rules and regulations and a Neighborhood Parking Enforcement map may be obtained at the Public Safety Office. The following policies are especially pertinent to those students wishing to bring a vehicle to campus:

- Purchasing a parking permit does not guarantee a parking space.
- Freshman resident students are prohibited from bringing a vehicle to campus. In the rare instance that this regulation poses a significant hardship on a student, the student may seek an exception from Public Safety. Vehicles should not be brought to campus until the exception has been authorized.
- Off-campus students who wish to park on campus between 8:00 a.m. and 4:00 p.m. on weekdays must purchase a parking permit from Public Safety. Students may only park in those lots designated for commuter students.
- Per the University’s agreement with the City of Portland, off-campus students who choose not to park on campus are prohibited from parking in the two neighborhoods designated below between 8:00 a.m. and 4:00 p.m. on weekdays (further clarification or guidance can be obtained at the Public Safety office):
  - North of Willamette Blvd. and south of N. Princeton Street between N. Olin Avenue and N. Wall Avenue, and
  - N. Warren Street and N. Willamette Lane between N. Monteith Avenue and N. Wall Avenue.
- Parking adjacent to red curbs is prohibited. Public Safety may designate yellow curbs for 20-minute parking. Green curbs are designated for carpool parking only for those who have been issued a valid permit.
- Students residing in University-owned houses adjacent to campus may not bring a vehicle onto campus between 8:00 a.m. and 4:00 p.m. on weekdays when school is in session.
- Illegally parked vehicles are subject to citations, immediate towing, or wheel-booting.
- Carpool parking is available for commuting students who live more than 1 mile from campus.
Vehicle Use Policy
Students, faculty, and staff who intend to drive any vehicle—University, rental, or personal—for University activities or business must contact the Public Safety Department in advance to obtain the relevant policy information and must comply with all safety and registration guidelines. Additionally, students should review the University Vehicle and Transportation Policy for Students, available on the Public Safety website under “Transit & Travel.”
RESIDENCE LIFE

Introduction
The University lives out its mission of teaching and learning, faith and formation, service and leadership, nowhere better than in its residence halls. It is in these communities that we promote mutual respect, faith development, and service to fellow hall members and the University community at large. All students living in residence halls are called to grow in communal responsibility, spiritual development, and leadership. As students discover opportunities for intellectual, social, emotional, spiritual, and physical development, they truly receive an education of the mind and the heart.

Residence Hall Staff
Every residence hall community is guided by a Hall Director. Each Hall Director has as his or her first priority the development and formation of college students and building community among the residents of the hall. The Hall Director is responsible for selecting a staff of resident assistants and for furthering the personal, social, academic, and spiritual growth of the residents.

The Hall Director is supported by the Assistant Hall Director. The Assistant Hall Director’s primary responsibilities mirror those of the Hall Director: encouraging the development and formation of college students and building community among the residents of the hall. The Assistant Hall Director’s additional responsibilities include assisting with faith and liturgy
development, managing front desk operations, advising the Hall Council, and coordinating
maintenance and work order management.

Resident Assistants are full-time undergraduate students carefully selected by the Hall
Director for their leadership experience, interpersonal skills, and desire to have a positive
impact on the residential community. Resident Assistants assist in the general management of
the hall, plan community activities and educational programs, and serve as a role model to the
other residents in the hall.

Each residence hall community also benefits from the presence of a Pastoral Resident.
The Pastoral Resident is generally a priest or brother of the Congregation of Holy Cross who
lives in the residence hall and works alongside the Hall Director, Assistant Hall Director, and
Resident Assistants. Pastoral Residents help build the faith community of the hall through
presiding at weekly Hall Mass, planning liturgies, retreats, and prayer services. As part of the
Hall staff team, they are resources for students in the hall.

**HOUSING POLICIES AND INFORMATION**

The nine residence halls at the University of Portland are the cornerstone of our community
and the places where education of the mind and the heart truly takes root. In order to maintain
residence hall communities that are safe and secure homes to all who live there, residents and
guests must follow certain housing policies and expectations. In addition to abiding by
University policies and standards of conduct, students living in or visiting residence halls must
be aware of and abide by the following housing policies and expectations. Failure to do so may
lead to action under the student conduct process.

**Animals**

Pets and animals of any kind, excluding non-carnivorous fish, are prohibited in residence halls.
Service animals and assistance animals are allowed through an approved accommodation plan
through the Office for Students with Disabilities.

**Appliances**

To meet fire, health, and safety requirements, cooking appliances that utilize open flame or coil
heaters are not allowed. Examples of these appliances include but are not limited to: toasters,
hot plates, toaster ovens, gas stoves, barbecues and grills, George Foreman-style grills, and
other high-wattage appliances. Refrigerators in student rooms must not exceed 4.5 cubic feet in
size and must be in good operating condition. Students are prohibited from possessing or using
halogen lamps, space heaters, and air conditioners in student rooms.

**Bars**

Any structure, which has by its appearance the function of serving alcohol, is prohibited in the
residence halls. The hall staff is responsible for determining whether a structure is a bar, and
the decision of the Hall Director is final. Anyone found in violation of this policy will be required
to dismantle the structure and be subject to action under the student conduct process.
**Bicycle Policy**

Bicycles operating on campus must adhere to traffic rules and regulations and all applicable state laws. Bicycles do not need parking decals; however, owners are required to register their bicycles with the Public Safety Department. A registration sticker is issued at no charge for each bicycle and must be attached and displayed on the bicycle frame. Public Safety encourages the use of the National Bike Registry to increase the likelihood of recovering a stolen bicycle. To register or for more information, students can go to www.nationalbikeregistry.com.

