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ACADEMIC, FOOD SERVICES, AND CAMPUS EVENTS CALENDAR
For Regis College and Rueckert-Hartman College for Health Professions Traditional Nursing Students

FALL SEMESTER 2015
Thursday, August 20 .....................................................................................................................................................New students arrive
Saturday, August 22 ..................................................................................................................................................Residence halls open to returning students
Thursday, August 20 – Sunday, August 23 ..................................................................................................................New student orientation
Sunday, August 23 ..............................................................................................................................................First meal on meal plans: dinner in the Main Café 5:00 pm – 7:00 pm
Monday, August 25 ......................................................................................................................................Classes begin
Tuesday, September 1 ........................................................................................................................................Last day to change meal plans
Tuesday, September 1 .......................................................................................................................................Last day to drop/add classes
Tuesday, September 1 .......................................................................................................................................Last day to enroll in or waive student health insurance plan
Monday, September 7 ......................................................................................................................................Labor Day (no classes)
Thursday, September 17 ......................................................................................................................................Mass of the Holy Spirit (11:00 am classes do not meet)
Friday - Sunday, October 1-4 ....................................................................................................................................Family weekend
Friday, October 2 ................................................................................................................................................Fall Faculty Conference (no classes)
Monday, October 12 – Tuesday, October 13 ................................................................................................................Mid-semester break (no classes)
Friday, November 1 ................................................................................................................................................Withdrawal period ends
Monday, November 2 ................................................................................................................................................Spring registration begins
Wednesday – Sunday, November 25-29 ......................................................................................................................Thanksgiving break (no classes)*
Monday – Friday, December 7-11 ..................................................................................................................................Final exams
Saturday, December 12 ............................................................................................................................................Winter Commencement
Saturday, December 12, 12 pm .....................................................................................................................................Residence halls close

SPRING SEMESTER 2016
Sunday, January 10, 9am ..................................................................................................................................................Residence halls re-open
Sunday, January 10 ..................................................................................................................................................first meal on meal plans
Monday, January 11 ..................................................................................................................................................first day of classes
Tuesday, January 19 ..................................................................................................................................................Martin Luther King, Jr. Day (No Classes)
Tuesday, January 19 ..................................................................................................................................................Last day to drop/add classes
Tuesday, January 19 ..................................................................................................................................................Last day to enroll in or waive student health insurance plan
Wednesday, January 27 ...........................................................................................................................................2015-2016 Housing sign-up process begins
Wednesday, April 13 ........................................................................................................................................FAFSA and student employment applications due to financial aid
Tuesday, February 27 – Sunday, March 6 ......................................................................................................................Spring Break (no classes)
Friday, March 25 – Sunday, March 27 .........................................................................................................................Easter Break
Monday, April 25 – Friday, April 29 ..........................................................................................................................Finals week
Saturday, May 1 ........................................................................................................................................................Spring Baccalaureate Mass
Saturday, April 30 and Sunday, May 1 .......................................................................................................................Spring Commencement
Saturday, April 30, 12 pm .........................................................................................................................................Residence halls close
INTRODUCTION

Everyone at Regis University is focused on ensuring your collegiate career is challenging and rewarding. As a University dedicated to the Jesuit tradition, we want to make sure that you develop your mind, body and spirit. We hope you will leave Regis prepared to live as a professional person, dedicated to helping others.

This is the spirit of the guidelines, rule and policies in this Handbook. They express our commitment to educate men and women in the Judeo-Christian tradition of responsible freedom and interdependence. They also express our commitment to provide an atmosphere for study, for personal exploration and development and the chance to serve others. Finally, the guidelines, rules and policies are designed to ensure that your life at Regis University can develop in an atmosphere most conducive to intellectual, individual and communal growth.

MISSION OF THE UNIVERSITY

Regis University educates men and women of all ages to take leadership roles and to make a positive impact in a changing society. Standing within the Catholic and United States traditions, we are inspired by the particular Jesuit vision of Ignatius Loyola. This vision challenges us to attain the inner freedom to make intelligent choices.

We seek to provide value-centered undergraduate and graduate education as well as to strengthen the commitment to community service. We nurture the life of the mind and the pursuit of truth within an environment conducive to effective teaching, learning and personal development for students, faculty and staff. Consistent with Judeo-Christian principles, we apply knowledge to human needs and to preserve the best of human heritage. We encourage the continual search for truth, values and a just existence.

Throughout this process, we examine and attempt to answer the fundamental question: “How ought we to live?” As a consequence of Ignatius Loyola’s vision, particularly as reflected in his Spiritual Exercises, we encourage all members of the Regis community to learn proficiently, think logically and critically, identify and choose personal value standards and be socially responsible. We further encourage the development of skills and leadership abilities necessary for distinguished professional work and contributions to the improvement and transformation of society.

EDUCATIONAL GOALS

Based on hope in the goodness of human life and responding in solidarity with Jesus Christ, “Who came to serve, not be served,” we seek to:

- Provide our students with an excellent education in which they develop the ability to think critically, perceive comprehensively, and perform competently.
- Offer a liberal education in the arts and sciences that develops talent and abilities, promotes awareness of career alternatives, and provides the practical skills necessary to pursue such careers. We believe that recognizing the continuum between conceptual rigor and practical application enables our students to adapt to new situations throughout life.
- Examine the dominant values that constitute society. We provide our students with the experience and understanding necessary for establishing their own framework of values within which they can make moral judgments and personal choices. In this way, we help empower students to make a positive impact on a changing society.
- Investigate the theories, methods and data of academic disciplines, as well as their underlying assumptions and values.
- Promote an atmosphere of personal concern for each student. This includes conscientious advising, substantial interaction between faculty and students, and close attention to each individual’s personal intellectual growth.
- Concentrate our limited resources as a private and independent institution on select areas and extend these resources by forming partnerships with other organizations. In this way, the University attempts to be innovative, both educationally and technologically.
- Motivate students, faculty, and staff to put their wisdom, skills, and knowledge at the service of humanity.
- Expand the presence and influence of the Jesuit vision and values, which are derived from the Ignatian, Catholic, and United States traditions of education.

UNDERGRADUATE CORE EDUCATIONAL EXPERIENCE

From its origins in the Renaissance and Reformation, Jesuit education has provided leadership in bringing the traditions of Christianity and classical learning in fruitful engagement with new developments in thought and culture. This task remains central at Regis University, where the core educational experience seeks to provide all undergraduate students with Jesuit liberal arts education. The
The core educational experience challenges students to reflect on tradition, continuity, and change, and to explore the question “How ought we to live?” in terms of the development of Western thought from classical to contemporary.

Inspired by Catholic tradition and Ignatian spirituality, the core educational experience at Regis celebrates the essential goodness of the world and the joy of learning. This education is grounded in the belief that faith and reason are complementary; it emphasizes the basic values of human dignity, diversity, freedom, and justice; and it promotes the formation of conscience and character through imaginative and critical discernment. The core educational experience aims to develop the whole person. It seeks not only to enable students to meet the challenges and goals of their personal and professional lives, but also to cultivate their leadership in service to others and in work for the common good.

The Regis University core educational experience engages students in an academic environment that both models and nurtures the beliefs, commitments, and goals that are central to Jesuit liberal arts education. The mentoring relationship between faculty, staff, and students is central to this experience. While required core courses are essential to the core educational experience, core goals and themes inform all academic majors and professional programs, as well as campus and community activities.

CHARACTERISTICS OF THE CORE EDUCATIONAL EXPERIENCE
The specific structure of the core educational experience varies within each of the University’s three schools because of the different student populations and instructional formats in Regis College, the College for Professional Studies, and the Rueckert-Hartman College for Health Professions. Nonetheless, the core educational experience in all three schools is characterized by:

Development of the Whole Person
The core educational experience is designed to nurture the whole person: head, heart, and hands, intellect, sensibility, and skills. The whole person, however, is not understood in terms of an isolated self. Rather, Regis seeks to develop leaders whose compassion and concern for others inspires them to contribute to the common good.

Academic Challenge
Regis University is committed to academic excellence: the disciplined search for knowledge and the joy of discovery and understanding. The core educational experience is designed to strengthen students’ skills in critical reading and thinking, speaking and writing, research and scholarship, and the use of information technologies. Students are encouraged to become partners in a collaborative process of learning and discovery.

Liberal Arts Foundation
The core educational experience promotes literacy in the major academic disciplines the arts, the humanities, the natural sciences, and the social sciences. By giving students an opportunity to explore the questions, methods, and understandings of different disciplines, the core educational experience establishes a broad foundation for more specialized studies.

Integration
The core educational experience challenges students to integrate new learning with prior knowledge and personal experiences. It seeks to strengthen habits and skills of integration, thereby encouraging students to become life-long learners and to achieve more comprehensive understandings of truth.

Ethical Inquiry and Reflection
By challenging students to examine the ethical dimensions present in all of their studies, the core educational experience seeks to cultivate the habit of critical reflection on values. Students are encouraged to reflect upon crucial human concerns and to strengthen values that lead to sound decisions and just actions.

Spirituality and Religion
Rooted in the Roman Catholic tradition, Regis University is committed to integrating faith with learning. The core educational experience fosters a critical appreciation of religious questions and spiritual experience. While special attention is given to Catholic philosophical and theological tradition, the core educational experience also involves exposure to other philosophical and religious traditions. It encourages mutual respect and genuine dialogue in the context of a shared search for meaning.
Concern for Social Justice
The core educational experience seeks to nurture a life of service for the common good and a commitment to work toward a more just and peaceful world. By challenging students to develop the analytical skills necessary to understand relationships of power and privilege in contemporary society, the core educational experience strives to cultivate respect for human diversity and a special concern for the poor and the oppressed.

Global Awareness
While contemporary individuals operate in many different social contexts, the Jesuit tradition has always been global in its horizons and outreach. Thus, the core educational experience furthers students’ appreciation of the diversity of persons and cultures, the complexity of relationships in the new and evolving international order, and the impact of humans on the natural environment.

Leadership
Regis University is committed to developing leaders in the service of others. Recognizing that there are many forms of leadership, the core educational experience challenges students to strengthen their personal leadership skills through academic courses, service learning experiences, and other campus and community activities. Special attention is focused on refining students’ abilities to listen and to engage in dialogue in diverse settings.

GRADUATE EDUCATIONAL EXPERIENCE
Graduate degree programs at Regis University emanate from and embody the University mission of educating men and women to take leadership roles and to make a positive impact in a changing society. These programs provide a rigorous, focused, value-centered professional education rooted in the Jesuit Catholic tradition. Graduate education at Regis University is learner-centered. Learners and faculty are full partners in an educational relationship that emphasizes academic excellence, active and collegial participation in the educational process, practical application of theory, ethical processes and decisions, and a commitment to lifelong learning. Regis University’s graduate programs infuse professional education with Jesuit ethos and values, develop the whole person, and foster professional competence.

Regis University graduate programs are characterized by:
• Openness – a respect for others and their perspectives;
• Optimism – an affirmation of the goodness of the world and of the human dignity of all people in it; and
• Other-centeredness – a conscious move beyond self to an appreciation of the interconnectedness of human beings and their actions.

Regis University graduate programs purposefully emphasize:

Academic Excellence
Regis University graduate programs are committed to academic excellence: the disciplined search for knowledge and the joy of discovery and understanding. Regis University expects each graduate student to achieve mastery in a discipline, including the ability to integrate and extend knowledge to contexts outside the classroom and to effectively translate theory into practice. Graduate learners are also encouraged to be active partners with faculty in the collaborative process of learning and discovery and to become lifelong learners.

Leadership
Regis University graduate programs develop leaders in the service of others. In this context, leaders are communicators with vision who analyze problems, find and implement solutions, and structure and facilitate processes to make a positive impact on society.

Ethics
Ethical decision-making and behavior are fundamental components of Regis University graduate programs. Ethics in Regis University graduate education guides individuals to make a conscious effort to apply ethical principles to decisions; to integrate and broaden the considerations surrounding the decisions; and to examine carefully the consequences and implications beyond personal and organizational self-interests.

Social Justice
Graduate programs at Regis University strive to nurture a life of service for the common good, to cultivate respect for human diversity, and to strengthen a special concern for the poor, the marginalized, and the oppressed. By emphasizing a concern for social justice,
Regis University graduate programs reinforce an individual’s commitment to be an active and productive member in society and to work for structural change to protect the disenfranchised.

Global Awareness
Regis University graduate programs are committed to preparing learners to live, work, and lead in an increasingly interconnected global society. Graduate programs strive to create a learning environment that celebrates diversity, values the uniqueness of the individual, and instills a passion for justice for all people.

REGIS UNIVERSITY BEHAVIORAL GOALS WITH RESPECT TO “LIVING THE MISSION”
At Regis University we practice what we teach by being committed to building and sustaining a culture that values the dignity, diversity, and contributions of all its members. With mutual respect and justice, the Regis community seeks to live the Jesuit mission by:

• Maintaining the highest ethical relationships within the Regis community as well as with partners, suppliers and other business entities, the Catholic Church, other religious traditions, and educational institutions.
• Fulfilling our obligation to society by supporting women and men in the Jesuit tradition to be leaders in their families, communities, and vocations.
• Achieving a unique student experience by providing values centered education with rigorous academic programs, a focus on life-long learning and service to others that prepares students to contribute to the transformation of society.
• Reviewing and strengthening the continuing health and financial viability of the University with strategies and resources that are responsive to the Mission.
• Acknowledging and affirming exceptional contributions, seeking fair and equitable rewards, and providing opportunities for self expression and growth in the Regis community.

Regis University thrives when all members of the community act to promote a culture that is congruent with the Mission.
EMERGENCY INFORMATION
Your Safety and Emergency Assistance:
CAMPUS SAFETY, Available 24 hours/day..........................................................303-458-4122
COUNSELING AND PERSONAL DEVELOPMENT....................................................303-458-3507
SWITCHBOARD ..........................................................................................303-458-4100 or In-house “O”
STUDENT HEALTH CENTER ..............................................................................303-458-3558

RESIDENCE HALL STAFF ON DUTY
DeSmet Hall ..................................................................................................303-964-6000
O’Connell Hall ............................................................................................303-964-6001
West Hall ....................................................................................................303-964-6002
Residence Village..........................................................................................303-964-6170

NOTICE: When calling from a University in-house phone, dial only the last 4 digits for on-campus calls. When calling outside the University from an in-house phone, including 911, dial “9” then the entire number.

EMERGENCY INFORMATION
For any crisis, staying calm remains the best asset to responding safely and effectively in an emergency situation (9-911).

Evacuation Instructions:
1. Leave the room immediately upon the need to evacuate the building. Students with mobility issues are to report to designated Areas of Rescue Assistance. Students with mobility impairments are requested to stay in these areas until help arrives.
2. Leave the building as soon as possible. Staff shall contact Campus Safety as needed. Residence Life Staff, including but not limited to Resident Assistants and Residence Life Coordinator, are to usher students out of the building as quickly as possible.
3. Wait for instructions from appropriate staff.
4. Once the all-clear signal is received by Residence Life staff, the staff will assist students returning to the building by unlocking doors and assessing any damages.
5. Students who did not evacuate as directed will be documented and processed through the conduct system. Note: students with mobility impairments who go to an Area of Rescue Assistance and are found waiting there are exempt from being cited for not leaving the building.

In Case of Fire:
1. At the first sign of an obvious fire, the Residence Life staff will either use a fire extinguisher (if possible) or trigger the alarm at a pull station.
2. When a fire alarm sounds, everyone is to leave the building immediately. Exit quickly and orderly through the nearest exit. Students with mobility issues are to report to designated Areas of Rescue Assistance. Students with mobility impairments are requested to stay in these areas until help arrives.
3. Move 150 feet from the building once outside. Be aware of arriving emergency equipment.
4. Residence Life staff on duty will respond appropriately to ensure the safety of Residents, as well as directing appropriate emergency personnel. If it becomes dangerous to do these things, Residence Life staff will evacuate with the rest of the students.
5. Residence Life staff will assist Campus Safety in securing the building, if possible.
6. Residence Life Professional staff will respond if it is believed that the fire alarm was set deliberately. They will help Campus Safety with the investigation and the questioning of witnesses.

In Case of Alarms or Emergency Sirens:
1. Assume all alarms to be real emergencies. Residents who do not observe emergency procedures will be subject to disciplinary sanctions.
2. Never open a door that feels warm to the touch. Close windows, turn on lights, close doors and carry a towel in case of smoke.

In Case of Bomb Threat:
1. Obtain as much information as possible from the caller.
2. Do not touch any suspicious item or pull the fire alarm.
3. Residents are to contact their Residence Life Coordinator or Campus Safety immediately. If in doubt as to the severity of the threat, Residence Life Staff shall evacuate the building (see Evacuation Procedures above).

4. Do not use cell phones or radios. Do not pull fire alarm.

In case of Medical Emergency:
1. Assess the situation and call Campus Safety. In the Residence halls, RA’s will assess the situation and call Campus Safety and the Professional Staff on duty. RA’s will obtain the student’s emergency card and share information with Campus Safety and Professional Staff.
2. Campus Safety will assess the situation and determine if an ambulance is needed. If paramedics are called, Professional Staff will help with crowd control while Campus Safety works with paramedics.
3. After situation is contained, emergency crews will determine which hospital the student will be sent to, and the residence life professional staff will contact the student’s parents or legal guardian(s).

RESTRICTED AREAS
Restricted areas include but are not limited to roofs, attics, canopies, overhangs, external fire escape stairs of University facilities (absent an emergency), and construction areas. Areas that are restricted are off-limits to students absent authorization, which requires accompaniment by or specific written permission from a University official.

THEFT
Regis University is not liable for the loss of personal goods stored or used in University facilities. Students are encouraged to take precautionary measures against theft such as locking their doors properly, identifying personal belongings, and carrying private property insurance. Students are also encouraged to take their valuable belongings home during breaks.

UNIVERSITY SECURITY RIGHTS AND AUTHORITY
Searches:
The University reserves the right to search the person or property of any student, including residence hall facilities, at any time if the University, or one of its duly authorized officers, believes, in the exercise of reasonable judgment, that the student is engaged in conduct that violates the law or the policies of the University, or has in his/her possession or under his/her control tangible items, the possession or control of which are illegal or violate University policy. The University also reserves the right, including, without limitation, to restrict entry to and continuing presence at events or on property without a search or relinquishment of certain personal property, such as handbags, backpacks, bags, containers and apparel. Each student, as a condition of enrollment at the University, submits to the authority reserved to the University under this policy.

Drug and/or alcohol searches:
If a Campus Safety Officer, has reason to believe that a Regis student on campus is intoxicated or under the influence of drugs, the Campus Safety Officer is authorized to use a Campus Safety breathalyzer to test that community member’s BAC. This test may be used in conjunction with a series of field sobriety tests and/or searches of the person or personal property in accordance with Campus Safety’s standard operating procedures.

Right to Detain:
The University, through its duly authorized officials, reserves the right to detain or physically restrain students or other individuals who are present on University premises, including the right to use appropriate physical restraint or impediment of motion, if the student or other individual has committed or is in the process of committing acts that constitute a violation of law or is engaged in or has clearly evidenced a clear intent to engage in acts that would create an imminent risk of material harm to others or to the property of the University, its students, employees or guests.
UNIVERSITY STANDARDS OF CONDUCT

Regis University is committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student’s complete development. In order for the University to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish Standards of Conduct. These regulations have been developed to reflect the nature of a student community and the situations inherent in it. Every member of the University community is provided equal rights and benefits in accordance with the expectation that each student has maturity, intelligence and concern for the rights of others. Only when a person demonstrates a lack of cooperation and consideration does the University, acting through its officials and judiciary bodies take some type of disciplinary action. Behavior judged to be disruptive to the community atmosphere, whether attempted or committed, cannot be tolerated.

Students are asked to assume positions of responsibility in the University conduct system, as described later in this section, in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the President of the University or his designees. Under this authority, the Dean of Students may assign adjudication of cases to the Student Judicial Board or administrative conduct officers, at his/her discretion.

It is the intention of this code to clarify the standards of behavior essential to the University’s educational mission and its community life. The Standards of Conduct are applicable to all students.

PURPOSE

The intent in working with students in disciplinary matters is to enhance their growth in various areas including those of developing a sense of personal responsibility for their own discipline and behavior. Accordingly, each student will be treated as an individual within formal disciplinary procedures. These procedures will be instituted at such time as it becomes apparent that informal procedures are unlikely to produce desired changes in behavior or to increase the ability of the student to live with others in a group situation.

The following are seen as purposes for disciplinary proceedings:

1. To redirect behavior;
2. To protect the rights of others in the community; and
3. To encourage and to teach responsibility for one’s own actions.

Since an important part of the discipline process involves emphasizing a student’s responsibility for his/her behavior, student disciplinary records will remain on file for the entire length of his/her stay at the University.

STATEMENT OF YOUR RIGHTS AS A STUDENT IN THE DISCIPLINARY PROCESS

Should you be required to appear at a hearing, you will be afforded certain due process (procedural) rights. Please familiarize yourself carefully with the following:

1. You will be given the opportunity to read all written reports to be presented at the hearing regarding the circumstances and allegations of the case.
2. You will have an opportunity to give your reaction to the report(s) and to offer any additional information that might be helpful in resolving the case.
3. You have the right not to answer any question(s) that may be asked during the hearing and the assurance that a choice to remain silent will not be treated as an admission of guilt.
4. You have the right to hear any testimony related to the case that may adversely affect you and to question persons giving such testimony.
5. You have the right to present witnesses on your behalf (either to verify your character or to substantiate circumstances related to the case). You must inform the person or board hearing your case of the names of your witnesses, in writing, prior to the hearing date.
6. You have the right to have a student, faculty or staff member from the University community appear with you as an advocate for support as you discuss your case with University officials or give testimony during a hearing. It is the student’s responsibility to select an advocate and make him/her available for the scheduled hearing. The University cannot guarantee that a particular individual will be able to serve as an advocate. The University does not warrant the competency or conduct of any University employee or student chosen to act as an advocate. (Note: See section on Advocate.)
7. You have the right to request an appeal based on the criteria outlined in the Disciplinary Process section.
8. You will receive written notification of the results of the hearing within five (5) class days of it, unless extended by the Dean of Students for good cause.

9. You have the right to confidentiality in the conduct of disciplinary hearings and record keeping. Except in cases of suspension or expulsion, such information does not become part of your permanent academic record and is normally removed from University files and records after a reasonable time period following your departure or graduation from the University. This right has the following exception: parents, advisors, and/or coaches will be notified if you are held accountable for an intoxication or drug violation or if you are on First Probation. If you are a varsity athlete, your coach will be notified if you are held accountable for any type of alcohol violation.

10. The University reserves the right to modify these rights and adjust the disciplinary process as it determines necessary in order to assure fairness, order, and the physical and emotional security of individuals.

STATEMENT OF YOUR RIGHTS AS A VICTIM IN THE DISCIPLINARY PROCESS

1. You have the right to have University officials inform you of your options in the disciplinary process and to inform you whether a hearing will be scheduled based on the available evidence.

2. You have the right to have your statement heard and recorded.

3. You have the right to decline to file charges or withdraw charges previously filed at any point in the process.

4. Should your case result in a hearing, you have the right to have the case heard in front of a conduct officer rather than the Student Judicial Board at your request.

5. You have the right to have a student, faculty or staff member from the University community appear with you as an advocate for support as you discuss your case with University officials or give testimony during a hearing. It is the student’s responsibility to select an advocate and make him/her available for the scheduled hearing. The University cannot guarantee that a particular individual will be able to serve as an advocate. The University does not warrant the competency or conduct of any University employee or student chosen to act as an advocate. (Note: See section on Advocate.)

6. You have the right to confidentiality in the conduct of disciplinary hearings and record keeping by University officials as required by the Family Educational Rights and Privacy Act.

7. You have the right to offer the testimony of witnesses of your own who have personal knowledge of the relevant facts in the case, and to question the opposing testimony.

8. If you are the victim of a ‘crime of violence,’ you have the right to be notified in writing of the University’s preliminary review of the case as well as of the hearing results if one takes place.

9. You have the right to appeal the preliminary review or hearing results to the Dean of Students if you believe the disciplinary or hearing procedures were not conducted in accordance with the Regis Standards of Conduct.

10. You have the right to receive counseling support from University counseling service providers.

11. You may request that the University prohibit the alleged assailant from contacting you in any way. The University will accommodate the request to the extent feasible.

12. You have the right to receive a change in course assignment or housing assignment if such changes can be reasonably accommodated.

PROCEDURES FOR STUDENT VICTIMS OF ASSAULT, BATTERY, OR NON-GENDER BASED HARASSMENT

If you are the victim of an assault, battery, or non-gender based harassment by another Regis student, you have several options:

1. File criminal charges with the police department.

2. File a civil lawsuit or restraining order request. (You would need a private attorney to assist you with these options, and you may be required to give testimony in court.)

3. File charges against the student in the Regis conduct system. If you choose this option you can expect:
   a. To be interviewed by a Student Life staff member, who will develop a written incident statement with you and will explain your rights in the conduct process;
   b. To be notified in writing why your case will not result in a hearing following the preliminary review by University officials;
   c. To give testimony and to answer questions about the case before a conduct officer or judicial board, the accused, and an advocate for the accused should your case result in a hearing; and
   d. To be accorded those rights available to you as outlined in the University Standards of Conduct section of the Student Handbook.

4. Inform University officials without filing formal charges. In this case, the University may:
   a. Discuss with the accused student the potential consequences of his/her actions if charges were to be filed, either using your name or not, as you wish.
Against their assailants, but the choice belongs to each student, and the staff will help you work through your choices. Please keep in mind that University officials can only take action against an assailant if formal charges are filed in the student judicial system.

**PROCEDURES FOR VIOLATIONS OF THE NONDISCRIMINATION AND SEXUAL MISCONDUCT POLICY**

Incidents that involve a possible violation of the University's Nondiscrimination and Sexual Misconduct Policy are subject to the rights and procedures outlined under that policy, found on page 28 of this handbook.

**GENERAL STUDENT REGULATIONS**

Regis University is committed to cooperating with federal, state and local authorities in their efforts to enforce existing laws regarding alcohol use, drugs, and public health and safety. University regulations in these areas are guided by our educational purpose within the framework of applicable law. Students are expected to abide by these laws and regulations and to accept responsibility for their conduct. Violations of Federal, State, or local laws may be referred to appropriate outside agencies for disposition in addition to any University disciplinary action.

Actions involving a student in a legal proceeding in a civil or criminal court do not free the student of responsibility for his or her conduct in the University conduct system. If a student is charged in both jurisdictions, the University will proceed with its own conduct review process according to its own timetable.

The University also reserves to itself the right to initiate disciplinary proceedings against students who have been formally charged with criminal violations off-campus by civil authorities or who may have otherwise committed an action off-campus which may be related to the security of the University community or the integrity of the educational process. Such discretion rests with the President of the University or his designee.

Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The University reserves to itself the right to interpret conduct which is in violation of these regulations.

**OFF-CAMPUS INCIDENTS INVOLVING REGIS UNIVERSITY STUDENTS**

Regis University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and its students. It may become necessary for the University to respond to, and take appropriate action to address, violations of the University Standards of Conduct that occur off-campus, including but not limited to those occurring at University sponsored off-campus events, which may affect the ability for students to function well in the University community, at University sponsored events or in the classroom.

Typically, the University addresses off-campus violations of the University Standards of Conduct that occur between currently enrolled University students, or between students and other Regis University community members. A student involved in an off-campus incident with another University community member could face initiation of disciplinary proceedings in the University’s conduct process as well as civil and criminal charges. In the event of complaints from community citizens or agencies, the University will cooperate fully with local authorities in the performance of their duties.

In the event that local authorities present University officials with documentation of an incident, or documentation of the adjudication of an incident that involves a Regis University student, the University reserves the right to initiate disciplinary proceedings to determine whether the code of conduct has been violated and to proceed accordingly. Complaints from University community members against University students involving infractions other than violations of the University Standards of Conduct will not be the responsibility of the University to investigate or review.

**STUDENT CONDUCT EXPECTATIONS**

Within the traditions of its mission and Catholic, Jesuit heritage, Regis University expects its students to develop a high standard of behavior and personal values. Among these expectations are included:

1. Respect for the rights and human dignity of others, especially in the conduct of relationships;
2. Respect for the rights and needs of the Regis community to develop and maintain an atmosphere conducive to academic study and personal development;
3. Respect for the University's academic traditions of honesty, freedom of expression and open inquiry;
4. Tolerance and respect for the different backgrounds, religious traditions, personalities and beliefs of the students, faculty and staff that make up the Regis community;
5. A willingness to assist others in need of support, guidance or friendship;
6. Respect for federal, state, and local laws and ordinances; and
7. Respect for the authorities, policies, procedures and regulations established by the University for the orderly administration of University activities and the welfare of the members of the University community.

**Prohibited Conduct**

The following actions constitute misconduct for which students may be disciplined:

1. Intentionally or recklessly causing physical harm to any person (including, but not limited to, oneself), or intentionally or recklessly causing reasonable apprehension of such harm. This includes, but is not limited to, physical assault, verbal or written threats or abuse, stalking, racial or other forms of deliberate harassment, unlawful detention of a person against their will, or hazing of any kind.
2. Intentionally or recklessly causing emotional harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm. This includes, but is not limited to, physical assault, verbal or written threats or abuse, bullying, cyber-bullying, stalking, racial or other forms of deliberate harassment, unlawful detention of a person against their will, or hazing of any kind.
3. Any conduct prohibited by the University's Nondiscrimination and Sexual Misconduct policy, included but not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, intimate partner violence, dating violence or stalking.*
   *Allegations of conduct prohibited under the University's Nondiscrimination and Sexual and Misconduct policy will be investigated and processed through the procedures established in that policy. Please see policy, p. 28.
4. Theft of property or of services belonging to the University or others. Knowing possession of stolen property whether occurring on University premises or at University sponsored activities, or taking University property out of its designated area without proper authorization.
5. Dishonesty; furnishing false information, including financial aid fraud; and forgery, alterations or unauthorized use of records, identification, property or University documents.
6. Damage to or destruction of University property or property belonging to others. Littering or dumping trash on University grounds or common areas. Throwing any object out a window.
7. Arson or attempted arson.
8. Violation of the University Weapons on Campus policy.
9. Unauthorized possession, use, distribution, sale or manufacture of any controlled substance, illegal drugs, drug paraphernalia, medical marijuana, synthetic cannabinoids, or hookahs. Knowing presence in an area of a University building or University property where such substances are being used or are present. Attempted sale, use, manufacture, distribution or acquisition of any controlled substance, illegal drugs, drug paraphernalia, medical marijuana, synthetic cannabinoids or hookahs. Misuse or distribution of prescription medication.
10. Possession, use, distribution, sale or manufacture of alcoholic beverages, except at such activities, or in such areas and in such manner specifically authorized by the University. Underage drinking of any alcoholic beverage. Knowing presence where alcohol is being illegitimately consumed or is present without authorization of the University. Possession of alcoholic beverage containers in West Hall, O'Connell Hall or DeSmet Hall areas, whether empty, full, or partially filled. Violation of the Residence Village and Ignatian Village alcohol policy.
11. Intoxication. Students who display intoxicated behavior, require assistance, and/or cause University officials to respond because of their consumption of alcohol (even if they are of legal drinking age in the State of Colorado) will be subject to conduct review.
12. Intentionally furnishing false information to the University, or giving false testimony or other evidence in a University disciplinary proceeding. Forging, inappropriately distributing, altering, mutilating or destroying any University document or record. Entering false information in such documents or records, or giving a false response to any inquiry made by an official of the University acting in the course of his or her duties. Verbally threatening, abusing, harassing, or interfering with any of the above officials in the performance of their duties.
13. Failure to comply with the directions of, providing or furnishing false identification to, or engaging in uncooperative behavior with respect to the actions and directions of University officials and/or law enforcement officers, including, but not limited to, Resident Assistants, Residence Life Coordinators or Campus Safety Officers acting in the performance of their duties. Verbally threatening, abusing or harassing any of the above persons while in the performance of their duties.

14. Failure to appear and give testimony at University disciplinary proceedings unless excused.

15. Engaging in disorderly conduct or intentionally creating a public disturbance including, but not limited to: fighting or other violent behavior; creating the threat of imminent fighting or other violence; or generally engaging in disruptive behavior.

16. Engaging in horseplay or pranks.

17. Intentionally or recklessly misusing or damaging fire or life safety equipment, including, but not limited to, security cameras, telephone lines, safety signs, automatic emergency defibrillators (AEDs), fire alarms and extinguishers, or propping or misuse of entrance or exit doors.

18. Intentionally initiating or causing any false report, warning, or threat of fire, explosion or other emergency on University premises or at University sponsored activities.

19. Intentionally or recklessly interfering with the administration or conduct of University business or University sponsored activities, including, but not limited to, studying, teaching, research, University administration, residence hall living, student activities, or fire, police or emergency services.

20. Unauthorized recording. Audio, video, or photographic recording any person without proper authorization, with the intent to intimidate, embarrass or harass another person. The possession or distribution of any such unauthorized or improper recordings.

21. Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Standards of Conduct or failing to fulfill all conditions that are imposed as part of a disciplinary sanction.

22. Intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored activities.

23. Engaging in lewd, indecent or obscene behavior and/or speech.

24. Actions which annoy, disturb, or otherwise prevent the orderly conduct of the activities, administration, classes and dining areas of the University, including, but not limited to, violations of other published University regulations or policies. Such regulations may include, without limitation, the Sexual Harassment Policy, Responsible Use of Information Technology Policy, Intramural Standards of Conduct, Food Service Agreement, financial aid fraud, regulations relating to entry or use of University premises, or vehicle regulations.

25. Unauthorized entry into, use of, or presence in or on, University premises or vehicles.

26. Actions which annoy, disturb, or otherwise prevent the orderly conduct of the residence halls, including, but not limited to, violations of Residence Hall Policies and procedures pertaining to quiet hours, cohabitation, guests, personal trash and fire safety.

27. Actions not committed on University premises but related to the security of the University community, or members thereof, the fitness of the student for continued participation in the University community or enrollment in the educational programs or activities of the University, or the integrity of the educational processes. Such actions may include any prohibited conduct set forth in the Standards of Conduct.

28. Violations of federal, state or local law.

29. Aiding or abetting another in the planning or execution of any of the conduct prohibited by the Standards of Conduct or University policy.

30. Engaging in bias-motivated behavior toward other Regis University community members.

31. Manufacture, distribution, possession or use of forged or falsified identification. This includes, but is not limited to, use of another person’s identification or the possession of identification that misrepresents one’s age.

**Violations of a Special Nature**

It is the wish of the University to create policies for the protection and well-being of the individual. However, at certain times, situations arise of a special nature not otherwise addressed in the Standards of Conduct that may require investigation and administrative action. It is not the intent of this summary to address or include all such possible situations. Depending on the nature of the incident, the investigation and hearing may be handled using normal disciplinary procedures or other appropriate review procedures as determined by the Dean of Students, (e.g., Special Administrative Evaluations).
Notice of Changes in Student Life Policies
All changes in, additions to, and deletions from existing Student Life Policies, including the Standards of Conduct, will be announced through the Student Life Office. These changes will be updated in the online student handbook and posted on selected bulletin boards on campus and in the residence halls. All changes are applicable to all students when and as announced.

Sanctions
Sanctions for engaging in prohibited conduct include any of the following, singly or in combination:

Notice (First and Second) - An official sanction given in writing notifying the student of his/her misconduct and warning that subsequent violations must not occur.

Disciplinary Probation - (First and Second) - An official sanction that places the student in a status such that any subsequent misconduct during the period of probation will result in additional discipline, including, but not limited to, suspension or expulsion from the University. The period of probation is determined by the Student Judicial Board, Student Life staff member conducting a disciplinary conference, or the Conduct Hearing officer conducting the hearing. The student’s parents/guardians may be notified of this sanction, as will the student’s academic adviser.

