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, Fr. Mark L. Poorman, C.S.C., in coordination with the University Health Center, Human Resources, and the Office of University Events. Fr. Poorman may be contacted at:

Fr. Mark L. Poorman, C.S.C.
Executive Vice President
400 Waldschmidt Hall, MSC 202
(503) 943-7207 | poorman@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:

Dr. Elayne J. Shapiro
Title IX Coordinator, Associate Professor of Communication Studies
240 Buckley Center, MSC 83
(503) 943-7349 | shapiro@up.edu

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Kenna Hall 027, MSC 147
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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. E. William Beauchamp, C.S.C.
President

Thomas G. Greene
Provost

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

James C. Lyons
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

Rev. Gary S. Chamberland, C.S.C
Director of Campus Ministry

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

Laurie C. Kelley
Associate Vice President of University Relations & Chief Marketing Officer

Scott R. Leykam
Director of Athletics

John A. Soisson
Special Assistant to the President

Bryn M. Sopko
Director of Human Resources

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

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Director of Career Services

Director of the Moreau Center for Service and Leadership

Gerald A. Gregg
Director of Public Safety

Christopher T. Haug
Director of Residence Life

Jeremy A. Koffler
Director of Student Activities

Paul R. Myers
Director of University Health Center

Michael J. Pelley
Director of International Student Services

Rev. Randall C. Rentner, C.S.C.
Special Assistant to the Vice President for Student Affairs
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<td>(503) 943-8002</td>
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<td>Writing Center</td>
<td>(503) 943-8002</td>
<td>Franz Hall 120</td>
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SELECTED STUDENT SERVICES

Campus Ministry
Rev. Gary S. Chamberland, C.S.C., 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 Friendship Partners Program and the Campus Connector Program.
Moreau Center for Service and Leadership

, director
(503) 943-7132; moreaucenter@up.edu
St. Mary’s Student Center
up.edu/moreaucenter

The Moreau Center for Service and Leadership 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
5408 N. Warren St.
up.edu/publicsafety

The University of Portland Public Safety Department exists to serve 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/sfcc

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

The University aims to enhance the educational experience of students by encouraging and supporting a wide range of student interests and organizations, including student government, student media, multicultural programs, and a rich variety of clubs. Students who take advantage of the activities and participate in organizations gain invaluable experience in leadership and organizational skills, technical and professional skills, and political and social
skills. The Office of Student Activities (OSA) serves the University's mission by facilitating active participation, by creating opportunities for students to learn and practice decision-making as it relates to their core values and the benefits of the community, and by forming productive relationships.

**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 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.

Confidential personal, spiritual, and learning assistance counseling, as well as some health care services are provided at no cost for professional services. Nominal fees are charged for psychological assessment, medication, laboratory studies, and medical supplies.
# RESIDENCE HALL STAFF DIRECTORY: 2013-14