Bicycles may only be parked at outdoor bike racks located around campus and indoor racks available to on-campus residents. Bicycles must be secured by a bicycle lock to an approved bike storage rack while on campus.

Bicycles may not be secured in doorways, stairwells, ADA access paths, to handrails, or in any areas designated by the fire code as an entrance or exit (egress). Public Safety may cut bike locks and impound any bicycle left unsecured and/or unregistered and the owner/operator will be cited. Citations may be appealed at the Public Safety Office.

Public Safety recommends the use of “U” type locks as well as the use of multiple locks to secure bicycles. Additionally, students are recommended to remove any “quick-release” accessories when parked to prevent the theft of bicycles and/or parts. Any questions regarding proper locking techniques for bicycles can be answered at the Public Safety Office or by any Public Safety Officer.

**Break Periods**

During Fall Break, Thanksgiving Break, Spring Break, and Easter Weekend, hall services are limited. Intervisitation hours during all break periods end at midnight. Any social gatherings during these times must be approved by the Hall Director prior to the start of the break period. These guidelines also apply to any student approved to move in early in August or stay late in May. There is no access to the traditional halls during Christmas Break except under special circumstances.

**Building Access**

Residence hall exterior doors are locked for the safety and security of our residents. Residents can gain access to their own hall 24 hours a day by swiping their student ID card at the entrance. Students in campus residence halls have card access to other residence halls during visitation hours. Other visitors must contact individual residents in advance for entry.

Any damage or policy violation by a non-resident guest will be the responsibility of the host as well as the guest. In the event that no individual will take responsibility for the actions of the guest, the entire living area may be held responsible for the actions of the guest.

**Building Security**

In order to ensure the safety of our residents and their possessions, exterior doors may not be propped open unless a University official grants permission to do so (e.g., move-in). Anyone found to be propping exterior doors may be subject to a fine and/or other sanctions. The front doors of each residence hall are accessible only by ID card.
Students are responsible for their room, and should lock the room when it is unoccupied or when residents are asleep. As with items placed in storage, the University is not responsible for loss of personal property caused by theft, fire, or other causes. Students are advised to obtain insurance coverage on all personal effects.

**Bulletin Boards and Posting**

Bulletin boards and other surfaces designated for posting materials are for University business items, campus notices, and approved programs and activities. Commercial material may not be placed on bulletin boards in residence halls unless approved by the Office of Residence Life, the Hall Director, or Student Activities. Items that are improperly posted will be removed. Any material determined by the Hall Director to be obscene, degrading, racist, sexist, and/or harassing will be removed from bulletin boards and other public areas (including resident’s exterior doors).

**Computer Viruses**

Due to the proliferation of computer viruses, all students are required to use anti-virus software on their personal computers before connecting to the University network. The Office of Information Services provides each student with Symantec Endpoint Protection at no additional cost via the Pilots Download Center. Failure to have virus protection software, the proper patches, or to have the software installed correctly may result in the loss of network access. Additionally, any student’s network account or computer that the Office of Information Services believes is infected with a virus will have his or her network access cut off until the computer can be inspected, cleaned, and proper virus protection software installed.

Residential students may obtain this software from Pilots UP or through their Residential Computer Consultant. Additional assistance can be provided by the Help Desk at (503) 943-7000.

**Cooking**

Cooking in traditional residence hall rooms is prohibited. Students may utilize the residence hall kitchens for cooking meals. Each residence hall with a common kitchen has specific policies regarding the checkout of kitchen supplies and equipment.

**Credit Load**

Students living in University residence halls or rental properties must be enrolled as full-time students (a minimum of 12 credits for undergraduate students and 9 for graduate students). Students who drop below a full-time credit load and who wish to remain in the residence hall or rental property must fill out a petition and submit it to the Office of Residence Life for consideration. Petitions are located in the Office of Residence Life or online at www.up.edu/housing.

**Damage to Room or Furnishings**

Any damage to a residence hall room or its furnishings will be charged to the occupants of the room. All rooms are inventoried prior to the opening of the hall and after its close, during which time damages, missing furniture, and rule violations are noted and occupants are charged
accordingly. In order to comply with building codes and construction standards, all repairs to residence hall facilities must be performed by University personnel. Report any damage to residence hall rooms and furnishings to hall staff immediately. If corridors or community areas are damaged, occupants of student rooms in the damaged area may be charged for the damage.

**Extended Absences**

Extended absences from the hall when school is in session may result in the cancellation of a student’s housing contract by the Office of Residence Life. Students who receive on-campus housing in the residence halls are required to live in the rooms they are assigned. If a student expects to be gone from the hall for an extended period of time, he or she should communicate that absence to his or her RA and Hall Director.

**Furniture**

**Public Furniture**

Furniture in lounges, common areas, and lobbies is provided for the use and enjoyment of all members and guests of the hall community. Students are prohibited from removing furniture from common spaces and may be subject to fines or other action under the student conduct process if they are discovered doing so.

**Room Furniture**

Room furniture and configuration varies between and within the different residence halls. While students are free to bring in additional furniture, all University furniture must remain in the resident’s room at all times. Violations of this policy will subject a student to fines and/or additional sanctions. In addition to the policy regarding raised and “lofted” beds (see “Raised Bed Policy”), water beds are prohibited in the residence halls.