Final Notice – An official sanction in the form of disciplinary probation in which a student is formally notified that he/she will probably be evicted, suspended or expelled upon the next violation of University policies. Parents/guardians may be notified of this status, as will the student’s academic adviser.

Disciplinary Suspension – An official sanction that prohibits the student from attending the University, residing in the residence halls, or participating in any University activities for a designated period of time, typically to include at least the remainder of the semester in which the offense occurred. A written request to return to the University on expiration of the suspension must be presented to the Dean of Students well in advance of the time when the student wishes to re-enroll. Notification of suspensions will be sent to appropriate University offices, including the student’s academic advisor. Notification will also appear on the student’s transcript during the term of suspension, and will be automatically deleted after the expiration of the suspension. The student’s parents/guardians may be notified of the decision.

Disciplinary Expulsion – An official sanction permanently prohibiting the student from attendance at the University. The student’s parents/guardians may be notified of the decision. Notification will also appear on the student’s transcript for five years. Following that period, a student may petition the University to have this notation removed from the transcript.

Special Requirements/Conditions
The University reserves the right to impose one or more special requirements or conditions, at its discretion, to the sanctions imposed by the conduct process. Such requirements or conditions may include, but are not limited to:
- Restitution or fines;
- Counseling evaluation sessions;
- Behavioral Health intervention;
- Educational program sessions;
- Restrictions on participation in campus activities, residence hall visitation, parking privileges, or contact with individuals or groups on campus;
- Restricted presence; and
- Eviction from or change in campus residency.

Special requirements or conditions may be imposed in addition to the normal conduct sanctions (e.g. warnings, probation, final notice, suspension), and not instead of them. If these additional requirements are violated by the student, or if he/she fails to meet conditions set for him/her in the conduct process, a more serious sanction, up to and including suspension or expulsion, may be imposed at the discretion of the Dean of Students without further hearing or review.

Summary Sanctions
Suspension of a student and exclusion from University premises may be imposed without the hearing procedure outlined in the Standards of Conduct. The Dean of Students may take this action if he/she is satisfied that serious misconduct has occurred and/or that the student’s continued presence on the campus presents unreasonable risk of danger to himself/herself and/or to the University
community. A student so sanctioned must leave the campus immediately. Students may have other sanctions imposed on a summary basis if the Dean of Students is satisfied that misconduct has occurred and/or that the student’s continued presence or participation in University activities or premises may be disruptive to the University community. Such sanctions may include, but are not limited to, suspension from a campus position, prohibition against participation in a University activity, prohibition against presence in a residence hall, or a restriction against contacting, communicating, or otherwise interfering with the activities or privacy of another member or members of the University community. Following the imposition of any summary sanction, a hearing will be conducted to determine whether the student should be reinstated, and the summary sanction(s) removed, using the general guidelines for hearings set forth in the section on Special Administrative Evaluation or Standards of Conduct, as appropriate.

Guidelines for Imposing Sanctions

Authority for determining and imposing sanctions, requirements, or conditions ultimately rests with the Dean of Students and his/her designees, the Student Judicial Board, or Conduct Officers. In using the following guidelines, the Judicial Board or Officer should give primary consideration to the seriousness of the offense and the prior disciplinary record of the student.

The Board or Officer should typically employ the following guidelines in determining an appropriate sanction, requirement or condition, unless there are exceptional circumstances that warrant the imposition of an alternative outcome to the hearing:

I. Major Violations – Actions likely to result in suspension or expulsion on a first occurrence include, but are not limited to:

- Intentionally or recklessly causing physical harm to another person or seriously threatening such harm. (Listed in Item 1 of Prohibited Conduct section.)
- Hazing. (Listed in Item 1 of Prohibited Conduct section.)
- Major theft. (Listed in Item 4 of Prohibited Conduct section.)
- Intentionally furnishing false information on University admissions documents. (Listed in Item 5 of the Prohibited Conduct section.)
- Financial aid fraud. (Listed in Item 5 of Prohibited Conduct section.)
- Causing major damage to University property or property belonging to others. (Listed in Item 6 of Prohibited Conduct section.)
- Arson or attempted arson. (Listed in Item 7 of Prohibited Conduct section.)
- Violation of Weapons on Campus policy: use or discharge of any weapon on University premises or at University sponsored activities. (Listed in Item 8 of Prohibited Conduct section.)
- Manufacturing, selling or distributing any controlled substance, prescription medication, illegal drug, medical marijuana or synthetic cannabinoid. (Listed in Item 9 of Prohibited Conduct section.)
- Intentionally giving a false warning of a campus emergency. (Listed in Item 18 of Prohibited Conduct section.)
- Intentionally or recklessly interfering with University business or University sponsored activities. (Listed in Item 19 of Prohibited Conduct section.)

II. Intermediate Violations – Actions likely to result in a minimum sanction of probation with additional conditions or alternative requirements on the first occurrence include, but are not limited to, the following violations. (In the event the violation is not the first incident for the student in the academic year, the likely minimum sanction would include three steps in addition to any sanctions currently in effect.)

- Intentionally threatening or harassing another person, including, but not limited to, residence hall or security staff. (Listed in Items 1 and 13 of Prohibited Conduct section.)
- Intentionally or recklessly causing emotional harm to another person or intentionally or recklessly causing reasonable apprehension of such harm. (Listed in Item 2 of Prohibited Conduct section.)
- Bullying or cyber-bullying. (Listed in Item 2 of Prohibited Conduct section.)
- Minor theft or intentionally or recklessly causing minor damage to University property or property belonging to others. (Listed in Items 4 and 6 of Prohibited Conduct section.)
- Knowing possession of stolen property. (Listed in Item 4 of Prohibited Conduct section.)
- Forgery or unauthorized alteration of University document or records. (Listed in Items 5 and 11 of Prohibited Conduct section.)
- Violation of Weapons on Campus policy: possession or storage of a weapon on University premises or at University sponsored activities. (Listed in Item 8 of Prohibited Conduct section.)
- Discharging fireworks on University premises or at University sponsored activities. (Listed in Item 8 of Prohibited Conduct section.)
• Possession or use of a controlled substance, illegal drugs, medical marijuana, synthetic cannabinoid or drug paraphernalia. Knowing presence where controlled substances or illegal drugs are being used. (Listed in Item 9 of Prohibited Conduct section.)
• Intoxication. (Listed in Item 11 of Prohibited Conduct section.)
• Engaging in fighting or other violent behavior, creating the threat of imminent fighting or other violence. (Listed in Item 15 of Prohibited Conduct section.)
• Intentionally or recklessly misusing fire or safety equipment. (Automatically includes $500 fine for fire alarm misuse and $100 fine for misuse of extinguishers.) (Listed in Item 17 of Prohibited Conduct section.)
• Unauthorized recording, or possession or distribution of such recordings. (Listed in Item 20 of Prohibited Conduct section.)
• Violations of the Responsible Use of Information Technology Policy. (Listed in Item 24 of Prohibited Conduct section.)
• Unauthorized entry into University premises, or unauthorized use of a University vehicle. (Listed in Item 25 of Prohibited Conduct section.)

III. Second level warning on first occurrence violations – Actions likely to result in a minimum sanction of a second level warning on first occurrence include, but are not limited to, the following violations. (In the event the violation is not the first incident for the student in the academic year, the likely minimum sanction would include two steps in addition to any sanctions currently in effect.)
• Taking University property out of its designated area without proper authorization. (Listed in Item 4 of Prohibited Conduct section.)
• Violation of Weapons on Campus Policy: possession of fireworks on University premises or at University sponsored activities (Listed in Item 8 of Prohibited Conduct section.)
• Possession or use of alcoholic beverages on University premises or at University sponsored activities, or evidence of such use as empty alcoholic beverage containers. Underage drinking of alcoholic beverages on University premises or at University sponsored activities, on or off campus, where dispensing alcohol is sanctioned by the University. Violation of the Residential Village alcohol policy. (Listed in Item 10 of the Prohibited Conduct section.)
• Failure to comply with instructions of University officials, uncooperative behavior or furnishing false information. (Listed in items 11 and 12 of Prohibited Conduct section.)
• Failure to appear and give testimony at University disciplinary proceedings. (Listed in Item 14 of Prohibited Conduct section.)
• Engaging in disorderly conduct or disruptive behavior. (Listed in Item 15 of Prohibited Conduct section.)
• Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Standards of Conduct or failing to fulfill all conditions that are imposed as part of a disciplinary sanction. (Listed in Item 21 of Prohibited Conduct section.)
• Intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored activities. (Listed in Item 22 of Prohibited Conduct section.)
• Engaging in lewd, indecent or obscene behavior. (Listed in Item 23 of Prohibited Conduct section.)
• Cohabitation or sexual activity on University premises. (Described in section on cohabitation and guest policies and as listed in Item 26 of Prohibited Conduct section.)
• Use, possession, manufacture or distribution of false identification. (Listed in item 31 of the Prohibited Conduct section.)

IV. First level warning on first occurrence violations – Actions that are likely to result in a minimum sanction of first warning on first occurrence, include, but are not limited to, the following violations. (In the event the violation is not the first incident for the student in the academic year, the likely minimum sanction would include one step in addition to any sanctions currently in effect.)
• Causing minor damage to University property or the property of others. (Listed in Item 6 of the Prohibited Conduct section.)
• Throwing any object out a window. (Listed in Item 6 of Prohibited Conduct section.)
• Knowing presence where alcohol is being illegitimately consumed or is present without authorization of the University. (Listed in Item 10 of Prohibited Conduct section.)
• Engaging in pranks or horseplay. (Listed in Item 16 of the Prohibited Conduct section.)
• Violation of the Quiet Hours policy in the University’s residence halls or other incidents of disturbing the peace. (Listed in Item 26 of the Prohibited Conduct section and in Residence Hall Policies under Quiet Hours section.)
• Violations of other Residence Hall Policies (examples: smoking in undesignated areas, failure to evacuate a building during a fire alarm, etc.) (Listed in Item 26 of the Prohibited Conduct section.)
V. Guidelines for Imposing Sanctions for violations of the University’s Nondiscrimination and Sexual Misconduct policy.

Non-Consensual Sexual Intercourse: Minimum sanction of suspension.
Sexual Exploitation: Minimum sanction of probation.
Domestic Violence: Minimum sanction of probation.
Dating Violence: Minimum sanction of probation.
Stalking: Minimum sanction of probation.
Non-Consensual Sexual Contact: Minimum sanction of second level warning.
Sexual Harassment: Minimum sanction of second level warning.

VI. Sanction Review – the Judicial Board or Officer should typically use the following criteria in determining sanctions, and in particular, take into account the cumulative effect of the violation with other prior offenses and sanction levels. The following examples assume all violations are level IV minor violations.

Step One: First notice
Step Two: Second notice
Step Three: First Probation with possible additional requirements; notification of parents, advisor, and coach (if applicable)
Step Four: Second probation with possible additional requirements
Step Five: Final Notice status
Step Six: Suspension or expulsion from the University

OTHER ITEMS RELATED TO SANCTIONING:

Drug probation:
In addition to any other sanctions that may be imposed, students found guilty the first time of possession or use of any controlled substance, illegal drug, medical marijuana, synthetic cannabinoid or drug paraphernalia, or knowing presence in a room, area or University premises where any such controlled substances, drugs or drug paraphernalia are being used, will be required to have a mandatory assessment by the University counseling services, and abide by the outcomes of that assessment. Any student found guilty of a second violation of any portion of the Prohibited Conduct section, Item 9, related to controlled substances, drugs or drug paraphernalia, during his/her University attendance at the University shall be eligible for immediate suspension or expulsion.

Repeated or aggravated violations:
Repeated or aggravated violations of any section of the Standards of Conduct will likely result in greater than usual sanctions, particularly if the violations occurred during a disciplinary warning, probation or final notice status period. For example, a student who has previously been subject to the imposition of a Step One sanction shall typically have a Step Two sanction imposed for a subsequent conviction of misconduct, even if the subsequent act of misconduct is one that would normally incur a Step One sanction.

Bias motivated targeting: If in the commission of a violation of one of the Standards of Conduct contained in this Code, the victim or a group is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim or group, then the Judicial Board or Officer may treat the conduct as an aggravated offense and impose an additional sanction of at least two steps in the disciplinary system.

Mandatory substance use assessment:
Mandatory substance assessments are required in the following circumstances:

- Violation of the University’s policy regarding possession or consumption of alcohol.
- An intoxication violation.
- A second violation pertaining to knowing presence of alcohol in violation of the Standards of Conduct.
- Possession or use of controlled substances, illegal drugs or drug paraphernalia, or knowing presence on University premises where such controlled substances, illegal drugs or drug paraphernalia are being used.
- Aggravated occurrences or special circumstances involving alcohol, controlled substances, illegal drugs or drug paraphernalia, or prescription drugs.

Students will have the opportunity to be assessed by the University’s counseling services or to use an off-campus provider. In addition to sanctioning steps, students will be required to pay for the mandatory substance use assessment. On-campus assessment, whether on-line or on-line and in-person, will entail a Judicial Fine. Off-campus assessment and treatment will be at the student’s own expense. If a student fails to complete the assessment or to abide by the guidelines of this sanction, he/she will be charged with a Failure to
Comply and required to complete the sanction with an off-campus provider. Failure to satisfactorily comply with this sanction could result in suspension or expulsion.

**Term of Sanctions:**
The term of any sanctions imposed as a result of disciplinary violations will normally be set at the conclusion of the judicial hearing. Normally, such terms will extend at least to the end of the academic year. The Dean of Students or his/her designee shall have the sole responsibility for setting such terms and may extend, reduce, or otherwise alter the term as he/she sees fit. Students who are found guilty of additional violations after the end of a sanction period may have new sanctions imposed which reflect past violations and sanctions.

Special Note: Terms of sanctions for violations that occur on or after April 1st typically will be extended to include, at least, the following semester.

**Conduct Process**

Incident reports or other written complaints alleging violations of the Prohibited Conduct Standards will be referred to the Dean of Students or his/her designee, who will conduct a preliminary review of the facts of the case to determine whether sufficient evidence exists to warrant a hearing. In the process of this review, the students involved in the case will usually be asked to meet with a Student Life staff member in a Conduct Conference to discuss the charges and their response to them. At that time, the student will have the opportunity to accept the charges and appropriate sanctions or to request a conduct hearing.

If the Dean or his/her designee believes sufficient evidence exists to proceed with the conduct process, and if the student(s) involved request a hearing, the case will be assigned to the Student Judicial Board or to an appropriate conduct officer for a hearing. During the course of the school year, cases are normally assigned to the Student Judicial Board for hearing and disposition. Exceptions to this procedure include, but are not limited to:

- Cases in which a student is not contesting the charges or recommended sanctions;
- Cases involving graduate students or non-traditional undergraduate students in the College for Professional Studies or the College for Health Care Professions;
- Periods when the Student Judicial Board is not in session, (e.g. Final exams, academic break periods, periods at the start of each semester prior to the convening of the Board);
- Instances where the Student Judicial Board is unable to form a quorum, or is otherwise unable to conduct its proceedings according to the provisions of the Standards of Conduct;
- Instances when the number of cases to be heard cannot be scheduled in a timely manner;
- Serious cases that pose a special need for confidentiality;
- Cases in which students request that their hearing be reassign to a Conduct Officer because they have appeared at least once before the Judicial Board in the same academic year.
- Cases involving academic dishonesty will be referred to the appropriate academic dean as outlined in the current Regis University Bulletin.

The Dean of Students will have sole discretion for determining whether or not to assign cases to the Student Judicial Board or a Conduct Officer, as appropriate. In the event a case is reassigned, he/she will assign the case to a designated Conduct Officer for hearing and disposition. Following the assigning of a case to the Judicial Board or Officer, the Dean of Students, or his/her designee, will then:

- Notify the student of the charges and summon him/her to appear at a hearing with the Judicial Board or Officer;
- Provide the student with written copies of relevant reports to be used at the hearing; and
- Provide the student with a written Statement of Student Rights. Students summoned to a hearing with the Judicial Board or Officer are expected to appear as scheduled. Failure to appear, without prior notice and good cause, will be considered acceptance of all charges as filed.

The Judicial Board or Officer will conduct the hearing in a manner consistent with the Statement of Student Rights. Following the hearing, the Judicial Board or Officer will announce the recommended finding(s) and sanction(s) to the student and notify the Dean of Students, or his/her designee, of the results. The Dean of Students, or his/her designee, will then formally notify the student in writing of the findings and sanction(s) to be imposed.
JUDICIAL BOARD
The student Judicial Board will consist of:
  • A student Chief Justice elected by the general student body;
  • Four student Associate Justices nominated by the Chief Justice and approved by the Student Senate; and
  • A conduct adviser appointed by the Dean of Students (non-voting).

A quorum of four (4) Board members is required to hear cases. All issues, findings or sanctions in a case will be decided by a majority vote. The Chief Justice will conduct all hearings, and he/she will only vote in event of a tie vote of the Associate Justices.

In the event that a Judicial Board member, the Board advisor, or a Conduct Officer has a significant past relationship or conflict involving a participant in a hearing, he/she should excuse him/herself from further involvement in that case. The determination of whether such an action is appropriate should be made by the Chief Justice and/or the Student Judicial Board Advisor for Associate Justices and the Dean of Students for the Chief Justice, Adviser or Conduct Officer. The Dean of Students may also suspend any student member of the Judicial Board for actions detrimental to the proper functioning of the Board, including but not limited to violations of the Standards of Conduct.

Advocate
Students may also make use of Student Advocate(s), who are nominated by the Chief Justice and approved by the Student Senate to assist students in presenting their case or testimony. Use of the Student Advocates is done at the student’s own discretion. Students may also select a University faculty or staff member on their own to serve as advocate during the hearing. It is the student’s responsibility to select an advocate and to make him/her available for the scheduled hearing. The University cannot guarantee the availability of an advocate.

Advocates are used to support the student during a hearing. They may not present evidence, substitute for the student’s role in offering evidence or questions or otherwise participate in the hearing. The University reserves the right to bar individuals from participating as advocates who have failed to observe the Standards of Conduct, who have failed to assist and advise students properly on the process, or who have otherwise disrupted the conduct process. The Dean of Students shall have sole discretion for making such determination. The University does not warrant the competency or conduct of any University employee or student chosen to act as an advocate.

Testimony
The Judicial Board or Officer will have the right to require the presence and testimony of witnesses relevant to the case. As a condition of their enrollment at Regis, students are required to appear as witnesses and give testimony unless excused by a legally justifiable privilege. Witnesses who decline to appear may be held in violation of the Standards of Conduct and referred to the Dean of Students, who may elect to initiate disciplinary proceedings against that student. Should the Judicial Board or Officer decide it requires additional evidence or testimony to resolve the case, a second hearing date will be scheduled with the student to review this information.

Deliberation
In deliberating the verdicts, the Judicial Board or Officer will typically make its decisions on facts based on a preponderance of evidence available for their review, including, but not limited to, all testimony from witnesses, written statements and other relevant information. In evaluating conflicting testimony or statements, the Board or Officer will determine as they see fit which versions of events are more credible. The Judicial Board or Officer should not typically consider procedural errors in reviewing evidence unless the errors indicate that the staff member’s evidence or testimony lacks credibility.

Appeal Process
Following the hearing and decision of the Student Judicial Board or Conduct Officer, the student has the right to appeal the findings or results of the hearing to the Dean of Students. Such appeal requests must be filed in writing not later than three (3) business days after receipt of the written results of the hearing.

Appeals from students found guilty by the Judicial Board or Officer will only be granted on the following grounds:
  a. The sanction imposed is grossly disproportionate to the offense (including any consideration of the student’s prior offenses);
  b. The student was not accorded his/her rights as outlined in the Standards of Conduct, and this failure significantly affected the student’s right to receive a fair hearing;
  c. The decision of the Student Judicial Board or Judicial Officer was not supported by the preponderance of the evidence; or
Appeals of actions of the Judicial Board or Officer may also be made by any other party to the proceedings. Such appeals will be considered only on the grounds that the Judicial Board or Officer failed to follow provisions of the Standards of Conduct, that testimony presented in the case was false or given fraudulently, and that such actions prevented a fair and thorough review of the facts of the case, or that a Board member or Conduct Officer had a conflict of interest which prevented him/her from considering the case in a fair and impartial manner.

In such instances, the Dean of Students may set aside the results of the case and order a new hearing. In most cases, the Dean will only review written appeal requests, the case file and written findings of the Judicial Board or Hearing Officer. In cases involving suspension or expulsion from the University, the Dean may also wish to review the case personally with the student, any witnesses, or other appropriate parties prior to making a decision. Under normal circumstances, imposition of sanctions will be deferred pending the review of the appeal request. (NOTE: All recommendations of suspension or dismissal will be automatically reviewed by the Dean of Students before the sanction is carried out.)

Following review of the appeal request, the Dean of Students may elect to void the decision of the Student Judicial Board or Conduct Officer, uphold the decision, alter the sanction, or return the case to the Board or Officer for a new hearing. The decision of the Dean of Students in all appeal reviews will be final.

OTHER ISSUES RELATED TO THE STANDARDS OF CONDUCT

Special Administrative Evaluation

The University reserves the right to deny admission, continued enrollment, or re-employment to any applicant or student who is charged with a criminal offense, is a registered sex offender in any state, or whose personal history indicates that his or her presence at the University would endanger the health, safety, welfare or property of the members of the academic community, prevent the student from continuing in his chosen field of study or interfere with the orderly and effective performance of the University’s functions.

In some cases, a student may be subject to special requirements or sanctions, including suspension or dismissal from the University, for actions not otherwise covered in the Standards of Conduct, if it is determined from the student’s behavior that he or she:

- Lacks the capacity to understand the nature of the charge against him/her, or to respond and participate in the disciplinary process;
- Poses a danger to self or others; and/or
- Has become gravely disabled (that is, lacks the ability to care for himself/herself).

In such instances, the case will be referred to the Dean of Students, who will schedule an evaluation of the student by appropriate medical or mental health care professionals on or off-campus. All students consent to evaluation as a condition of their enrollment or continued matriculation. Any student who refuses to participate in any such evaluation will be dismissed or suspended as determined appropriate by the Dean of Students. The student may also elect to seek an independent medical or psychological evaluation for purposes of this review.

The Dean of Students will then convene a Special Evaluation Team to review the case and make appropriate recommendations. The Team will normally consist of:

1) A member of the University Counseling and Personal Development staff;
2) The student’s Academic Advisor;
3) An additional faculty member or administrator designated by the Dean of Students.

The Team will review all issues and information relevant to the student’s condition and his/her ability to continue at the University. In conducting their evaluation, the Team:

- Will have access to all records concerning the student, including the results of the professional medical or psychological assessment.
- Will have the right to call in any person who can supply information relevant to their analysis.
- Will conduct all of their proceedings in strict confidence and in compliance with applicable state and federal nondiscrimination laws.

[20]
The student will have the right to appear before the Team to present evidence in support of his/her continued enrollment. The student may also be assisted in making this presentation by an advisor drawn from the University community or his/her immediate family. The student also has the right to be informed of any information to be covered by the Team.

All evidence presented to the Team will be given due consideration in the decision-making process. Following review of all relevant information, the Special Evaluation Team will report its findings along with recommendations on the continuing enrollment status of the student to the Dean of Students. The Dean of Students will then make the final determination as to whether the student should remain at the University, and if so, under what conditions. In the event a student is suspended, the Dean of Students may also elect to impose conditions for the student’s reinstatement.

Any student who fails to cooperate with either the evaluation process or with conditions set for his/her continuance at the University may be suspended on a summary basis pending completion of this review process.

Similarly, in cases where it is believed that a student’s behavior or threatened behavior poses a danger of causing imminent harm to self or others, the student may be summarily suspended from the University immediately. Typically, in such cases, appropriate medical and law enforcement agencies, as well as family members will be notified. The evaluation procedures would then take place following the student’s suspension and removal from campus.

**Procedures for Reviewing Misconduct by Student Groups**

Student groups may be charged with violations of the University Standards of Conduct, and the group may be held responsible, either individually or collectively, if violations by those associated with the group received the tacit or overt consent or encouragement of the group or its officers.

The Club and Organization Guidebook, available in the Office of Student Activities, details University guidelines and expectations for campus groups. In the event of behavior incongruent with these criteria, the Organization Review Committee (ORC), on behalf of the University and the Office of Student Activities, will be convened by the Director of Student Activities and conduct a hearing which will examine the actions of the organization and its members. Applying the preponderance of evidence standard, the ORC will determine if an offense has occurred, its severity, and make recommendations to the Director of Student Activities regarding sanctions. The Director of Student Activities, under the advisement of the ORC findings, will determine an appropriate sanction. A written appeal of the ORC finding and sanction may be submitted to the Dean of Students for final disposition of the case.

**Deadline for Initiating Discipline Proceedings**

The University shall not have any responsibility to process cases of alleged violation(s) of the University Standards of Conduct if the procedures hereunder are not initiated within 120 calendar days after the date of the alleged violation(s).

**Disciplinary Records**

Responsibility for the maintenance, storage and release of student records related to disciplinary proceedings rests with the Office of the Dean of Students, in accordance with the University’s Family Educational Rights and Privacy Act Policy. In certain situations, University staff or faculty may be informed of disciplinary activity as it relates to the educational process of a particular student. The appropriateness of notification of coaches, parents and advisor(s) will be determined by the Dean of Students.

**Eligibility for Graduation**

Students are not eligible for graduation or release of transcripts until the completion of conduct proceedings and the performance of sanctions.
University Policies

ACADEMIC INTEGRITY POLICY

Preamble:
In light of the Regis University Mission, which examines the question, “How ought we to live?” we inspire and challenge a diverse community of students, faculty and staff to:

Think skillfully, logically and critically
Search for truth, values and a just existence
Gain knowledge and abilities necessary for distinguished professional work and leadership and service to others.

Consistent with the Regis University Mission, each College within Regis University expects its students to conduct themselves and maintain relationships in a manner that is characterized by honesty, integrity, authenticity, and dignity as well as mutual respect for the contributions of all the members of the Regis community.

All Regis University students will abide by the University’s Academic Integrity Policy regardless of the program or College where the student is enrolled. All Colleges at the University will use and enforce this policy.

Introduction:
The term integrity is derived from the Latin integritas, meaning the quality of being whole, sound and unimpaired or unbroken. Academic integrity is built upon the values and virtues of honesty, loyalty and trustworthiness. A failure to observe these basic values undermines the very foundations and bonds of a learning community and impairs the most basic goals of education. As members of the Regis University community, students must demonstrate and model high standards with respect to one’s own academic work, participating with good faith in academic discussions, and acknowledging the work of others. Academic integrity is a prerequisite for the pursuit of knowledge and excellence in practice. In particular, the Jesuit principles that underlie the Regis University mission and core philosophy, with their call to ethical inquiry and care of the whole person, demand that students commit to academic integrity in all aspects of their education and development.

At Regis University, academic integrity is viewed and treated as an academic matter rather than an issue of student conduct.

In order to establish and foster an environment where incidents of misconduct are socially unacceptable, all students are expected to adhere to the Regis University Academic Honor Code. This Academic Honor Code is intended to support the shared responsibility of faculty and students in maintaining an academic environment in which the values of truth and justice prevail in all activities related to learning, teaching, research, scholarship and practice.

Academic Honor Code

Students of Regis University are committed to the highest standards of academic integrity and assume full responsibility for maintaining those standards. All members of the Regis University community are expected to exhibit the qualities of honesty, loyalty and trustworthiness in all academic and clinical activities, holding themselves and each other accountable for the integrity of the learning community.

It is the responsibility of each student to review and abide by all aspects of the course syllabus and agree to adhere to this Regis University Academic Honor Code. In doing so, the student acknowledges that the work represented in all assignments and all examinations is his or her own and that he or she has neither given nor received unauthorized information. Furthermore, the student agrees not to divulge the contents of any assignment or examination to another student in any semester.

The Academic Honor Code applies to any student in a Regis University course, regardless of the student’s home college or program, and will be enforced according to the policies and procedures of the Code purposes.
The Academic Honor Code requires academic integrity and prohibits cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All violations where sanctions were imposed will be reported to the Academic Integrity Body in the appropriate College. All faculty have access to plagiarism detection software, which can be used with or without a student's knowledge in any Regis University course.

Definition of Academic Integrity:
Our collective academic honesty is a simple prerequisite for the pursuit of knowledge. In particular, the Jesuit principles that underlie the Regis University mission statement and core philosophy, with their call to ethical inquiry and care of the whole person, demand students commit to academic integrity in their pursuit of a Regis University education. Students and faculty are expected to adhere to standards of good academic conduct: ‘being responsible for one’s own academic work, participating with good faith in academic discussions, and acknowledging the work of others.

Description of Offenses and Sanctions by Level
Regis University takes very seriously violations of academic integrity, including but not limited to the following:

<table>
<thead>
<tr>
<th>OFFENSE TYPE AND DEFINITION</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating:</td>
<td>Examples of cheating include, but are not limited to the following:</td>
</tr>
<tr>
<td></td>
<td>• Using unauthorized materials such as a textbook, prepared notes, study aids or an electronic device during an examination</td>
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<tr>
<td></td>
<td>• Unauthorized access to or use of someone else’s computer account or computer files to complete an assignment</td>
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<td></td>
<td>• Possessing or obtaining an examination without the instructor’s authority or prior knowledge</td>
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<tr>
<td></td>
<td>• Submission of an assignment purchased from a commercial entity (e.g., term papers, software programs, etc.)</td>
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<tr>
<td></td>
<td>• Unauthorized preprogramming of and/or access to electronic devices</td>
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<tr>
<td>Plagiarism:</td>
<td>Examples of plagiarism include, but are not limited to the following:</td>
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<tr>
<td></td>
<td>• Directly quoting another person’s words without the use of quotation marks and/or acknowledging the source</td>
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<tr>
<td></td>
<td>• Paraphrasing, or restating, another person’s ideas, opinions or theories without acknowledging the source</td>
</tr>
<tr>
<td></td>
<td>• Using facts, statistics, or other material taken from a source without acknowledging the source</td>
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<tr>
<td></td>
<td>• Failing to properly cite an original source when using a secondary source</td>
</tr>
<tr>
<td>Fabrication:</td>
<td>Examples of fabrication include, but are not limited to the following:</td>
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<tr>
<td></td>
<td>• Citing information not taken from the source indicated</td>
</tr>
<tr>
<td></td>
<td>• Citing a source that does not exist</td>
</tr>
<tr>
<td>OFFENSE TYPE AND DEFINITION</td>
<td>EXAMPLES</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tbody>
</table>
| information or research findings with the intent to deceive. | • Intentionally distorting the meaning or applicability of data  
• Listing sources in a bibliography or reference list that were not used in the project  
• Inventing or falsifying data or source information in experiments, research projects, or other academic assignments  
• Listing hours worked or activities performed during a clinical or service learning experience that did not occur  
• Misrepresenting one’s contribution to scholarly research and/or publication  
• Misrepresenting or falsifying a resume or curriculum vitae |
| Collusion: | Examples of collusion include, but are not limited to the following:  
• Allowing another student to copy from your work  
• Completing an assignment for another student  
• Allowing another student to complete an assignment for you  
• Unauthorized sharing of examination questions and/or answers before or after an examination  
• Unauthorized collaboration with another person during an examination or other assignment |
| Other Examples of Academic Misconduct: | Other examples include, but are not limited to the following:  
• Posting another’s work on the internet without that person’s permission  
• Unauthorized or inappropriate access to use of another’s computer account, access codes, or electronic files  
• Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to avoid or delay timely submission of academic work, or the taking of an examination, or to request an incomplete or administrative drop in the course  
• Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the other instructors  
• Coercing any other person to engage in academic dishonesty or misconduct  
• Aiding any other person engaged in academic dishonesty or misconduct  
• Changing, altering, falsifying, or being accessory to the changing, altering, or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose  
• Denying access to scholarly resources or otherwise deliberately impeding the progress of another student or scholar. Violations in this category include but are not limited to giving other students false or misleading information; making library materials unavailable through stealing or defacement; deliberately misplacing or destroying reserve materials or altering and/or destroying someone else’s computer files. |
## Levels and Sanctions

The level of an offense is initially assigned by the course instructor based upon the instructor's assessment of the offense and surrounding circumstances. In assigning the level, instructors are encouraged to consult with a faculty colleague or the designated academic integrity body within the College. Consultation by the course faculty with the academic integrity body is required for all offenses assigned to Level III and for a subsequent offense.

The following serves as a guideline for the assignment of offense level. The circumstances of a given occurrence may escalate any offense to the next level as determined by the course instructor and/or the academic integrity body within the College where the offense occurred.

Note: All offenses, including first time violations, must be reported to the designated academic integrity body within the college where the offense occurred. Reporting of all offenses, regardless of the violation level allows the University to identify repeat offenders. (If the faculty identifies a possible violation in a course but instead of a sanction, allows the student to re-write an assignment, reporting is not necessary. Reports must be filed whenever a sanction is imposed.

A first time egregious Level III or subsequent violation of any level may result in both course and institutional penalties, including possible probation, suspension or expulsion from the University. The student may be required to meet with their College's AIB representatives.

<table>
<thead>
<tr>
<th>LEVELS OF OFFENSE</th>
<th>CORRECTIVE ACTIONS AND/OR POTENTIAL SANCTIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>Level I:</strong></td>
<td><strong>Level I:</strong> At the discretion of the course instructor, sanctions may include but are not limited to:</td>
</tr>
<tr>
<td>• Unintentional oversight of proper citation guidelines</td>
<td>• Course penalties including resubmission of work with penalty, OR failure of the assignment, OR failure of the course</td>
</tr>
<tr>
<td>• Offenses in which there are considered to be mitigating circumstances</td>
<td>• Review of College and/or university academic integrity training modules</td>
</tr>
<tr>
<td>• Any subsequent Level I violation will be considered at least a Level II violation.</td>
<td></td>
</tr>
<tr>
<td><strong>Level II:</strong></td>
<td><strong>Level II:</strong> First time violations in this category will be dealt with at the course level and sanctions may include:</td>
</tr>
<tr>
<td>• Deliberate violations of the academic integrity policy</td>
<td>• Failure of the assignment, OR failure of the course</td>
</tr>
<tr>
<td>• Subsequent Level I violations may be considered at least a Level II</td>
<td>• Other appropriate remedial action as directed by the course instructor</td>
</tr>
</tbody>
</table>
Responsibility
Achieving an atmosphere of mutual trust in which all members believe their right to learn is unimpeded by dishonest behavior is a responsibility shared by faculty, students and the Regis University Community.

It is the responsibility of each individual student, faculty and other Regis University employees to be able to recognize and refrain from any violation of academic integrity and to report observed violations.

It is the responsibility of each student to review all aspects of the course syllabus and agree to adhere to the Regis University Academic Honor Code. In doing so, the student acknowledges that the work represented in all examinations and other assignments is his or her own and that he or she has neither given nor received unauthorized information. Furthermore, the student agrees not to divulge the contents of any examination or assignment to another student in this or ensuing semesters. Questions regarding academic integrity should be directed to the course instructor.

In addition, it is the responsibility of faculty and administration to foster and encourage honesty and a sense of fairness by creating and enforcing appropriate policies and systems. Regis University provides the necessary resources as well as proper support for faculty when confronting violations of academic integrity.

The highest priority is to educate and encourage the development of appropriate academic and professional values and behaviors within individuals while also preserving the integrity of the learning community as a whole. All instances of academic dishonesty or misconduct will be reported and handled according to the guidelines of this policy.

Student Awareness
It is the responsibility of all students to familiarize themselves with the University's Academic Integrity Policy. (Insert link here) Additionally, students should complete the online tutorial on Academic Integrity during their first term at the University. (This tutorial is housed in “shells” in each College’s learning management system –Worldclass or can be linked to a specific class).