<table>
<thead>
<tr>
<th>Hall/Position</th>
<th>Name</th>
<th>Phone</th>
<th>Room #</th>
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<tr>
<td>Christie</td>
<td>Hall Office</td>
<td>(503) 943-7563</td>
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<tr>
<td>Director</td>
<td>Joe Burke</td>
<td>(503) 943-7575</td>
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<tr>
<td>Assistant</td>
<td>Tyler Zimmerman</td>
<td>(503) 943-7573</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Pat Hannon, C.S.C.</td>
<td>(503) 943-7700</td>
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<td>Corrado</td>
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<tr>
<td>Director</td>
<td>Michael Wode</td>
<td>(503) 943-7552</td>
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<tr>
<td>Assistant</td>
<td>Fiona Corner</td>
<td>(503) 943-7476</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Gary Chamberland, C.S.C.</td>
<td>(503) 943-7498</td>
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<td>Fields</td>
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<td>Director</td>
<td>Sr. Sue Bruno, O.S.F.</td>
<td>(503) 943-8477</td>
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<tr>
<td>Assistant</td>
<td>Georgia Wilson</td>
<td>(503) 943-8478</td>
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<tr>
<td>Pastoral</td>
<td>Fr. John Donato, C.S.C.</td>
<td>(503) 943-8399</td>
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<tr>
<td>Kenna</td>
<td>Hall Office</td>
<td>(503) 943-7569</td>
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<tr>
<td>Director</td>
<td>Molly Cullen</td>
<td>(503) 943-7568</td>
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<tr>
<td>Assistant</td>
<td>Katie Doyle</td>
<td>(503) 943-7342</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Ed Obermiller, C.S.C.</td>
<td>(503) 943-7488</td>
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<td>Mehling</td>
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<tr>
<td>Director</td>
<td>Gina LoSchiavo</td>
<td>(503) 943-7535</td>
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<tr>
<td>Assistant</td>
<td>Kelsey Rea</td>
<td>(503) 943-7539</td>
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<tr>
<td>Assistant</td>
<td>Becky Wauson</td>
<td>(503) 943-7587</td>
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<tr>
<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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<tr>
<td>Director</td>
<td>Joe Coulter</td>
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<tr>
<td>Assistant</td>
<td>Brock Vasconcellos</td>
<td>(503) 943-8474</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Mark Poorman, C.S.C.</td>
<td>(503) 943-8265</td>
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<td>Shipstad</td>
<td>Hall Office</td>
<td>(503) 943-7560</td>
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<tr>
<td>Director</td>
<td>Fr. Mark DeMott, C.S.C.</td>
<td>(503) 943-7559</td>
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<tr>
<td>Assistant</td>
<td>Genesee McCarthy</td>
<td>(503) 943-7486</td>
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<tr>
<td>Pastoral</td>
<td>Br. Tom Giumenta, C.S.C.</td>
<td>(503) 943-7498</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Gerry Olinger, C.S.C.</td>
<td>(503) 943-7953</td>
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<td>Tyson &amp; Haggerty</td>
<td>Hall Office</td>
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<td>Director</td>
<td>Tyler Hale</td>
<td>(503) 943-7558</td>
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<tr>
<td>Assistant</td>
<td>Isaac Otto</td>
<td>(503) 943-8688</td>
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<tr>
<td>Pastoral</td>
<td>Fr. Jeff Schneibel, C.S.C.</td>
<td>(503) 943-7572</td>
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<tr>
<td>Villa Maria</td>
<td>Hall Office</td>
<td>(503) 943-7576</td>
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<td>Director</td>
<td>Danny Zimmerman</td>
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<tr>
<td>Assistant</td>
<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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</table>
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, we hope, 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 page 20 for complete policy).
2. Sexual misconduct (see page 22 for complete policy)
3. Sexual assault (see page 22 for complete policy).
4. Possession, use, sale, distribution, or manufacture of drugs or other controlled substances (see page 28 for complete policy).
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**
Contact Public Safety immediately by calling (503) 943-4444 or 911 and follow all directions.

**Crime in Progress**
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 community free from all forms of violence. Of particular concern is interpersonal violence—also known as “power-based personal violence”—a form of violence that uses power, control, or intimidation to harm another. **This type of violence may include but is not limited to stalking, sexual harassment, sexual assault, and relationship violence.** 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. Confidential resources for interpersonal violence can be found at page 23 and options for reporting interpersonal violence can be found at page 25.

Interpersonal violence often occurs when there has not been effective 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.

**SEXUAL HARASSMENT POLICY**
Sexual harassment of any kind is inconsistent with the mission of the University of Portland to create a safe and secure community in which all members feel safe and respected. Furthermore, such behavior 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 unwelcome sexual advances. Sexual harassment
can manifest itself in different ways under different circumstances, but may be described generally as 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.

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, Dr. Elayne J. Shapiro, at (503) 943-7349, or shapiro@up.edu, or the Deputy Title IX Coordinator, Kristina S. Houck, at (503) 943-8125, or houckk@up.edu. Reporting options and grievance procedures for sexual harassment complaints can be found at “Interpersonal Violence Reporting Options” on page 25.