**Guests in Residence Halls**

Students living in residence halls are required to register all overnight guests with their Hall Director before the arrival of any guests. All guests must check in at the front desk of the residence hall, follow all University policies and procedures (including intervisitation), and stay only as long and as often as allowed by the Hall Director. Generally, an overnight guest is welcome for a visit that is no longer than two nights in a row and occurs only once a month. All non-student guests and overnight guests must be hosted at all times, and the host is ultimately responsible for the actions and safety of his or her guest. The guest must always carry valid identification and be prepared to sign in at the front desk of the residence hall each time he or she enters. The overnight guest must stay in a room with a host of the same sex and with the permission of the roommate.

In consultation with the Office of Residence Life, Hall Directors may establish guidelines relating to guests that supplement those stated here.
Minor Guests
In addition to the policies set forth above, students intending to host guests under the age of 18 must also provide the Hall Director with written permission from the minor guest’s parent/guardian in order to seek approval for an overnight stay. Guests under the age of 16 may visit overnight only with the approval of the Director of Residence Life.

Hall Mass
Mass is celebrated weekly in each residence hall chapel on either Monday, Tuesday, or Wednesday. The students, members of the hall staff, and pastoral residents plan the liturgies, with the support of Campus Ministry. After each Mass, the hall staff host a social. The residence hall Mass schedule is available on the Campus Ministry website, www.up.edu/campusministry.

Housing Contract
The residence hall contract and rental property contract are legal and binding agreements for the entire academic year. It is important that each resident be familiar with the conditions of the contract and keeps a copy for his/her records.

Keys
The unauthorized possession, use, loan, or duplication of keys is prohibited. Students will be issued a room key and a mailbox key when they check into the hall at the beginning of the year or semester. Residents sign for their keys on the Key Card Form, and in doing so, agree to abide by all University policies and procedures governing keys. Any student who loses either a room key or mailbox key will be charged a replacement fee. Should a student lose or misplace his/her room key, the student should immediately report the loss to a Residence Life staff member or Public Safety.

Laundry Facilities
Washing machines and dryers are located in each traditional hall and operate by card. Cards may be purchased at the Add Value Stations located in Fields and Schoenfeldt, the Pilot House, and the Mehling Hall lobby. Refund requests should be directed to Mac-Gray laundry at 1-800-622-4729.

Mail Services
Students receive their mail in mailboxes assigned to them in their residence hall and can pick up packages at the front desk according to the policy established by their residence hall. Haggerty and Tyson residents pick up their packages at the front desk in Fields and Schoenfeldt.

Meal Plans
All students living in on-campus residence halls are required to choose from among the different meal plans available through Bon Appétit unless granted an exception by the Associate Vice President for Student Development and the Director of Residence Life. More information on the meal plans and how to choose one that fits an individual student’s needs can be found on the Bon Appétit website: www.up.edu/bonappetit.
**Painting**
The painting of student rooms, common areas, and hallways is prohibited.

**Quiet Hours**
To ensure the rights of all residents to proper conditions for rest and study, the following hours have been designated as quiet hours:

- **Sunday through Thursday:** 10:00 p.m. – 10:00 a.m.
- **Friday and Saturday:** Midnight – 10:00 a.m.

The Hall Director may extend quiet hours beyond those listed here, especially during Reading Week and Finals Week. In addition to listed quiet hours, students in residence halls are expected to practice common courtesy at all times.

**Raised Bed Policy**
All students using raised beds (bunked or “lofted” using a University Loft Kit) are required to sign a waiver, available from the Assistant Hall Director. The following regulations apply to all raised beds:

- Personally designed and constructed lofts are prohibited.
- Beds may only be raised using University equipment or by the use of a single, horizontally laid cinderblock or commercially manufactured bed riser in good condition under each leg of a single non-lofted bed.
- Students are highly recommended to use guardrails for all raised beds.
- In buildings equipped with automatic sprinklers, raised beds must be located so as to minimize automatic sprinkler interference.
  - *Sidewall sprinklers:* Locate bed on opposite wall from sprinkler(s).
  - *Overhead sprinklers:* There must be a minimum ceiling clearance of 36 inches.
- Raised beds and their frames must not be enclosed with fabric, plywood, or any other material.
- Raised beds shall abut only on the short ends, except when placed in an “L” shaped configuration.
- The top of the mattress may be no higher than 7 feet from the floor, regardless of ceiling height.

**Recycling**
Each room and residence hall is equipped with dedicated recycling bins. The following items must be recycled and cannot be placed in the trash or otherwise destroyed or disposed of: batteries, computer monitors, computer electronics, televisions, or light bulbs. Recycling points are set up on campus for proper disposal of these and any other hazardous materials.

**Removal from Housing**
Conduct that is considered detrimental to the hall community may result in removal from the hall. In the event of removal, the resident’s housing deposit is automatically forfeited and a room refund may not be given for the period following removal.
**Room Assignment**

Unmarried first-year students are required to live in a residence hall unless they are living at home. Rising sophomores, juniors, and seniors seeking to remain in a residence hall must abide by procedures and deadlines outlined by the Office of Residence Life to receive consideration in the following year’s room assignment process according to the procedure of their hall or the hall to which they are transferring. Room deposits are due at the beginning of the academic year from first-year students and upperclassmen moving into a residence hall after living off-campus. The deposit is used to guarantee the room assignment and to serve as a damage deposit.

If a student is paying for a double or triple room and the student’s roommate leaves, the student is responsible for assisting the Office of Residence Life by accepting a new roommate, moving in with someone else, or accepting double/single occupancy status at the double/single occupancy rate. Rooms with vacancies who wish to be billed at the lower double/triple rate will be considered based on their readiness to accept incoming roommates. Students should consult their housing contract for additional information.