Individual Colleges may choose how they convey this information. For example, this may occur during a New Student Orientation, First-Year Seminar, or Registration/Welcome Information Packet.

Academic Integrity Boards/Process (AIB) for Each College
The purpose of the Academic Integrity Body (AIB) in each College is to implement, support, and monitor adherence to the Academic Integrity Policy. Individual Colleges will determine their own governing body (boards, pools of faculty, etc.) for all integrity violations. For example academic governing AIB bodies may be the Dean’s/Associate Dean’s Office or a designated board of faculty and/or administrators.
Each College’s AIB will perform the following functions:

- Maintain all records of reported academic integrity violations
- Forward all incidences to the administrator of University’s Academic Integrity Database within 14 days of an incident involving a violation of academic integrity
- Consult with academic departments, schools and individual faculty to help determine sanctions and maintain consistency in violation levels and sanctions
- Recommend sanctions on policy violations
- Respond to independent concerns expressed by students and faculty regarding academic integrity
- Convene and provide representatives to the appeals process
- Recommend revisions to this and related policies and procedures as needed
- Collaborate on the creation and maintenance of educational resources for students and faculty related to academic integrity
- Report College’s aggregate data to appropriate college body (Academic Council, Dean’s Office, etc.)

The AIB chairperson will:

- Oversee and record all incidences related to academic integrity
- Chair any meeting of the College’s AIB
- Monitor AIB formation, membership, and processes
- Provide assistance to a faculty or Dean in devising a letter (by email, with a paper copy sent) to the student informing him or her of the sanction and his or her right to appeal and outlining the process for the appeal. Letters are copied to a student’s academic advisor, the course professor, the Dean of Students, and if applicable the Director of Athletics. If this is a successive instance of academic dishonesty, the letter will also remind the student that there will be an automatic review for possible institutional sanctions
- Advise and/or convene the processes for reviewing second violations of academic integrity
- Convene an Appeals Board/Panel when necessary

Oversight and Reporting Procedures

In order to maintain a climate of learning and academic integrity Regis University requires that all Colleges, faculty, students, administration and staff follow these Reporting Procedures.

A breach of the Academic Integrity Policy may be reported from a number of sources including faculty, students, deans, librarians, administrators or faculty not teaching the course. In each incidence, the alleged violation of the Academic Integrity Policy should be brought to the attention of the faculty member overseeing the student’s academic work in the class or research project or to the appropriate department chair or director. If the incident is reported to a Department Chair, the Chair will bring the matter to the attention of the appropriate faculty.

Each College will individually handle violations of the Academic Integrity Policy that occur within their respective college and impose the resulting sanctions. The reporting faculty (or party) initiates the process with or without consultation with the College’s AIB depending on the seriousness, the level of the violation and the college where the violation occurred.

The following table illustrates the levels of violation including which College AIB and Appeals Board reviews the violation:

<table>
<thead>
<tr>
<th>Level of Violation</th>
<th>Initial Review by AIB</th>
<th>Appeal’s Board/Panel</th>
</tr>
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<tbody>
<tr>
<td>I, II handled at course level</td>
<td>College where violation occurred (AIB may choose to consult with student’s home College)</td>
<td>College where violation occurred</td>
</tr>
<tr>
<td>Subsequent violations (AIB consult required)</td>
<td>Student’s home College (consult with college AIB where incident occurred)</td>
<td>Student’s home College with representation from College</td>
</tr>
<tr>
<td>Level III</td>
<td>Student’s Home College with student advisor, Dean &amp; AI representative)</td>
<td>Student’s home College with representation from College where violation occurred. Other representatives as needed</td>
</tr>
</tbody>
</table>

**Procedures**

All Colleges will follow the steps below in addressing alleged violations of the Academic Integrity Policy:

For Level I & II First Offenses, follow the steps below:

1. The faculty informs student of the suspected violation and allows the student to provide a response to the allegation.
2. The faculty notifies the appropriate academic administrator of the incident who will check the AI Database for any previous violations by this student.
3. The faculty imposes the sanction and notifies the student in writing (from instructor and/or academic administrator). This communication should include the student appeal process.
4. Reporting faculty completes the AI reporting form and submits to the Chair of the respective AIB to be added to the AI Database (and forwarded to the University Database Administrator).
5. The student may appeal at this level to the AIB for the College where the incident occurred.

For subsequent offenses, follow the steps below:

1. The faculty informs student of the suspected violation (and that this is a repeat violation) and allows the student to provide a response to the allegation.
2. The faculty notifies the appropriate academic administrator of the incident who verifies a previous violation for this student.
3. The academic administrator notifies the AIB of the College where the incident occurred and the student’s home college (if different) of a repeat violation.
4. The AIB of the student’s home College will convene the AIB with a representative from the college where the incident occurred and a representative from another college as necessary.
5. The Chair notifies the student of the charge, provides or summarizes the evidence that substantiates the charge and informs the student that he/she may provide any additional documentation prior to the AIB’s review (the student is given a timeframe by which a decision of the panel will be finalized).
6. The AIB renders a judgment on the violation.
7. The AIB chair communicates with all relevant parties (student, student’s advisor, dean, etc. if necessary).
   a. The ruling of the AIB on the charge.
   b. The recommended sanction. If course failure or academic suspension or dismissal is recommended, the communication will be generated from the student’s home program/department by the appropriate person.
   c. If expulsion from the University is recommended, communication will be forwarded to the University Provost.

For Level III offenses, the steps below should be followed:

1. The faculty informs student of the suspected violation and allows the student to provide a response to the allegation.
2. The faculty notifies the appropriate academic administrator of the incident who will check the AI Database for any previous violations by this student.
3. The academic administrator notifies the AIB of the possible Level III violation.
4. A review panel is convened by the student’s home College AIB and the Chair notifies the student of the charge, provides or summarizes the evidence that substantiates the charge, and informs the student that they may provide
any additional or supplemental documentation prior to the panel’s review (A deadline for submission of documentation is provided to student along with a timeframe for the panel’s decision).

5. The panel reviews the evidence. If the preponderance of evidence supports the fact that a violation occurred, the AIB may impose and recommend appropriate Level III sanctions.

6. The AIB chair communicates with all relevant parties (student, student’s advisor, Dean, etc. if necessary)
   a. The ruling of the AIB on the charge
   b. The recommended sanction
   c. If expulsion from the University is recommended, the communication will be forwarded to the University Provost

7. The panel’s decision and is subsequently recorded in the University’s (and College’s) Academic Integrity Database.

8. If expulsion from the University is recommended, the letter must indicate to the student that Academic Expulsion from the University is being recommended to the Provost.

9. If expulsion decision is upheld by the Provost, a decision letter is sent to the student with a copy to the University Registrar, College Dean, student file, advisor and any other appropriate parties.

10. If expulsion is not upheld by the Provost, alternative sanctions may be imposed.

11. If program suspension is recommended, all communication is handled at the College level (student’s home college) with appropriate notification to the student, advisor, program chair, etc. The letter to the student may be generated by the Program or Department Director and/or the College Dean.

If a violation in any of the above sections is deemed not to have occurred by the faculty or the respective College’s AIB, no documentation will be filed in the student’s record. All supporting documentation will be forwarded to the Provost’s Office for archival.

**Appeals Process**

Students have the right to appeal findings of academic dishonesty, or the institutional penalty for any infractions at any level. All Colleges will follow the same appeals process. *Note that the AIB appeal process is limited to consideration of matters that deal exclusively with academic integrity.* Other aspects of student academic performance or related violations of the Student Code of Conduct must be handled according to the processes outlined in the University Catalog and the relevant student handbook.

The following process will be followed:

1. The student submits a written request for appeal to the Chair of the AIB of the College in which the alleged violation occurred within **five working days** of receiving notification of a violation

2. The Chair of the AIB where violation occurred provides the following information to the student:
   a. a summary of the policy violation
   b. an opportunity to submit any additional information relevant to the case to the Chair of the AIB by a certain date

   c. a date by which the Appeals Panel’s decision will be made

3. The Chair of AIB solicits **at least one** faculty representative from another College’s AIB and student representation if desired. (Representative(s) should not have been involved in the process at any point prior to serving on the Appeals Board)

4. The Appeals Board is convened for review of the case within **ten working days of receiving the student appeal**

   (The Chair of the Appeals Board will be from the College where the violation occurred)

5. The Board renders a decision within **five working days** of convening:
   a. Student appeal is denied; the charge, the violation and/or the sanction is upheld (Note however that if academic expulsion is the recommended sanction, the Provost must also support the decision)

   b. Student appeal is successful; the charge, violation and/or sanction is modified or reversed

   c. If a violation is deemed not to have occurred, no information is recorded in the database or student’s record/file (documentation will be routed to the Provost’s Office for archival)

6. The Department and Appeals Board complete any further notification to the student, advisor, Dean, Registrar, etc.
7. If the first violation was serious/egregious enough to warrant expulsion from the University, all communication and documentation will be routed to the Provost to initiate the letter to the student with copies to the applicable College Dean, Advisor, Program Chair and Registrar and other parties (athletics, ITS)
8. Documentation for the database is recorded and forwarded to the University Database Administrator

The decision of the Appeals Panel is final. A student may appeal the finding to the University Provost within thirty days of the Appeals Panel’s decision only if the appeals process was not followed or new evidence is available which would nullify the finding of the committee

**Academic Integrity Database**

In order to track violations of the University Academic Integrity Policy, accurate reporting must be actively encouraged by each College’s Academic Integrity Body. Each College will keep its own records of policy violations and submit all violations to the University AI Database Administrator. The Academic Integrity Database will be housed in the Office of the Provost.

The purpose of the database is to:

- Provide a central location for all student violations
- Document a pattern of repeat violations for individuals
- Provide aggregate data by college and university as a whole for annual reports that identifies trends and assesses the level of compliance with the policy

Notifications of Academic Integrity Policy violations should be submitted to the Provost’s Office within 14 days of resolution of the incident. All violations are entered into the database. The Administrator of the Academic Integrity Database is the only party with access to the database; however, a designee may be appointed.

At a minimum, the following data elements are required:

1. Student Name and ID#
2. Student’s Home College
3. Nature of incident (plagiarism, collusion)
4. Reporting faculty/party
5. Term, date and class where incident occurred
6. Sanction and level of sanction
7. Appeal (yes or no)

**University Academic Integrity and Policy Review Committee**

The Provost reserves the right to form a representative committee to review all policies, reports, and procedures around Academic Integrity at Regis University. This committee may suggest changes to training, reporting, and education at Regis University. Composition of this committee may be the Chairs of the respective College’s Academic Integrity Boards and may include students at the discretion of the Provost.

**Confidentiality**

Activity around the Academic Integrity Policy is both anonymous and confidential. It is the responsibility of each AIB and the administrator of the University Academic Integrity Database to ensure the confidentiality of student records in academic integrity policy violations. Except in cases of suspension or expulsion, such information does not become part of the permanent academic record and is normally removed from University files and records after one year following departure or graduation from the University.

Board and Panel reviews are typically anonymous. All communications and rationale for Board Decisions are confidential and only available to the reporting faculty, the student’s advisor and Program Chair unless the violation and sanction impacts the student’s progression in a program.
Course Syllabi Information
The language contained in the course syllabus is the underlying agreement with each student. All instructors must reference the University's Academic Integrity Policy in his or her course syllabus. Course syllabi should set appropriate penalties for violations of academic integrity, including but not limited to resubmitting work with penalty, failure of the assignment, or failure of the course. Penalties for committing academic dishonesty that are tied to individual courses are separate from institutional penalties. Regis University recognizes the individual instructor's right to determine the penalties for their individual classes. Recommended syllabus language is reflected below.

Approved Language for Use in all course Syllabi

Academic Honor Code
All members of the Regis University community exhibit the qualities of honesty, loyalty and trustworthiness in all academic activities, holding themselves and each other accountable for the integrity of the learning community. Regis University students are committed to the highest standards of academic integrity and assume full and complete responsibility for maintaining those standards in the academic environment.

Violations of Academic Integrity
Violations of academic integrity are taken very seriously and include cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All violations will be reported with appropriate sanctions applied. Sanctions can include, but are not limited to failure of an assignment, failure of a course, removal of academic honors, or review of the Academic Integrity Tutorial. For more serious violations, program suspension, College dismissal or University expulsion may be imposed. Refer to the Regis University Academic Integrity Policy for further information (Insert link here). This Academic Honor Code applies to any student enrolled in a course at Regis University or one of its university partners, regardless of the student’s home college or program, and will be enforced according to the policies and procedures outlined in the University Academic Integrity Policy.

It is the responsibility of each student to review all aspects of the course syllabus and agree to adhere to the Academic Honor Code. In doing so, the student acknowledges that the work represented in all examinations and other assignments is his or her own and that he or she has neither given nor received unauthorized information. Furthermore, the student agrees not to divulge the contents of any examination or assignment to another student in this or ensuing semesters.

NOTE: All faculty have access to plagiarism detection software, which can be used with or without the student's knowledge in any course.

ALCOHOL POLICY
The Alcohol Policy at Regis University is based on the central and fundamental educational focus of the University to create an environment that fosters learning. The University believes in personal responsibility, moral growth and development, awareness of communal consequences of personal choices, obligation of citizenship, and responsible decision-making. The University strives to build a community that is welcoming, hospitable, fair, inclusive, rooted in mutual understanding and appreciation, and respectful of diverse perspectives, traditions and practices. Therefore, it is critical that the members of the University community are committed to the physical and emotional health and well-being of those who work, study or congregate at the University.

The Alcohol Policy is set in the context of the legal requirements governing the sale, consumption, and distribution of alcoholic beverages and in the context of community expectations. To cultivate a campus environment consistent with the stated goals and purposes of an educational institution, the University has adopted the following policies and procedures for the use of alcoholic beverages:

1. Alcoholic beverages are prohibited in DeSmet Hall, O’Connell Hall, West Hall, athletic events, public areas and anywhere on campus except at authorized University events or as authorized by the Dean of Students or designee. The service of alcoholic beverages at all events on campus shall be in accordance with the guidelines available from the Office of Student Activities (i.e., appropriate licensing). Student organizations that seek to sponsor an event on- or off- campus which includes the service of alcoholic beverages must be granted prior approval by the Director of Student Activities. Additional security may be
required to attain permission. (Additional guidelines for alcohol in the Residence Village and Ignatian Village are available below.)

2. Intoxication or alcohol abuse is not permitted. Intoxication is defined as “being influenced by alcohol or a drug to the point where physical and/or mental control is markedly diminished.” Students may be held accountable for intoxication when they display intoxicated behaviors, require assistance, and/or University officials need to respond because of the students’ consumption of drugs or alcohol (even if they are of legal drinking age in the State of Colorado). Such response may include administration of a breathalyzer and/or a search of the individuals’ person as identified in the UNIVERSITY SECURITY RIGHTS AND AUTHORITY Section.

3. Alcoholic beverages shall not be served or consumed in public areas of the University except at authorized University events.

**Alcohol at University-Sponsored On-campus or Off-campus Events**

Sponsors of social activities are expected to limit alcohol to moderate amounts and to keep the focus of the party or event on social interaction rather than alcohol consumption. Food and non-alcoholic beverages should be available at any event where alcohol is served, and both ought to be served in equal proportion.

The Office of Student Activities seeks to facilitate excellence in a variety of programming. In addition to enabling student leaders with resources and support for successful events, Student Activities encourages clubs and organizations to structure events to engage a variety of student interests. In this pursuit, the inclusion of alcohol is limited to specific events. Other student events where the presence of alcohol is requested must be pre-arranged specifically with the Director of Student Activities (x 3505).

**Alcohol in Advertising Events**

Advertising which includes alcohol references or states or suggests that alcohol will be available at an event is prohibited. The Student Activities Office (Student Center, Room 214) must approve advertising before it is displayed.

**Alcohol Policy for the Residence Village and Ignatian Village**

1. Possession and consumption of alcohol within the Residence Village and Ignatian Village is limited to beer and wine. Other types and varieties of alcohol are prohibited. For the purposes of this policy “alcohol” refers strictly to beer and wine.

2. Residents and their guests must be at least 21 years old in order to consume alcohol in any Residence Village or Ignatian Village living unit. Students or guests under the age of 21 are not permitted to possess or consume alcohol at any time.

3. It is the responsibility of the Residence Village and Ignatian Village residents to determine that all guests who consume alcohol are of legal age. If no resident of a Residence Village or Ignatian Village living unit is 21 years of age or older, no alcoholic beverages or containers may be present at any time.

4. The consumption of alcohol may take place only inside the confines of the Residence Village or Ignatian Village living unit. Open containers of alcohol may not be transported between Residence Village or Ignatian Village units. A container is considered open once the manufacturer’s seal has been broken.

5. The residents in the Residence Village or Ignatian Village room where alcohol is being consumed are responsible for the behavior of their guests under provisions of the Standards of Conduct.

6. Large containers of alcohol such as kegs, party balls, garbage cans, and paraphernalia intended for the rapid consumption of large amounts of alcohol (i.e. beer bongs) are prohibited.

7. The maximum capacity for a social gathering in a Residence Village or Ignatian Village unit is twelve people. These social gatherings must be entirely contained within the residence and comply with quiet and courtesy hour guidelines.

8. Students must comply with all Colorado state laws regarding the purchase, serving, possession and consumption of alcoholic beverages.

9. Display (i.e., visible in windows) of alcohol containers is prohibited.

**BIAS MOTIVATED BEHAVIOR POLICY**

In accordance with its Jesuit Catholic mission, Regis University is committed to maintaining a humane atmosphere in which the rights of every individual are recognized and respected. This Bias Motivated Behavior Policy is intended to help foster a campus climate that discourages acts of intolerance and bias including incidents that may involve criminal conduct such as assault, threats and property damage. Regis University is committed to the prevention and timely remediation of Bias Motivated Behavior and violations of applicable nondiscrimination laws and regulations. All University community members (faculty, students, staff, administrators, trustees, contract personnel, agents, visitors, invitees, volunteers and other individuals associated with the University) are prohibited from engaging in acts of discrimination directed toward other Regis University community members which, on the basis of one’s race, color,
religion, national origin, creed, ancestry, gender, age, marital status, sexual orientation, military or veteran status, physical or mental disability, or any characteristic protected by applicable law intentionally:

- Subjects another person to offensive physical contact or gestures;
- Harms or intimidates another person by malicious conduct;
- Interferes with or damages the property of another person;
- Threatens another person using abusive or intimidating language (either verbal or written); or
- Subjects another person to alarm by threatening to inflict physical injury to or cause damage to the property of that other person.

This prohibits threatening, abusive or intimidating language (verbal or written), gesture(s), or physical conduct (including, but not limited to damage or destruction of property). Bias Motivated Behavior is further defined in the “Definitions” section.

**COMMUNICABLE DISEASE POLICY**

A variety of communicable diseases exist on a college campus that vary in degree of transmission to others and in severity of potential health risks to individuals. These diseases generate differing levels of concern among faculty, staff and students.

Regis University has established clear, consistent and nondiscriminatory policies and procedures to deal with communicable diseases while concurrently acknowledging the privacy of individuals. These policy and procedure statements are routinely updated based upon the recommendations of the Centers for Disease Control (CDC) and state and local health departments.

A full description of the communicable disease policy is available in the Student Health Services office or the Office of Student Life.

**DEMONSTRATIONS**

Regis University recognizes the rights of students to dissent as long as it does not limit the freedom of others, damage University property, or delay the opportunity of the student body, faculty and staff to proceed regularly with their work or scheduled activities. Students may use public areas for assembly so long as they do not restrict the movements of traffic. When a rally or other such gathering requires building space and public areas, clearance must be obtained in advance from the Dean of Students. Such clearance must normally be requested at least 48 hours prior to the event and the University reserves the right to make reasonable restrictions of location, time or format for such events, using the following guidelines:

- In order to alleviate potential problems with safety or potential disruption of University activities;
- In order to facilitate a free exchange of ideas consistent with the academic environment and the University’s mission; and
- In order to comply with applicable federal, state, or local ordinances.

Regis University reserves the right to review, alter or restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the University’s mission or Catholic character, which determination shall be in the sole discretion of the President or his designees.

**DRUG FREE CAMPUS POLICY**

Regis University encourages all members of its community to learn proficiently, think logically, and critically, identify and choose personal standards of values which are socially responsible, and develop the skill and leadership abilities necessary for distinguished professional performance and significant contributions to the improvement of society.

In consonance with this mission, the University is committed to preventing the use of illegal substances by students, faculty and staff and to encourage responsible behavior regarding alcohol and legal addictive substances through policy, needs assessment, education and treatment.

In the case of employees, the Regis University Department of Human Resources, and in the case of students, the Regis University Office of Student Life shall, at least annually, distribute to each employee, and each student who is taking one or more courses for any kind of academic credit at any Regis campus, a copy or summary of the Regis University Drug Free Campus Policy, a description of the health risks associated with the use of illicit drugs and abuse of alcohol, and a description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students.
Available Resources
The University provides an Employee Assistance Program (EAP) for regular employees who work 1,000 hours or more a year. The primary services of this program include assessment, referral, and short-term problem solving for employees who are experiencing substance abuse or other personal problems which affect job performance. Eligible employees may seek the services of EAP on his/her own initiative, or a supervisor may direct the employee to the service when a decline in performance quality occurs. Supervisors are trained to focus on employee performance difficulties which may or may not relate to substance abuse rather than attempt to assess the cause of the problem. However, employees convicted of drug offenses may be required to utilize the services of the EAP or may be referred directly to a drug rehabilitation facility. The University Office of Counseling and Personal Development offers the services of assessment, referral and short term counseling to traditional undergraduate students who are experiencing substance abuse problems. This department also offers referral services to other University students. A student may seek these services on his/her own initiative or may be directed to participate as a result of a disciplinary sanction. In addition CHOICES, a student program, provides awareness programs that focus on the dangers of and health risks associated with the use of illicit drugs and the abuse of alcohol. Such programs are made available to the entire University community.

Regis University prohibits the unlawful manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances on or in University owned or controlled property or in the course of University business or activities. Individuals including, but not limited to, students, employees, contractors, agents, volunteers, or invitees who violate this policy shall be subjected to discipline, termination, dismissal, debarment, arrest or citation, and referral by University officials for prosecution, as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the University.

Possession or consumption of alcoholic beverages by employees, guests and students is restricted to designated University functions for those 21 years of age or older with proper identification. Residents of the Residential Village who are 21 years of age or older may possess and consume alcoholic beverages under conditions set forth in the Student Handbook. (See Residence Hall Policies, p.35.) No student may possess or consume alcoholic beverages anywhere else on campus, including other residence halls, athletic functions, grounds or academic building.

Any employee or student guilty of violating a local, state, or federal law pertaining to unlawful possession, use or distribution of illicit drugs and alcohol must notify the appropriate University official in writing, no later than five (5) calendar days after the conviction. Failure to comply with this notification requirement will result in immediate termination or dismissal. No later than thirty (30) calendar days after receiving notification of such conviction from any employee or student the University shall:

1. Take action against the employee or student to include any range of authorized disciplinary actions up to termination/dismissal; and/or
2. Require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the University; and
3. If the employee or student is authorized to work on a grant provided by the Federal Government at the time of the incident, the University shall notify the agency which awarded the grant within ten (10) calendar days after receipt of notification from the employee.

Regis University will review this policy and related drug and alcohol programs biennially to determine their effectiveness, implement any indicated changes, and ensure that sanctions are consistently enforced. The University reserves the right to implement any indicated changes, and ensure that sanctions are consistently enforced. The University reserves the right to implement changes at any time by the approval of the President.

MEDICAL AND RECREATIONAL MARIJUANA POLICY
Regis University does not permit the use of marijuana for any purpose on University property. This applies to recreational marijuana as defined in Amendment 63 to section XVIII of the Colorado State Constitution as well as medical marijuana as defined under Colorado 0-4-287- Article XVIII. Students are not permitted to possess, store, provide, or to use marijuana or paraphernalia on University owned or controlled property (including but not limited to residence halls, academic buildings, athletic facilities, and parking lots), or during University sanctioned activities regardless of the location. Students who fail to follow this policy are in violation of the Student Code of Conduct and are subject to disciplinary action.
Rationale
Each year, Regis University accepts federal funding under Title IV, including student assistance in the form of Pell and Stafford Programs. It certifies upon acceptance its compliance with a multitude of federal statutes, including the Drug-Free Schools and Communities Act (DFSCA) 20 U.S.C. 1145g. Part 86 of the Drug and Alcohol Abuse Prevention Regulations implementing this law requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. § 811), prohibits the use of marijuana. In order to comply with the DFSAC, Regis University prohibits marijuana, and provides sanctions for its use, or it will lose funding under Title IV.

FINANCIAL AID FRAUD
Any fraud or misrepresentation by a student related to financial aid programs administered by the Financial Aid Office is absolutely prohibited. Fraud or misrepresentation includes, but is not limited to:

• Forged, falsified or counterfeit documents or signatures.
• False or fictitious names, addresses or social security numbers.
• Intentionally submitting false or incorrect information.
• False claims of dependency or citizen status.
• Unreported or misreported receipt of student aid.
• Altering documents or falsifying hours worked.

If the Financial Aid Office suspects a student of committing fraud or misrepresentation related to financial aid or to participation in the work/study program, the Director or his/her designee will:
• Notify the student of the charges;
• Meet with the student to review the charges and possible consequences and provide him/her with copies of any documents used to support the charges;
• Allow the student to respond to the charges, to ask questions of witnesses, and to offer witnesses or evidence on his/her own behalf;
• Allow the student to be accompanied by an advisor of his/her choice who is Regis University faculty or staff;
• Make a determination of the facts of the case based on the evidence presented and determine sanction if applicable; and
• Offer the student the opportunity to appeal the finding and/or sanctions to the Vice President for Finance, whose decision shall be final.

If a student is found guilty of Financial Aid Fraud or misrepresentation, possible sanctions include, but are not limited to:
• Cancellation of all or part of the student’s remaining financial aid award;
• Ineligibility for future financial aid at Regis;
• Reimbursement to the University for any pay received for hours not actually worked;
• Referral of student’s case to one of the following outside agencies/offices:
  • Colorado Commission on Higher Education (Colorado Funding)
  • Department of Education (Federal Funding)
  • Inspector General’s Office (Federal Funding)
• State or local law enforcement agency with jurisdiction to investigate such cases. (If any such agency is used, the Director will report all such referrals to the Inspector General’s Office once each calendar year.)
• Referral to the Office of the Dean of Students for possible initiation of disciplinary proceedings to be filed under the University’s Standards of Conduct, which could result in expulsion or suspension from the University.

GOOD SAMARITAN/AMNESTY POLICY
In the spirit of “cura personalis”, Regis University strives to create an atmosphere that supports the holistic development of its students. Students at Regis University may be reluctant to seek assistance for others in instances of alcohol or drug impairment, out of fear that the reporting and/or impaired person would face disciplinary action from the University. The University seeks to remove this barrier, which may prevent students from seeking the medical attention that might be needed, by creating a Good Samaritan/Amnesty Policy. In order to promote an ethic of shared responsibility, bystander intervention and community support, Regis University encourages students to support others by calling for assistance in instances of excessive alcohol and/or drug use.
In a situation involving imminent danger to the health and safety of an impaired student, any reporting student is required to take the following steps:

1. Contact Campus Safety (303-458-4122), the Residence Hall Front Desk, or 911/9-911 to report the incident and to seek assistance.
2. Remain with the impaired student requiring emergency treatment and cooperate with emergency officials as long as it is safe to do so.

The Reporting Student/Good Samaritan:

- This policy means that no judicial points will be applied to the reporting student/Good Samaritan for their conduct during the incident in which they reported an impaired student who was in imminent danger as the result of alcohol/drug intoxication.
- The reporting student will be required to meet with the Assistant Director of Judicial Affairs to provide appropriate University documentation about the incident.

The Impaired Student:

- The impaired student will be required to meet with the Assistant Director of Judicial Affairs to provide the appropriate University documentation about the incident.
- Under this policy the judicial points normally sanctioned for the incident’s offense will be deferred. However, if the same impaired individual is held accountable for a repeat violation of the drug or alcohol policy, prior to the completion of the substance use assessment the deferred points may be reinstated and added on to the appropriate sanction. For example, if a student receives the Amnesty policy for intoxication and the following weekend is found in violation of the alcohol policy again, this student may receive points from both incidents.
- While the impaired student may be granted a deferment from formal University judicial points, the student will be required to meet with either Regis University’s Office of Counseling & Personal Development or an approved off-campus counseling provider to participate in a substance use assessment and to comply with any therapeutic and/or educational recommendations (i.e., counseling, outpatient/inpatient care). If the student fails to complete this assessment, further disciplinary action can be taken by the University.
- The University continues to reserve the right to notify parents as per the Parental Notification policy.
- This policy does not exempt a student from drug probation.

This Good Samaritan/Amnesty policy applies only to those students who seek medical attention for a drug or alcohol impairment and does not apply to individuals experiencing an alcohol or drug related impairment that is found by a University Official. The Good Samaritan/Amnesty Policy does not excuse or protect students who repeatedly violate the University’s Student Code of Conduct, in which case the University reserves the right to take judicial action on a case-by-case basis. Good Samaritans are also encouraged to take positive action by notifying University Officials regarding other behaviors observed, including but not limited to, interpersonal violence, vandalism or other violations of the Student Code of Conduct.

Regardless of help-seeking behavior, students will be held accountable for prohibited conduct accompanying or incidental to the use and/or abuse of alcohol or other substances. For example, disorderly behavior, physical harm, property damage, or distribution of controlled substances will be treated as disciplinary violations and responded to accordingly.

HIPPA PRIVACY AND SECURITY REMINDER
The goals for maintaining rigorous adherence to HIPAA compliance requirements within all Regis University-sponsored programs, projects and activities are designed to:

- Ensure the security and confidentiality of PHI and ePHI as covered by HIPAA;
- Protect against any anticipated threats or hazards to the security or integrity of such information, and
- Protect against unauthorized access, use or disclosure of such information.
Each student should have completed the necessary training on how to comply with the policies and procedures for maintaining HIPAA compliance. If you have not received or completed your HIPAA training at Regis University, you must inform your instructor.

Reminders

Protected health information is any information that allows you associate a person's identity with their health care information. This applies to all forms of media including: paper documents, electronic files and data, course notes, research papers, video and sound recordings, photos, charts, etc. As it pertains to Regis University-sponsored programs, project and activities, the following are reminders of common privacy and security practices for protected health information that must be followed:

- Any personal documents and notes in any form that contains individually identifiable health information on patients you come into contact with as a result of Regis University-sponsored training must be properly protected and its confidentiality must be maintained.
- Regis University students who are training at partner health provider organizations are prohibited from removing documents that contain individually identifiable health information without a written and signed authorization from the health care provider’s Health Information Management (HIM) Department or authorized representative and the proper patient authorization.

Special note on minors—in most cases, minors cannot legally consent or authorize the release of their protected health information.

- Regis University students participating in Regis University-sponsored health care training and research activities must only use de-identified information or limited data sets in any presentations or publications outside of the health care provider organization. (See Appendix A on 'How to de-identify individual health information'.)
- For Regis University students participating in Regis University-sponsored health care training and research activities, the following activities involving individually identifiable health information are explicitly prohibited:
  - Sending such information through unsecure email,
  - Posting such information on any social networking site—regardless of the user account used by the Regis University student, faculty or staff to post the information, and
  - Disclosing such information during classroom discussions and/or presentation.

Policy compliance and sanctions

It is the responsibility of each student to review all aspects of the course syllabus including the Regis University HIPAA Privacy & Security Reminders. In doing so, the student acknowledges that he or she agrees to adhere to these practices. Furthermore, the student agrees not to divulge the contents or to provide access of any examination or assignment to another student in this or ensuing semesters.

All violations of the Regis University HIPAA privacy and security policies and practices are taken very seriously. All violations will be reported to the Regis University HIPAA Privacy & Security Committee for review to determine the extent of the violation and the appropriate sanctions to be applied, where necessary.

Sanctions may include notification of the student’s advisor with a note in the student’s advising file, reductions in the grade for the course up to and including failure, and remedial action as directed by the Regis University HIPAA Privacy & Security Committee.

Reporting requirements

In the event that any Regis University staff, faculty or student becomes aware of the unauthorized use or disclosure of PHI or ePHI that is under the control and protection of Regis University, the incident must be reported within 5 days of discovery to:

Sheila Carlon, HSA Division Director
Regis University
3333 Regis Blvd.
Denver, CO 80221
303 458 4108
PrivacyOfficer@Regis.edu

With a copy to:
Susan Layton, Associate Vice President
Regis University
3333 Regis Blvd
Denver, CO 80221
slayton@regis.edu

INSURANCE REQUIREMENTS

As a condition of enrollment, all full-time Regis College, fulltime students in the DPT in Physical Therapy, D.Pharm in Pharmacy, Bachelor of Science in Nursing Accelerated and traditional Nursing programs must maintain health insurance coverage. This requirement can be met in one of two ways:
a. Purchasing the University-sponsored Student Health Insurance plan; or
b. Waiving the University plan and presenting proof of coverage by an alternative health insurance plan of the student’s choosing.

LITTERING
Students are expected to refrain from throwing trash and other objects onto the campus grounds. Students in residence halls may not throw trash or other objects out of windows.

REGIS UNIVERSITY NOTICE OF NONDISCRIMINATION AND SEXUAL MISCONDUCT POLICY
Regis University does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, marital status, pregnancy, parental status, gender identity, sexual orientation, genetic information or any other legally protected status in any of its policies, programs, admissions or activities and provides equal access to education.

All Regis University community members (faculty, students, staff, administrators, trustees, contract personnel, agents, visitors, invitees, and volunteers) are prohibited by law from engaging in acts of discrimination, including sexual harassment or sexual violence. Regis University’s non-discrimination policy extends to employment, education and admission. Regis will take immediate and appropriate corrective action up to and including expulsion or dismissal, in cases where it has been determined that discrimination or sexual misconduct has occurred.

The following individual has been designated to handle inquiries regarding the Regis University Nondiscrimination and Sexual Misconduct Policy and Title IX:

Title IX
EO and Title IX Coordinator
3333 Regis Boulevard, West Hall K4
Denver, CO 80221-1099
Phone: 303-458-4906
E-mail: titleix@regis.edu

For requests for reasonable accommodations related to a disability please contact:

Student Disability Services
Director
Student Disability Services & Testing
3333 Regis Blvd., G-18
Denver, Colorado 80221
Phone: 303.458.4941
disability@regis.edu

Employee Disability Services
Director of Employee Relations
3333 Regis Boulevard, West Hall K4
Denver, CO 80221-1099
Director of Employee Relations
Phone: 303 458-4231
jgrey@regis.edu

The Nondiscrimination and sexual misconduct policy includes but is not limited to claims of sex and gender-based misconduct. All Regis University community members (faculty, students, staff, administrators, trustees, contract personnel, agents, visitors, invitees, and volunteers) are prohibited by law from engaging in acts of discrimination, including sexual misconduct. Regis University’s nondiscrimination policy extends to employment, education and admission. Regis University will take immediate and appropriate action...
corrective action up to and including expulsion or dismissal in cases where it has been determined that discrimination or sexual misconduct has occurred.

A disability related request for a reasonable accommodation should be made to the Office of Student Disability Services and Testing when the individual requesting the accommodation is a student, or to Human Resources when the individual is an employee. Appeals about a disability accommodation for a student is governed by the procedure available for these claims with the Office of Student Disability Services & Testing. A complainant of disability discrimination or a complaint regarding an accommodation for an employee may be made under this policy.

Consistent with the requirements of Title IX of the Education Amendments of 1972, Regis University community members have the right to be free from all forms of sex and gender-based discrimination during the course and scope of their employment or engagement in educational or other activities at the University. Sexual harassment, nonconsensual sexual contact or intercourse, sexual exploitation, domestic violence, dating violence and stalking are some forms of sex and gender-based discrimination that are considered violations of this policy. Throughout this policy, the term sexual misconduct will be used as an umbrella term that includes all the conduct listed above.