RELATIONSHIP VIOLENCE
At the University of Portland, all members of the community are called to honor and respect the inherent value and dignity of others. This is of particular importance in intimate and romantic relationships, where individuals are called to model Christ’s love and care for one another. Relationship violence, which is a pattern of manipulative behavior aimed at gaining power or control over an intimate or romantic partner, is not tolerated at the University of Portland.

Examples of behavior prohibited under this policy may include but are not limited to:

- **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 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
The University condemns all forms of non-consensual sexual contact, sexual exploitation, and inappropriate expressions of sexual behavior. This is 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. 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 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 ASSAULT
The University of Portland is committed to fostering a safe community where the dignity of all members is respected. Sexual assault of any kind is inconsistent with the University mission and the maintenance of a healthy community. Sexual assault is a form of sexual harassment that is prohibited under Title IX. Any act of sexual assault is prohibited and any student found responsible may be subject to the University’s conduct process.
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, intoxication, 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.

When a sexual assault 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 minister to affected students. A person who has been assaulted who contacts the resources listed in the “Confidential Resources” section below will be confidentially advised where to find medical and other support. This initial contact with a confidential source does not generally commit the student to any course of action.

Confidential Resources for Interpersonal Violence

The University of Portland is committed to caring for survivors of interpersonal violence, including relationship violence, stalking, and sexual assault through responding to their needs, offering appropriate referrals, protecting their privacy, and protecting their safety as well as the safety of the entire campus community. 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 accused student, the reporting student should be aware that the University’s ability to respond may be limited. In any instance of alleged sexual assault, 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.

Strictly Confidential 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.

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 on p. 15
Stop Assault for Everyone (SAFE) Advocates: (503) 943-SAFE(7233); up.edu/safe/

Mostly Confidential Resources

These resources offer confidentiality to the greatest extent possible, though information may be shared with certain administrators and the Title IX Coordinator or Deputy Title IX
Coordinator so that the University can take action, if necessary, to protect the safety of the student or larger University population.

**Title IX Coordinator:** Dr. Elayne J. Shapiro; (503) 943-7349; shapiro@up.edu
**Deputy Title IX Coordinator:** Kristina S. Houck; (503) 943-8125; houckk@up.edu
**Most faculty and staff**

**Limited Confidentiality Resources**
These resources share information with University administrators, Public Safety, the Associate Director for Community Standards, the Title IX Coordinator, and the Deputy Title IX Coordinator while taking into account the reporting student’s wishes regarding confidentiality to the greatest extent possible.

- **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,’ p. 15

**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 Multnomah County Crisis Line. 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
- **Multnomah County Crisis Line:** (503) 988-4888
- **Portland Police Bureau Emergency:** 911
- **Portland Police Bureau Non-emergency:** (503) 823-3333

**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 accused
- 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.
INTERPERSONAL VIOLENCE REPORTING OPTIONS AND GRIEVANCE PROCEDURES
The University of Portland is committed to providing a variety of reporting options for any student who believes that he/she has been a victim of stalking, sexual harassment, sexual assault, relationship violence, or any other form of interpersonal violence. Students who believe they are victims of this type of violence are always able to pursue more than one of the options listed below. Additionally, different or additional procedures exist in order to most effectively meet the needs of all parties involved. 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 Certain Other Forms of Interpersonal Violence” on page __. 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.

Options for Reporting Interpersonal Violence
A student who believes that he/she is a victim of interpersonal violence may choose to pursue a criminal complaint, a complaint through the University conduct process, or to pursue both processes at the same time. The University’s Title IX Coordinator will be informed about the incident for all reporting options.

• **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.** Elayne J. Shapiro, the Title IX Coordinator, or Kristina S. Houck, the Deputy Title IX Coordinator, may receive the report in person, over the telephone, or via email. The report to the Title IX Coordinator or Deputy Title IX Coordinator can be a formal complaint or can be completed anonymously, whereby the information is recorded without identifying the complainant or source.