**Room Change**

As stated in the housing contract, the University reserves the right to make changes to the housing assignment. Students wishing to initiate a room change must first meet with their Hall Director to discuss their options. If after exploring all options the Hall Director considers a room change to be the appropriate option, students must request a petition form from their Hall Director. The Hall Director must approve all room changes by signing the petition. Once the Hall Director approves the room change, the student must take the petition to the Office of Residence Life for final verification before any belongings may be moved. Once the student receives final verification, the room change must be completed within the time frame agreed to on the petition.

**Room Entry and Inspection**

In certain cases, University employees may enter a room for the purpose of inspection, inventory, or repair. Students are generally notified in advance if room entry for this purpose is needed, though advance notice is not guaranteed nor required. Additionally, the University reserves the right to enter rooms for the purpose of maintaining security, safety, discipline, and orderly operation of the University.

During the fall semester, a Residence Life staff member will do a fire/life inspection of each student’s room. Students will be notified when the inspection will take place and is required to allow the staff person entrance. If no student is present in the room at the scheduled time for inspection, the inspection will take place in the students’ absence and a note will be left stating the status of the room. Should a violation be found, students will receive a letter indicating what the violation was and will be expected to remedy the violation immediately. If the violation has not been corrected after an unannounced re-inspection, the student(s) will be fined and may be subject to action under the student conduct process.

Common violations include but are not limited to: extension cords without a breaker, items stored closer than 18 inches from a sprinkler head, blocking electrical panels or blocking
exits, prohibited cooking appliances, covering a door with paper, presence of a portable heater, holiday lights, or a smoke detector that has been tampered with.

**Safety Guidelines for Decorations**

In order to ensure compliance with fire department requirements and to ensure a safe environment in the residence halls, the University has adopted the following policy regarding decorations:

- All decorations must be non-combustible or factory-treated with flame retardant.
- No paper of any type may be used to line the exit corridors and stairs.
- Displays and decorations of any type may not obstruct any exit paths or obstruct the exit path in any exit corridor.
- Nothing may be attached to or resting on smoke detectors, heat detectors, or sprinkler heads.
- Hose cabinets, fire extinguishers, cabinets, and fire alarm stations may not be covered or obscured with any decorative materials.
- Exit and emergency lighting systems may not be covered or obscured.
- No open flames, candles, or incense may be used.
- Colored lights may not be installed in corridor lighting fixtures.
- Natural evergreen branches or trees are not allowed in student rooms.
- All displays of wreaths or other holiday decorations must be flame retardant.
- No more than three strands of Christmas lighting may be combined in any string for indoor decoration.
- All Christmas decorations must be removed by the beginning of Christmas break.
- Combustible materials in rooms shall not exceed more than 50% of the wall surface.
- Combustible materials in hallways shall not exceed more than 10% of the wall surface.

The University of Portland Holiday Decorations Policy is available online through the Public Safety webpage at www.up.edu/publicsafety.

**Semester Break**

The housing contract does not provide for housing during the period between the fall and spring semesters unless a student is a resident of Haggerty & Tyson or a University-owned rental property.

**Smoking**

Smoking is prohibited in all residence facilities. Refer to the University’s smoking policy for additional information.

**Sports in the Hall**

To avoid personal injury or property damage, students are prohibited from excessive horseplay and sports in the corridors and lounges. The use of scooters, skateboards, bikes, and other such devices is also prohibited inside residence halls.
Storage
In addition to the limited storage available in each resident’s room, each hall has some area reserved for resident storage. These storage spaces are meant primarily for long-term storage and are not meant to be accessed by students on a regular basis. Storage in any University facility is done at the student’s own risk. The University is not responsible for loss, theft, fire, or damage of any items. Residents are encouraged to obtain insurance coverage on all personal effects.

Each hall has its own process for prioritizing and organizing storage needs. In addition to those policies, all items stored in University storage must be boxed and properly marked with the student’s name and room number. Storage of dangerous, flammable, or explosive items is prohibited, and hall staff will dispose of all unmarked and unclaimed items.

Telephone Service
Each residence hall room is equipped with a network port for a VoIP phone. Students can rent a VoIP telephone for use during the academic year if needed. Local calls are no charge to residents. Residents should use calling cards for long distance calls. Most residents use a personal cell phone or personal computer device to make calls.

24-Hour Space Guidelines
24-hour space consists of those designated areas in each residence hall that may be used by students and their guests at all times when school is in session. Use of this space may be limited at the discretion of the Hall Director for hall events or other functions. Additionally, conduct in these spaces is governed by all University policies and standards of conduct, including the Alcohol Policy and Quiet Hours, as well as any additional policies within the residence hall. Sleeping and housing overnight guests in 24-hour space is prohibited. Residents and their guests are responsible for abiding by all policies and procedures and conducting themselves in a reasonable and appropriate manner, exercising good judgment, and having respect for Hall Staff members and other students.

Windows and Balconies
Throwing, dropping, or allowing any object or person(s) to pass through a window or off of a balcony constitutes a safety hazard or litter issue and is prohibited. Additionally, students are prohibited from throwing objects such as snowballs or water balloons at the building. Window screens are provided for safety and security and should not be removed. Damaged and/or missing room screens will be repaired and replaced. The occupant may be responsible for the expense.
UNIVERSITY STUDENT CONDUCT PROCESS

Students with questions regarding the University’s disciplinary procedures may contact the Office of Residence Life, Buckley Center 101, (503) 943-7205.