If a responsible employee is aware of sexual misconduct, without regard to where it occurs, he or she must promptly report the incident to the Title IX Coordinator or a Title IX Deputy Coordinator, to the extent required by this policy.

**Critical Definitions**

Sexual Misconduct includes (but is not limited to):

1. Sexual Harassment
2. Nonconsensual Sexual Contact and Nonconsensual Sexual Intercourse
3. Sexual Exploitation
4. Domestic Violence
5. Dating Violence
6. Stalking

*Definitions and examples of each of these types of sexual misconduct follows in Appendices A and B.*

**Consent**

In order for individuals to engage in sexual activity of any type with each other, there must be consent prior to and during each stage of sexual activity. Consent is defined as the affirmative, actively given, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. To obtain consent, a clear "yes," verbal or otherwise, is necessary. Consent cannot be inferred from the absence of a "no."

A current or previous relationship is not sufficient to constitute consent. A person under the influence of fear cannot give consent. Consent may never be given by a minor under the age of 15, by an individual who is asleep, or by and individual who is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason. Consent may also not be given by an individual who was under duress, threat, coercion, or force. *See Appendix B for more information about consent.*

**Romantic or Sexual Relationships between Employees or between Students and Employees**

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party must need to be reported. This applies to relationships between employees and/or relationships between employees and students. Persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of the Director of Employee Relations, Employment & Training in Human Resources, and will likely result in the removal of the employee from supervisory or evaluative responsibilities, or removal of the other party from being supervised or evaluated by someone with whom they have established a consensual relationship. This applies to Resident Assistants and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships.

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More information at: [http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Disability-Services/Services.aspx](http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Disability-Services/Services.aspx)
relationships to Human Resources can result in disciplinary action for an employee. Employees are prohibited from making or participating in decisions affecting a student’s or employee’s progress or standing or which may reward or penalize a student or employee, with whom the employee has or has had a sexual or romantic relationship.

**Reporting Options**

The University’s primary concern is the safety of its community members. If you or someone you know has been the victim of behavior or action that falls under this policy, you are encouraged to first attend to your own safety and health. All members of the University community are encouraged to report incidents of discrimination or sex or gender-based misconduct.

Members of the University who experience sexual misconduct have the right to report or not to report to the University or to law enforcement. If a victim chooses to make a report to the University, the victim can do so anonymously, confidentially or formally, by filing a report.

In the event that a member of the University decides to report discrimination or sexual misconduct to the University, Regis will conduct an investigation when appropriate. This process involves conducting a preliminary inquiry to determine if the reported conduct falls under this policy and if the University has jurisdiction to investigate. If a determination is made to proceed with an investigation, the University will initiate a prompt, equitable, thorough and impartial investigation to stop the conduct, prevent future similar incidents, provide a fair and reliable determination about whether University policy has been violated, and implement a remedy designed to end the conduct, prevent its recurrence and address its effects. If a University responsible employee, as set out below, is aware of possible discrimination or sexual misconduct, without regard to where it occurs, he or she must report it to the Title IX Coordinator, the Dean of Students or the Associate Vice President of Human Resources and, to the extent required by applicable law, to local law enforcement agencies. It is important that reports are made as soon as possible, preferably within 24 hours of learning about the incident. After normal business hours, students may report to Residence Life professional staff or Campus Safety, who are available 24 hours a day.

**Employee Reporting Obligations**

University personnel on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles. Following are some guidelines:

**Responsible employees** include any employee who has the authority to take action to redress the discrimination or sexual misconduct alleged. Responsible employees are required under this policy to report discrimination and sexual misconduct to the appropriate University official. At Regis University, the following are responsible employees:

1. Supervisors
2. Faculty members
3. Affiliate Faculty members
4. Campus Safety staff
5. Residence Life Coordinators
6. Resident Assistants (“RA’s”)
7. Athletic Coaches and staff (including graduate assistants)
8. Academic Advisors
9. Career Services staff
10. Admissions staff
11. Student activities staff
12. Assistant Vice Presidents, Associate Vice Presidents and Vice Presidents
13. Assistant Deans, Associate Deans and Deans
14. Assistant Directors, Associate Directors and Directors
15. Human Resources staff

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3 Supervisors are defined as a faculty or staff member who approves WebAdvisor entries, has the ability to formally assess the performance of another employee, has the authority to recommend disciplinary action or termination of employment for another, can recommend salary changes for another, or has oversight of a student or academic program and is viewed by employees and/or students as being in a position of authority.
16. Health Services Providers and staff
17. Title IX Coordinator and Title IX Deputy Coordinators

All responsible employees must report incidents to the Title IX Coordinator when they learn directly or indirectly about discrimination and/or sexual misconduct. Responsible employees are required to report the alleged conduct and cannot withhold personally identifiable information (such as the name of the victim, the name of the accused, or other identifying details about witnesses, location, etc.) If a victim requests confidentiality or does not wish for an investigation to take place, the reporting party should make such a request to the Title IX Coordinator. If a member of the University community speaks to a responsible employee about discrimination or sexual misconduct, the responsible employee should inform the victim of the responsible employee’s duty to report. While an employee or University official can’t guarantee total confidentiality, a responsible employee should let the victim know that the University will make all efforts to respect the victim’s privacy. See Appendix C for additional information.

If a report of discrimination or sexual misconduct is made to a responsible employee, notice to them is official notice to the University. Formal reporting means that information will only be shared with people who need to know and only as necessary with investigators, witnesses, the accused individual and University officials with a responsibility to respond. The University encourages anyone who believes that they have been the victim of discrimination or sexual misconduct to report their concerns to an appropriate University employee.

Privileged or Confidential Resources. Unless there is a statutory duty to do so, employees who are not required to report incidents of sexual misconduct include:

1. Campus mental health counselors and staff
2. Jesuits
3. University ministry staff (excluding peer ministers)
4. Violence Prevention Program Coordinator (confidential only for victims)

The above employees have a legal privilege — or the University has deemed them a confidential resource – to withhold identifiable information to the extent consistent with the law, only where they are acting in the scope of their license or certification for these functions and/or working in their professional capacity. Although individuals with a privilege acting in the scope of their license or certification are not required to report instances of sexual misconduct, they are encouraged to provide victims information about campus resources for counseling, medical treatment and support. See Appendices D & E. They may assist victims with filing a complaint under this policy if the victim so chooses. As Campus Security Authorities under the Clery Act, these employees will submit timely anonymous statistical information for the Annual Security Report. This anonymous statistical information includes the nature, date, time, and general location of the incident and not personally identifiable information.

Individuals who do not wish to have the University respond to their claims of sex and gender-based misconduct should limit their disclosures to employees in the above-listed privileged or confidential category, who are not required to report. In addition, there are a number of University services that provide confidential counseling. Campus counselors are available to help certain students free of charge, and can be seen on an emergency basis. Benefit eligible employees may utilize the Employee Assistance Program (EAP). See Appendix E for additional resources.

Other Employees and Community Members

Employees and other community members not identified above as a responsible employee or a privileged or confidential resources are encouraged, but not required, to report instances of sex and gender-based misconduct. However, employees are required to report any form of discrimination that is not sexual misconduct (for example, a report of race discrimination) to their supervisor or Human Resources.

Victims are encouraged to report all incidents of sexual misconduct to law enforcement. Victims must be aware that an investigation conducted by the University is distinct and separate from any investigation conducted by law enforcement. An investigation conducted by the University flows from the University’s obligation under Title IX and related laws to ensure that it is providing a safe environment for all community members. Therefore, if a victim wishes to pursue criminal charges they need to file a complaint with local law enforcement. A student or employee may seek assistance with filing a police report from the Title IX Coordinator, a Title IX Deputy Coordinator, the Violence Prevention Program Coordinator or Campus Safety. See Appendix E for law enforcement resources.
Due to the Family Education Rights and Privacy Act (FERPA), the University will generally not notify parents or legal guardians of a student’s report of sexual misconduct unless the student: 1) provides the University with written permission; or 2) sharing the information is necessary to protect the health or safety of the student or another individual. All University employees are mandatory child abuse and neglect reporters and may be required to report to the police if a victim is under the age of 18, or under the age of 15 for sex-based crimes.

Members of the Regis University community who experience discrimination or sexual misconduct while performing University-related duties in a clinical or other external setting are encouraged to report any incidents to the appropriate Regis University official and to an appropriate official at the external site. In such cases, Regis will contact the external institution and cooperate with an investigation conducted by the external organization. Regis University may also conduct an investigation if possible and when appropriate.

Requests for Confidentiality

The victim has the right to decline filing a complaint. The victim also has the right to request that the University not investigate an incident that has been reported. Choosing to report an act of sexual misconduct and/or deciding to request that the University not investigate is a personal decision that only the victim can make.

If discrimination or sexual misconduct occurs, Regis University encourages those affected to take action. If the victim chooses not to report, or requests confidentiality and anonymity, they must be aware that this choice could negatively impact the University’s investigation and limit the outcome. In addition, any response by the University may be hindered by the victim’s requests for anonymity, confidentiality and/or inaction.

In limited cases, if a victim chooses to report confidentially or asks that no further action is taken, an investigation may still be initiated if there is cause for concern for the victim’s safety or the safety of others. The Title IX Coordinator, in consultation with a representative from the Dean of Students office, Human Resources and legal, will evaluate requests for confidentiality and determine whether the University will proceed with an investigation. When necessary, Campus Safety and a licensed therapist will also be consulted in making this decision. Factors to be considered to decide whether to proceed with an investigation typically include, but are not limited to: 1) whether there is an increased risk of the respondent committing additional acts of sexual misconduct or other violence; 2) whether there is an increased risk of future acts of sexual misconduct under similar circumstances; and 3) whether a weapon, violence or a date rape drug was allegedly used.

Disclosures of sexual misconduct during a Take Back the Night or similar event are not required to be reported. In addition, prior life disclosures made in the course of student academic work that do not involve accusations against a Regis community member and that took place prior to the student’s enrollment at Regis, are not required to be reported.4

Anonymous Report of Sexual Misconduct

Anonymous reports are used to gather information about incidents of sexual misconduct at Regis University, to compile data to inform the community about our campus climate and to inform educational programming. Submitting an anonymous report will not necessarily result in an investigation. If a community member wants the University to investigate a report, the individual will need to follow the procedure outlined below.

Anonymous reports as of incidents involving students may be made by telephone through the Office of Counseling and Personal Development at 303-458-3507. Anonymous reports of incidents involving employees may be made online through Human Resources. Anonymous reports are not intended for the use of responsible employees to fulfill their obligation to report, unless the responsible employee is the victim.

Interim Measures

Regis University offers accommodations for victims of sexual misconduct if such changes are available. Interim measures are implemented to assure the safety of the victim and/or the community, to avoid future violations and to minimize the impact on the victim. No formal complaint or investigation needs to occur before this option is available.

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4 Unless the report involves child abuse and neglect reportable under Colorado law.
Accommodations may include, but are not limited to:

a. Housing accommodations such as change from on-campus housing to a different on-campus or off-campus location; assistance from University staff to complete relocation and arranging to dissolve a housing contract and pro-rating a refund;

b. Academic accommodations such as rescheduling an exam or other academic work; taking an incomplete in class; transferring class sections or clinical assignment; temporary withdrawal or alternative course completion;

c. Assistance in arranging for alternative student employment and changing work schedules;

d. Accessing health services;

e. No contact orders, cease and desist orders or other appropriate orders;

f. Transportation accommodations if available; and

g. Services to ensure that the student can move safely on campus.

Interim measures are granted and administer by the Title IX Coordinator and are available regardless of whether a victim requests confidentiality or that the University not investigate. A request for interim measures will not automatically trigger an investigation. Accommodations can be requested verbally or in writing to:

EO and Title IX Coordinator
3333 Regis Boulevard, West Hall K4
Denver, CO 80221-1099
Phone: 303-458-4906
E-mail: titleix@regis.edu

Rights of the Parties

In addition to the rights outlined throughout this policy, both complainant(s) and respondent(s) in a sexual misconduct complaint have the following rights:

1. The right to be informed of the victim’s right to choose whether or not to file a complaint to both on campus and off campus authorities;

2. The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to the University;

3. The right to be fully informed of the University’s policy and procedures;

4. The right to be informed of the on campus and off campus resources;

5. The right of the victim to be notified of interim measures available;

6. The right to be treated with respect by the University;

7. The right of victims not to be disciplined for consuming alcohol or drugs if the victim was under the influence when the incident happened.

8. The right of the victim to request the University not to investigate the alleged violation

9. The right not to be discouraged by the University from reporting misconduct to both on campus and off campus authorities;

10. The right to be assisted by campus authorities in notifying law enforcement of sexual misconduct if the victim so chooses (the University will notify law enforcement when required by law);

11. The right to be assisted by campus authorities in filing request for a protection order;

12. The right to bring a victim advocate or an advisor of their choice to all phases of the investigation; and

13. The right to appeal certain decisions.

Preliminary Inquiry and Investigation of Complaints of Discrimination and/or Sexual Misconduct

When a report is made, the Title IX Coordinator can investigate, address inquiries and coordinate the University’s response. The University reserves the right to designate a different investigator or more than one investigator when the Title IX Coordinator has a conflict or when deemed appropriate by the Dean of Students, Title IX Coordinator or the Associate Vice President of Human Resources. Complaints can be made by mail, orally or in writing, to the Title IX Coordinator, a Deputy Title IX Coordinator or a responsible employee. Often, sex and gender-based complaints and other discrimination complaints, include other potential University policy violations. Whenever there is a report of sex or gender-based discrimination or a report of any other form of discrimination, this policy shall apply.
Complaints should include as much of the following information as possible:

- the name, email address and phone number of the complainant;
- a detailed statement describing the conduct which is the basis of the complaint;
- name(s) of the respondent(s);
- the date(s), time(s), and location(s) of the conduct;
- the name(s) of any witness(es);
- a statement on how the alleged conduct affects the complainant’s education or employment; and
- any supporting documentation and evidence.

If the Title IX Coordinator or designated investigator believes that the complaint is incomplete, additional information may be requested. Prompt filing of a complaint is strongly encouraged. The University reserves the right to not investigate a complaint that is made more than 120 days after the alleged incident, as a lengthy period between an alleged occurrence and an investigation may make fact finding difficult or impossible. A complaint may be withdrawn at any time after it is filed. However, withdrawal of a complaint will not necessarily result in the termination of the University’s inquiry or investigation.

Cooperation with and Confidentiality of Investigations
Current students and employees without a privilege are required to cooperate in a University inquiry or investigation as a condition of enrollment and/or employment. The University encourages reports to be made, but will not tolerate intentional false reporting of incidents.

The University will share information from a complaint or an investigation only with those who have a need to know and/or are responsible for implementing measures or remedies. The privacy of all parties will be respected to the extent possible, in accordance with the law and so as not to interfere with a University investigation.

Preliminary Inquiry. The Title IX Coordinator or designee may conduct a preliminary inquiry to determine if the allegations fall under this policy, or to otherwise determine whether a formal investigation is warranted. During the preliminary inquiry, the investigator can meet with witnesses, receive statements from the complainant(s), respondent(s) and/or other witnesses, and gather information regarding the allegations. The Title IX Coordinator or designee will decide whether to proceed with an investigation. If there is insufficient evidence to warrant an investigation, or if the University does not have jurisdiction over the issue, the inquiry will be closed with no further investigative action. The University can offer additional resources and/or interim measures if appropriate. The University reserves the right to reopen an inquiry at any time.

Investigation. If the Title IX Coordinator or designee determines an investigation should proceed, the University will conduct a prompt, fair, and impartial investigation. Prompt means that the investigation is completed within reasonably prompt timeframes, generally within seventy five (75) days. Fair means that the investigation is conducted in a manner that is consistent with this policy and transparent to the complainant and respondent. Impartial means the investigation is conducted by an individual who does not have a conflict of interest or bias for or against either party, and who is trained on issues related to all forms of discrimination and sexual misconduct and in conducting an investigation. The investigator can extend the timeframe to complete an investigation for good cause with written notice to the complainant and respondent of the delay and the reason for the delay. Examples of good cause for extensions include but are not limited to: 1) the complexity of the case requires it; 2) there are several parties involved; 3) the witnesses or the parties are unavailable or uncooperative; and 4) if a University investigation would compromise a law enforcement investigation.

The investigator will conduct the investigation as follows:

a) Determine the identity and contact information of the complainant, any witnesses and the respondent, if they can be identified;

b) Identify the policies allegedly violated. The investigator will also send a copy of this policy to the parties;

c) Send notice of investigation to the respondent. The notice must contain

   a. summary of the allegation;
   b. nature of the conduct upon which the complaint is based; and
   c. date(s) or approximate date(s) when the violation allegedly occurred.

d) The investigator will interview both parties, witnesses as appropriate and review of relevant information;

e) If the evidence gathered leads the investigator to believe that the respondent may have violated the policy, based on preponderance of evidence, the investigator will communicate the findings to the respondent. The investigator will
make reasonable efforts to inform the respondent of the date, place and nature of the conduct if this information is available.

f) The complainant and respondent will have an opportunity to present witnesses for the investigator to interview. The investigator has the discretion to determine if a witness has relevant information. The investigator will not meet with character witnesses as part of this process if they have no relevant factual information;

g) The complainant and respondent have the right to have an advisor of their choice present for any meeting with the Title IX Coordinator or designated investigator. This provision only applies to investigations of sexual misconduct. See Appendix F for more about the role of an advisor;

h) Preponderance of evidence is the standard of proof. This standard is described as whether the alleged fact is more likely than not to have occurred. Rules of evidence do not apply to this investigation;

i) Once the investigation is complete the investigator will write a report;

j) Where the respondent is found not responsible for the alleged violation(s), the allegations will be dismissed and a final report will be sent to a deciding party;

k) Where the respondent is found responsible for violating University policy, the report will be sent to a deciding party. The deciding party for student respondents (including student employees) is the Dean of Students, or designee. The deciding party for employee respondents is the Associate Vice President of Human Resources or designee. When the respondent is both a student and employee the sanctions will be imposed by the Associate Vice President of Human Resources, or designee;

l) The deciding party shall review the findings and may take one of the following actions:

   a. Request that the investigator reopen the investigation to consider additional information and resubmit the report to the deciding party; or

   b. Accept the investigator’s findings.

m) In the event that the respondent is found responsible for an alleged violation, the deciding party shall determine sanctions; and

n) Once the deciding party reviews the investigation report and applies a sanction as appropriate, a summary of the findings and the sanctions, if applicable, shall promptly be communicated to the parties by the deciding party. The University will make reasonable efforts to communicate to the parties simultaneously. The complainant shall only receive notice of any sanctions against the respondent that pertain the complainant’s personal safety or protection.

Informal Resolution

Informal Resolution is not appropriate for complaints of the following forms of sexual misconduct: sexual assault; dating violence; domestic violence; or stalking. For other complaints of discrimination parties may voluntarily seek resolution of a complaint informally. The University does not require an individual to contact the person directly whose behavior is unwelcome, and responsible employees should always contact the Title IX Coordinator or Human Resources prior to any attempt to resolve a complaint. However, if informal resolution is desired by a complainant, the following are possible approaches:

1. Communication directly with the person whose behavior is unwelcome; or
2. Mediation.

If the situation is not resolved informally or if the complainant chooses not to engage in informal resolution, the complainant may initiate a formal complaint using the procedures below.

Sanctions

Not all forms of discrimination or sex or gender-based misconduct will be deemed to be equally serious offenses. The University reserves the right to impose differing sanctions, depending on the severity and/or pervasiveness of the offense. The University will consider the concerns and rights of both the complainant and the respondent in implementing sanctions.

The University reserves the right to impose differing sanctions for employees, including a verbal or written warning, training or other programming, suspension, or dismissal from employment, depending on the severity and/or pervasiveness of the offense.

In determining the appropriate sanctions for a violation of this policy, a number of factors will be considered, including but not limited to the following: 1) level of risk and/or harm to the community; 2) severity of injury and/or harm; 3) use of alcohol or drugs by the respondent; 4) whether the incident was motivated by bias; 5) level of cooperation with the University and public officials; 6) prior conduct record; and 7) prior violations of the same or similar type.
Certain University officials may be informed of the outcome of an investigation (for example, the President, Dean of Students, or Campus Safety Director) and in accordance with other applicable federal, state or local laws. If, based on the investigation findings, there is reliable information that a crime has occurred; a University official may notify local law enforcement consistent with the University’s lawful obligation to report.

During an investigation, matters that are determined to be violations of the Student Handbook or the Human Resources Policy Manual, but not a violation of this policy, shall be sanctioned in accordance with the guidelines of the Student Handbook and/or the Human Resources Policy Manual.

With respect to findings of sexual misconduct by a student, the minimum sanctions are as follows:

- nonconsensual intercourse is likely to result in a minimum of suspension or expulsion;
- nonconsensual sexual contact and sexual harassment are likely to result in a minimum of a second level warning and can potentially result in suspension or expulsion as described in the Student Handbook;
- sexual exploitation, dating violence, domestic violence and stalking are likely to result in a minimum sanction of probation and may result in suspension or expulsion as is described in the Student Handbook.

Appeal

Decisions involving sexual misconduct may be appealed to the Provost or their designee. To exercise the right of appeal, complainants or respondents must petition the above individual within three business days after receiving the written notification of the sanctions imposed. A finding of a violation of the other forms of discrimination, are not eligible for an appeal.

Any party who files an appeal must do so in writing to the Provost or their designee. If an appeal is available and is timely, the Provost or their designee will respond to the appeal and provide the Title IX Coordinator with a copy of the appeal. The Title IX coordinator will share a copy of all appeals with the party not appealing. The original finding and sanction will stand if the appeal is not timely or eligible, and the decision shall be final. In the event that a respondent accepts the findings of an investigation, those findings cannot be appealed.

An appeal from the complainant or respondent is only available in the following circumstances:

1. sanctions of suspension, expulsion or termination; or
2. finding(s) of no violation.

All sanctions imposed by the Dean of Students or the Associate Vice President of Human Resources will be in effect during the appeal. A request may be made for special consideration to suspend sanctions in exigent circumstances, but the presumptive stance of the University is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution, or if other privileges are reinstated, all reasonable attempts will be made to restore the student to their prior status.

The only grounds for an appeal are:

1. a procedural error occurred that significantly impacted the outcome of the investigation, such as substantiated bias or a material deviation from established procedures; or
2. new information not presented during the investigation exists.
   a. the Provost or their designee may consider new evidence, but only if that evidence was unavailable during the original investigation and if it could substantially impact the original finding or sanction;
   b. a summary of this new evidence and its potential impact must be included in the appeal and timely submitted; and
   c. if the Provost or their designee determines that new information should be considered, they will return the complaint to the investigator to reconsider the new information only in light of the new evidence.

The Provost or designee will promptly render a written decision on the appeal to all parties. The decision to deny an appeal request is final.
Regis University reserves the right to modify, amend, or terminate this policy at any time.  This policy was last revised on June 23, 2015. It supersedes all previous policies of the University, its Colleges, Schools or Departments with respect to Title IX and other discrimination matters. The University will make reasonable efforts to adhere to this policy as faithfully as possible, however, this policy is not a contract.

**APPENDIX A**

**Policy Definitions**

**Complainant:** An individual who is subject to alleged discrimination, harassment, retaliation, or unfair treatment regarding the interpretation or application of an existing University policy.

**Date rape drug:** Also referred to as a predator drug, is any drug that is an incapacitating agent which, when administered to another person, incapacitates the person and renders them vulnerable to a drug facilitated sexual assault (DFSA), including rape. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of “domestic violence.”

**Discrimination:** Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, race, color, religion, sex, marital status, parental status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any other groups protected by federal, state or local statutes. The conduct must be so objectively offensive as to alter the conditions of the individual’s employment or educational experience.

**Domestic Violence:** A felony or misdemeanor crime or an act or threatened act of violence of violence committed by a current or former spouse or intimate partner of the victim by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person’s act under the domestic family violence laws of Colorado.

**Employee:** An individual who is employed by Regis University except from employees through student’s employment.

**Gender:** Refers to the attitudes, feelings, and behaviors that a given culture associates with a person’s biological sex. Behavior that is compatible with cultural expectations is referred to as gender-normative; behaviors that are viewed as incompatible with these expectations constitute gender non-conformity.

**Gender expression:** the way in which a person presents his or her gender to the outside world.  
**Gender identity:** a person’s innate, internal sense of his or her gender including transgender and transsexual identity.

**Hate Crime:** a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of the Clery Act, the categories of bias that may serve as the basis for a determination that a crime is a hate crime would include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Incapacitation due to alcohol, drugs:** Incapacitation is a state where a person lacks the ability to make rational reasonable decisions including an inability to understand the who, what, when, where, why or how of sexual activity, or an inability to fully understand the details of sexual interaction. Incapacity can result from alcohol or drug consumption, illness, unconsciousness, blackout, sleep, mental disability, and other circumstances or from taking rape drugs.
Sexual activity with someone who one should know to be - or based on the circumstances should reasonably have known to be - mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

**Intimate relationship:** a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

**Nonconsensual Sexual Contact (fondling):**
1. an intentional sexual contact of touching, however slight;
2. with any body part or object;
3. by a man or a woman upon a man or a woman;
4. that is without effective consent and/or by force; and
5. that can reasonably be construed as being for the purposes of sexual arousal, gratification or abuse.

Sexual touching or contact includes any bodily contact with the mouth, breast, groin, external genitalia, the perineum of the anus or the buttocks, or the pubes or other bodily orifice of another in a sexual manner, however slight, by any individual upon any individual that is without consent and/or by force.

**Nonconsensual Sexual Intercourse (rape):**
1. any sexual penetration (anal, oral or vaginal), however slight;
2. with any body part or an object; or
3. sexual intercourse by any individual upon any individual that is without consent and/or by force.

Nonconsensual sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Parties:** Complainants and respondents in a discrimination or Title IX complaint or process.

**Prior Life Event:** An occurrence of sexual misconduct unrelated to the victim’s relationship with Regis University experienced by a victim prior to their first registration to classes at Regis University or their hire date.

**Reporting party:** An individual different from the complainant who reports to the University an occurrence of discrimination of sexual misconduct.

**Respondent:** An individual whose alleged conduct is the subject of a complaint.

**Responsible Employee:** An employee who has the authority to take action to redress discrimination, harassment, violence or misconduct, or is perceived as being in a position of authority to do so and has the duty to report disclosures of discrimination and sexual misconduct.

**Retaliation:** Any intentional action taken by an accused individual or allied third party;
1. absent legitimate non-discriminatory purposes;
2. that harms an individual; and as reprisal for filing a complaint under this policy or participating in a civil rights complaint proceeding.

**Sex:** Refers to a person’s biological status and is typically categorized as male, female, intersex (i.e., atypical combinations of features that usually distinguish male from female.

**Sexual Exploitation:** Occurs when anyone takes non-consensual or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, advantage or benefit anyone other than the one being exploited.

**Sexual Harassment:** Unwelcome conduct that is of an implicitly or overtly sexual nature, or is based on a person’s actual or perceived sex, gender, sexual orientation, gender identity, or gender expression. Sexual harassment, including sexual assault, can involve...
persons of the same or opposite sex, and includes any unwelcome sexual advance, request for sexual favors, or other conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a University activity;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University activity;
3. Submission to such conduct is based on retaliation; or
4. Such conduct is sufficiently severe, persistent or pervasive and has the purpose or effect of unreasonably interfering with an individual's ability to participate in or benefit from the university's educational program and/or activities, or the effect of creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University activity.

The determination of whether an environment is “hostile” includes whether it is based on a protected category and the totality of the circumstances. These circumstances could include:

1. The frequency of the conduct;
2. The nature and severity of the conduct;
3. Whether the conduct was physically threatening;
4. Whether the conduct was humiliating;
5. The effect of the conduct on the alleged victim’s mental or emotional state;
6. Whether the conduct was directed at more than one person;
7. Whether the conduct arose in the context of other discriminatory conduct;
8. Whether the conduct unreasonably interfered with the alleged victim’s educational or work performance; and
9. Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness.

Sexual Misconduct includes (but is not limited to):

1. Sexual Harassment
2. Nonconsensual Sexual Contact
3. Nonconsensual Sexual Intercourse
4. Sexual Exploitation
5. Domestic Violence
6. Dating Violence
7. Stalking

Sex Offense: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual Orientation: An individual's physical and/or emotional attraction to the same or opposite gender.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

1. Course of Conduct: Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. Substantial emotional distress: Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. Reasonable person: A reasonable person under similar circumstances and with similar identities to the victim.

For definitions of some of these terms under Colorado Revised Statutes, see https://www.lexisnexis.com/hottopics/colorado/.
APPENDIX B
Examples and Additional Information

Examples of Harassment:
• A student, staff, or faculty member widely spreads false stories about their sex life with a former partner to the clear discomfort of the former partner.
• A student sent explicit sexual pictures to a classmate’s e-mail or attached them to text messages.
• A student experiences repeated advances from a professor asking for dates or just “to go out for drinks after class” and the professor won’t take “no” for an answer.

Examples of nonconsensual contact:
• A student is walking on a campus sidewalk and a staff member pats or pinches her buttocks as they go by.
• A student grabs another student by the head and kisses him in his mouth by surprise.
• A staff member hugs and touches a coworker’s breast while she was walking to the bathroom.

Examples of nonconsensual sexual intercourse:
• A student slipped a date rape drug into another student’s drink during a party at an off-campus house, and had sex with them.
• A student reports that her “ex” had sex with her in her dorm while she was unconscious after a night of drinking alcohol.
• A professor is jogging early in the morning and a group of students attack and rape the jogger.

Examples of sexual exploitation:
• A librarian engages in lewd exposure of the body done with the intent to arouse the sexual desire of a student.
• A student posts a non-consensual video of a sexual act with another student in social media.
• A student let another student hide in the closet to watch the student and his boyfriend having consensual sex.

Examples of domestic violence:
• A staff member’s “ex” waits in the parking lot, follows the staff member to a car, shakes and pushes the staff member away from the car.
• A co-worker tells you that his wife is a “control freak,” doesn’t want him to have friends or meet with family. Lately, you have noticed scratches and bruises in your coworker’s arms. He says he had an argument with his wife.

Examples of Dating Violence:
• A student grabs his partner by the arms and shoves him against a wall.
• Another student slaps her partner and burns his hand with a cigarette during a discussion in the University parking lot.

Examples of Stalking:
• A student continues to text another student multiple times every day, makes frequent posts about them on social media, and waits outside of their classroom in order to follow the other student from place to place on-campus.
• A classmate shows up frequently at a student’s dorm, unannounced or uninvited after having being told to stop.
• A staff member initiates communication with a co-worker, anonymously or otherwise by telephone, computer, computer network, or computer system in a manner intended to harass or threaten bodily injury or property damage, or that is obscene.

Understanding Consent:
• In the absence of mutually understandable words or actions (a meeting of the minds on what is to be done, where, with whom, and in what way), it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that they have consent from their partner(s).
• Consent to some sexual contact such as kissing cannot be presumed to be consent for other sexual activity such as intercourse.
• The initiator must obtain consent at every stage of sexual interaction.
• Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
• Consent can be withdrawn at any point of the sexual activity as long as the withdrawal is communicated clearly.
• Previous relationships or prior consent cannot imply consent to future sexual acts.
• Silence, and/or the existence of a current relationship with the respondent do not imply consent.

APPENDIX C
Reporting Options

University Officials to whom reports can be made:

Jeannette Grey Gilbert - Title IX Coordinator
Director, Employee Relations, Employment & Training
Human Resources
Building: West Hall 107D
Mail Code: K-4
303-458-4231
jgrey@regis.edu

Stacey Green – Deputy Title IX Coordinator
Assistant Dean of Students
Student Life
Building: Student Center 223
Mail Code: J-8
303-458-4086
smgreen@regis.edu

Kelly McLaughlin – Deputy Title IX Coordinator
Associate Director of Athletics
Athletics
Field House, 210B
Northwest Denver Campus F-20
303-458-4071
kmclaughlin001@regis.edu

Deputy Title IX Coordinators are mandatory reporters to the Title IX Coordinator.

Regis University Responsible Employees Required to Report

1. Supervisors*
2. Faculty members
3. Affiliate Faculty members
4. Campus Safety Officials
5. Residence Life Coordinators
6. Resident Assistants ("RA’s")
7. Athletic Coaches and staff (including graduate assistants)
8. Academic Advisors
9. Career Services staff
10. Admissions officers
11. Student activities personnel
12. Assistant Vice Presidents, Associate Vice Presidents and Vice Presidents
13. Assistant Deans, Associate Deans and Deans
14. Assistant Directors, Associate Directors and Directors

* Supervisors are defined as a faculty or staff member who approves WebAdvisor entries, has the ability to formally assess the performance of another employee, has the authority to recommend termination of employment for another, can recommend salary changes for another or has oversight of a student or academic program and is viewed by employees and/or students as being in a position of authority.
15. Human Resources staff  
16. University’s Health Service Providers and staff  
17. Title IX Deputy Coordinators

Employees Not Required to Report

Unless there is a statutory duty to do so, employees who are not required to report include:

1. Campus mental health counselors and staff  
2. Jesuits (when acting in their role as a priest)  
3. University ministry staff (excluding peer ministers)  
4. Violence Prevention Program Coordinator (confidential only for victims)

Reporting Anonymously

1. Anonymous reports as of incidents involving students may be made by telephone through the Office of Counseling and Personal Development at 303-458-3507.  
2. Anonymous reports of incidents involving employees may be made online through Human Resources. Anonymous reports are not intended for the use of responsible employees to fulfill their obligation to report, unless the employee is the victim.

APPENDIX D

Frequently Asked Questions for Victims and Preservation of Evidence

What should I do immediately after I become a victim of sexual assault?

1. Get to a safe location. If the situation is serious enough that you are concerned about your physical safety, dial 911 or Campus Safety at (303) 458-412.  
2. Contact someone you trust for support. Be aware that some staff members, faculty, and your RA will need to report some information you share with them. If you would like confidential and privileged support, please contact:  
   a. The Office of Counseling and Personal Development: (303) 458-3507  
   b. University Ministry: (303) 458-4153  
   c. The Violence Prevention Program Coordinator (303) 458-4029  
   d. The Blue Bench 24-Hour Hotline: (303) 322-7273

3. If you may want to pursue an investigation or criminal case in the future, it is best to seek out a hospital or emergency room with a Sexual Assault Nurse Examiner (SANE) program. See a list of Hospitals that provide SANE examinations in Appendix E, Resources.  
4. Even if you do not want to pursue an investigation or criminal case, it is important to seek out medical attention. This can help you identify and treat injuries, address the possibility of STI’s, and to test for possible date rape drugs.  
5. The fact that you have a SANE/SAFE exam does not imply that you have to participate in a law enforcement or University investigation.

How can I best preserve any evidence of sexual assault?

Preserving evidence, such as clothing, sheets, text messages, or other contact is helpful if you are considering an investigation or criminal case. Though your first thought may be to dispose of these items or to shower, hold onto the evidence and wait to shower until after the SANE/SAFE exam. In addition:

• Go as soon as possible, preferably within the next 24 hours to the nearest local hospital with an appropriate Sexual Assault Nurse Examiner program (SANE). The Hospital staff will collect evidence if you decide to exercise your right to file a complaint with the police or take further legal action. See a complete list of medical institutions that provide the exam in Appendix E under “off campus resources.”

• The University has signed an agreement with a local transportation service and will give you a voucher that you can use to get to the hospital and to come back to campus, if appropriate. Campus Safety will be able to assist you.