• **Complete a report with UP Public Safety asking that the conduct process not be pursued.** The report will assist the University in keeping accurate statistics and will provide a confidential listing of names of suspects. 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 accused perpetrator is a student, the person who has been assaulted may request that the University take action through the University conduct process managed by the Office of Residence Life. The procedure for handling sexual assault conduct cases is described under ‘Conduct Process for Incidents of Sexual Harassment, Sexual Assault, or Certain Forms of Sexual Misconduct’ on page 50.
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/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 instead if he/she wishes to when the alleged incident is isolated and 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 beginning on page 20. 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/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, accused, 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 below at “University Student Conduct Process,” on page 52.

ON-CAMPUS 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 on-campus 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 (i.e. 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 alcoholic beverages in residence halls 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 living in any of the ‘Theme Houses’ are required to comply with the alcohol policy listed here as well as any additional requirements imposed by their theme housing agreement.
  e. 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.
  f. Students may not transport, possess, or use open containers in any common spaces (i.e., hallways, stairwells, lounges, etc.).
  g. Students may not hang signs or advertisements for alcoholic beverages from windows, on doors, or in other publicly visible places.
  h. Students may not possess or display collections of alcohol containers or any other drinking paraphernalia.
  i. 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.
  j. 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.
  k. 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 (slurred speech, staggering, etc.). 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’ section below.

**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 bodily danger or physical harm, or the likelihood of such danger or harm. 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: http://www.acha.org/Publications/docs/ACHA_Tuberculosis_Screening_Apr2011.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 student 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, Pertusis (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

**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 on-line. 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, except as authorized by Public Safety, Physical Plant, or another authorized employee.
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. Possession 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 (i.e., paintball guns, air-soft guns, archery sets, BB guns, pellet guns, etc.).
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 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 prohibited in non-designated areas, and failure to abide by the policies stated below may be sanctioned under the University student conduct process.

Public Areas
Smoking is permissible outdoors except in and around Merlo Field and the Joe Etzel Baseball Field. The University also prohibits smoking within 50 feet of all main entrances to buildings and facilities.

       Smoking is prohibited in all University buildings, including all residence halls. Smoking around residence halls is permitted only in designated areas, and elsewhere at least 50 feet away from the entrance of any residence hall. All University-owned apartments and off-campus rental properties are non-smoking without exception.

STUDENT ACTIVITIES POLICIES
The Office of Student Activities is responsible for facilitating active participation in extracurricular activities and leadership. The staff works with campus leaders to coordinate student media, Student Government (ASUP) and its committees and services, Campus Program Board (CPB), and all official 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 Organizations

Establishment and Recognition

In order for a club to be recognized as an official student organization, the club’s purpose must be compatible with the University’s mission and Roman Catholic identity. No organization or member of an organization acting on its behalf may promote or participate in activity that is contrary to that mission or identity. Additionally, in keeping with the University’s policy of nondiscrimination, organizations may not discriminate on the basis of race, color, national origin, sex, 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 comprised 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 receive necessary materials for submitting a proposal. Proposals are required to include a constitution, roster, 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.

Good Standing

In order to remain in good standing, activities encouraged, sponsored by, or participated in by the club or any member acting on the club’s behalf must be consistent with the University’s mission and Catholic character. A club 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 promoting alcohol or events that have alcohol as their focus.

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
University personnel, students, departments, and registered student organizations may post or distribute literature on University property. All materials posted or distributed must clearly indicate the name of the sponsoring campus individual, registered student organization, or University department, and any additional information required by the Office of Student Activities. 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 cleared through the University’s Office of Marketing and Communications. Material printed in any language other than English may be posted only when accompanied by an accurate English translation.

Distribution
Materials approved for distribution may be handed out in high traffic areas (e.g., outside the Cove, in the Bauccio Commons foyer, etc.) as indicated by the Director of Student Activities. Materials may not be forced upon people and may not be placed on or in vehicles parked on-campus. All materials to be distributed in all residence halls must be approved by the Office of Residence Life.