Overview

The University’s student policies and student conduct process are the responsibility of the Office for Student Affairs. All alleged violations are handled by the Office of Residence Life or another designee appointed by the Vice President for Student Affairs and Associate Vice President for Student Development. To determine if a student is responsible for a violation of the University Policies and Standards of Student Conduct or other University policies the conduct procedures described below will be followed. Because the conduct process is educational in nature, students may not proceed through an attorney or family member. Decisions regarding a student’s responsibility, or lack thereof, for the alleged violation will be based on careful consideration of the available information and evaluated on the basis of whether it is more likely than not that the student is responsible for the violation. If a student is found responsible for a violation of University polices or standards of conduct, he or she may be assigned a sanction or combination of sanctions. The purpose of these sanctions is to promote the student’s greater self-knowledge, physical and emotional health, and restoration to full participation in the University of Portland community. The University retains the right and
ability to adjust any conduct process described herein as it deems appropriate and necessary, in
its discretion, given the specific facts and circumstances at issue.

Types of Conduct Hearings
Based on the information gathered, the Office of Residence Life will decide whether to proceed
with a case. If the Office of Residence Life decides to go forward, it will decide whether to
proceed with the case as a Standard Conduct Hearing or Formal Conduct Hearing.

Each type of hearing has the same purpose: to determine if a student is responsible for
the alleged violation(s), to help the student learn about the consequences for choices he or she
made, to educate the student about University policies, and to provide pastoral care and
education for the student involved. The primary difference between the types of hearings is
who conducts them and the level of sanction that can be assigned.

Standard Conduct Hearing
Standard Conduct Hearings are designed to allow for the investigation, discussion, and
resolution of alleged violations of University policies and standards of conduct and of residence
hall and University policies and expectations that may lead to any sanctions less than
suspension or dismissal from the University.

Prior to the hearing, the charged student may review his or her student conduct file and
have the University student conduct process explained. Both prior to and during the hearing,
the charged student may ask questions to clarify any confusion he or she may have regarding
the hearing or student conduct processes.

On-Campus Students
All residence halls are guided by policies and expectations designed to create communities
grounded in mutual respect and lead to personal growth and maturation. Students are
expected to know and follow the policies and expectations governing life in the hall in addition
to those governing life at the University as a whole.

Generally, Hall Directors hear cases that involve violations of University and/or
residence hall policies or procedures. Depending on the specific factors of a case, sanctions may
include but are not limited to community service hours, monetary fines, residence hall
probation, counseling assessment, alcohol education, written reflection, a recommendation of
removal from the hall, probation, or other sanctions which meet the particular circumstances of
a specific case.

If in the course of the Standard Conduct Hearing the hearing officer determines that a
Formal Conduct Hearing is the more appropriate setting, he or she will stop the hearing and a
Formal Conduct Hearing will be scheduled for a later date.

Off-Campus Students
Violations of University policies or procedures by off-campus students that will result in an
outcome that is less than suspension or dismissal from the University will be handled in a
Standard Conduct Hearing. The Office of Residence Life will hear Standard Conduct Hearings for
off-campus students. Depending on the specific factors of a case, sanctions may include but are
not limited to monetary fines, counseling assessment, alcohol education, written reflection, or other sanctions that meet the particular circumstances of a specific case.

If in the course of the Standard Conduct Hearing the hearing officer determines that a Formal Conduct Hearing is the more appropriate setting, he or she will stop the hearing and a Formal Conduct Hearing will be scheduled for a later date.

**Formal Conduct Hearing**

Formal Conduct Hearings are the appropriate setting for violations of University policies and procedures that may result in an outcome of suspension or dismissal. The Office of Residence Life coordinates Formal Conduct Hearings, and they are generally run by the Associate Director for Community Standards and two additional professionals from the Division of Student Affairs. Prior to the Hearing, the charged student may review his or her student conduct file and have the University Student Conduct Process explained. Both prior to and during the Hearing, the charged student may ask questions to clarify any confusion he or she may have regarding the Hearing or student conduct processes.

A full-time student or current faculty or staff member may accompany a student to his or her Formal Conduct Hearing and serve as the support person. The support person may assist the student in preparing for the hearing and may speak to their community citizenship. The support person is not required to have firsthand knowledge of the incident.

Students may also bring witnesses who have firsthand knowledge of the incident to their Formal Conduct Hearings. Witnesses must be current students, faculty, or staff.

Charged students must submit the names of the witnesses or support person they wish to bring to a hearing to the Associate Director for Community Standards twenty-four (24) hours prior to the hearing. Upon request of the charged student, the Office of Residence Life will provide the name(s) of any other witness(es) invited to the Formal Conduct Hearing. During the hearing a student may, with the assistance of the hearing officer(s), ask questions of any witnesses present.

Students may also bring other kinds of evidence, such as documents, photographs, or other physical items, to present at their hearing. Students should inform the Office of Residence Life of the items they intend to present at their hearing twenty-four (24) hours prior to the hearing.

**Failure to Appear At a Hearing**

If a charged student fails to attend the scheduled hearing and fails to notify the hearing officer of the delay or absence prior to the hearing, the hearing officer(s) may render a decision in the student’s absence. The outcome of the hearing will reflect that the charged student was not present, and the hearing officer(s) will render a decision based on the partial information available. In the case of a Formal Conduct Hearing, the hearing officer(s) may dismiss the student.

**Interference with the Student Conduct Process**

Interference with the student conduct process will not be tolerated. Such behavior includes but is not limited to violating confidentiality, lying or misrepresenting information to hearing officer(s), falsely initiating the student conduct process, harassing or intimidating any
participant in the student conduct process, failing to comply with sanctions, or attempting to
influence or discourage any participant in the student conduct process. This and other similar
behavior aimed at disrupting the student conduct process may lead to action under the student
conduct process.