• If you have changed your clothes since the assault, bring the clothing you had at the time of the assault to the hospital in a paper grocery bag or wrapped them on a clean sheet (plastic bags do not breed and may render evidence). The Hospital will keep the clothes you were wearing as evidence.

• If you want to preserve the evidence of a sexual assault you should not:
  o Bathe or shower  
  o Brush your teeth
Use the restroom
Change clothes
Comb hair
Clean up the area where the assault occurred
Move anything the offender may have touched
Don’t block the offender from your cell phone or social media and don’t erase text messages and/or other electronic communications with the offender. They may serve as evidence in your case.

What happens if I was under the influence or alcohol or drugs when the incident occurred?
As explained above, when the victim is incapacitated because of the use of drugs or alcohol, there is no consent. The use of drugs and alcohol will be considered during the investigation for the purpose of analyzing whether or not sexual activity was consensual. The University grants amnesty to students who may have violated the University’s Alcohol Policy at the same time of the incident when he or she became a victim of sexual assault. Therefore, no alcohol charges are applied to a student who reports that he or she was under the influence of alcohol at the time of a sexual assault.

On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. If the complainant does not remember the circumstances of the alleged incident and cannot provide sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint it may not be possible to impose sanctions on the accused without further corroborating information.

What happens if the offender was under the influence of alcohol or drugs?
The use of alcohol and/or drugs by either party will not diminish the accused individual’s responsibility.

What do I do if I am accused of sexual misconduct?
Do not contact the alleged victim. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the Title IX Coordinator or one of the Title IX Deputy Coordinators who can explain the University’s procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. Read the University Policy carefully and get informed about your rights during the procedure.

What should I do if I witness or know about sexual harassment, violence or misconduct of another person?
Witnessing sexual harassment, sexual violence or misconducts can be a very difficult experience and your response to it may be critical to the outcome of the situation. The first priority is to make sure that you and the victim are safe. If needed, called 911 to get police assistance or call University Campus Safety at 303-458-4122. Listen carefully and compassionately to the victim, don’t touch them without their consent, and avoid making any judgmental comments. Make sure that the victim has complete information about all the resources available and help victims to understand their choices related to getting medical and psychological assistance and reporting the incident. If you can, offer your help in getting support for the victim.

Write down detailed information about the sexual misconduct such as place, time, names of everybody involved, witnesses and what has happened. You may need it later. Remember not to assure confidentiality to the victim you may need to report it later. If you are unsure of what you should do, please contact the Violence Prevention Program Coordinator.

Will my parents or family members be told?
No, not unless you tell them. Whether you are the complainant or the accused individual, the University’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if an accused individual has signed the permission form at registration which allows such communication.

Will the accused individual know my identity?
Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim and the opportunity to respond.
Do I have to name the perpetrator?
Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the confidentiality sections in this policy to better understand the University’s legal obligations depending on what information you share with different University officials). Victims should be aware that not identifying the perpetrator may limit the institution’s ability to respond comprehensively.

APPENDIX E
Resources

Whether you are a victim of sexual misconduct or advocating for someone who has experienced sexual violence, we highly recommend that you seek support. Experiencing or witnessing sexual misconduct can be very distressing and traumatic, and appropriate support can be very helpful in the recovery process. The University provides multiple options for support including medical care through the Student Health Center, counseling through The Office of Counseling and Personal Development and University Ministry, and advocacy services through the Violence Prevention Program. Regis also provides support in navigating the disciplinary process and accessing services through one of the Title IX Deputy Coordinators. University personnel on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles. An employee’s duty to report may vary based on the law, the situation and the employee’s role.

On Campus Resources

Confidential Resources:
• Office of Counseling and Personal Development: (303) 458-3507
• University Ministry and Jesuits: (303) 458-4153
• Violence Prevention Program Coordinator Confidential (for victims only): (303) 458-4029
• Regis Center for Counseling and Family Therapy, Broomfield /Interlocken Campus: (303) 964-5786
• Regis Center for Counseling and Family Therapy/ Colorado Spring Campus: (719) 264-7027
• Rueckert-Hartman Counseling Center: (303) 964-5786

Non Confidential Resources:
• Campus Safety: (303) 458-4122
• Title IX Coordinator: Jeannette Grey Gilbert (303) 458-4231
• Office of the Dean of Students: Diane McSheehy (303) 458-4086
• Student Health Services: (303) 458-3558
• Residence Life: (303) 458-4991
• Student Disability Service: (303) 458-4941
• Stacey Green, Title IX Deputy Coordinator for Students (303) 458-4086
• Kelly McLaughlin, Title IX Deputy Coordinator for Athletes (303) 458-4071

Financial Support:
• Financial Aid: Financial Aid Counselors Main Hall 400, (303) 458-4067
• Financial Support Committee: Financial support for students may be available through the Student’s Emergency Fund. Please request assistance via e-mail to: stulife@regis.edu

Off Campus Resources

Police:
• 911 for Emergencies
• Denver Police Department Non-Emergency Line: (720) 913-2000
• Denver Police Department Sex Offender Hotline: (720) 913-6511
• Denver Police Department Victim’s Assistance Unit: (720) 913-6035
• Denver Police Department Sex Crimes Unit: (720) 913-6040
• Denver Police Department Domestic Violence Hotline: (720) 913-6071
• Broomfield Police Department: (303) 464-5734
• Thornton Police Department: (303) 538-7432 & (720) 977-5250
• Colorado Springs Police Department: (719) 444-3140
• Greenwood Village Police Department: (303) 773-2525

Hospitals with SANE/SAFE Exams:
• Denver Health Medical Center: 777 Bannock Street, Denver, CO 80204
  (303) 436-6000 or (303) 602-3007
• St. Anthony’s North Hospital: 2551 West 84th Avenue, Westminster, CO 80204
  (303) 426-2151
• Porter Hospital: 2525 S. Downing Street, Denver, CO 80210 (303) 778-1955
• Memorial Hospital: 1400 E. Boulder St, Colorado Springs, CO 80909 (719) 365-1140
• Benefits eligible employees may be eligible to use the Employee Assistance Program (EAP)
  o Provider: Ability Assist
    Phone: 800-964-3577

• For transportation assistance for SANE exams contact Campus Safety at: (303) 458-4122

Local Community Agencies:
• The Blue Bench (sexual assault – 24/7): (303) 322-7273
• Denver Center for Crime Victims (24/7): (303) 894-8000
• Project PAVE (relationship violence): (303) 322-2382
• Colorado Anti-Violence Program (LGBT resource – 24/7): (303) 852-5094
• Colorado Coalition Against Domestic Violence: 1-800-799 SAFE (7233)
• SafeHouse Denver: (303)-318-9989
• Rocky Mountain Crisis Partners: 1(844)-493-TALK(8255)
• YWCA Advocacy Group: (303) 861-8300
• Project PAVE (relationship violence): (303) 322-2382
• The Family Tree: (303) 420-6752

National Resources:
• National Domestic Violence Hotline (24/7): (800) 779-7233
• Rape, Abuse, & Incest National Network (RAINN – 24/7): (800) 656-4673
• Stalking Resource Center: (202) 467-8700 or src@ncvc.org
• National Sexual Violence Resource Center: (877) 739-3895
• National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
• National Stalking Helpline: 808-802-0300
• Families Advocating for Campus Equality: 701-491-8554

Legal Resources:
• Protection Order Courtroom is located in Denver’s City and County Building: 1437 Bannock Street, Courtroom 170, (170)
  720-865-7275
• Magistrate/Judge/Courthouse: (303) 236-0881
• Family Law Legal Clinic: (720) 944-1615
• Denver Bar Association: (303) 698-0999

Free or Low Cost Legal Immigration Services:
• Colorado Legal Services, Specialized Immigration Services: 1905 Sherman St., Ste 400 (303-866-9396)
• Catholic Charities Immigration Services- Denver: Archdiocese of Denver, 4045 Pecos St. Denver, Colorado 8021, (303) 742-4971, (303) 742-0828
• Legal Night at Centro San Juan Diego: 2830 Lawrence Street, Denver, CO 80205, (303) 295-9470
• Catholic Charities Family Immigration Services
• The Catholic Pastoral Center, 228 North Cascade Ave.
• Colorado Springs, CO 80903, Phone: (719) 866-6515
More information about immigration services at:

APPENDIX F
The Role of an Advisor of Your Choice

An advisor of your choice is defined as any individual who provides the complainant or respondent support, guidance or advice in investigations of sexual misconduct. Both parties may have an advisor of their choice which could be, for example, a parent, friend, clergy member or attorney. However, the role of the advisor and the extent to which an advisor can participate in an investigation or appeal is limited to a supportive role. The advisor may not participate in the interview or other part of the process, s/he may not advocate or speak for the complainant or respondent, cross-examine witnesses, or address the decision-maker. Witnesses other than the complainant or respondent are not entitled to an advisor of their choice.

Complainant and respondent are encouraged to inform the investigator of the identity of an advisor at least two (2) business days before the date of the meeting with the investigator. The parties’ choice of an advisor or their availability for a meeting can not delay the investigation.

During a meeting with the investigator, decision maker or appeal officer, an attorney acting as a lawyer may not serve as the student’s or employee’s advocate or formally represent the student or employee. These procedures are entirely administrative in nature and are not considered legal proceedings. No audio or video recording of any kind may be used unless specifically authorized by the investigator, nor is formal legal representation allowed. The investigator may remove an advisor or anyone disrupting the meeting. These rights and guidelines extend to both a complainant and respondent.

Appendix G
Education and Prevention

Regis University recognizes the importance of education to prevent discrimination and sexual misconduct.

Regis University provides primary and on-going educational programs to students, faculty and staff. New students are required to complete an online training about sexual misconduct including nonconsensual sexual intercourse, nonconsensual sexual contact, dating violence, domestic violence and stalking as well as the risk factors such as consumption of alcohol and drugs. The training seeks to promote healthy relationships, provides tips for bystander intervention and informs the students about the University policies and procedures and resources for victims of sexual misconduct.

On-going annual trainings are also implemented to reinforce the initial training and to remind students how to prevent and respond to sexual misconduct. The Violence Prevention Program Coordinator organizes activities to be implemented through the academic year aimed to create awareness about sexual misconduct promote healthy relationships and stop and prevent partner’s abuse and all forms of sexual violence.

NON-MOTORIZED VEHICLE POLICY
Regis University permits the use of non-motorized vehicles, including but not limited to skateboards, roller skates, rollerblades, scooters, bicycles, coaters, in-line skates, toy vehicles, as well as skis and snowboards on campus provided that appropriate precautions are taken to protect the safety of other persons and property. This policy is established to address safety concerns posed by the use of non-motorized vehicles and to minimize potential damage to University property from the use of these vehicles. This policy does not apply to the use of wheelchairs on campus.

Applicability:
This policy applies to all persons on the campus premises.

Policy:
The use of non-motorized vehicles is prohibited in the following locations:

- Inside University buildings;
- On loading docks, stairs, banisters, railings, landings, ramps, walls, sculptures, dedicated plazas and other seating areas;
- On athletic or recreational playing venues; and
policies and procedures. Visitors and other persons present on University premises with or without sponsor shall be subject to arrest and prosecution by the Denver Police Department for offenses of trespass and destruction of property.

OFF-CAMPUS RELIGIOUS ORGANIZATIONS POLICY
Off-campus religious organizations wishing to use university publicity outlets and/or campus facilities for prayer or meeting space must contact, and be approved by, the Director of University Ministry, Student Center, Room 200 at 303-458-4253. Approved outside organizations are required to abide by the policies and procedures of Regis University as outlined in the student handbook. Such organizations are required to disclose their affiliations, mission, and campus intent. Off-campus religious organizations must also demonstrate a respect for other religious traditions, refrain from exerting pressure on campus members to participate in the organization’s activities, and abstain from soliciting members of the university community in any fashion. Organizations seeking to retain their approved status will be subject to an annual review. Failure to abide by this policy will result in the revocation of approved status and the loss of privileges and access.

ON-CAMPUS RELIGIOUS ORGANIZATIONS POLICY
Students, faculty and staff found in violation of this policy will be subject to disciplinary action in accordance with applicable University policies and procedures. Visitors and other persons present on University premises with or without sponsor shall be subject to arrest and prosecution by the Denver Police Department for offenses of trespass and destruction of property.

OFF-CAMPUS RELIGIOUS ORGANIZATIONS POLICY
Off-campus religious organizations wishing to use university publicity outlets and/or campus facilities for prayer or meeting space must contact, and be approved by, the Director of University Ministry, Student Center, Room 200 at 303-458-4253. Approved outside organizations are required to abide by the policies and procedures of Regis University as outlined in the student handbook. Such organizations are required to disclose their affiliations, mission, and campus intent. Off-campus religious organizations must also demonstrate a respect for other religious traditions, refrain from exerting pressure on campus members to participate in the organization’s activities, and abstain from soliciting members of the university community in any fashion. Organizations seeking to retain their approved status will be subject to an annual review. Failure to abide by this policy will result in the revocation of approved status and the loss of privileges and access.

ON-CAMPUS INTERVIEWING NO-SHOW/CANCELLATION POLICY
Career Services provides opportunities throughout the year for students/alumni to engage in on-campus interviewing with a wide range of employers. In order to maintain the integrity of the on-campus interviewing program, it is necessary that these guidelines be followed by all students/alumni in the case of a cancellation or no-show.

Students/alumni who have to cancel an interview must contact Career Services at 303-458-3508 or email careers@regis.edu at least 24 hours prior to the interview time. Students/alumni that “no-show” must submit the following two items in order to participate in future on-campus interviewing:
  a. A letter of apology to the recruiter with whom you were to interview; and
  b. A copy of the letter of apology and/or explanation to the Employer Relations Developer with Regis University Career Services.

A student/alum who does not show more than once for on-campus interviews must meet with the Director of Career Services for the purpose of determining the eligibility of the candidate to participate in future on-campus interviews.

ON-CAMPUS EMPLOYER RECRUITING GUIDELINES
Career Services has adopted the following guidelines to determine the eligibility of an employing organization or individual to do on-campus recruiting or utilize any other employer services:
  • Must conduct recruiting activities to fill current or near-term job opportunities for students, recent college graduates, and/or more experienced alumni, or to present to such persons employment related information about the company/organization in anticipation of future hiring needs.
  • Cannot charge placement fees to applicants.
  • Must comply with all applicable federal and state employment laws and regulations, including, without limitation, the federal Equal Employment Opportunity Act, and with the employer recruiting guidelines of the National Association of Colleges and Employers and the Collegiate Career Services Association of Colorado and Wyoming.
  • Cannot recruit for “commission only” jobs, unless a paid training period is provided.
  • Career Services reserves the right to approve/disapprove any employer’s access to employer services.

OPEN FIRE PIT POLICY
The burning of wood or any products other than propane, natural gas, or charcoal briquettes in outdoor fireplaces or fire pits is prohibited in the City and County of Denver (including the Regis University Northwest Denver Campus) without the approval of the Environmental Services Division and Fire Prevention and Investigation Division.

A University employee who has agreed to be responsible for oversight of a fire pit event on the Northwest Denver Campus must submit a written request to the Associate Vice President for Physical Plant and Capital Projects a minimum of 45 days prior to the date of the event to allow sufficient time for the City to process the required permits. The AVP for Physical Plant or designee will submit the permit request to the appropriate City and County divisions. The City and County require that the permits be posted on the site and that fire code requirements are met.
PARENTAL NOTIFICATION POLICY
Regis University understands that parents play a central role in the continuing development and education of their college students and hopes to work in partnership with them in this essential enterprise. We also recognize that students have specific rights and expectations in terms of their privacy. In accordance with the Family Educational Rights and Privacy Act, the University has established the following guidelines for notifying parents or legal guardians when there is a concern for the health and welfare of the student, including situations involving medical transportation and treatment, and serious or repeated violations of alcohol and/or drug policies.

The Dean of Students or designee has the authority to determine when and by what means to notify parents or legal guardians without a student’s consent when a student under the age of 21 is found to have violated any law or University rule or policy related to the possession, use, sale or distribution of alcohol or illicit drugs.

Nothing in these guidelines shall prevent University officials from notifying parents or legal guardians of students of health or safety emergencies, including situation requiring medical transport and treatment, regardless of the disciplinary status of the student. When the University intends to contact a student’s parents, it will first attempt to notify the student of its intent. The Dean of Students or designee reserves the right to notify a parent or legal guardian without a student’s consent under the following circumstances:

a. The violation involved harm or threat of harm to the student, other persons, or campus property;
b. The violation involved an arrest in which the student was taken into custody by the police;
c. The violation resulted in or is likely to result in the student being suspended or expelled from University-operated housing, the University, or both;
d. The student has shown a pattern of behavior or violation that indicates a potential physical or psychological problem;
e. The student who committed the violation required medical attention as a result of the consumption of alcohol and/or illicit drugs.

PARKING POLICIES
All students whom park on the northwest Denver campus are required to pay for parking. University Parking Policies and regulations, including fee and fine schedules, parking permits, appeals processes, etc., can be found at www.regis.edu/parking.

POLICY FOR SPEAKERS ON CAMPUS, PUBLIC EVENTS SPONSORED BY THE UNIVERSITY, POLITICAL OR RELIGIOUS ACTIVITIES OR OUTSIDE GROUPS
As a Jesuit, Catholic University, Regis is committed to its role as an academic institution in which a variety of ideas should be responsibly presented and critically examined. Fostering dialogue across a range of divergent opinions is fundamental to the development of intellectual vitality and social awareness in our students and is integral to the nature of a university. Regis University is also committed to present fairly and accurately formal Catholic positions about today’s critical social and moral issues. The following guidelines exist to assist the Regis community in determining appropriate uses of University facilities and University sponsorship for speakers, films, political solicitations or programs, religious activities, outside groups and their presentations.

These guidelines do not apply to lecturers, films, or groups invited by faculty members if the presentation occurs as part of a scheduled course.

- Any event/speaker or outside group must be sponsored by an academic department, officially recognized student organization, or administrative office of the University. The sponsoring entity must schedule the event or presentation with the appropriate University offices, including the Regis Event Planning Committee and/or other academic or departmental offices that schedule facility uses on University premises.
- Groups scheduling events must follow all policies and procedures of the University, including those of the relevant facility. In order to allow for such facility arrangements, the University requires notice of 21 days to plan for speakers, films, events, or other outside group activities. Such notice must be provided to one of the scheduling offices noted above.
- As a tax exempt organization under Section 501 (c) (3) of the Internal Revenue Code, the University is prohibited from participating or intervening, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office at any level; and from supporting particular candidates, political parties, or substantial activity that attempts to influence legislation. Whether a particular activity constitutes impermissible participation or intervention depends on all of the facts and circumstances of the situation.
- The sponsoring entity of an elected official, political candidate, or any surrogate who wishes to speak or engage in other political activities on their behalf at the University must meet the following requirements:
• Employment recruiters will be allowed on University premises providing that they follow applicable guidelines of the University’s Employment Recruitment Policy.
• The scheduling or sponsorship of an event, activity, or speaker does not imply approval or endorsement by the sponsoring group or Regis University of the views and opinions expressed at the event.
• Non-university groups that wish to claim that an event or activity, whether or not on University premises, is sponsored, co-sponsored, or otherwise supported by Regis University, or one of its departments, programs or registered student organizations, must receive the permission of the University’s Department of Communications to use the Regis University name for the event.
• If there is reason to believe that the presentation or event on University premises may pose safety problems, the Dean of Students may postpone it for an appropriate period so that security arrangements can be developed.
• In the interest of a free exchange of divergent opinions, the University reserves the right to restrict groups or speakers to a classroom environment with the sponsorship of a faculty member or to otherwise require that the presentation take place within a dialogue, debate, panel discussion, or other format that assures expression of varying viewpoints.

Regis University reserves the right to exclude events, speakers or groups whose nature or presentation is contrary to or inconsistent with the University’s mission or Jesuit, Catholic character, determination of which shall be at the sole discretion of the President or his designee. Invitations to speakers addressing the University community must be cleared with the President’s Office by the inviting party prior to the commitment. Special care will be taken to vet speakers who have taken public positions in conflict with fundamental moral principles of the Catholic Church such invitations may be considered by the President or his designees under the following criteria:
   a. If the event format provides for the Catholic position to be presented fairly and accurately; or
   b. If his/her topic is different from the area where his/her views are in conflict with Catholic Church teachings.

University honors will not be authorized for any person who takes a public position in defiance of fundamental moral principles of the Catholic Church.

PROFESSIONAL STANDARDS
Many students at the University are members of academic units with professional standards of conduct that go beyond the University standards that govern all Regis students. Because these professional programs must insure suitable standards of conduct, the designated academic officer of such a program may assume full authority and responsibility to handle incidents involving professional misconduct as a related academic matter. Therefore, the standards of conduct, policies and procedures for handling professional misbehavior observed by the individual academic units may take precedence over the policies set forth in the University Handbook. A student may also be examined and sanctioned for violating both the University standards and the professional standards of the academic unit of which the student is a member based on the same facts, circumstances and actions.

PUBLICITY POLICY
Before posting anywhere on campus, all student activity or club posters, signs, etc., must be approved by the Student Life Office, Room 223 of the Student Center or the Office of Student Activities, Room 200 of the Student Center. Materials that are to be posted on any of the Student Activity bulletin boards will be funneled to the Student Activities Office to be posted by its personnel; materials to be posted in the residence halls will, following approval, be posted by the Residence Life staff. Posters that advertise the use or sale of alcoholic beverages will not be approved, nor will posters that do not display the name of the sponsoring group or organization. Materials found on these bulletin boards that do not display the Student Activities stamp will be removed.
The University similarly reserves the right to remove or refuse to post advertisements or announcements it deems offensive for public display purposes, that advertise private off-campus parties, or that represent non-University events in conflict or competition with University activities, or that are deemed incompatible with the University mission.

When promoting events or activities, campus groups may also make use of the Ranger Grille calendar, the Student Center Marquee, INSITE, the Regis intranet website, as well as publications such as the Highlander.

Posting and Information Distribution Guidelines:

- All flyers, announcements, and posters must be approved prior to posting by a Student Life staff member. This includes flyers placed under doors in the residence halls, flyers to be posted on Student Activities boards, and those placed on vehicles in the parking lots. Important Note: Please bring the original to be stamped for approval before making copies!
- If multiple copies are brought to the Student Activities Office for approval, a maximum of 25 flyers per event will be approved for posting.
- No posting on windows, doors, pillars, walls or exteriors of buildings on campus. (Exception: Walls and glass areas permitted in the Student Center lobby, residence halls, and Field House.) Post on general bulletin boards only, not those assigned to specific departments or programs. Postings will typically be removed two weeks from date of approval or at the conclusion of the event.
- No non-Regis groups may post or distribute in the residence halls. Vendors wishing to distribute information should leave it in the Student Activities Office. Regis groups must consult with the Student Activities Office for approval prior to any posting and/or distributing of flyers.
- Banners must also be approved. No banners or displays shall be suspended from ceilings, except in the Student Center and Field House, nor shall materials be placed over any device that provides a fire and life safety function. (Fire alarms and hallway lights).
- Posters and/or flyers that are placed on vehicles must comply with this policy. The requesting individual or group may also be invoiced for excessive litter clean-up or barred from doing so in the future. Those inserting approved flyers onto vehicles may be subject to those rules and laws pertaining to trespassing.
- Removal of all posted items will be by the Student Activities Office and Physical Facilities. Non-approved items or those posted in non-posting locations may be removed without consultation.
- All requests for posting must be made at least 24 hours in advance of posting/distribution deadline.
- Groups promoting an event may feel free to “chalk” the sidewalk within 50 feet of the front of each residence hall(s). Chalk may also be used within 50 feet of the Student Center.
- Removal of all posted items in the Residence Halls will be by the Residence Life Office staff. Non-approved items or those posted by individuals or groups other than the Residence Life Office staff will be removed without consultation.
- Any individual or group other than Residence Life staff posting and/or distributing material in the residence halls will, on first occurrence, be asked to follow the posting policy. Similarly, groups posting around campus without proper approval from the Student Life Office and proper distribution by the Student Activities office will be asked to follow the posting policy. If posting/distributing continues by that individual and/or group, the individual and/or group will lose the privilege of having material posted/distributed in the residence halls and around campus for the remainder of the semester.
- Student Government Election materials are subject to this policy, in addition to the campaign guidelines issued to candidates at the commencement of the election process.

RESPONSIBLE USE OF UNIVERSITY TECHNOLOGY RESOURCES

Regis University technology resources are to be used to advance the University’s mission of education, scholarship and service. Faculty, students and staff may use these resources for purposes related to their studies or research, their teaching, the execution of their duties as University employees, their official business with or for the University, or other University-sanctioned activities. The University encourages the use of technology resources for these primary activities. These resources include, but are not limited to, hardware (including telephones, computers and traditional media equipment) either owned or leased by the University, software and consulting time (and expertise) of the staff of Information Technology Services or other University technology support staff. Unless approved in advance by a vice-president or dean, use of University technology resources for commercial purposes is prohibited.

The use of technology resources provided by the University for purposes not directly related to the primary activities indicated in the previous paragraph should be considered as secondary activities (i.e. personal or otherwise). Should such secondary activity in any way interfere with primary activities, they may be terminated immediately.

[60]
All computer files, documents, and software created or stored on the University’s computer systems are subject to review and inspection at any time.

Many of the University’s technology resources are shared amongst the entire University community. The use of these may not violate law or the rights of others. Prohibited activities include, but are not limited to:

- Activities that obstruct usage or deny access to technology resources
- Activities that could be considered as harassing, libelous or obscene
- Activities that violate copyright or other intellectual property rights of others
- Activities that violate Regis University policies
- Activities that violate local, state or federal laws
- Unauthorized use of computer accounts
- Impersonating other individuals
- Attempts to explore or exploit security provisions, either at the University or elsewhere
- Activities that invade the right to privacy of others
- Destruction or alteration of data belonging to others
- Creating, using or distributing computer viruses
- Allowing other individuals to use your account/password
- Disruption or unauthorized monitoring of electronic communications or of computer accounts
- Academic dishonesty (e.g., plagiarism, cheating)
- Inappropriate and/or widespread distribution of electronic communications (e.g. “spamming”)

Additionally, individuals may wish to use University Wide Information Systems including, but not limited to, the World Wide Web, the Internet, RegisNET, and email. Any person providing information through these resources or via connections to the data or telecommunications infrastructure must also abide by the general policy statements below. These policy statements apply to information made available actively, as in email, as well as passively, as in the World Wide Web.

a) Anonymous information is strictly prohibited. All publications must contain the electronic mail address of the person making the information available. For example, active information such as e-mail must contain the e-mail address of the sender in the FROM: field. Passive information, such as that found on the World Wide Web, must contain the e-mail address of the author, owner or sponsor at the bottom of the page.

b) All information must carry a date indicating the date the information is being made available. For information made available actively, such as through e-mail, the date would appear in the DATE: field. For passive information, such as that found on the World Wide Web, the date should appear at the bottom of the page labeled as the posting date.

c) Specific and detailed guidelines for the responsible use of E-mail (active) and World Wide Web (passive) technology resources exist in other policy documents. Copies can be obtained from Information Technology Services.

The University intends to place effort toward development of technology resources and not the policing of the use of those resources. Engaging in activity that violates or is prohibited by current faculty, student, and staff operational policies may result in loss of access privileges as well as appropriate disciplinary or corrective action in accordance with procedures outlined in the governing contractual agreement, if any. (See Faculty Status Agreement, Student Standards of Conduct, RHCP Faculty Handbook, CPS Faculty Handbook, Human Resources Policy Manual, RHCP Student Handbooks, Regis University Bulletin.) If such activity also violates local/state/federal laws, perpetrators may be referred to appropriate law enforcement officials.

EMAIL POLICY
There is an expanding reliance on electronic communication among students, faculty and staff at Regis University. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, email is considered an official means for communication within the University.

Scope
This email policy provides guidelines regarding the following aspects of email as an official means of communication.

- University use of email;
- Assignment of email addresses;
- Use of and responsibilities associated with assigned email addresses; and
• Expectations of email communication among faculty, staff and students.

**Policy**

1. **University use of email**
   Email is an official means for communication within Regis University. The University may send correspondence exclusively through email regarding important matters including, but not limited to, financial aid, policy announcements, employee benefits information, meeting and event notifications, student conduct correspondence, and academic information. Students, faculty, and staff are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications.

2. **Assignment of email addresses**
   Information Technology Services (ITS) will assign each student, faculty member and staff member an official University email address as part of the application process to obtain a RegisNET account. It is to this official address that the University will send email communications.

3. **Redirecting of email**
   A student, faculty member or staff member who chooses to redirect email from his or her official Regis University address to another email address takes full responsibility for the correct configuration of that forwarding and assumes all risk for such action. The University will not support and will not be responsible for problems associated with or the handling of email by outside vendors. Having email redirected does not absolve a student, faculty member or staff member from the responsibilities associated with communication sent to his or her official University email address.

4. **Expectations regarding use of email**
   Students, faculty and staff are expected to appropriately manage their Regis University mailboxes and to check their official University email address on a frequent and consistent basis in order to stay current with University communications. Prompt disposition of email is necessary to manage storage space on the email system.

5. **Educational uses of email**
   Faculty may determine how email will be used in their courses. It is highly recommended that if faculty has email requirements and expectations that they specify these requirements in the course syllabus. Faculty may expect that students’ official Regis University email addresses are being accessed, and faculty may use their Regis University email accordingly.

6. **Appropriate use of email**
   In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.
   a. All use of email, including use for sensitive or confidential information, will be consistent with the University’s Responsible Use of Information Technology and Responsible Use of Email policies.
   b. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). University policy prohibits the transmission of non-directory student information by general email. However, in the course of doing business, such information may be transmitted internally from one Regis.edu account to another. (See [www.regis.edu/registrar/FERPA](http://www.regis.edu/registrar/FERPA) for a listing of directory Information.)
   c. Email shall not be the sole method for notification of any legal action.

**ONLINE PRIVACY POLICY**

Regis University (“Regis”) is committed to respecting your privacy. This policy is available on the Regis homepage and at every point personally identifiable information is requested. Regis may revise this policy at any time. Any changes to the policy will be posted with other policies within the University portal, called INsite (insite.regis.edu).

This policy does not apply to practices of companies that Regis does not own or control, or to persons that Regis does not employ or manage.

**Personal Information:**

For purposes of this policy, personal information is information which is unique to you and by which you can be identified (including, but not limited to, your email address, name, address (work or home), telephone numbers, social security number, credit card numbers, and bank account numbers).
Information Collected:
When you visit any Regis website, Regis does not automatically collect or store personal information. Any data collection performed is for the purposes of aggregate analysis of site usage, and is not recorded in a manner that allows tracking of individual identity. Examples of data collected include:
• The date and time of a visit;
• The pages visited;
• The address of the website from which a visitor came;
This information is used for statistical purposes and to improve our services.

Although Regis does not require you to provide personal information when you visit its website, in order for Regis to respond to a request of yours, or in order for you to avail yourself of Regis services, you may be asked to provide personal information. You can choose not to provide such information, but if you do so, Regis may not be able to respond to your request. The personal information you provide shall be used only to fulfill the stated purpose of your communication or participation.

Information Sharing and Disclosure:
Users of Regis’ wifi services, computers, or a Regis email address including Regis’ computer lab, must be aware that e-mail messages, Internet connections, and all files and folders accessed or maintained on the Regis Computer Systems—including business and personal e-mails, files, and folders, that are automatically cached or stored as backup—are the property of Regis and that such materials may be subject to monitoring. However, Regis does not share or disclose your personal information except as described below:

Regis will send personally identifiable information about you to others when:
• it has your consent to share the information;
• it is necessary to provide the service you requested (e.g. banks and credit card processors to the extent necessary to deliver payment and/or billing services); and/or
• it believes release is appropriate to comply with applicable laws or regulations, or to protect rights, property or safety of Regis, its employees, users or others. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction.

Information Security:
Regis uses security measures to protect against the unauthorized release of or access to personal information. However, the confidentiality of any communication or material transmitted to or from Regis via its web site or email cannot be guaranteed. Regis has no responsibility or liability for the security of information transmitted through the Internet.

To the extent hyperlinks are utilized to access other sites, be aware that those sites are not controlled by Regis and are not subject to the Privacy Policy. You are subject to those sites’ privacy policies when you leave Regis site. Regis recommends that you review the privacy statements of web sites to which you choose to link.

Consent:
Your use of Regis online services amounts to your consent to the collection and use of the information by it. You have the right to access the personal information which Regis has collected about you. You also have the right to modify any errors contained in that information.

EMAIL
All Regis students are required to use their free email account through the University. In order to set up your new Regis email account, have your Student I.D. number ready and go to the web page: http://insite.regis.edu. Click on the apply button under “RegisNET Account”, and follow the instructions.

Email is the official means for communication within Regis University. The University may send correspondence exclusively through email regarding important matters including, but not limited to, financial aid, policy announcements, employee benefits information, meeting and event notifications, student conduct correspondence, and academic information. Students, faculty, and staff are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications.
If you have a problem with your email or need to change your password, please contact Information Technology Services Help Center in Carroll Hall, (303) 458-4050.

REGIS UNIVERSITY PREMATRICULATION IMMUNIZATION POLICY

This policy applies to the following two student populations:

A. Student-traditional undergraduate, biomedical science graduate students and any transfer students enrolled in 1 or more classes.
B. Residential student-Any student living in university housing.

Measles, Mumps and Rubella:

Colorado state law requires that college or university students enrolled for 1 or more classes and born on or after January 1, 1957 must provide proof of 2 vaccinations for measles, mumps and rubella (MMR) prior to enrollment and prior to arrival at school. The completed immunization record, the “Certificate of Immunizations for College Students” must:

1. Show documented proof of having received 2 vaccinations each of the measles, mumps and rubella vaccines. The 1st MMR must be administered no earlier than 4 days before the 1st birthday. There must be at least 28 calendar days between the 2 MMR vaccinations.
2. Include the day, month and year of the MMR vaccinations.
3. Show the full given birth name and date of birth of the student.
4. Be signed by a physician, a nurse or a school health authority, and dated after the last immunization given.
5. Be translated into English.

Documentation can be obtained from medical records from a primary care provider, school or military records.

There are two alternatives if the “Certificate of Immunizations for College Students” form is not signed by the physician, nurse or school health authority.

- A student can attach an official copy of an immunization record to the “Certificate of Immunizations for College Students” form documenting immunization dates OR
- Attach written evidence of laboratory tests showing immunity to measles, mumps, and rubella to the “Certificate of Immunizations for College Students” form

Note: If laboratory evidence is used for proof of immunity, the test result(s) must be attached. If a student cannot verify immunizations, the student will need to be re-immunized. A physician’s or parent’s statement that they have had the disease is not acceptable.

Medical, religious and personal exemptions are allowed by Colorado state law for the MMR vaccination. If a student (must be 18 years of age) or parent/guardian requests a religious or personal exemption they must sign, date and indicate the vaccination for which they are requesting an exemption on the “Certificate of Immunizations for College Students”. Medical exemptions must be signed by an advanced practice clinician or physician

Meningococcal Disease:

1. Regis University requires that all students living in university housing provide documented proof of 1 meningococcal immunization, and a booster dose if indicated before arrival at school as outlined below:
   Students aged 21 years or younger should have documentation of 1 dose of meningococcal conjugate vaccine. If the 1st dose was administered before the 16th birthday, a booster dose should be administered before enrollment. The booster dose can be administered any time after the 16th birthday to ensure that the booster is provided. The minimum interval between doses of meningococcal conjugate vaccine is 8 weeks.

These requirements are based upon recommendations from Center for Disease Control (CDC) Advisory Committee on Immunization Practices (ACIP) and the American College Health Association (ACHA).
2. Medical, religious and personal exemptions are allowed per Regis University policy for the meningococcal vaccination. If a student (must be 18 years of age) or parent/guardian requests a religious or personal exemption they must sign, date and indicate the vaccination for which they are requesting an exemption on the “Certificate of Immunizations for College Students”. Medical exemptions must be signed by an advanced practice clinician or physician. If requesting an exemption for the meningococcal immunization the student (if 18 years of age) or parent/guardian must also sign and date the “Information Regarding Meningococcal Disease Form”.