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.
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” x 22” 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 distribute literature or obtain petition signatures on-campus unless they are sponsored by a registered student organization or department of the University. Those University groups must handle the distribution and petitioning. To request sponsorship from a student organization, the off-campus persons or group must provide the Office of Student Activities with seventy (70) copies of a letter requesting sponsorship. These letters will be distributed to organizations through their campus mailboxes. Adequate contact information must be provided to make it possible for an interested group to respond. If no student 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. Additional approval from the Office of Development is required for all solicitation of 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 book sales).

Individuals may not sell or solicit among or on behalf of the University population unless they are sponsored by a recognized student 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 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, 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 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**

Any student 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 students going on the trip, the proposed transportation plan, and a signed waiver form from each participant. Waivers are available from the Student Activities Office and must be obtained in advance.

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. A student representative from the sponsoring organization must accompany the trip. The Office of Student Activities may require a University chaperone on certain 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. Once the group has secured a willing University representative, it must submit his/her name, address, and telephone number to the director of Student Activities at least 14 calendar days in advance of the anticipated departure date.

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.”

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, Fr. Mark L. Poorman, C.S.C., in coordination with the University Health Center, Human Resources, and the Office of University Events and through the Office for Students with Disabilities. 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
Since its foundation as a university in the Roman Catholic tradition, the pastoral care of all students, both Catholic and non-Catholic, at the University of Portland is properly the responsibility of the Congregation of Holy Cross and is exercised through the Office of Campus Ministry. Campus Ministry offers a host of organized religious programs, faith formation efforts, and worship services intended to meet the needs of the University community. 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.

In an effort to fulfill its mission, Campus Ministry may approve some other religious organization, Catholic or non-Catholic, to become involved in the direct pastoral ministry, evangelization, or catechesis of students, either on campus or by using University structures, facilities, or services. Authorization for such organizations is dependent on a group’s ability to provide services that are beyond the means of Campus Ministry and which complement its offerings and efforts. Once approved, an organization’s University-related activities will be supervised by Campus Ministry and receive its cooperation. However, any group or
organization that is in any way disrespectful of or antagonistic towards the doctrine and tradition of the Roman Catholic Church will not be approved, or will have its approval rescinded. Similarly, disrespectful or antagonistic behavior towards any other religious groups or traditions on campus contradicts the University’s striving for Christian community and meaningful mutual respect. Such behavior will not be tolerated.

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,
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.
- Freshmen 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:
  - 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. (See Neighborhood Parking Enforcement Map available from Public Safety).
- 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.

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.”
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 4.0 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, handrails, stairwells, ADA access, or in any areas designated by the fire code as an entrance or exit (egress). Public Safety may 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**

During hours when the front doors are unlocked, a non-resident seeking access to a residence hall is required to sign in with the hall receptionist by showing their valid student ID and identifying his or her resident host. Residents of a hall must show their valid student ID to the hall receptionist upon entry. Gaining access to a residence hall by pretending to be a resident is prohibited. Guests must be able to identify their host.

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 (i.e., 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 unless a hall receptionist is present.

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 tackable surfaces are for residence hall business items, notices, and activities. Commercial material may not be placed on bulletin boards 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) at the discretion of the Hall Director.

**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/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” on p. 48), 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 hall chapel. The Pastoral Residents, students, and other members of Hall Staff plan the liturgies. Following Mass each week, students are welcome to attend a social hosted by the Hall Staff. A schedule of the Mass days and times for each hall 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**

Students who decide to use raised beds (bunked or “lofted” using a University Loft Kit) are strongly encouraged to ask Physical Plant to assemble the bed for them. All students using raised beds 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.

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 on page 29 for more 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 telephone jack, but students must provide their own telephone. Local calls are no charge to residents. Residents should use calling cards for long distance 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.
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/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 recommendation for 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 a recommendation for 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 recommendation of 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 first-hand 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.

If the Formal Conduct Hearing results in a recommendation of dismissal, the Vice President for Student Affairs or his/her designee will review the recommendation and make the final determination.

**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 recommend the student’s dismissal to the Vice President for Student Affairs in the student’s absence.
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.