Sanctions
If a student is found responsible for violations of University polices or standards or conduct, a
sanction or combination of sanctions will be assigned based on the following: the nature and
circumstances surrounding the offense, prior violations or inappropriate behavior, the impact
of the violation on the University community as well as those directly affected by the student’s
actions, and prior sanctions assigned in similar cases. When placed on University probation, the
student may, among other things, be prohibited from participating in campus activities, holding
leadership positions, studying abroad, traveling for University-sponsored activities, and
maintaining eligibility for scholarships and grants. Possible sanctions include but are not limited
to the following:

- Warning
- Apology letter
- Monetary fine
- Community service hours
- Educational project or paper
- Referral to services (e.g., Health Center, Freshman Resource Center)
- Restriction of certain privileges
- Hold on student account
- Alcohol or drug education
- Alcohol or drug assessment
- Restitution
- No contact order
- Ban from a specific area of campus
- Transfer or loss of on-campus housing privileges
- Residence Hall Probation
  - This is a specified period of observance and evaluation of the student’s
    behavior in the residence hall. If the student violates any residence hall
    policies or additional requirements during the period of probation, he or she
    could be removed from the residence halls and possibly be subject to further
    sanctions.
- Removal from Residence Hall
  - The student’s residence hall contract is voided and he or she is required to
    permanently leave University of Portland residence facilities with no refund
    made available to the student.
• University Probation
  o This is a specified period of observation and evaluation of the student’s behavior. If the student violates any University or residence hall policies during the period of probation, he or she could be suspended from the University.

• Suspension
  o This is a separation of the student from the University for at least one semester. The student may not be on campus without permission during that period. The student may apply for readmission at the end of the suspension period, though readmission is not guaranteed. Any additional criteria for readmission will be specified at the time of suspension. If a student is suspended, no part of the tuition and fees including room and board for the remainder of the semester will be refunded.

• Dismissal
  o This is a permanent separation of the student from the University. The student may not apply for readmission or enter campus without permission. Dismissal decisions will appear on a student’s permanent transcript. If a student is dismissed, no part of the tuition and fees including room and board for the remainder of the semester will be refunded.

Pre-Hearing Sanctions
In rare situations, sanctions will be issued prior to a hearing. These sanctions will be applied only if the Office of Residence Life or its designee(s) determine they are necessary to protect the health and safety of the individual or other members of the University community. Generally, when the University is in session, the student will receive a hearing date no more than ten (10) business days after the interim sanction is put in place. Only when it is not possible to schedule necessary witnesses or obtain information significant to the case will the hearing be held more than ten days after the assignment of the interim sanction. Interim sanctions may include but are not limited to suspension, no contact orders, removal from residence halls, and placing a hold on student accounts or records.

Conduct Process for Incidents of Sexual Harassment, Sexual Assault, or Other Forms of Interpersonal Violence
The following procedures will be applied to add to or amend the formal hearing process described above in an incident of alleged sexual harassment, sexual assault, or other forms of interpersonal violence that the Associate Director for Community Standards determines in his/her judgment to require these additional procedures. Formal rules of process, procedure, or rules of evidence such as those applied in criminal or civil courts are not used in the student conduct process. As previously stated, no student may proceed through an attorney or family member in a student conduct hearing.

Once allegations are made and a student conduct investigation begins, a no-contact order will be issued between the two parties. Therefore, it might be necessary to make changes to living arrangements, course schedules, and dining locations to avoid confrontations between
the students. All reasonable efforts will be made to accommodate the concerns of the students involved.

The student bringing forward a complaint ("complainant") will be interviewed and asked to give a statement through a Title IX Investigator. Upon receipt of the statement, the University will conduct a fact-finding investigation. The student whom the complaint is filed against ("respondent") will also be contacted to provide a statement. The fact-finding report will include the statements of both parties as well as other information and reports collected and completed by the Title IX Investigator, and will be submitted to the Office of Residence Life. Once both statements are submitted, the complainant and the respondent will have access to the other party's statement upon request at the Office of Residence Life. The investigation will be completed within a reasonable time frame, generally sixty (60) calendar days unless exceptional circumstances exist warranting an extension of the time frame.

The conduct hearing itself will take place according to the University conduct process described above. In addition, for matters of alleged sexual harassment, sexual assault, and instances of sexual misconduct:

• Both the complainant and the respondent will receive equivalent notice of process.
• The conduct hearing will be conducted with both the complainant and the respondent student present. Reasonable arrangements, such as the use of a physical barrier, will be made to prevent the complainant and the respondent from directly facing one another.
• Both the complainant and the respondent have the same right to present relevant evidence throughout the conduct hearing.
• Both the complainant and the respondent have the same right to have a support person of their choosing present throughout the conduct hearing. The support person may speak only to the student’s community citizenship and is not required to have firsthand knowledge of the incident.
• Both the complainant and the respondent may identify witnesses who possess relevant information of the alleged incident of sexual harassment, sexual misconduct, or sexual assault to the Title IX Investigator. The Investigator will conduct interviews and will document them during the investigation. This documentation will be forwarded on for use within the conduct process in lieu of witnesses attending the conduct hearing in person.
• No questions, statements, or information about the sexual activity of the complainant with anyone other than the respondent may be introduced. Questions, statements, or information about past sexual activity between the complainant and the respondent may only be discussed if relevant to the issue of consent.
• The hearing officers will make a decision based on the “preponderance of evidence” standard; i.e., whether it is “more likely than not” that the alleged incident occurred.
• The decision will be made within a reasonable time frame of the conclusion of the hearing unless exceptional circumstances exist warranting an extension of the time frame.
• The University will disclose, in writing, the final results of any institutional conduct proceedings to both the complainant and the respondent.
• Both the complainant and the respondent may request a case review according to the process set forth below.