3. All students will be provided with the “Information Regarding Meningococcal Disease” form to review **.

If a student fails to submit acceptable immunization document by the first day of class, they will have 14 days to comply and submit the required documentation to Student Health Services. Failure to provide the required documentation will result in the student being deemed non-compliant and possibly dropped from classes. A list of non-compliant students will be forwarded to the Dean of Students office upon the timeline listed above.

*The requirement for 1 meningococcal vaccination and a booster dose (if applicable) for all students living in university housing is policy set forth by Regis University.

**A review of the “Information Regarding Meningococcal Disease Form” is required per Colorado state law for students living in university housing. Regis University policy requires that the form be mailed to ALL university students.

SERVICE ANIMAL AND EMOTIONAL SUPPORT ANIMAL POLICY

Regis University is committed to making reasonable accommodations to its rules, policies, and practices when necessary to afford individuals with disabilities an equal opportunity to access its programs, services, and activities.

PETS

A “pet” is any animal kept for ordinary use and companionship. Assistance animals, such as Service Animals and Emotional Support Animals, as defined below, are not considered pets. Pets are prohibited on the Regis University campus. However, students may have fish only in a 25 gallon (maximum) tank, but all other animals, including other aquarium dwellers, are prohibited.

SERVICE ANIMALS

A “Service Animal” means any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental health disability. The work or tasks performed by a Service Animal must be directly related to the person’s disability.

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Species other than dogs or, in some limited cases, miniature horses, are not considered Service Animals for the purpose of this definition of a Service Animal.

Service Animals are permitted to accompany people with disabilities in all areas of Regis University’s facilities where students, members of the public, and other participants in services, programs or activities are allowed to go. Regis University does not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal. Additionally, Regis University cannot ask about the nature or extent of a person’s disability to whether a person’s animal qualifies as a Service Animal. However, when it is not readily apparent that a dog is a Service Animal, RU staff may make two inquiries to determine whether the dog qualifies as a Service Animal, which are:

(1) Is the dog required because of a disability?
(2) What work or task has the dog been trained to perform?

EMOTIONAL SUPPORT ANIMALS

An “Emotional Support Animal,” is an animal that provides emotional support that eases one or more identified symptoms of a person’s disability(s). Unlike Service Animals, Emotional Support Animals are not trained to perform work or tasks, and they may include species other than dogs and miniature horses.
Emotional Support Animals are not allowed to accompany persons with disabilities outside of the Residence Halls/Student Housing to other university buildings, and must abide by the Regis University Pet Policy when they are taken outside the student’s living space. Emotional Support Animals may reside in University Housing with people with disabilities. Before an Emotional Support Animal can move into University Housing with a person with a disability, a request must be submitted to Student Disability Services & University Testing, which request must be approved prior to the Emotional Support Animal moving into University Housing.

1. If the disability is not obvious, Student Disability Services may request documentation from a qualified licensed physician or mental health provider, that opines: That the individual is under his or her treatment and the individual qualifies as a person with a disability (i.e., has a physical or mental impairment that substantially limits one or more major life activities); and
2. That the Emotional Support Animal will provide some type of disability related assistance.

RESPONSIBILITIES OF PEOPLE WITH DISABILITIES USING SERVICE OR EMOTIONAL SUPPORT ANIMALS
Regis University is not responsible for the care or supervision of Assistance Animals. People with disabilities are responsible for the cost, care, and supervision of their own Assistance Animals, including:

1. Compliance with any laws pertaining to animal licensing, vaccination, and owner identification.
2. Keeping the animal under control and taking effective action when it is out of control.
3. Feeding, walking the animal, and disposing of its waste.
4. Paying for any damage caused by the animal.

An Assistance Animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the Service Animal’s performance, work, or tasks. In such instances, the Assistant Animal must be kept under control by voice, signals, or other effective means. Regis University will assess requests for the use of miniature horses by people with disabilities on a case-by-case-basis for students through Student Disability Services & University Testing. Faculty and staff requests may be made to Human Resources.

For specific areas on campus for animal toileting and waste disposal, contact Residence Life, Housing and Event Services. Disposing of animal waste via university plumbing is prohibited in university residences. Regis University will not require any deposits or surcharges for Assistance Animals. People with disabilities who are accompanied by an Assistance Animal must comply with the same university rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

EXCEPTIONS AND EXCLUSIONS
Regis University may pose some restrictions on, and may even exclude an Assistance Animal in certain instances. Restrictions or exclusions will be considered on a case-by-case basis in accordance with applicable laws, but an animal may be excluded if:

1. It’s behavior is out of control or disruptive and effective action is not taken to control it (including but not limited to barking);
2. It is not housebroken;
3. It poses a direct threat to the health or safety of others that cannot be reduced or eliminated by reasonable modifications; or
4. Its presence fundamentally alters the nature of a program, service or activity.

In the event that restriction or removal of an Assistance Animal is determined to be necessary, the person with a disability will still be given the opportunity to participate in the service, program, and activity without having the Assistance Animal present.

Alternatively, consistent with applicable laws, Regis University may elect to make modifications in its policies to permit the use of Service Animals if they meet certain criteria and have been individually trained to do work or perform tasks for the benefit of people with disabilities.

GUIDELINES FOR MEMBERS OF THE REGIS UNIVERSITY COMMUNITY
To ensure equal access and nondiscrimination of people with disabilities, members of the Regis University Community must abide by the following practices:
1. Allow Service Animals and Emotional Support Animals to accompany people with disabilities on campus;
2. Do not ask for details about a person's disabilities;
3. Do not pet a Assistance Animal, as it distracts the animal from its work;
4. Do not feed a Assistance Animal;
5. Do not deliberately startle, tease, or taunt a Assistance Animal; and
6. Do not separate or attempt to separate a person from his/her Assistance Animal.

If you have a disability that may be affected by the presence of animals, please contact Student Disability Services & University Testing. Regis University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

In considering whether an animal poses a direct threat to the health or safety of others, Regis University will make an individualized assessment, based on reasonable judgment, current medical knowledge, and/or the best available objective evidence, to determine:

1. The nature, duration, and severity of the risk;
2. The probability that the potential injury will actually occur; and
3. Whether reasonable modifications of policies, practices, procedures or auxiliary aids will mitigate the risk.

The Dean of Students shall provide a written statement of explanation to any person with a disability if a determination is made that the presence of that person’s Assistance Animal would fundamentally alter the nature of a program, service, or activity.

GRIEVANCE PROCEDURE
Appeals related to disability accommodations are governed by the procedure available for these claims with the Office of Student Disability Services & Testing and can be found at [http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Disability-Services/Services.aspx](http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Disability-Services/Services.aspx)

Complaints of disability discrimination or harassment, other than those concerning a request for accommodation, should be made to:

EO and Title IX Coordinator
3333 Regis Boulevard, West Hall K4
Denver, CO 80221-1099
Phone: 303-458-4906
E-mail: titleix@regis.edu

The complete procedure for filing a complaint of disability discrimination or harassment is available at [http://regis.edu/~media/Files/University/Policies-Procedures/NONDISCRIMINATION-SEXUAL-MISCONDUCT-POLICY.ashx](http://regis.edu/~media/Files/University/Policies-Procedures/NONDISCRIMINATION-SEXUAL-MISCONDUCT-POLICY.ashx)

Contact information for Students:
To request the use of an Assistance Animal on campus, in campus buildings and/or in campus housing:
Student Disability Services & University Testing
Room 225
David Clarke Hall
303-458-4941
disability@regis.edu

To report an animal in *campus housing* that is disruptive, out of control, or poses a threat to safety:
Residence Life and Housing
Modular A1
(303) 458-4991
reslife@regis.edu
To report an animal on university grounds or in university buildings (other than in the Residence Halls or other student housing) that is disruptive, out of control, or poses a threat to safety:

Campus Safety Office
Main Hall 129
303-458-4122
safety@regis.edu

**Contact information for Faculty and Staff:**

To request the use of an Assistance Animal on campus:

Human Resources
West Hall 107
303-458-4161
HRInfo@regis.edu

Campus Safety Office
Main Hall 129
303-458-4122
safety@regis.edu

**SMOKING**

Smoking is not permitted in University buildings. Smoking is permitted outside, but it should not occur within 25 feet of a campus building. Improper disposal of cigarettes presents a fire hazard and violators can be subject to disciplinary action and/or restitution/fines.

**SOLICITATION**

Any individual or group wishing to sell or distribute a product or service, or to solicit for religious, political or commercial purposes, is strictly prohibited from doing so anywhere on campus without written approval from the Dean of Students. Under no circumstances can door-to-door solicitation occur. Anyone encountering a solicitor without written authorization is asked to report this to Campus Safety.

**USE OF UNIVERSITY NAME FOR SOLICITATION OF FUNDS**

There is to be no solicitation by anyone of advertisements, patrons, donations or any other type of financial support for any Regis University activity. The only exceptions are those approved by the Vice President for University Relations.

**STUDENT COMPLAINT POLICY**

**Purpose and Scope**

Regis University is a Jesuit Catholic University committed to excellence in its programs and services; it exists for the purposes of teaching and learning. It is accountable to its students, other constituents, and its institutional accrediting body to ensure that students have access to appropriate procedures for registering complaints regarding actions, decisions, and/or processes at the so their complaints may be deliberated and acted upon by appropriate University officials.

This policy applies to all Regis University students regardless of department, division, school, college, status, classification, type, or location. No retaliation shall be taken against a student who articulates a complaint.

Regis University designates its individual departments and operational units as responsible for receiving, investigating and potentially resolving student complaints. Depending upon the nature of the complaint, there are specific policies and procedures, as detailed below.

**A. Violations of the Student Code of Conduct or the Nondiscrimination and Sexual Misconduct Policy**

This Handbook describes in detail information regarding judicial affairs, student grievances, conduct hearings, appeals and related procedures.

In accordance with the University’s Nondiscrimination and Sexual Misconduct Policy (described above, any complaint or grievance pertaining to discrimination against persons of a protected class or pertaining to sexual misconduct will be
referred to the University’s Equal Opportunity & Title IX Coordinator for investigation. The Equal Opportunity & Title IX Coordinator shall maintain records of the appeals and of the disposition thereof.

B. **Academic Complaints**
   Most academic concerns can be resolved informally by speaking directly with the individual; this approach is encouraged. If the issue is not resolved, students who have a complaint against a faculty member or academic administrator regarding an academic concern are expected to pursue the complaint resolution processes established in their specific division, school, and college. College-specific complaint processes are published on the websites of each college and/or in the annually-published University Catalog, which may be accessed at [http://www.regis.edu/Academics/Course%20Catalog.aspx](http://www.regis.edu/Academics/Course%20Catalog.aspx).

The five colleges of Regis University are:
- College of Business and Economics
- College for Computer and Information Sciences
- College for Professional Studies
- Regis College
- Rueckert-Hartman College for Health Professions

*For concerns pertaining to grades and/or progression, the decision of the College’s academic dean shall be final.*

C. **Complaints Regarding Non-Academic Services**
   Students with a complaint regarding non-academic services must notify the person or head of the office responsible for the service to seek to resolve the situation by discussing the concern directly with the party involved within 30 calendar days of the incident and otherwise follow the procedures for appealing a decision within the unit. For example, concerns or appeals related to disability services, financial aid, parking or residence life must be addressed through the processes set up by those departments. For further information please call:

- Disability Services: 303.458.4941 or disability@regis.edu
- Financial aid or tuition and fees: 303.458.4126 or 800.568.8932 or studentservices@regis.edu
- Residence Life: 303.964.3628 or reslife@regis.edu
- Parking: 303-964-5353 or ruparking@regis.edu
- Bookstore: 303.458.4150 or regisuniversity@bkstr.com
- Cafeteria (Bon Appetite): 303.458.4196 or slayton@regis.edu

If there is not a formal procedure to appeal a particular decision, most concerns can be resolved by speaking directly with the individual. Therefore, a student with a grievance must first notify the person or office responsible to seek a resolution. Such notification should be in writing and should be submitted within thirty days of becoming aware of the grievance.

*In limited circumstances, a student may file a formal complaint using the policy identified below. The formal complaint must be filed within 14 days of the student receiving a unit level decision or appeal decision, whichever is final. Alternatively, if a student does not receive a reply from the unit, the student may file a formal complaint within 30 days of the initial written notification of a grievance to the unit. The only basis for a formal complaint is that the applicable policy or procedure has not been followed or applied.*

**FORMAL COMPLAINTS**

**Formal Instructional Complaints:** Appeals of academic issues (*other than grades or progression*) beyond a college’s academic dean may be made in writing to the Office of the Provost within 14 calendar days of the decision of the unit’s dean or director, using the process described below. The Office of the Provost will make the final decision and will notify the student of the decision within 14 calendar days of receipt of the complaint, as described below.

Complete records of such formal academic complaints (*other than grades or progression*), and records of their disposition, are maintained by the Office of the Provost.

**Formal Non-Instructional Complaints:** Appeals of a non-academic decision beyond a unit’s dean or director may be made in writing to the Office of the Vice President of Mission and Chief of Staff within 14 calendar days of the head of the unit’s decision using the process described below. The Vice President of Mission and Chief of Staff will make the final decision and will notify the
Complete records of such formal non-academic complaints, and records of their disposition, are maintained by the Office of the Vice President of Mission and Chief of Staff.

**Formal Complaint Process:**
A formal complaint must be made in writing, and must include the following information:

a) Student's name, Regis I.D. number, mailing address, email address, and telephone number.
b) A detailed description of the specific actions that constitute the basis for the complaint and the names and titles of those involved.
c) The date(s) of the alleged actions.
d) A list of witnesses, if any, including their contact information and the facts known by each.
e) Documentation that supports the complaint.
f) Evidence that the student has already attempted to resolve the concern through the informal dialogue and unit-level resolution, as described above.

Upon receipt of a formal complaint, the Office of the Provost or the Office of the Vice President for Mission and Chief of Staff, as appropriate, will acknowledge receipt of the complaint within 7 working days. Normally, complaints will be investigated and resolved within 14 calendar days.

The administrator in receipt of the complaint will advise the complainant if that timeline will not be met. The office in receipt of the complaint will issue a written determination of the complaint which will be provided to the student and the affected unit or other individual.

If it is evident the complaint has not been previously addressed by the appropriate college/school/division/unit for investigation and proposed resolution, the complaint may be referred to the correct level for a decision. The office that receives the complaint may overturn, modify, or uphold the previous decision made by the head of the unit.

The decision of the Office of the Provost or the Office of the Vice President for Mission and Chief of Staff shall be final.

**Making Complaints Outside of the University**

**Registering a Complaint with the Higher Learning Commission**
Regis University is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. Complaints about the University may be filed with the HLC. Information about the HLC’s complaint process can be found at this link: [https://www.ncahlc.org/HLC-Institutions/complaints.html](https://www.ncahlc.org/HLC-Institutions/complaints.html)

**Registering a Complaint with the Colorado Department of Higher Education**
In accordance with federal law (see 34 C.F.R., Section 600.9), Regis University identifies the processes by which students may file complaints about the U.S. state governing board or commission that governs University educational activity. A list of appropriate state boards/commissions, as well as contact information and links to pertinent websites, is provided below.

Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
[http://highered.colorado.gov/Academics/Complaints/default.html](http://highered.colorado.gov/Academics/Complaints/default.html)

**STUDENT DISABILITY SERVICES**
To be eligible for accommodations, students with disabilities must identify themselves by registering with Student Disability Services and present documentation of disability(ies) to the Director of Student Disability ServicesRoom 225, Clarke Hall,, 303-458-4941, disability@regis.edu. The responsibility for presenting current documentation to this office lies with the student and without the documentation, the student will not be eligible for accommodation(s). Current and comprehensive documentation must be on file with ODS prior to approval of the accommodation. Students may disclose a disability at any time, but it is strongly encouraged that students self-disclose their disabilities at the beginning of their academic experience because accommodations are not retroactive.
The Director will review your documentation. The Director or the Disability Services Specialist will discuss self-advocacy skills and appropriate accommodations and auxiliary aids for each class, and then complete an electronic form letter identifying accommodations that is sent to both the student and the professor.

The law requires granting accommodations that are reasonable, do not cause an undue burden, and do not fundamentally alter the course content and/or procedures. Since the instructor is the one who knows the essential course requirements and academic standards, he/she may be part of the final decision-making process regarding specific accommodations related to course content.

**Services**
- Evaluation of documentation, self-advocacy training, referrals to local specialists for disability assessment.

**Accommodations**
- Sign language interpreters, note-takers, computerized test readers, scribes, extended time for exams, distraction-free testing environment, computer for essay exams, enlarged print, tape recording lectures.

**Assistive Technology**
- CCTVs (closed circuit television), reading machine, books in alternate format, FM listening system, accessible computer station with voice activated software, screen reading and magnification software, Kurzweil.

**ADA Related Grievances**
If a student believes that an action of the SDS regarding a request for an accommodation violates his or her rights under law, s/he may appeal the matter through the following procedures:
- A complaint should be submitted in writing containing the name, title and address of the complainant, and a brief description of the allegations of discrimination. This complaint should be addressed to: Dean of Students, Student Life, Regis University, 3333 Regis Blvd., Denver, Colorado 80221.
- A complaint should be filed promptly, within thirty (30) days of the alleged discrimination. An investigation, if appropriate, shall be conducted following receipt of the discrimination complaint. This process involves informal but thorough investigations, affording all interested parties, including the complainant and the person(s) against whom the allegation(s) of discrimination have been made, and their respective representatives, and opportunity to submit information and documentation regarding the complaint allegations.

Upon completion of the investigation, a written determination will be delivered to the complainant, typically within forty-five (45) workdays of the receipt of the complaint.

The complainant can request a reconsideration of the complaint if dissatisfied with the results of the investigation. A written request for reconsideration shall be made within seven (7) workdays of the complainant’s receipt of the written determination and shall be submitted to: Dean of Students, Student Life, Regis University, 3333 Regis Blvd. Denver, Colorado 80221 for further discussion.

If the complainant is dissatisfied with further investigation by the Director, he/she shall have the right to take the complaint to the Vice President of Administration, Main Hall, Room #201, Regis University, 3333 Regis Blvd., Denver Colorado 80221.

Retaliation against a person who files a complaint of discrimination, participates in an investigation, or proposes a discriminatory education practice or policy is prohibited under University policy, and by state and federal law.

If the grievance cannot be resolved within Regis University, the complainant shall be informed of the right to file the complaint with the appropriate state or federal agency.

**WEAPONS ON CAMPUS**
Regis University is committed to providing a safe working and learning environment. Therefore the possession and use of weapons, firearms, explosives, fireworks, or other objects designed and/or used to inflict injury or damage (collectively “Weapon”) is prohibited on University premises, property otherwise leased or controlled by the University including, but not limited to, offices, classrooms or residence halls, or at University sponsored activities without the express permission of the University. It is a violation of University policy to possess any Weapon on University premises or at University sponsored activities, even if the bearer possesses a valid concealed weapons permit. However, certified law enforcement personnel may carry their department issued handgun on campus if required by their responsibilities as a law enforcement officer.
This policy includes, but is not limited to, items that simulate Weapons. The possession of non-lethal self-defense instruments (for example, pepper spray) is permitted; however, the reckless use of such devices may be considered a violation of this policy.

Any plausible statement or evidence that a community member possesses a Weapon may be responded to as an actual threat, whether or not evidence of a Weapon exists.

WITHDRAWAL FROM UNIVERSITY
Withdrawal policies and paperwork may be obtained from the Office of Academic Records and Registration, and are available online. Failure to complete appropriate paperwork may result in failing grades on the student’s records or problems clearing Financial Aid Office records or Student Account Records. Please consult the website or your respective academic dean’s office for additional information.

http://www.regis.edu/About-Regis-University/University-Offices-and-Services/Academic-Records-and-Registration/Withdrawal.aspx
Definitions

Bias Motivated Behavior: Bias motivated behavior is defined as any offense or act that manifests evidence of prejudice based in whole or in part, on one’s actual or perceived race, color, religion, ancestry, national origin, disability, gender, socioeconomic status or sexual orientation. Bias motivated behavior includes any action that discriminates against, ridicules, humiliates or otherwise creates a hostile environment for an individual or group. A person commits a bias act when he or she commits a specified offense and either:

a. intentionally selects the person against whom the offense is committed or intended to be committed or;

b. intentionally commits the act or acts constituting the offense because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether that belief or perception is correct.

Business Day: Any calendar day other than Saturdays, Sundays or University designated administrative holidays.

Consent: Consent is defined as clear, knowing, voluntary, freely given, mutually understandable words or actions which indicate a willingness to participate in a mutually agreed upon, specific, act.

Harassment: Any intentional or persistent act that is intimidating, hostile, or coercive, or any intentional or reckless interference with the legitimate right(s) of another member of the University community to pursue their business, residential, employment or educational activities with the University, without unreasonable disruption or interference. Examples of proscribed harassment may include, but are not limited to: publicizing false, defamatory or private information about another with an intent to antagonize, embarrass, physically intimidate or threaten another; nonconsensual physical touching of another; engaging in unlawful discriminatory conduct directed toward another; or communicating false material information to another with the intent of causing emotional distress or with a reckless disregard for the consequences of such communication.

Hazing: The University interprets hazing as any act, whether accomplished through physical, mental, emotional or psychological means, which subjects another person, voluntarily through coercion or intimidation or as a condition of participating in a student activity or partaking of a student benefit, or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may, in any fashion compromise an individual’s inherent dignity or physical safety. In addition, any requirements by a student that compel another student to participate in any activity that is against University policy or federal, state, or local law will be defined as hazing.

Institution or University: Regis University.

Knowing Presence: This term is used in order to reasonably enforce University alcohol and drug policies. It means being in a residential hall area (including, but not limited to, a room, hallway, or lounge) or other University premises or at University sponsored activities where a prohibited act is occurring. It does not imply participation in the act, but rather awareness that the prohibited act is taking place. The University expects students to promptly remove themselves from situations where the Standards of Conduct are being violated.

Major versus Minor offenses: In acts of damage an amount or value of $1000 or less shall be deemed as minor and an amount or value over $1000 shall be deemed major. In acts of theft an amount or value of $500 or less shall be deemed as minor and an amount or value over $500 shall be deemed major. Other circumstances such as safety, intent and prior offenses may be considered in determining the severity of the sanction.

Organization: A group of persons who have complied with University requirements for registration or recognition.

Possession: Possession is control without regard to ownership. For example, a student will be considered to be in possession of an item if it is found inside a student’s room, unit, house, car, desk, backpack, etc., or if the student is physically holding the item, regardless of whether or not the student owns that item.

Preponderance of Evidence: Such evidence as, when weighed with that opposed to it, has more convincing force and greater probability of truth.

Reckless: Conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with University business or University sponsored activities.
Student: A person currently enrolled at a campus or in a course, program or activity of the University, including, without limitation, all persons taking courses at the University, both full-time and part-time, or pursuing undergraduate or graduate studies in any University school or program. During the recess period between semesters or the summer period, it includes those individuals who have completed the immediately preceding term and who are eligible for enrollment or graduation. For an individual who becomes subject to discipline while a student, his/her student status shall continue for disciplinary process purposes until all University proceedings have been concluded.

University Community: All persons associated with the University as students, employees, agents, trustees, volunteers, contractors (including employees or agents of contractors), members of an affiliated religious order, or members of the public lawfully in attendance at a University sponsored activity or present on University premises.

University Premises: Any buildings, grounds, or vehicles owned, leased, operated, controlled, or supervised by the University.

University Sponsored Activities: All University sponsored educational programs and services; extracurricular programs, events, or functions (including religious, service, leadership, social, recreational and athletic) administered or coordinated through the University or one of its schools, departments or approved organizations; and as to each whether occurring on or off University premises.

Weapon: Any object or substance designed and/or used inflict injury or damage. This includes, but is not limited to, firearms, explosives, fireworks and items that simulate weapons.

In the event of a conflict between these definitions or any definition used in a specific policy elsewhere in this handbook, the definition used in the specific policy controls.
UNIVERSITY DEPARTMENTS AND RESOURCES:

ADDRESS CHANGE
Students are required to keep their local and permanent address and telephone number current. To do so, contact Enrollment Services, located on Main Hall fourth floor.
Location: Main Hall Fourth Floor
Hours: 8:30am to 5:00pm, Monday through Friday (additional hours as posted)
Contact Number: 303-458-4126

ATHLETICS
Regis University is a NCAA Division II institution that offers 12 intercollegiate varsity sports. Regis’ intercollegiate teams are nicknamed the “Rangers”, which was adopted by the student body in a campus wide vote in 1921. Named after the keeper of the Rocky Mountains, a Ranger is a leader, protector, strong-willed, brave and courageous person who never quits and does not hesitate to put their life on the line to protect others.

Regis competes in the Rocky Mountain Athletic Conference. The Rangers have won 38 conference championships while producing 39 All-Americans and earning 49 NCAA tournament appearances. For the men, the athletic department offers soccer, basketball, baseball, golf, and cross-country. For women, volleyball, soccer, basketball, softball, lacrosse, golf and cross-country.

Location: Field House, Room 210
Hours: 8:30pm to 4:30pm, Monday through Friday
Contact number: 303-458-4070
www.regisrangers.com

ATM
There is a BVAA Compass automatic teller machine located on the first floor of the Student Center for student use. There is a surcharge of $4.00 on all transactions.

BOOKSTORE
Dalton Briley, Store Manager
Regis University Bookstore is the headquarters for all your textbook needs. They offer textbook rentals as well as new, used, and digital formats. Additionally, the bookstore has a great selection of class supplies, laptops, tablets, and software at an educational discount. Show your school spirit with our wide variety of Regis University clothing and gifts.

Location: Student Center, 1st Floor
Hours:
9:00am to 6:00pm; Monday – Thursday
9:00am to 5:00pm; Friday
10:00am to 1:00pm; Saturday

BUS PASS AND SCHEDULES
RTD provides Denver’s public transportation system. Schedules can be obtained in Dayton Memorial Library, by visiting http://www.rtd-denver.com, or by calling 303-299-6000 (Monday through Friday, 6:00am-8:00pm; Saturday through Sunday 8:00am-8:00pm). Bus passes are available to Regis College students and can be picked up in the Office of Student Activities. Reduced rate bus passes are available to Regis faculty and staff and are available in the Cashier’s Office.

CAMPUS SAFETY
Manuel Amado, Director
The Regis University Campus Safety Office exists to provide a safe and secure environment for the entire Regis community. A staff of 14 full time Campus Safety officers works in teams of two on all shifts to provide 24-hour a day coverage, seven days a week, including holidays. Campus Safety works with students, faculty, and staff to promote awareness and support of safety and security issues. Campus Safety provides vehicle, bicycle, and foot patrol, responds to all incidents and emergency situations, and provides an escort service to and from residence halls and parking areas. Campus Safety also provides assistance for community events and activities on campus, maintains continuous phone and radio contact with the officers in the field, provides parking enforcement, and makes presentations to the community on security and safety issues. The office provides regular information alerts in the Update and Highlander newspaper as well as distributing periodic memos to the community alerting it of security and safety issues.
CANCELLATIONS
In the event of inclement weather (i.e., blizzard), students should call the University Weather line at 303-458-1818 or check insite.regis.edu for closure information. In addition, Regis University has established the RU Alert Emergency Notification system. Members of the Regis community are encouraged to sign up for the RU Alert system, which will notify and give direction to students, staff and faculty upon the University’s confirmation of a significant emergency, dangerous situation, or campus closure. In the event of such emergency, notification may be sent through RU Alert via text messages and email announcements. Students, faculty and staff may sign up for the alert system on www.in2.regis.edu.

CAREER SERVICES
Richard DelliVeneri, Director
Career Services educates and empowers all students and alumni to make informed career development decisions and create and implement strategies to successfully pursue their career goals. The services provided to support this mission include:
• assisting in identifying skills, interests, abilities, and values in order to set and achieve academic and career goals;
• teaching the process of gathering, understanding, and using job market information;
• increasing effectiveness in conducting a job search campaign, including assistance in writing resumes and cover letters, developing skills in practice interviews, and using networking techniques to tap into the hidden job market;
• providing information, resources, and advice for graduate school research, selection and application;
• making full- and part-time job postings available through the CareerLink online job site; and
• offering opportunities to meet employers at career fairs, employer panels, and other on-campus recruiting and networking events.

Career development services are provided by professional staff in individual sessions in person and by phone (including Skype sessions), in group workshops, and through online resources at www.regis.edu/careerservices.
Location: Coors Life Directions Center, Northwest Denver Campus
Hours: 8:30 am to 5:00 pm, Monday through Friday
Contact Number: 303-458-3508
Contact email address: careers@regis.edu

CASHIER’S OFFICE
Students may cash checks, purchase stamps, and pick up work-study checks in the Cashier’s Office.
Location: Main Hall, Room 128
Hours: 9:00am to 5:00pm, Monday through Friday
Contact Number: 303-458-4129

CHAPEL SCHEDULE
During the academic year, Catholic masses are held in the main chapel of the St. John Francis Regis Chapel on Sundays at 11:00 a.m. and 7:30 p.m. Daily Mass is held in the Madonna Della Strada side chapel at 12:00pm Monday-Friday. Prayer is also held Wednesdays at 9:00pm in the small chapel. Interfaith prayer services take place Wednesdays at 11:30am in the Chapel. Please contact University Ministry at 303-458-4153 for more information.

COMPUTER LABS
Regis University offers the free use of computer labs to all students. Several labs are located on the garden level of Carroll Hall and Peter Claver Hall. Dayton Memorial Library also has computers for student use. Each residence hall also has its own computer lab with a laser printer for use by the residents of the building.

COPY AND MAIL SERVICES
Jackie Kinsella, Manager
MAIL CENTER SERVICES
Ricoh is responsible for picking-up, sorting, processing, metering, and delivering all incoming and outgoing mail. This includes all US Mail, overnight packages (FedEx, UPS, etc.), hand deliveries, and interoffice mail. This also includes delivering mail to student

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mailboxes located in O’Connell Hall and the Residence Village. Mailboxes, as well as mailbox keys are managed through our office. If you have questions about your mailbox or mail delivery, please feel free to contact us. All outgoing overnight packages must be in the mail center no later than 3:00pm for processing.

COPY CENTER SERVICES
Ricoh will provide a full range of quality copy services including:
• Black and White Copying
• Collating / Stapling
• Laminating
• Spiral Binding / Booklet Binding
• Color Copying
• Oversized Posters

When utilizing the services provided in the Service Center, you can submit the request through Email to cpc@regis.edu or call ext. 4380 for a pickup of hard copy originals. All hard copy requests must have a copy request form filled out completely so that instructions are clear and understandable. We ask that you avoid using "ASAP" when filling in the time/date due section. Please be as specific and realistic as possible. Copy and Mail Center can only take cash or check for services provided.
Location: 1st floor O’Connell Hall
Hours: Monday through Friday 8:00am-5:00pm
Contact Number: 303-458-4380

FAXING
Students may send and receive faxes via the Mailroom. Faxes should be addressed as follows:
Name
Student Mail Box
(303) 964-5475 (Fax)

Receiving or sending a fax costs $.50 per page (domestic). Notice of receipt of a fax will be placed in student mailbox giving instructions on picking up the fax. Under no circumstances should students use a campus fax machine other than the mailroom fax for personal use.

Students who require international faxing services must go through the Copy and Print Center. Sending or receiving international faxes cost $3.00 per page.

MAIL
All resident student mail is normally delivered to student mailboxes by 12 noon on weekdays. There is no delivery Saturdays and Sundays. Notices will be placed in student mailboxes giving instructions for picking up any oversize packages. Resident students having difficulty with receiving mail should notify the Mailroom. Mail should be addressed to you as follows:
Name
Student mail box # or Residence Village box #
c/o Regis University
3333 Regis Boulevard Denver, CO 80221-1154

• Packages may be sent through the Mailroom via Federal Express, DHL, Global Mail, U.P.S., and U.S.P.S.
• Stamps are available from the Mailroom and the Cashier’s Office.
• Letters may be mailed from the Mailroom or the Postal Box adjacent to the Student Center parking lot.

COUNSELING AND PERSONAL DEVELOPMENT
Dr. Chaney Givens, Director
The Office of Counseling and Personal Development strives to support students in their psychological well-being, personal and social development and academic success. We promote healthy lifestyles and a community that minimizes harm and maximizes potential for health and well-being. We provide individual consultation, group seminars and campus-wide awareness activities related to a broad range of mental and physical health-related issues. Our services include short- and long-term psychotherapy, crisis management
services and consultations to students, faculty and staff. All services are free and confidential to those students who are enrolled full time in the Regis College, Accelerated Nursing, CHOICE Nursing, Masters in Biomedical Sciences, Doctoral of Pharmacy or Doctoral Physical Therapy programs. Our staff is made up of experienced licensed mental health professionals, doctoral level trainees and a consulting psychiatrist who visits campus weekly. We advise the Active Minds student group, in addition to hosting educational workshops and seminars throughout the year.

Coors Life Direction Center, (303) 458-3507
Open 8:30 am to 5 pm. Our main telephone line is answered 24 hours/day, 7 days/week, 365 days/year by mental health clinicians to provide support and resources. www.regis.edu/ocpd

DIVERSITY, ENGAGEMENT AND INCLUSION
At Regis University the term “diversity” affirms our faith inspired commitment to build an inclusive community that values the dignity and contributions of all our members. In this community, human differences thrive in a learning environment characterized by the Jesuit traditions of mutual respect and the pursuit of justice. Age, gender, race/ethnicity, class, disability, sexual orientation, religion, and other forms of human differences contribute to the richness and vitality of our living community. This work is done through a variety of educational programs and learning opportunities such as cultural celebrations, student and staff affinity groups, workshops and dialogues done collaboratively with various departments led by the Office of Diversity, Engagement and Inclusion.

In accordance with our Jesuit values, the Office of Diversity, Engagement and Inclusion provides leadership and resources which enable individuals—whatever their identities, backgrounds, or institutional roles—to realize their capabilities, achieve their visions of success, and engage meaningfully in a dynamic, thriving and inclusive community.

Location: Student Center 219
Hours: 8:30 am to 5:00 pm, Monday through Friday
Contact: (303) 964-5304
diversity@regis.edu
www.regis.edu/diversity

FOOD SERVICES
Bon Appétit
Letina Matheny, General Manager
At Bon Appétit Management Company, we recognize the great power and importance of food. Dining rooms are gathering places. Breaking bread together helps to create a sense of community and comfort. We recognize the important role we fill and take great care to honor our position on the Regis University campus. We are a culture driven to create food that is alive with flavor and nutrition, prepared from scratch using authentic ingredients. We do this in a socially responsible manner for the well being of our guests, communities and the environment. We show this care in our operations every day by...

- Cooking food from scratch using fresh seasonal ingredients
- Taking our role in the community seriously and making socially responsible purchasing decisions
- Serving great tasting, authentic and nutritious food that exceeds the expectations of our guests including vegetarian, vegan, and international diners
- Providing opportunities for all our employees, including student workers, to develop their potential and abilities
- Recognizing that every client we serve is unique and creating tailored food programs for each one
- Serving a wide variety of menu items at each meal, each day keeping things fresh, fun, and interesting – you won’t find a cycle menu at a Bon Appétit account
- Viewing our operations as onsite restaurants competing with local off campus restaurants - never resting on the idea of a "captive audience"
- Being a leader in our industry by working to create a more sustainable food system.