CONDUCT PROCESS FOR INCIDENTS OF SEXUAL HARASSMENT, SEXUAL ASSAULT, OR CERTAIN 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 certain 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 discussed above, 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 asked to submit a written statement through the Title IX Coordinator or Deputy Title IX Coordinator. Upon receipt of the statement, the University will conduct a fact-finding investigation. The accused student (“accused”) will also be contacted to submit a written statement. The fact-finding report will include the statements of both parties as well as other information and reports collected and completed by the University, and will be submitted to the Office of Residence Life. Once both statements are submitted, the complainant and accused 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 certain instances of sexual misconduct:
- Both the complainant and accused will receive equivalent notice of process.
- The conduct hearing will be conducted with both the complainant and accused student present. Reasonable arrangements, such as the use of a physical barrier, will be made to prevent the complainant and accused from directly facing one another.
- Both the complainant and the accused have the same right to have witnesses, present relevant evidence, and have a support person present throughout the conduct hearing.
• Both the complainant and the accused may present witnesses with information relevant to the alleged incident of sexual harassment, sexual misconduct, or sexual assault to the hearing officers during the conduct hearing.
• Both the complainant and the accused may request that the hearing officers ask questions of the witnesses or other party during the conduct hearing. It is up to the discretion of the hearing officers whether such questions will be submitted to witnesses or the other party.
• No questions, statements, or information about the sexual activity of the complainant with anyone other than the accused may be introduced. Questions, statements, or information about past sexual activity between the complainant and the accused 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 accused.
• Both the complainant and accused may request a case review according to the process set forth below.

INTIMIDATION OR THREATS TO PREVENT REPORTING
The University of Portland strongly encourages students to report all incidents of sexual harassment, sexual misconduct, and sexual assault. Any attempt to intimidate, threaten retaliation, or otherwise attempt to prevent the reporting of an incident of sexual harassment, sexual misconduct, or sexual assault 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, sexual misconduct, or sexual assault 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.

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
• Mediation
• Restitution
• No contact order
• Ban from a specific area of campus
• Transfer or loss of on-campus housing privileges
• Residence Hall Probation
  o 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
  o The student’s residence hall contract is voided and he/she is required to permanently leave University of Portland residence facilities within 72 hours of the decisions, 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.
• 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. Only the Vice President for Student Affairs, his/her designee, or the President of the University may dismiss a student from the University of Portland.
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.

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 Certain Sexual Misconduct Cases
In sexual harassment, sexual assault, and certain sexual misconduct cases, both the complainant and the accused have the right to request a case review. The complainant and the accused 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 suspension or a recommendation for dismissal will be reviewed by the Associate Vice President for Student Development or his/her designee and his/her decision is final. All sexual assault cases resulting in a sanction of suspension 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 made by the Vice President for Student Affairs or his/her designee will be reviewed by the President or his designee and his/her decision 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.
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 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, national origin, sex, 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.
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
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.

**Transcripts**
A transcript of credit 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. Requests for transcripts must be made in writing and must include the student’s signature. We are unable to accept telephone or email requests since the student’s signature is required to release his/her transcript. To order a transcript, please send an original, signed letter indicating where you would like your transcripts to be sent, or download and mail the Transcript Request form from our web site at www.up.edu/registrar.
Please include in your written request the following information:

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

Transcripts are normally mailed within two (2) working days of receiving the request. You can order a rushed transcript for an additional fee and it will be processed immediately. Please allow several additional days for processing if you attended the University prior to 1983.

For all requests submitted in person or through the mail, we are only able to accept cash, check, or money order made out to the “University of Portland”. There is a fee for each transcript and an additional nominal fee for each additional copy processed at the same time, payable at the time of request. Faxed requests require payment by credit card and require an additional processing fee. If you choose to fax your request, please include a Visa, Discover, or MasterCard number and expiration date on your request form. The University will not issue transcripts for anyone with outstanding account balances or obligations.

Note: For transcripts from previously attended educational institutions, students must contact the institution directly.