Students who are found responsible for violating University policy regarding sexual harassment, sexual assault, and other forms of interpersonal violence can be subject to disciplinary sanctions including suspension or dismissal from the University.

Case Review
Students found in violation of University policies or standards of conduct by the Division of Student Affairs and/or its designee(s) through the student conduct process have the opportunity to request a case review. Written requests for a case review must be submitted to the Office of Residence Life by the student within three (3) business days of being informed of the original decision. Failure to submit a case review request within that time period will render the original decision final. Generally if a case review is filed, the sanctions issued as a result of the original decision will not become effective until the review process is complete.

Case reviews may be submitted by completing a “Case Review Request Form” found online on the Student Conduct website (www.up.edu/judicial). The Case Review Request Form must be completed in its entirety and contain the student’s signature. Case reviews may be based solely on one of the following criteria:

1. The procedures outlined in the Life on the Bluff were not followed during the student's original hearing, or
2. New and significant evidence is available which was unknown and could not have been known at the time of the hearing.

The severity of sanction is not considered a legitimate ground for case review.

After a case review request is submitted to the Office of Residence Life within three (3) business days following the original decision, the Office of Residence Life and/or its designee(s) will provide a written response to the case review request. This response may include any information that the hearing officer(s) regards as relevant to the review, including any information used by the hearing officer(s) in making his or her determination.

The case reviewer is determined by the type of hearing and decision made. The case reviewer will have the opportunity to review the student’s conduct file, case review request, and the written response from the original hearing officer(s). The reviewer may then do any of the following: (1) refer the case back for more information, (2) request that the case be reheard, or (3) make a decision regarding the case on the basis of the information provided. Generally, the case review itself will not involve an additional meeting with the charged student. Separate case review routes exist depending on the original hearing officer and whether decisions of suspension or dismissal were the original outcome.
Case review of sanctions less than suspension or dismissal

In cases involving sanctions less than suspension or dismissal, the student may request a case review as follows:

a. If the original hearing officer was a Hall Director:
   i. The student may request a review of the decision by the Associate Director for Community Standards or his/her designee on the basis of the two criteria identified above.
   ii. The decision made by the Associate Director for Community Standards or his/her designee is final.

b. If the original hearing officer was the Associate Director for Community Standards or his/her designee:
   i. The student may request a review of the decision by the Associate Vice President for Student Development on the basis of the two criteria identified above.
   ii. The decision made by the Associate Vice President for Student Development is final.

Case review of suspension or dismissal

In cases involving suspension or dismissal, the student may request a case review as follows:

a. If the original decision was suspension:
   i. The student may request a review of the decision by the Vice President for Student Affairs or his/her designee on the basis of the two criteria identified above.
   ii. The decision made by the Vice President for Student Affairs or his/her designee is final.

b. If the original decision was dismissal:
   i. The student may request a review of the decision by the President or his designee on the basis of the two criteria identified above.
   ii. The decision of the President or his designee is final.

Review of Sexual Harassment, Sexual Assault, and Sexual Misconduct Cases

In sexual harassment, sexual assault, and sexual misconduct cases, both the complainant and the respondent have the right to request a case review. The complainant and the respondent may request a case review on the basis of the decision made but not on the basis of the sanction(s) assigned. All sexual assault cases resulting in a sanction less than dismissal will be reviewed by the Vice President for Student Affairs or his/her designee and his/her decision is final. All sexual assault cases resulting in a sanction of dismissal will be reviewed by the President or his designee and the decision of the President or his designee is final.
Student Conduct and Studies Abroad Programs

As a study abroad student, conduct inside and outside the classroom reflects upon the University of Portland. Accordingly, students are expected to adhere to the University of Portland's policies and the standards of student conduct as found in *Life on the Bluff*, as well as by the regulations of the specific study abroad program and host institution. Students are also expected to abide by the laws and respect the customs of the host country.

The Academic Program Director of each Studies Abroad site has primary responsibility in determining if a student is in violation of any policies and/or standards of the host program, country, or *Life on the Bluff*, and to establish sanctions for the violation. The Academic Program Director, in consultation with the Studies Abroad Director, and/or the Associate Vice President for Student Development, may also determine that a violation is so egregious that a student’s participation in the program may be terminated, and further disciplinary action may be taken which could lead to suspension or dismissal from the University of Portland. Examples of misconduct include but are not limited to:

- Violation of laws of host country;
- Abuse of alcohol, or use or abuse of illegal drugs;
- Disturbing the peace or disrupting the community;
- Repeated failure to control noise levels in student housing facilities;
- Disruption of the academic environment of the program, including repeated failure to participate in class assignments or to attend mandatory excursions;
- Vandalism perpetrated against public or private property;
- Assault or sexual assault.
ADDENDUM 1

Statements of Student Freedoms and Responsibilities

Access to Higher Education
Within the limits of its facilities, the University of Portland is open to all students who are qualified according to the University’s standard of admission. In all admissions processes, the University adheres to its Equal Opportunity and Nondiscrimination Policy.

Freedom to Associate
Students are free to join off-campus organizations and to organize and join campus associations that promote their common interests. Campus clubs, organizations, and associations that involve the University community must comply with the regulations set forth by the Office of Student Activities with regard to membership, policies, and actions. In accord with laws prohibiting certain forms of discrimination, campus organizations must generally be open to all students without respect to race, age, national origin, sex, sexual orientation, disability, or other legally protected status.
Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately, so long as they do so in a manner that does not disrupt educational or other University functions. It is the responsibility of students and student groups to not represent themselves as speaking or acting on behalf of the University. Any conduct by a student which restrains either the freedom of expression or the freedom of movement of others who may not agree, or which is any way disruptive of University operations, is unacceptable. If such conduct should occur, University officials will request the individual or group to cease and disperse.