All unmarried, non-Metropolitan Denver first-year students under the age of 21 are required to choose a meal plan through Bon Appétit. Meal plans are optional, however, for sophomores, juniors, and seniors. Students select meal plans during financial clearance at the beginning of each semester. Meal plans may be changed during the first week of the semester. After that time, no changes are allowed. The price of each meal plan includes food service product costs, labor and general food service expenses, University utilities, equipment replacement, repairs and administration.
Food can be paid for by using your meal plans, cash or credit card. All requests for meal plan changes should be made with the Office of Student Life located in the Student Center and must be filed within one week from the start of the semester. Special diets recommended by doctors can be met in most cases. Students should contact the Dean of Students for these arrangements.

Please visit our website http://www.cafebonappetit.com/regis or www.bamco.com

IDENTIFICATION CARDS
All students are issued with a Regis University Identification Card. This card is required for library services, participation in the food service program, and when requested by proper authorities. These cards are not transferable. Lost cards may be replaced on the second floor of the student center, room #223 (commuter students, graduate students, staff and faculty) or in the Office of Residence Life, Housing and Event Services (residential students), located in Modular A1. A replacement fee of $50 (between 8:30am and 3:00pm) or $99 (after hours and on weekends) will be assessed to the student accounts of residential students.

INSTITUTE ON THE COMMON GOOD
Paul Alexander, Director
The Institute, dedicated to promoting the vision of the Common Good in society in Catholic Social Teaching, sponsors campus speakers, including the Nobel Peace Laureate series, and public and private forums that seek to build community and common ground between often conflicting views in society. The Institute also administers grant programs for Colorado communities and schools.

Location: Loyola Hall, Room 30
Hours: 8:30am to 5:00pm, Monday through Friday
Contact: 303-458-4967

JOBS
Regis University has an on-line “Job Board” for on-campus work-study employment located on InSite, the University’s portal, under the classified section. Current students seeking work-study positions can search through a wide variety of opportunities posted frequently on the board. The work-study program is administered by the Financial Aid Office, Office of Enrollment Services.

Career Services has an excellent staff, equipped with a wide range of tools for students seeking off-campus employment and assistance with career decisions related to selecting a college major and/or post-graduate program and deciding on an appropriate career path. You can contact Career Services in person at the Coors Life Directions Center, Room 125, by phone at 303-458-3508, or by email at careers@regis.edu. Additional information can be found on the Career Services website at www.regis.edu/careerservices.

THE LEARNING COMMONS
Michael Ennis, Director
Located in Clarke Hall 241, The Learning Commons is a collaborative university-wide unit that provides resources to support and enhance the academic experience. We promote academic excellence for all Regis University students through prior learning assessment, writing consultation, and academic tutoring. For more information, please visit our website: www.regis.edu/learning-commons

Tutoring Services – Megan Rich, Administrative Coordinator, Tutoring
Regis University Tutoring Services provides free one-on-one or small-group academic support for all Regis University students, whether your goal is to catch up in a class, get ahead in your coursework or stay ahead in your studies. To view available subjects and schedule an appointment, please visit our online scheduler: www.regis.edu/tutoring

The Writing Center – Ameeta Scott, Administrative Coordinator, Writing Center
The Writing Center provides free one-on-one consultation for any aspect of the writing process, from brainstorming ideas to polishing a final draft. Whether you feel frustrated or confident about your writing, we can provide constructive feedback to help you meet your instructors’ expectations and improve your understanding of academic writing. To view our schedule and to make an appointment, please visit our online scheduler: www.Regis.edu/writing-center.

LIBRARY SERVICES
Janet Lee, Dean of the Library
The Regis University Library provides the Regis community with significant resources for research, including print, online, and multimedia; a variety of areas for individual study and collaboration; and professional assistance for extensive research and document delivery. The Library is committed to providing excellent service to all students, no matter their location or mode of instruction,
through the use of both physical and electronic delivery methods and through the means of a variety of communication technologies. Dayton Memorial Library, which houses the physical collections and staffing, is located on the Northwest Denver campus and offers an extensive array of resources and services. These include 300 individual study stations, numerous group study rooms, individual faculty study suites, a multimedia production lab and studio, a computer classroom, a screening classroom, and two multi-functional meeting rooms.

The Regis collections contain more than 280,000 print volumes, current print periodicals, over 58,000 full-text online journals, and access to over 85,000 ebooks. Regis is a depository for federal government documents and offers a growing collection of multimedia materials including 9000-plus documentary and feature DVDs, audio CDs, and digital programming in a variety of formats. The Regis Archives and Special Collections contain the inactive administrative archives of Regis University and Loretto Heights College, unpublished materials documenting the Catholic presence during the nineteenth century in the Southwest, the Richard H. Truly U.S. Space Program Collection, the Notarianni Political Collection of 3,000 U.S. presidential campaign items, and the Edward S. Curtis forty-volume set of ethnographies and photogravures depicting pre-industrial cultures of the North American Indian. The Regis Santo Collection includes over 800 historical and contemporary Roman Catholic devotional objects from the American Southwest, Mexico and throughout Central America, and the Philippines. More than 100 santos from this teaching collection are on display in the Dayton Memorial Library santo gallery. Portions of some Special Collections and the Santo Collection are available online through the Regis University Digital Repository: http://rudr.coalliance.org.

The Regis University Library contributes to Prospector, an integrated online catalog, which links the Library to the major academic and public libraries in Colorado and Wyoming. Prospector provides access to more than 25 million volumes with physical delivery to the user in a matter of days. The Library licenses more than 160 specialized, full-text, and statistical databases. The Library also provides traditional and electronic reserves. The Library is committed to excellence in library instruction, which strives to help students and other groups become independent users of libraries and informed consumers of information in multiple formats. Every year, librarians are teaching an increasing number of students about research skills in a variety of settings, including hands-on research sessions, class visits, and online instruction sessions.

Library Hours:
Monday – Thursday 7:00am-midnight
Friday 7:00am-6:00pm
Saturday 9:00am-6:00pm
Sunday 11:00am-midnight
Note: Library hours are extended during mid-terms and final exams.
Reference Desk: 303-458-4031
Circulation Desk: 303-458-4030
www.regis.edu/library

LOST AND FOUND
The center for all lost and found items is Campus Safety, located in Main Hall 129. The phone number is 303-458-4122.

MILITARY & VETERAN’S SERVICES
John R. Sweet, Military and Veterans Services Coordinator
The Military & Veterans Service Coordinator provides a liaison between the student veteran and military member, campus resources and outside organizations to ensure that the issues faced by student veterans are adequately addressed. Student veterans are an invaluable resource too often overlooked, but many are ideally prepared to assist in the Regis mission as they prepare for a new one of their own. The Military and Veteran Services Coordinator provides general information on how to use resources and links the student veteran with the appropriate people on campus and in the community to address more in-depth questions. Military and Veteran Services Coordinator assesses how the needs of Student Veterans and active military at the University are being met and identifies new concerns and ways for the University to address them. Military and Veteran Services Coordinator also manages the Veteran Student Center on ground and online and ensures currency of services. This includes training of university employees and assessment of civilian-military relations and ways to improve them.

Locations: Room 311 office, Room 317, Clarke Hall, Northwest Denver Campus. Also, Military and Veterans Resource Center, Colorado Springs Campus.

Hours: Open 8:00am – 5:30pm or by appointment.
OFF-CAMPUS HOUSING
Students eligible to live off-campus and seeking nearby housing options may check listings located on the Off Campus Housing Board located on the second floor of the Student Center or by contacting the Office of Student Activities.

OFFICE OF RESIDENCE LIFE AND HOUSING
Njål Lundberg, Director
The Department of Residence Life, Housing and Event Services is responsible for all aspects of the residential program including selection and training of residential staff, room assignments, room changes, discipline, facilities accommodations, and programming. This department is also responsible for conference services. All inquiries regarding these areas should be made to the Department of Residence Life, Housing and Event Services located in the Modular A-1 (directly behind OC).

A professional staff member, the Residence Life Coordinator, a senior staff member, Resident Assistants, and Peer Ministers staff each residence hall. The residence hall staff works to insure and promote the quality of community life in the hall through educational programming, spiritual development, social activities, and advising. Campus housing is available to Regis College undergraduate and graduate students of the Rueckert-Hartman College for Health Professions. Additional information is available at www.regis.edu/housing.
Location: Modular A1
Hours: 8:30am to 5:00pm, Monday through Friday
Residence Life Contact Number: 303-458-4991

STUDENT ACTIVITIES
David E. Law, Director
The Office of Student Activities pursues the development of a university community that creates a place for every student to be successful, involved, and engaged in the work of creating a life of meaning. Student Activities accomplishes this by mentoring and collaborating with visionary students who excel at creating leadership opportunities, programs, and events that enrich and enliven the collegiate experience. Striving to get every student involved during their Regis journey, the Office of Student Activities engages students on-campus and off, abroad and around town, evenings, weekends, and over breaks. Student Activities is dedicated to creating exceptional experiences that challenge, stretch, reward, and serve.

In pursuing this mission, Student Activities advises the Regis University Student Government Association (RUSGA), clubs, organizations and student media. Student Activities is also the hub for New Student Orientation, Family Weekend, the Best of Colorado, Last Call, RegisCorps (an experiential leadership certificate program), and many other exciting programs.

RegisCorps, Regis University’s Leadership Development Program, challenges students to become leaders in the service of others through classroom and experiential learning opportunities. Following in the footsteps of St. Ignatius, RegisCorps invites students into a transformative leadership experience, preparing them to dedicate their lives for the common good. The program supports five areas of leadership interests – experiential, servant, organizational, entrepreneurial and community engagement – that encourage students to pair their developing leadership skills with their professional areas of interest.
Student Center Room 200, (303) 458-3505
Open Monday through Friday, 8:30 am - 5 pm
www.regis.edu/studentactivities

STUDENT DISABILITY SERVICES AND UNIVERSITY TESTING
Dr. Joie B. Williams, Director
Regis University is committed to ensuring equal access to academic programming for students with disabilities by providing academic accommodations and services for those students who show eligibility for said accommodations. Accommodations are determined on a case-by-case basis after review of current documentation by the Student Disability Services Office staff. The responsibility for presenting current documentation to this office lies with the student. For information on documentation requirements, please contact our office or visit our website at www.regis.edu/disability or email us at disability@regis.edu.

Students may self-disclose their disability at any time; however, since accommodations are not retroactive at the post-secondary level, students are encouraged to contact the Disability Services Office as close to the start of their academic terms as possible. This process
allows for sufficient time for documentation review to determine eligibility for services and meet with the student to review accommodations requests and procedures. All accommodations at Regis University work through the Student Disability Services Office.

University Testing Center
The testing center offers a variety of exams on a regular basis, including nationally recognized, standardized exams that allow students to earn college credit for prior learning experience. We also provide proctoring services. Please visit our website for more information, or to schedule an exam: www.regis.edu/testing
Location: Clarke Hall, Room 224 of the Learning Commons
Hours: 8:30am to 5:00pm, Monday through Friday
Contact Number: 303-458-4941

STUDENT HEALTH SERVICES
Jennifer Domenico-Brock, Director
Student Health Services is located in the Coors Life Directions Center. In keeping with the Jesuit tradition we believe that the mind, the body and the spirit are interconnected. We practice traditional medicine but emphasize the whole person in our medical approach.

Services are available to traditional undergraduate and Master of Biomedical Science students in Regis College, Doctor of Physical Therapy and Doctor of Pharmacy students and students in the accelerated and traditional nursing program. A board certified family nurse practitioner and board certified physician assistant are on duty each weekday. A physician has hours on campus at specified times during the academic year.

Student Health Services provides routine ambulatory medical care and gynecological services. Our clinicians also treat minor emergencies, dispense medication, provide treatment for chronic medical problems, make medical specialty referrals and offer immunizations and screening for tuberculosis. All students health records are kept strictly confidential and can only be released to another person, including parents, with the written permission of the student.
Location: Coors Life Directions Center
Hours: 7:30am-5:00pm, Monday through Friday
Contact Number: 303-458-3558
www.regis.edu/shs

STUDENT LIFE / DEAN OF STUDENTS
Diane McSheehy, Dean of Students
The administrative responsibility for the supervision and coordination of the Student Life areas and staff rests with the Dean of Students. These areas include Career Services, Counseling and Personal Development, Health Services, Leadership Development Program, Life Directions/Wellness Program, Residence Life, Housing and Event Services, and Student Activities. The Dean also serves as a liaison with Bon Appétit Food Services and the University’s health insurance provider. Finally, the Dean of Students is also responsible for overseeing the implementation of the student conduct program. Location: Student Center, Room 223
Hours: 8:30am to 5:00pm, Monday through Friday
Contact number: 303-458-4086
www.regis.edu/studentlife

MISSION STATEMENT
In keeping with the Mission of the University, its educational goals and assumptions, the Division of Student Life strives to support the growth and development of Regis students...
• Through the Jesuit tradition of cura personalis, the care and concern for the individual human person,
• Through an effort to integrate development of the whole person - spiritually, personally, socially, physically, intellectually and vocationally,
• Through programs that develop leadership skills and encourage students to assume positions of significant responsibility,
• Through promotion of an academic atmosphere in all student activities and services,
• Through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community,
• Through activities that promote service to others on and off-campus,
• Through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential.
• To these ends, the University provides the following departments and programs to serve its students.

UNIVERSITY MINISTRY
Kristi Gonsalves-McCabe, Director

University Ministry serves the entire Regis University community. In the Jesuit tradition, University Ministry provides opportunities and activities that enable members of the community to respond to the invitation of St. Ignatius Loyola to find God in all things. God is present in our lives and can be discovered through faith in all natural and human events, in history as a whole, and, most especially, in the lived experience of each person. To encourage students to integrate mind, body and spirit, University Ministry offers Sunday and weekday liturgical services, opportunities to get involved in the Chapel Choir or other liturgical ministries, weekend retreats, spiritual direction, small faith sharing groups, the Romero House faith and justice community, sacramental preparation, special University community celebrations, reflections on justice issues and service opportunities. Location: Student Center, 2nd floor
Hours: 8:30am to 5:00pm, Monday through Friday
Contact Number: 303-458-4153
www.regis.edu/ministry

UNIVERSITY MISSION
Dr. Thomas E. Reynolds, Vice President

The Mission Office promotes awareness and participation in the University’s Jesuit, Catholic identity through the following efforts:
• Orientation programs for new students, faculty and staff.
• Conferences, publications, and presentations.
• Ignatian Spirituality retreats and reflections.
• Sponsoring the installation of religious art in and about the University campus.
• Oversight of key University departments related to mission.
• Grants and scholarships in areas of Catholic studies, leadership, and ethics.
Location: Office of the President, Main Hall
Hours: 8:30am to 5:00pm, Monday through Friday
Contact Number: 303-458-4087

WELLNESS AND RECREATION
Brad Logar, Director

The Department of Wellness and Recreation provides leadership and direction in developing a thriving culture of wellness, recreational engagement, and lifelong health for the entire Regis University community. The department engages students, faculty and staff through services and programming that encompass the physical, psychological, social, emotional and behavioral dimensions of health and well-being and fitness, recreation, and wellness promotion. The department meets these important community needs through wellness outreach and education, the university fitness center, Outdoor Adventure Program, Intramural Sports, Informal Recreation, Club Sports, CHOICES peer education, and other programs that engage the community around healthy lifestyles and wellness.
Location: Coors Life Directions Center, Room 118
Hours: 8:30am – 5:00pm, Monday through Friday
Contact Number: (303) 458-3559
www.regis.edu/wellness

Fitness Center
Information, hours and group fitness class schedules will be posted at www.regis.edu/fitness
Location: Coors Life Directions Center, Room 118
Hours during Regis College fall and spring semesters: Monday through Thursday, 6:00am-11:00pm; Friday, 6:00am-6:00pm; Saturday and Sunday, 10:00am-8:00pm. Winter break and summer hours vary
Contact Number: (303) 458-3563.
Living on Campus:

Residence Life and Housing Mission Statement

The Department of Residence Life and Housing seeks to provide quality services, a safe community environment conducive for learning and spiritual growth which supports the Jesuit tradition of “Cur a Personalis,” care for the whole person.

Core Values

- Clean, safe and secure environment.
- Promote student learning and teach responsibility.
- Service of others.
- Care for the whole person.
- Support and promote respect for multiculturalism.
- Civic responsibility.
- Provide support and resources.

The residence life program at Regis University is an important part of the educational environment, as your living experience will be a complement to your classes. You will find it interesting and exciting to meet a variety of people your age with a wide range of interests, abilities and philosophies.

Each residence hall is staffed by a professional Residence Life Coordinator (RLC), a student Senior Staff (SS) and several Resident Assistants (RAs), Peer Ministers (PMs), and Desk Assistants (DAs). All professional and student staff go through extensive, specialized training to program for students, create a positive residential experience, and foster a safe living and learning environment.

The RLC is a professional staff member who lives in the residence halls. RLCs are directly responsible for managing a particular hall, including its overseeing programs, maintenance, housekeeping, safety and disciplinary standards. SSs are upperclassman, full-time Regis students who bring RA and leadership experience. They serve as a supervisor to RAs of their particular hall, and they support the RLC in leadership.

RAs are full-time Regis students who live on a particular wing of a floor in a residence hall. They program for the holistic development of residents, and they create a strong presence in the halls, assisting with both individual and group concerns. Peer Ministers (PMs) provide spiritual programming for the hall and work with other hall staff members to provide support for the residents. They maintain a presence in the halls through sharing common areas and reaching out through diverse programming.

There is also a staff of Desk Assistants (DAs). These students work at the front desks of each hall, striving to work with the RAs to provide a 24-hour staffing. DAs and the RAs who are on duty serve residents by checking out equipment, maintaining security with regular rounds, monitoring traffic throughout the hall and answering residents’ questions.

Pomponio Village and themed houses do not have traditional desk or hall staffing. However, they do have live-in student staff members who assist with monitoring for safety, serving as a resource for all residents, and programming for development of all residents. They also have professional staff members who oversee their processes.

The Residence Life Staff helps to build and support our residential community. These positions are leadership opportunities students may explore their sophomore, junior and senior years. This kind of service is a great way to develop skills being learned in the academic classroom. Students interested in these positions and leadership paths should ask a member of the Residence Life Staff for more information about the training and application process.
Letter from the Director

Everyone knows that University life is more than academics. It’s about having new experiences; it’s about discovering new educational and social opportunities; and it’s about being out on your own. It’s as much about the way you live as the classes you take. Living on campus will help you make the most of your University experience.

As a part of the Division of Student Life, the Department of Residence Life plays an integral role in our students’ education and development. We support Regis University’s mission by providing services, policies and programs that enhance academic and social experiences in a safe, friendly and challenging residential community.

We feel that campus living combines the essential elements for a successful college experience. All residents are stewards of our residential communities and are encouraged to take responsibility for their success.

There’s a growing sense of shared community in our residence halls, a sense of service and of commitment.

We’d like you to be a part of that community. Please join us!

Sincerely,

Njal Lundberg

RESIDENCE LIFE STAFF
Office of Residence Life and Housing .................................................................................. 303-458-4991
Njal Lundberg, Director of Residence Life and Housing
Jackie Kus, Assistant Director for Residence Life
Yadeira Burnett, Assistant Director for Housing
Celina Clymer, Administrative Assistant

DeSmet Hall .................................................................................................................. 303-964-6000
Sara Bugajski, Residence Life Coordinator ........................................................................ 303-964-5398

O’Connell Hall ............................................................................................................... 303-964-6001
Erika Lindstrom, Residence Life Coordinator .................................................................. 303-964-3613

West Hall ...................................................................................................................... 303-964-6002
David McCoy, Residence Life Coordinator ...................................................................... 3-964-3697

Residence Village ......................................................................................................... 303-964-6170
Residence Life Coordinator ............................................................................................ 303-964-3613

Pomponio Village .......................................................................................................... 303-458-4991

Housing
Residence Life manages the on-campus student housing facilities: Residence Village, DeSmet Hall, O’Connell Hall, West Hall, Pomponio Village, and the Ignatian Village houses. In doing so, they staff and maintain the buildings as well as manage and assist the residents of the buildings.
The residential facilities are co-ed by wing, suite, or unit, however there are instances of single-gender floors as demographics dictate. All on campus halls feature 24-hour computer labs, free laundry, and community lounges. First year students live in O’Connell Hall, DeSmet Hall and West Hall 1st floor, while sophomores, juniors, and seniors are eligible to live in the West Hall, Residence Village, and Ignatian Village houses. Rueckert- Hartman College for Health Professions students are eligible to live in Pomponio Village.

Housing Rates for 2015-2016
O’Connell and DeSmet double: $2,700/semester
O’Connell and DeSmet single: $3,550/semester
West Hall double: $2,700/semester
West Hall single: $3,550/semester
Residence Village double: $3,050/semester
Residence Village single: $4,000/semester
Ignatian Village Houses double: $2,900/semester
Ignatian Village Houses single: $3,400/semester

Graduate Housing for 2015-2016
Pomponio Village Studio: $680/month
Pomponio Village 1 bedroom: $730/month
Pomponio Village 2 bedroom: $1,000/semester

Housing Refunds 2015-2016
As stated in the Regis University Academic Year Housing Contract, refunds for housing will only be provided for authorized cancellations. Cancellations will be determined as authorized withdrawals at the discretion of the Office of Residence Life, Housing and Event Services. Examples of authorized cancellations include Study Abroad, Total University Withdrawal, Graduation, Financial Duress, etc. Unauthorized cancellations will not be released from the housing contract and will be held to the housing charge for the entire semester. Authorized cancellations will be refunded according to the following schedule:

| Fall Semester |
|---|---|---|
| Prior | to | 7/24/2015 | Forfeit Entire Housing Deposit |
| 7/25/2015 | to | 8/23/2015 | 75% of Semester Housing Cost Refunded |
| 8/24/2015 | to | 9/1/2015 | 50% of Semester Housing Cost Refunded |
| 9/2/2015 | to | 9/8/2015 | 25% of Semester Housing Cost Refunded |
| 9/9/2015 | to | End of Term | No refund |

The Regis University Academic Year Housing Contract is a full academic year contract. Students withdrawing from housing for the spring semester even if authorized, must follow the below Spring Semester dates:

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>12/11/2015</th>
<th>Forfeit Entire Housing Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior</td>
<td>to</td>
<td>1/10/2016</td>
</tr>
<tr>
<td>12/12/2015</td>
<td>to</td>
<td>1/19/2016</td>
</tr>
<tr>
<td>1/11/2016</td>
<td>to</td>
<td>1/26/2016</td>
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<tr>
<td>1/20/2016</td>
<td>to</td>
<td>End of Term</td>
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</tbody>
</table>

Housing contracts are binding for the entire academic year. Students wishing to petition a cancellation of contract and move off campus are required to fill out a Housing Cancellation Request Form found under the “Housing Forms” tab at www.regis.edu/housing
and submit the form in person to the Office of Residence Life and Housing, Modular A1; via email to reslife@regis.edu; via fax to (303)964-5266; or via mail to 3333 Regis Blvd J-16, Denver, CO 80221 no less than two weeks before their expected move-out date.

Meal Plan Rates for 2015-2016

Plan A - $2,320
Freshmen must choose either Plan A or Plan B.
19 meal swipes per week in the Main Café (includes 4 meal equivalencies) and $300 flexible spending dollars. Plan A offers breakfast, lunch, and dinner Monday-Friday, brunch and dinner on weekends. Swipes valid for student with purchased meal plan only. This plan will be automatically renewed from fall semester to spring semester.

Plan B - $2,215
Freshmen must choose either Plan A or Plan B.
12 meal swipes per week in the Main Café (includes 2 meal equivalencies) and $400 flexible spending dollars. Plan B is a slightly smaller meal plan for students preferring a smaller meal plan option and more declining balance dollars. Plan B offers twelve meals per week, meals can be used anytime throughout the week. Swipes valid for student with purchased meal plan only. This plan will be automatically renewed from fall semester to spring semester.

Plan C - $1,195
This plan is not available to freshmen.
Any 50 meals per semester in the Main Café and $500 flexible spending dollars.
Under this plan, you may treat your friends and family to meals in the Main Café during any meal period. Flexible spending dollars can be used at any of the four locations. This plan will be automatically renewed from fall semester to spring semester.

Commuter Plan - $315
Any 30 meals per semester in the Main Café and $75 flexible spending dollars.
Commuter Plan – This plan is only available for commuter students although students may choose any of the four plans. Under this plan, you are also able to treat friends and family to meals in the Main Café during any meal period. The Commuter Plan will not automatically renew, you must sign up for it each semester.

What is a meal equivalency?
If you have plan A or B you have either 4 or 2 meal equivalencies respectively per week that can be used at Claver Café; if you do not use your equivalencies during that week they do not roll over. Student must inform cashier when meal equivalency is going to be used otherwise it will be deducted from your flexible spending dollars and cannot be reversed. Meal equivalency swipes cannot be used for retail, bottled beverages, or grab and go; you will be allotted $6.25 for breakfast and $9.25 for lunch and dinner. You are not obligated to use your meal equivalencies if you prefer to eat in the Main Café for every meal.

- All meal plan changes must take place within the first week of the term. Fall semester deadline to make changes is August 28, 2015. Spring semester deadline is January 15, 2016.
- Flexible spending dollars can be used at the Claver Café, the Book and Bean and Clarke Café and to swipe friends/family in to enjoy a meal in the Main Café. Meal swipes can only be used in the Main Café.
- Flexible Spending Dollar balances and meal swipes do not transfer to the following semester/year.
- To sign up, make changes or add additional flexible spending dollars to your meal plan, visit www.regis.edu/mealplans and select “FORMS”.
- Freshmen must choose plan A or B.
RESIDENCE HALL ADMINISTRATIVE PROCEDURES

ALTERATION OF ROOMS
A student room should be a comfortable and familiar place in which to live. Therefore, some room decorating and alteration may be desired to accommodate personal preferences. Furniture and University-provided furnishings must remain in room at all times.

Painting of rooms by students is not permitted. If a student believes the room needs new paint, a request must be made to the Office of Residence Life. Residents who want their beds to be bunked or unbunked must have this done by University staff; they may request this on the appropriate forms or by submitting a work order request. Personal bunking and/or lofting kits are prohibited. Paneling, cork board, mirror tiles and other glued, adhesive, or nailed items are not to be installed by students. 3M-style adhesives are also prohibited. Nothing is to be attached to ceilings or ceiling tiles, and ceiling tiles are not to be moved. Anything on the walls must only be attached using the UHU removable adhesive putty provided to them by the Residence Life staff. Alterations undertaken without prior written approval may be replaced at the expense of those responsible and may be considered a violation of Residence Hall Policies. Rooms may be inspected to assure that alterations adhere to these regulations. Disciplinary action, fine(s), and/or any restoration costs may be charged to the student(s) responsible for not complying with this policy.

Students are free to arrange their rooms according to their comfort; however, furniture cannot be arranged to impede visual access to a residence hall room. Furniture must not interfere with emergency evacuation egresses. The room and its furnishings must be returned to original condition prior to checking out of the room. Students are accountable for missing furniture whether the furniture is lost, stolen, damaged or not reset in the room.

BAG CHECKS
The Office of Residence Life may impose a period during which all students entering or exiting the residence halls carrying bags, backpacks, and/or boxes are subject to search. Other commonly searched items may include beverage and food containers. The Office of Residence Life will provide residential students with advanced notice as possible. During bag check periods, students should expect to stop at the front desk of the residence hall so that the Residence Life staff can complete the search. Students who do not comply in a cooperative manner, or who are in possession of contraband items are subject to disciplinary action.

COMMON AREA USAGE
Common areas of the residence halls are for the use of students living in the halls, programming areas for Residence Life Staff and floor meetings. Permission for the use of common area space for special meetings, forums, or discussions must be pre-approved by the Residence Life Coordinator three (3) business days prior to the event in writing. Forms for space use request can be obtained and submitted for non-residential based group meetings for clubs or classes. All common space furniture must remain in its original location. See “Damages” for additional information regarding common areas.

Lounges are located within the residence halls for the enjoyment of both individual residents and groups of residents. Residential students are expected to take responsibility for maintaining the upkeep of lounge facilities and respecting the rights of all residents. Lounges may be used for activities if they are scheduled through the Residence Life Coordinator.

Individual(s) hosting an activity in any common area will be responsible for cleaning that space and/or financial restitution if it is not left in its original condition. Students should not dispose of their personal trash in any of the common area trashes; leaving personal trash in a common area, outside of the receptacle, or “overflowing” from the receptacle may result in a rubbish removal fee. Students should dispose of all trash excessive of 12” in an outside trash bin. Personal items left in the lounge are especially susceptible to removal or theft. Students should not leave personal items in the lounges unattended.

DAMAGES
Students may be subject to both restitution and immediate disciplinary action whenever damage occurs. Damage may be of an intentional, accidental, or negligent nature. Please note that residents are responsible for submitting work orders and communicating with RLCs about damages in a timely manner. If the individual responsible cannot be identified, restitution will be determined in the following manner:

1. Residents are responsible for any activities or damages that occur in the room to which they are assigned.
2. Residents of the wing are responsible for damage that occurs within that wing’s common areas (lounges, hallways, bathrooms, etc.).
3. Residents of the floor are responsible for damage that occurs within that floor’s common areas (lounges, hallways, etc.).
4. Residents of the entire hall are responsible for any damage that occurs on a hall-wide basis (lobbies, stairwells, computer labs, and building exterior, etc.).
5. Residents of Residence Village or of themed houses are responsible for any damage that occurs to the unit’s property (kitchens, yards/porches, bathrooms, etc.).
6. Residents may be held responsible (in terms of costs, conduct, etc.) for guest behaviors that result in damages, per the University Policy regarding guests.
7. Damages are assessed by professional staff at the end of the student’s occupation of that room. Room Condition Reports (RCRs) are used to document any changes to the room during that occupancy.

ENTERING STUDENT ROOMS
The University respects the right of the student to the privacy of his/ her room. However, for reasons of safety, health, general welfare or official business, including reasonable grounds to suspect a violation of University policy, the University reserves the right to enter a student room and may do so without prior notification or without the student’s presence, if necessary. Throughout the year, including vacation periods, the University reserves the right to clean, check and repair residence hall rooms. Whenever possible, the University will notify the student in advance of maintenance work to be done and shall exercise all reasonable care with personal belongings of the student. The University will not be responsible for loss or theft of any personal belongings in student rooms. Routine Health and Safety Inspections will be conducted by the Office of Residence Life.

The University reserves the right to remove any object or material from a student room that violates a University regulation. Disciplinary action may be taken with any student(s) found in possession of such items. (Note: See section on University Security Rights and Authority).

FIRE SAFETY
Living in a residence hall requires each student to be responsible for abiding by all rules, particularly those designed to provide safety to individuals residing in the halls and to their property. Because of the seriousness of this matter, students are urged to carefully read all policies relating to fire safety: appliances gas grill/BBQ, decorations, smoking, and littering. Electric Blankets are also prohibited.

The Denver Fire Department enforces the fire code that requires that no items should be within 12 inches of the ceilings of all rooms. This may include posters, storage, and other personal items.

Additionally, students are not permitted to bring gasoline-operated items, nor gasoline and other similar flammable materials into the residence halls. Halogen and other torchiere-style lamps are also prohibited. Candles and incense are not to be used or stored at any time in the residence halls, unless used for liturgical activities sponsored by the residence hall staff. If candles or incense are found they will be confiscated by University Staff; violations may result in disciplinary actions. Hallways and stairwells are fire exits and must be kept clear of any furniture and other large items, which could obstruct emergency evacuation procedures.

Fire drills will be held periodically and all students are expected to comply with directions given to them by any residence hall, staff member, University staff or the Denver Fire Department. Students must respond to fire alarms and evacuate buildings as directed. All rooms will be checked during any such alarm. Failure to leave the building and/or to cooperate immediately will result in disciplinary action.

HOUSING ASSIGNMENTS AND CHANGES
Due to the demand for residential housing, the following guidelines have been written to handle special room assignment requests and mid-year room changes (For more information about the contents of this section, please visit our website at www.regis.edu/housing).

Availability of Single Rooms:
Single rooms may be available based upon availability (see “Single Room Special Needs Request” section).

Consolidation:
At any point in a semester the Office of Residence Life may enter a period of consolidation of students to ensure consistent and fair housing utilization. When a student’s roommate moves out the student will receive notification that they are being consolidated. All procedures regarding check in, checking out, and securing keys must be followed per the consolidation paperwork.
It is not always an option for a student to stay in his or her original room; rather, a consolidated student may be required to relocate. All newly consolidated students must complete a new Roommate Agreement and meet with their resident assistant accordingly.

Students have 48 hours to respond to the consolidation request and must relocate within a week of receiving the original letter, or they will be charged the weekly single room rate until they have moved in with a new roommate. The weekly single room rate is non-refundable.

If they are eligible to buy out their single (based upon availability) they will be given that option. If they are not eligible they will be required to consolidate with another student who is also in need of a roommate. Single rooms will be pro-rated based on the date that the roommate moved out; rates are calculated on a weekly basis.

Students who already have roommates are not eligible for consolidation. Single rooms will be pro-rated based on the date that the roommate moved out – rates are calculated on a weekly basis.

Room Changes:
A room change may be granted only after the student has completed the conflict resolution process described in the section titled, “Living with Your Roommate.” If a resident has completed that process and still wants a room change, the request must be made to the RLC and may be granted only as space is available. The RLC may ask that the roommates take additional steps before a room change can be granted. Students failing to obtain approval prior to any move will be subject to disciplinary action and a $50 Improper Check-Out fee will be applied to their account.

Living with Your Roommate:
Living with a roommate is an important part of a student’s college experience. For this reason, the University requires all roommates to participate in an initial meeting with their roommate and draw up a living agreement. This agreement is intended to direct an honest discussion about the roommate’s lifestyles and preferences, where each of the roommates can discuss what they need to be successful. It is expected that the roommates do their best to live up to their respective sides of the agreement. If a roommate conflict occurs, residents may request a meeting with a Residence Life staff member conducts a conflict resolution meeting, which normally will be held within 48 hours of the request. If the outcome of meeting with an RA is not satisfactory to either roommate, a meeting with the RLC is advisable. Room changes will not be granted until after those two steps have been completed.

SPECIAL NEEDS ACCOMMODATION REQUEST
If you have a disability or medical condition that requires you to have special accommodations such as a single room, please submit your written request with the below required documentation by a doctor or licensed mental health professional by the request due date of each year to the Office of Disability Services (303-458-4941: disability@regis.edu). DO NOT submit documentation to Residence Life!

Documentation must be on letterhead from a physician or licensed mental health professional and include the following:

- A diagnosis.
- Is impact of the condition life threatening if the request is not met?
- Is there a negative health impact that may be permanent if the request is not met?
- Is the request an integral component of a treatment plan for the condition in question?
- What is the likely impact on academic performance if the request is not met?
- What is the likely impact on social development if the request is not met?

A decision about your accommodation will be made by a panel of professionals who will in turn notify you of their decision in writing. Special needs requests will be evaluated in conjunction with the housing sign up timeline.

*Please note that if you are granted a single room based upon your needs, you will most likely be paying single room rates.

HOUSING SELECTION PROCESS
The Upper-class student housing selection process starts in January for students applying to live in West Hall, Residence Village, Pomponio Village and Ignatian Village for the following academic year. Only incoming first-year students may apply for DeSmet Hall and O’Connell Hall. First-year and second-year students are required to live in University housing. See the Office of Residence Life for details regarding these policies for the Residence Requirement.
Transfer students who are interested in living on campus should work with their Admissions Counselor and/or contact the Office of Residence Life and Housing. Transfer housing is not guaranteed, but the University can generally accommodate those who apply during the housing sign-up process for First Year and Transfer Students become involved in the housing sign-up process by going to www.regis.edu/housingsignup and following the instructions online.

IMMUNIZATION
Please see the policy in the section titled “University Policies”.