As members of the academic community, students are free individually and collectively to express their views on institutional policy. To provide formal means for student participation in the formulation and application of institutional policies, students selected by a process approved by the ASUP shall have membership on the Academic Senate and on designated University committees.
ADDENDUM 2

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student’s education records within 45 days of when the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may 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.

The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the
student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests or in compliance with a judicial order or other lawfully issued subpoena.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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, DC 20202-5901

**Directory Information**

FERPA allows the University to provide “directory information” to others without a student’s consent. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

If you do not want the University to disclose some or all directory information without your prior consent, you must notify the Registrar in writing by the end of the first week of classes. In the event that such written notification is not filed, the University assumes that the student does not object to the release of the directory information.

Directory information includes:

- Name
- Address
- Telephone number
- E-mail address
- Name(s) and address(es) of parent(s)
- Country of citizenship
- Major field of study
- Participation in recognized activities and sports
- Weight and height of members of athletic teams
- Photographs
- Dates of attendance
- Degrees, honors, and awards received
- Class-year in school
- Previous educational institutions attended
Student Conduct Records
All records of student conduct proceedings are maintained through the Division of Student Affairs. Such records are destroyed seven years after the last entry into the student’s record (In compliance with the Clery Act (20 USC § 1092 (f))). Information in these records is not made available to persons other than the President of the University, the Vice President for Student Affairs, the Legal Affairs Delegate, and Student Affairs staff on a need-to-know basis, and as allowed or required in compliance with Federal Law 20 USC §1092, and USC § 1232 or other state or federal law.

Counseling Records
Counseling records are privileged and confidential as required (and except as limited) by law in accordance with state and federal statutes and regulations. Generally, and unless legally permitted or required, information may not be disclosed to another person or agency outside of the University Health Center (including parents, teachers, or Residence Life staff) without the written consent of the student.

Medical Records
Medical records are privileged and confidential as required (and except as limited) by law in accordance with state and federal statutes and regulations. Generally, and unless legally permitted or required, information may not be disclosed to another person or agency outside of the University Health Center (including parents, teachers, or Residence Life staff) without the written consent of the student. Medical records may be released to necessary personnel to appropriately respond in the event of an emergency.

Records Not Available to Students or Third Parties
The University does not generally make non-education records available to students or outside parties, including: alumni giving records; campus safety and security records for law enforcement purposes; parents’ financial information; personal records kept by individual staff members; score reports of standardized tests; student employment records; and transcripts of grades sent by other educational institutions.

Ordering Transcripts
A transcript is a complete and faithful copy of the student’s University academic record. Official transcripts bear the seal of the University and the signature of the Registrar. Current students and alumni who have attended since 2010 may order their transcripts securely online via their Self Serve accounts on PilotsUP. Detailed instructions on using the online order form to request a paper or electronic transcript may be found at www.up.edu/registrar.

For those not able to order online, transcript requests can be made by submitting a written letter or using the request form that can be printed from www.up.edu/registrar. Your request must be signed (electronically generated signatures are not accepted). If you would like a printed transcript, please provide the full address to which the transcript is to be sent. If you would like an electronic transcript, please provide the e-mail address to which the transcript is to be sent.
Please include in your written request the following information to assist us in finding your record:

- Name(s) under which you may have attended
- UP ID number
- Date of birth
- Dates you attended the University of Portland

Please note that if you are requesting an electronic transcript to be sent to yourself, it will be marked as “Issued to Student” and will be an unofficial transcript. We are only able to provide one copy of your electronic transcript if it is issued to yourself.

Your request can be submitted in person to the Office of the Registrar in Waldschmidt Hall, room 100. The office hours are Monday-Friday, 8:30 a.m. to 4:30 p.m. If you are unable to visit the office, please mail your request to:

University of Portland
Office of the Registrar MSC 165
5000 N Willamette Blvd
Portland, OR 97203

Or fax your request to (503) 943-7979.

Transcripts may be ordered for pickup or to be mailed or delivered electronically. Please note, an electronic transcript is not available for students who attended prior to 1984. If mailed, transcripts are sent free of charge to the requested address through USPS first class mail. If you choose to have your transcripts held for pickup, photo ID will be required at the time of pickup. Most requests are processed within 2-3 business days of receiving your request; however, students who attended prior to 1984 should allow at least one week for processing. There is no charge for regularly processed transcripts.

If you require your transcript requests processed on the same day on which they are received, there is a $10 Rush charge. (Please note that this option is not available for students who attended prior to 1984.) Please specify “Rush” on your request. Payment must occur prior to processing.

If you need your Rush transcript mailed to its destination, please note that the University’s last mail pickup is 3 p.m. Rush requests for mailed transcripts received at or after this time will not be able to be mailed until the next business day. If you require expedited shipping through USPS or UPS in addition to the same-day Rush service, there will be additional charges for this service. (Charges are dependent on shipping address.) We do not ship via FedEx. Payment for these additional charges must occur in advance of shipping.

A signature or secure login is required to release your transcript; we are not able to accept telephone or e-mail requests.

As the transcript is printed on security paper, official copies cannot be faxed.

Current students can view their unofficial transcripts through Self Serve Banner on PilotsUP.
The University will not issue transcripts for anyone with outstanding account balances or obligations. For transcripts from previous educational institutions attended, students must contact each institution directly.

If you have any further questions, please call the Office of the Registrar at 503-943-7321 or 1-800-227-4568.