KEYS AND LOCKOUTS
In the event a hard key or keycard (student ID), is lost, stolen or misplaced, the resident must notify a Residence Life staff member immediately. The lock core must be replaced or the keycard must be reprogrammed for safety. The student will be charged a minimum of $65.00 for lock changes (per lock) and $50.00 for keycards during locksmith business hours (8:30a.m.–3:00p.m.) and a minimum of $99.00 for keycards at any time after business hours.

Residents who are locked out of their rooms should contact the RA or DA on duty. If there is no one on duty, they should try to find a Residence Life staff member. During business hours (8:30a.m.–5:00p.m.) on weekdays, residents can call the Office of Residence Life, Housing, and Event Services at (303)458-4991 for assistance. Once a student is let into his/her room, s/he should be able to present the room key. After the first lockout, a fee of $25.00 will be assessed to any student living in university housing who needs to be let into his or her room. The Residence Life staff tracks the dates and times of lockouts; residents who repeatedly request to be let into their room or Residence Village unit may be subject to disciplinary action.

Safety of the residence halls rests with individual students. Keys are not to be duplicated or given to others for any reason. Students who are in violation of this policy may be subject to disciplinary action. Residents are expected to keep their rooms locked and carry their keys with them; it is not the responsibility of their roommate, the Residence Life staff, or Campus Safety to ensure they have access to their room or unit.

LOSS AND THEFT OF PERSONAL PROPERTY
Residents need to have renter’s insurance. Additionally, residents should take the necessary precautions for safe keeping of their personal items. Residents who bring items of value or who bring medication to campus are strongly encouraged to store items in a personal safe. The University is not responsible for lost, damaged or stolen personal belongings from student rooms or from any common areas (lounges, parking lots, etc). The center for all lost and found items is the Office of Campus Safety located in Main Hall 129.

MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY
In compliance with the Higher Education Opportunity Act, this policy addresses the manner in which the University will proceed in the event that a resident student (i.e. a student who lives in University housing) is believed to be missing.

Any concern that a resident student is missing should be immediately directed to Campus Safety at (303) 458-4122. A resident student is considered to be missing if the person’s whereabouts have not been established for a period of 24 hours, or if there is information within the 24 hour period that suggests the person is missing. In such circumstances, staff, faculty, and students are required to immediately notify Campus Safety. Campus Safety will implement Emergency Protocol and will notify the appropriate law enforcement agency upon receipt of information establishing that a resident student is missing. Such notification shall be made in a timely fashion and within 24 hours of the receipt of this information.

In support of this policy, resident students are required to provide the University with the name and contact information of someone to be notified in the event that the resident student is determined by Campus Safety or the local law enforcement agency to be missing. Resident students can confidentially provide this information through their StarRez account. If a resident student is determined to be missing and is under 18 years of age and not emancipated, the University is required by law to notify a custodial parent or guardian, and any other contact person designated by the student not later than 24 hours of when the resident student is determined to be missing.

PHYSICAL AND MENTAL HEALTH
Residence Life policies are in place to ensure that the halls provide an atmosphere for study, personal exploration and development, as well as an atmosphere that is most conducive to intellectual, individual, and communal growth. Students are encouraged to exercise
their freedom and judgment while respecting the rights and needs of the campus community. At times, a student’s physical and/or mental health can create significant disruptions to the development and maintenance of that community. Subsequently, the Residence Life staff may become involved in addressing the student’s health concern, bringing in relevant resources (Office of Campus Safety, Office of Counseling and Personal Development, etc.) as necessary. Students may be expected to fulfill certain requirements, such as appointments with a health care provider, medication, or other treatments in order to treat the health issue while remaining in the residence halls. If the circumstances are determined to be more serious in nature, students may be asked to take a Medical Leave of Absence from Regis in order to restore their health to a level at which they are fit to live in a community. Under those circumstances the Special Administrative Evaluation protocol will be implemented.

POSTING ON RESIDENCE HALL DOORS
A student’s room should be a comfortable and a familiar place in which to live, yet, the structure and materials used that make up the room (door, door frame, walls, wood, etc) should not be damaged due to misuse. The Denver Fire Department requires that the outside of a residence hall door may be covered only 20% (~2 feet) with any material. No decorations may hang from one side of the hallway to the other side of the hallway.

The violation must be corrected within 24 hours by the student residing in the room that the violation occurred. If the violation is not corrected within 24 hours of notification, the Department of Physical Plant will remove the violation and students may be processed for a violation of this policy and/or fined accordingly.

RESIDENCE HALL MEETINGS
Living in a residence hall requires each resident to be responsible for knowing all policies, procedures, and changes to those policies and procedures for the residence hall in which the student lives. When a Residence Life student or professional staff member holds a mandatory meeting they will provide 24 hour notice of the meeting through two methods of communication and all invited residents must attend. Acceptable methods of notification include, but are not limited to, email, posted signs in the hall, notes to each room, or texts/phone calls. These mandatory Residence Hall meetings may be required for a room, suite, wing, floor, unit, house or hall (or any combination thereof).

Under extenuating circumstances, the resident must notify the appropriate Resident Assistant and Residence Life Coordinator of a schedule conflict at least 12 hours before the mandatory meeting is to occur and schedule a meeting with that staff member to cover the material that they would have missed. This one on one meeting should be held within three days of the mandatory Residence Hall meeting. Note: The staff member may hold the resident accountable for the information distributed at the original mandatory meeting effective from the time of that meeting. If the resident fails to comply, s/he is subject to disciplinary action.

RESIDENCE HALL SECURITY
All residence hall outside doors will be secured 24 hours a day. Students must have their own keys (or ID/swipe card) to enter the hall through the front door. Residence Life staff members are not responsible for opening the hall’s front entrance for residents who do not have their keys. Any guest must have the hall resident meet them at the front door in order to be allowed in the hall. Phones are made available at each hall’s front door for guests to use to call friends to escort them to their room. Please see “Guest Policy” for additional information.

RESIDENCE REQUIREMENT
Residence Life is viewed by the University as an integral part of a student’s complete educational experience. As such, first-year and sophomore students taking courses in Regis College or traditional nursing who are full-time (12 units or more), unmarried, and between the ages of 16 and 21, are required to reside on campus. First-year residents are required to have a University meal plan on campus during their first year at Regis. There is no waiver for first-year and sophomore students from this policy except or those who meet one of the four exemption categories:

• Living at home with parents/legal guardian in the Denver Metro area;
• Marriage;
• Financial duress which would otherwise require you to leave Regis University;
• Medical conditions which University housing is unable to accommodate.

The University interprets “first-year students” as those in their first year of college after high school graduation. Detailed information on residence halls is provided to students after admission to the University. The Office of Residence Life, Housing, and Event Services must approve any student living in the residence halls carrying less than twelve credit hours during a semester. For more detailed
information and a full explanation of the residence requirement and exemption information, please refer to the Office of Residence Life and Housing (Modular A184), or the website at www.regis.edu/housing.

ROOM CHECK IN AND CHECK OUT
Prior to vacating a University residence hall room for whatever reasons, a student must formally check-out of the room. The student is responsible for contacting his/her Resident Assistant or Residence Life Coordinator to arrange an agreeable time with a 24-hour advance notice to inspect the room. Not scheduling a time, not showing up for a scheduled time, or not signing up with a minimum of 24 hours may result in an improper checkout fee. All hard keys, as applicable must be turned in at the time of the check out inspection. Failure to check-out properly may result in a minimum $50 charge. Residence, Ignatian and Pomponio Village residents will face a $65.00 charge if the hard key is not returned. Failure to clean the room/unit before check-out will result in a minimum $30 fine per resident. All furniture that was originally in the room at check-in must still be in the room and in its original arrangement and condition at the time of check-out. Replacement and damage costs will be charged to the room resident(s).

WORK ORDERS
The Office of Residence Life must be notified immediately via phone, email, or the work order system when property is noted as being damaged, broken, or in disrepair. If there is an outstanding work order, residents should contact their RLC or the Office of Residence Life.

If there is an emergency work order, residents should call the Office of Residence Life during normal business hours (8:30a.m. to 5p.m., Monday through Friday). At other times, residents should either contact a Residence Life staff member or call Campus Safety. An emergency work order is defined as anything that could cause damage, inflict personal harm, or prevent a resident from everyday functions within their room/unit (e.g. flooding toilets, broken light, broken door lock). If they are not sure if it an emergency, residents should still call the respective number.

RESIDENCE HALL RESOURCES

CABLE AND DATA ACCESS
All on-campus residence halls have basic cable in their individual rooms in addition to cable access in the common lounges. Each residence hall room also has two high speed data lines that require Ethernet cards to access. Any theft of service or damage to this equipment will result in University disciplinary action.

HOUSEKEEPING AND MAINTENANCE
The Housekeeping and Maintenance staffs work to keep the University buildings in good condition. They are a very important part of the Regis University community and are to be respected as such. Residents are expected to cooperate in cleaning up after themselves in public areas for the benefit of all students as well as the housekeeping and maintenance staffs. Assessments for extra cleaning in public areas will be charged to the wing/floor residents. Residents are encouraged to report all housekeeping and/or maintenance problems to their Resident Assistant or Residence Life Coordinator.

LAUNDRY
Washing machines and dryers are provided free of charge in each residence hall for use by residential students. DeSmet Hall, O’Connell Hall and West Hall are equipped with LaundryView. This service is covered in your housing fees. This privilege should not be extended to non-residents.

RESIDENTIAL COMPUTING
The Office of Residence Life and Housing, in conjunction with Information Technology Services (ITS), are happy to provide the following information about technology in our Residence Halls. Each room in our residence halls is wired with one phone line and two data ports. This means that when you arrive on campus both you and your roommate will be able to plug in your PC and have access to Regis email and the internet (through a browser) as well as the software you have installed on your PC.

Personal Computing Information
The following is information about the University’s technological support and compatibility, as well as requirements and suggestions for your personal computer if you choose to bring one to campus with you.
Compatibility Requirements –Windows
Windows based computers need to be capable of running a currently supported operating system. Computers running Windows 95, Windows 98, Windows ME, or Windows 2000 will not be allowed to connect to our network due to the security risk they present. Your computer will need to have all current security patches from Microsoft applied to it, (automatic updates enabled,) as well as current anti-virus software.

In order to obtain security patches from Microsoft, you must have a legitimate copy of the Windows operating system. Please bring your original Windows CD with you. Your computer will also need to be free of spyware/grayware products. This is software that comes bundled with many applications that are popular with students. If your computer has any “free” utilities loaded on it, or any of the popular file-sharing programs, it almost certainly has spyware on it. There are many programs available that will detect and remove spyware. Two of the more reputable ones are Spyware Blaster, which will help to prevent spyware from being installed in the first place, and Spybot Search & Destroy, which will remove it once it has been installed. Both of these programs are available free of charge online.

Spyware Blaster may be found at http://majorgeeks.com/download2859.html
Spybot Search & Destroy is at http://www.majorgeeks.com/download2471.html

Software:
Software may be purchased at an academic discount from the Regis University bookstore with a student I.D.

Printer (optional):
You have the option of installing your own printer in your room. The University computer labs (each hall has one) also provide laser printers for students’ convenience.

Modem (optional):
Since RegisNet is available from the network tap in your room, there is no need to use a modem for internet access. If you want to equip your computer with fax capabilities, you will need a modem.

POLICIES AND SUPPORT
All students are bound by the University’s Responsible Use of University Technology Policy. Even though you own your PC or Mac and use it in your room, all students will be held accountable for any violation of this policy. Please refer to the Student Handbook for the text of this policy.

ITS will support the initial and ongoing connection to the University’s network. This support will include help in getting connected, particularly during New Student Orientation. Connections will be considered operational if students can browse the web and send and receive email.

ITS is not able to support personal hardware and software installed by students. ITS will not repair a students’ personal computers. However, during the first few weeks of the semester, technicians will be available to assist with installation problems. An independent contractor is also available to visit student residences and perform work on student’s computers. Information is available in the ITS Help Center, located in the lower level of Carroll Hall, 303-458-4050.

LANDLINE TELEPHONES
All University residence hall rooms are supplied with local phone service hook up for students to use throughout the year. Phone numbers are assigned to each residence hall room and will not be transferred from room to room as the student moves during the semester. Long distance calls will be made at the student’s expense, and the University will not be responsible for collect or third party calls. Disciplinary action against students who charge calls to the University will be taken.

To make an on-campus call from a campus phone, simply dial the last four digits of the extension. To make an external (to campus) local call, simply dial the number 9, to get an outside line, and then dial the number in its entirety. To make a long distance call students will need a calling card. Please note: it is not possible to set-up long distance service on your residential phone line. Any problems with your telephone service or voice mail should be directed to ITS at 303-458-4050.
RESIDENCE HALL POLICIES

ALCOHOL Please see the section titled “University Policies”, page 31.

APPLIANCES
The electrical wires in residence halls are not designed for unlimited use. Students are reminded not to leave unattended electrical equipment on, and not to overload wall sockets and power strips/extension cords, as these create a fire hazard. The use of open heating coils, hot plates and frying utensils is prohibited. Space heaters are prohibited. Rice cookers with an automatic on/off switch are acceptable. Approved microwaves are provided for all residents.

BARBECUE AND GAS GRILLS
Out of concern for fire safety, gas grills and BBQs grills (hibachis, charcoal grills, etc.) are strictly prohibited in and around the residence halls, including the Residence Village and themed houses, equipment such as lighter fluid and charcoal is also prohibited.

BICYCLES AND MOTORCYCLES
Bicycles and unicycles may be kept in the resident’s room, with roommate agreement, or outside the residence halls. They may not, however, be kept or used in hallways, stairwells, or common areas or be suspended from the ceilings or walls. Motorcycles and scooters are prohibited from being in the residence halls and from the campus except for roadways and marked parking spaces. Students found in violation will be subject to disciplinary action and restitution for damages.

COHABITATION POLICY
Grounded within the Catholic tradition and Jesuit vision, our values define sexual intercourse and other forms of sexual contact as the unique expression of the covenanted love within marriage and are oriented toward family life. Such sexual activity is inappropriate outside of marriage, and students on Regis premises engaging in activity that conflicts with this policy are subject to disciplinary action. If a roommate or other hall residents believes that this policy is being violated, s/he is encouraged to seek the assistance of a Resident Assistant or Residence Life Coordinator for the residence hall. In the event of a formal complaint, the student(s) will be questioned and could be sanctioned through the discipline process, moved to another room, or both.

DECORATIONS
As stated in the “Alteration of Rooms” section, room decorations are encouraged to create a comfortable, personalized living environment for residents. Some decorations, however, are prohibited, as they may create health and/or fire hazards or cause damage to the room. Students will be charged for any damage that occurs, and violations of this policy may be considered as violations of the Code of Conduct.

Decorations are not to include live or live-cut trees. Small house plants are allowed, although they may not remain in the hall during winter break. Students may get approval from their Residence Life Coordinator to have artificial trees in their rooms.

Residents must have RLC written approval to hang UL-approved lights. Posters, signs, flyers, etc. may only be posted inside rooms, unless residents have been given RLC written approval. No items may be hung or displayed in the windows, including static/gel cling decorations, flags and signs. No decorations that support violations of University policies should be displayed anywhere in the room. Decorations for common areas must be approved in advance by the RA or RLC. All decorations, including additional lighting, must be in accordance with the Residence Life “Fire Safety” and “Alteration of Rooms” procedures, as well as with Physical Plant policies.

Decorations may be removed or altered at the discretion of the University. The University also reserves the right to remove or alter postings, signs, or writing in windows or doors and to require students who are responsible for damage to University property, if appropriate, to make restitution under terms of the Standards of Conduct.

DOOR PROPPING AND UNAUTHORIZED ENTRY
Resident’s room keys will open the exterior doors in O’Connell, DeSmet, and West Halls. The side and rear doors on these buildings are exit doors only, and students should not enter the building through these doors. Therefore, the following constitute violations of this policy and will result in disciplinary action:

- Propping a locked residence hall Exit door open, whether bodily or with an object;
- Opening a locked residence hall Exit door from the inside to allow someone else to enter;
- Entry through a locked residence hall Exit door that is propped open;
- Tampering with a locking mechanism for an internal or external door;
Entering a building through a window.

FRONT PORCHES
It is important for fire safety reasons to keep the front porch of Residence Village units or themed houses free of garbage, and other debris. Students who leave garbage or cigarette butts will be charged $30 per housing unit for each occurrence. A maximum of two folding lawn chairs are allowed on each front porch. No other furniture is allowed. Any inquiries regarding Pomponio Village and themed houses should consult with their respective Residence Life staff member.

GUEST POLICY
The privilege of both visiting and hosting others carries with it an equal responsibility to consider the rights, feelings, values and principles of the members of the Regis community, as well as those of the specific floor community. Care and consideration for the other occupants of the room(s), or suite, should take precedence over the right of a roommate to entertain a guest in the room.

The University believes that an overnight visit is always an infringement upon the privacy and convenience of the persons sharing the space and should occur only with the consent of the others sharing the space. Guests of University residence hall students, whether they are Regis students or guests not connected with the University, are permitted under the following conditions:

1. The guest must comply with University rules and regulations. Failure to do so will result in the individual(s) being asked to immediately leave campus and may result in disciplinary action against the host(s).
2. The student host/hostess is responsible for the guest’s conduct, and must obtain their roommate’s consent for the stay.
3. An Overnight Registration Form must be completed and approved by the Residence Life Coordinator for an overnight guest, either a current student or non-Regis person, to stay in the residence halls.
4. An overnight guest is limited to a stay of three (3) consecutive nights, with a maximum not to exceed ten (10) nights per semester. Regis residential students are limited to one (1) overnight guest per student.
5. No guests of the opposite sex are permitted to stay overnight in a student residence hall room, and the policy on guest visits must be followed. This applies to both Regis and non-Regis guests.
6. Any individual hosting or who signs in a guest takes responsibility for the behavior of that guest. If the guest violates the University Standards of Conduct, the hosting student will be held responsible. This includes guests who violate the Standards of Conduct in the residence halls and/or while in attendance at University sponsored events on or off-campus.
7. All overnight guests to the University Residence Halls must be at least 16 years of age and must be approved by RLC to stay overnight. RLC must have spoken with parent/legal guardian prior to a 16 year-old staying overnight.
8. Residents should sign in all guest(s) when they enter the building. There are designated sign in areas at the front desk.
9. Guests must always carry, and readily furnish to any university official, a valid state or federal government issued ID.

PERSONAL TRASH
Students are responsible for bagging their own trash and disposing of it properly in the building dumpster. Personal trash is not to be disposed of in the hallways or stairwells, nor in the lounge, bathroom trash receptacles, or in the cement trash cans located just outside of each building. Trash may only go in the dumpsters. If a student’s trash - i.e. pizza boxes, shipping boxes, trash bags, etc - are found in any of the aforementioned areas, the student will be documented for a violation of the personal trash policy and charges will be passed along to the student.

PETS
Please refer to the Service Animal and Emotional Support Animal Policy, found in “University Policies” on page 65.

PRANKS
Pranks such as water fights, jamming or blocking doors to student rooms, or any other unwelcome activity that is disruptive, annoying, presenting a fire hazard or damaging property are prohibited. Such activity will be subject to disciplinary procedures and fines.

QUIET HOURS, STUDY HOURS AND COURTESY HOURS
Courtesy Hours are 24 hours per day. Noise during this time should be at a reasonable volume, and behavior should always show respect to fellow residents, to the Residence Life staff members, and to the facilities.

Study Hours are from 9p.m. to 12 midnight on school nights (Sunday, Monday, Tuesday, Wednesday, and Thursday). Residents may expect one warning from staff members. Volume in common areas should be kept to a conversational level. Doors to rooms with louder gatherings should be shut.
Quiet Hours are in place from 12 midnight until 8a.m. on weekdays, and from 1a.m. until 8a.m. on weekends. Quiet Hours ensure that sleep and study may occur in resident rooms. Any group gatherings in the lounges must be kept to a low conversational level. In all, the hall should be completely quiet.

If you are contacted by a residence life staff member for a noise violation, consider yourself documented during these time periods.

**SMOKING**
Please refer to the Smoking Policy as outlined in “University Policies”.

**SPORTS IN THE RESIDENCE HALLS**
At no time during the day or night are sports such as hacky sac, hockey, soccer, skateboarding, roller/in-line skating, running or other sport activities allowed in residence halls. Bouncing balls in rooms and common areas is prohibited. Students should expect to be approached by residence hall staff members and will be subject to disciplinary action for disturbing the residence hall environment in this manner.

**WATERBEDS**
Waterbeds are not allowed in the residence halls.

**WINDOWS**
Windows in halls are regularly maintained for safety, cleanliness and functionality. Therefore, windows, screens, and window fixtures (including locks) should not be removed or tampered with. If screens are damaged or missing, a work order must be submitted immediately; charges and policy violations may be assessed, as applicable. Residence hall windows are not to be used as access to any roofs, sidewalk canopies or exterior building ledges at any time. Refer to the University policy on “Restricted Areas.” Additionally, items are not to be thrown out, brought in, or hung from windows, per the Code of Conduct.
**Off Campus and Commuter Students:**

**INTRODUCTION:**
Students who commute to Regis, either living at home or choose to move off campus after their sophomore year, are a vital part of our community and have many opportunities to integrate and take part in everything that Regis has to offer. The Office of Student Activities puts on many programs available to commuter and off campus students, and campus facilities are available to all Regis University students.

These resources have been put together to help off campus and commuter students to adjust to their new living situation and to take advantage of everything that Regis has to offer. If you have questions about adjusting to your living situation or how to get involved at Regis, please call the Office of Student Activities at (303) 458-3505.

**RESOURCES FOR OFF CAMPUS AND COMMUTER STUDENTS:**

*Off Campus Housing Board*
An off campus housing board is located on the second floor of the Student Center. This board contains information about houses and rental properties in the neighborhood. As we receive information from landlords, we will post this information on the Off Campus Housing Board and around campus. A listing of off campus apartment options can be acquired in the Office of Student Activities. This is merely offered as a service to our students, and Regis makes no warranties or representations regarding the habitability of any off campus housing which is not owned by Regis.

*Commuter Lounge:*
A commuter lounge is located on the second floor of the Student Center, and is available for use by any Regis student. The lounge contains computers, work space, a T.V., and a kitchenette with a refrigerator. If you have questions about the lounge, please contact the Office of Student Activities.

The Commuter Lounge is staffed by Commuter Assistants whose job it is to assist Regis College commuter students in integrating into the wider Regis Community as well as putting on commuter specific programming. If you have questions about Regis or would like to find ways to become more involved, please reach out to one of your Commuter Assistants. They can be found in the Commuter Lounge, Room 212 of the Student Center.

Commuter Assistants will periodically put on programming specific for commuter students. Look out for information in the commuter lounge or around campus on upcoming commuter programs.

Commuter students have developed community standards for the commuter lounge. The Community Standards can be found posted in the lounge, if you have questions or would like to see changes made please ask a Commuter Assistant.

*Residence Halls:*
The exterior doors for residence halls are locked 24 hours a day. Any nonresident must be checked in to a residence hall as a guest. If you are planning to visit a friend who lives in a residence hall, be sure to have them meet you at the front door to check you into the building. You must have a Regis or other ID in order to be checked in.

*Other Spaces on Campus:*
Computer labs are located throughout campus including Carroll Hall and Claver Hall. In addition, computer work stations can be found in the Science Building and Dayton Memorial Library.
EXPECTATIONS FOR STUDENTS LIVING OFF CAMPUS:

Regis Code of Conduct

The Regis University Handbook and Prohibited Conduct apply to all students living on or off campus. It is important that off campus and commuter students read and understand all information presented in the handbook. If Regis University receives documentation from law enforcement agencies pertaining to violations of our policies or of laws or ordinances, Regis University will take appropriate steps to address this behavior in accordance with the standards of conduct and student conduct process.

Being a good neighbor:

It is important to understand that your neighbors may have different expectations for their neighborhood than you do. Keep in mind that many of your neighbors will be older, some may have children, and others simply do not want to tolerate loud disturbances in the neighborhood. By getting to know your neighbors and working to make a positive contribution to your community,

Living with roommates:

Just because you are no longer living on campus does not mean that you will no longer have roommate issues. These issues may actually be amplified by the fact that you now have additional responsibilities like paying rent, bills, and making arrangements for food. It is important to discuss these issues with your roommates before they become problems.

State and local laws and ordinances:

Both the City and County of Denver and Adams County have laws and ordinances governing much of what you do when living in the neighborhood. This information can impact everything from parking to garbage to social gatherings that you may have. It is important to consult laws and ordinances on the respective websites so that you know your responsibilities as a community member. If you have additional questions, you may contact the Denver Police Department or the Adams County Sheriff’s Office.

When planning gatherings, it is important to monitor noise and the impact that you may be having upon your neighbors. Let your neighbors know when you are planning a gathering, and give them your phone number so that they can call you if there are any issues. In addition, if there will be alcohol present, it is your responsibility as the host to ensure that anyone consuming alcohol is over the age of 21.

Remember that as a Regis University student your actions reflect upon Regis as an institution. Please best represent Regis by acting responsibly, respectfully, and reasonably. Become a part of your neighborhood, lend a hand when you see a neighbor in need, watch out and report suspicious behavior to local law enforcement agencies.
Student Activities at Regis University

MISSION STATEMENT
The Office of Student Activities actively pursues the development of a positive, supportive, and inclusive sense of campus community at Regis University. We seek to build community, develop leaders and encourage student involvement in extra-curricular activities. The office is responsible for advising student government groups such as the Student Government Executive Cabinet, Senate, Conduct Board, Programming Activities Committee and the Multicultural Awareness Committee. It also oversees student clubs, organizations and media.

The office serves as the hub for New Student Orientation, Welcome Week, Family Weekend, the Best of Colorado, RegisCorps Leadership Development, Last Call and many other exciting programs! The Student Activities Office is located on the second floor of the Student Center, room #200.

Office hours are 8:30am to 5:00pm, Monday through Friday.

STUDENT ACTIVITIES STAFF
Dave Law, Director.................................................................(303) 458-4089
Thanson Nguyen, Assistant Director, Leadership.................................................................(303) 964-5724
Jonathan Rowe, Assistant Director, Student Conduct & Community Standards............................(303) 964-6082
Spencer Ellis, Assistant Director, Programming..............................................................................(303) 964-5375
Rachel Schuerman, Administrative Assistant..............................................................................(303) 458-3505

STUDENT LEADERSHIP 2015-2016
Jackie Schrader, Director of Major Events
Ariana Badran, Director of Best of Colorado
Natalie Kramer, Director of Marketing and Outreach
Kat Nguyen, Director of Spring Break Service Trips
Chelsi Rose, Director of Last Call
Ondre Smith, Walkers Pub Manager
Tim Lackner, Student Center Manager
Charlee Riggio, Leadership Intern
John Moritz, New Student Orientation Intern
Melanie Maes, Lead Commuter Assistant-Logistics
Erin Moroze, Lead Commuter Assistant-Programming

STUDENT ACTIVITIES PROGRAMS

THE BEST OF COLORADO
The Best of Colorado program introduces new students to the area’s finest cultural attractions and sporting events throughout their first year at Regis. Participating students experience exciting activities that only Colorado has to offer. Take the opportunity to make friends, socialize with faculty and administrators, and get to know the area you’ll call home for the next four years.

COMMUNITY OUTREACH
The Office of Student Activities plans several community-focused events during the academic year. The Safe-Trick-or-Treat event each Halloween is co-coordinated by the Director of Major Events in the Office of Student Activities and the Office of Residence Life. In the spring, the community around Regis turns out for the annual Easter Egg Hunt. Both events are publicized to the surrounding community and draw a great crowd.

NEW STUDENT ORIENTATION
New Student Orientation is an important feature of the Student Activities office. The entire weekend, including leadership and development of events, is coordinated by the Director of Student Activities and two Summer Interns.
FAMILY WEEKEND
The Office of Student Activities, the Student Involvement Committee and the Office of Alumni and Parent Relations work together to sponsor Regis University Family Weekend. They work to plan a variety of activities, each showcasing a different aspect of the Regis campus. Casino Night, Thursday Thrills, and a day hikes to the mountains are just some of the events that take place during Family Weekend.

REGIS UNIVERSITY STUDENT GOVERNMENT ASSOCIATION (RUSGA)
STUDENT BODY OFFICERS 2015-2016
Kate Wallerius, Student Body President
Halli Benasutti, Student Body Vice President
Chelsea Cabanting, Student Body Chief Justice

STUDENT EXECUTIVE CABINET 2015-2016
The Executive Cabinet is responsible for providing strong leadership for the Student Body in a variety of areas. The Student Body Vice President runs the Student Senate which is comprised of class representatives and representatives from registered clubs and organizations on the Regis campus.

Gabe Harper, Director of Social Justice
Megan Martinez, Director of Community Involvement
Aleina Tanabe, Director of Healthcare Affairs
Aimee Casias, Director of Programming
Mayra Coronado, Director of Multi-Cultural Affairs
Rayan Faris, Director of Communication
Jake Gilchrist-Dudley, Director of Sustainability
Gabby Crosby, Director of Student Involvement
Allison Dalrymple, Director of Campus Relations

RTD BUS PASS—SUSTAINABLE TRANSPORTATION
As a Regis student, you have the privilege of using the RTD bus and Light Rail system, free of charge with your new bus pass. This is a great way to get around Denver and the surrounding areas. This service is included in your Student Activities Fee for Regis University undergraduate students.

STUDENT JUDICIAL BOARD
The Student Judicial Board is responsible for hearing and deciding cases regarding student discipline.

CLUBS AND ORGANIZATIONS AT REGIS UNIVERSITY
ACADEMIC ORGANIZATIONS
Biology Club
Business Club
Forensics
Neuroscience Club
Phi Alpha Delta: Pre-Law Society
Philosophy Club
Psychology Club

HONOR SOCIETIES
Due to the diverse membership of Honor Societies, Regis University provides such organizations greater latitude with their membership selection. Voting membership within an honor society may include non-Regis students, faculty, and professionals. These individuals may be given voting privileges and be eligible for office selection. Honor societies are ineligible to apply for funding from the Student Government.

Alpha Epsilon Delta: Pre-Med Honor Society
Alpha Sigma Nu: National Jesuit Honor Society
Lambda Pi Eta: Communications Honor Society
Psi Chi: National Honor Society in Psychology

RELIGIOUS ORGANIZATIONS
Jurisdiction for the establishment and operation of religiously oriented organizations belongs to University Ministry. After receiving approval from University Ministry, the organization may begin the student recognition process.

- Catholic Student Association
- Fellowship of Student Athletes
- J-CRU: non-denominational Christian fellowship organization
- Romero House

SOCIAL AND SPECIAL INTEREST ORGANIZATIONS
- Active Minds
- Alpha Epsilon Delta
- Art Club
- Asian Student Alliance
- Black Student Alliance
- Catholic Student Association
- Chemistry Club
- Chess Club
- CHOICES: Peer Educators
- College Republicans
- Commuters at Regis (CAR)
- Compassion by the Book
- GSA
- Habitat for Humanity Collegiate Chapter
- History Club
- Insignias
- Lamda Pi Eta
- Mi Gente
- National Society of Collegiate Scholars
- OutRegis
- Philosophy Club
- Poet-Alls
- Pre-pharmacy club
- Ranger Yearbook
- Resjudica
- Revive
- Rhapsody Theater Troupe
- Student Athlete Advisory Committee
- Student Honors Advisory Council
- Students for Life
- Swing Dance Club
- Vocal Jazz Club
- Young Democrats

If you have any questions or would like information on the organizations listed, please call the Office of Student Activities at (303) 458-3505 or email studact@regis.edu. You can also find more information on Clubs and Organizations at www.regis.edu/clubs.

The Office of Student Activities has detailed information on policies, procedures and registration guidelines for Clubs and Organizations at Regis University. Please consult the Club and Organization Guidebook for more insight. Please consult section five of the Student Handbook (“General University Policies”) for information on Posting and Distribution of Information, Alcohol Policy and Fundraising policies for clubs and organizations.
UNIVERSITY GUIDELINES FOR ALL STUDENT ORGANIZATIONS
Regis University encourages the formation and continuation of student-run organizations in order to advance our mission of developing men and women in the service of others. These student groups develop skills in leadership and service, offer diverse activities for the University community, and provide opportunities for personal and professional development. As a result, the University sponsors a number of student organizations and permits others to register with the Office of Student Activities in order to enjoy the benefits of University facilities and privileges. Any student organization wishing to receive these benefits must be a sponsored or registered group; however, the University reserves the right to deny registration to any group whose purpose is judged to be incompatible with the University mission and/or its Catholic, Jesuit identity.

REGIS UNIVERSITY POLICY FOR STUDENT GROUPS
Student groups wishing to register with the University Office of Student Activities in order to sponsor activities and receive the benefits of registration must commit themselves to meeting the following University requirements:

• A purpose for the organization consistent with the mission of the University and with its Catholic, Jesuit identity;
• Promotion of membership to all students consistent with University policies on non-discrimination;
• Adherence to the University’s values of open discourse and inquiry;
• Compliance with the Regis Student Handbook, as well as with applicable Federal, state and local laws;
• Compliance with University fiscal rules and procedures as designated by the University Controller and Office of Student Activities, and management of all funds through the University;
• Disclosure of any affiliations or relationships with organizations outside of the University.

UNIVERSITY-SPONSORED ORGANIZATIONS
At its discretion, the University provides significant support and sponsorship for University-sponsored student organizations. Such groups typically represent the University in competition with other institutions, through media publications, or provide activities and functions that correspond with University programs and services.

University-sponsored organizations are administered by University departments, including but not limited to, the Student Activities Office, the Athletic Department, the Office of Service Learning, and the Regis College Academic Dean’s Office. These groups receive University budgets, direct oversight by a coach or supervisor designated by the sponsoring department, and where appropriate, office space and equipment provided by the University. Since these groups receive continuing sponsorship and support at the discretion of the University, they are not typically eligible for additional funding from student government which is available to registered student groups.

Currently active University sponsored University organizations include:
• Club sport teams (Cheerleading, Dance, Men’s Lacrosse, Men’s Rugby)
• Graduate Student Council
• Highlander student newspaper
• Intramural Sport council
• KRCX radio
• Ramblers music and theater group
• Reflections literary magazine
• Regis Forensics team
• Romero House

REGISTERING WITH STUDENT GOVERNMENT
To register as a club or organization associated with the Regis University Student Government Association; every club must complete the following:

1. Turn in a formal Constitution.
2. Include a minimum of six full-time Regis University students.
3. Designate of a full-time University faculty or staff member who agrees to act as an advisor.
4. Fill out a Regis University Student Government Club/Organization Registration Form, found online at www.regis.edu/clubs

The packet allows prospective groups to define missions, goals, and strategies, as well as outline proposed organizational activities. In order to receive funding from Student Government, the above must be completed as well as the following:

• Adherence to the Attendance Policy for Student Senate meetings.
• Completion of a social event or fund-raiser and a service project.
• Have an accurate accounting system for organizational funds.

After each new and existing club or organization is deemed in good standing by the Assistant Director of Student Activities, Leadership and the Vice President of the Student Body, then they will be able to submit a budget request to the Appropriations Committee.

**BENEFITS OF STUDENT GOVERNMENT REGISTRATION**
Subject to University and Student Government policies and regulations, registered student organizations are eligible to:
- Schedule events and activities in University facilities;
- Petition for funds from the student government;
- Use campus posting and advertisement space;
- Participate in leadership training activities;
- Vote on Student Senate issues;
- Have a permanent mailbox in the RUSGA Office.

**GENERAL STATEMENT ON STUDENT ORGANIZATIONS**
Club registration at Regis does not in any way imply specific endorsement or support for the activities of a student organization or its members, nor does the University monitor the activities of these groups at all times. Registered organizations should not claim such endorsement, nor use the University’s name or logo without its written consent.

University-sponsored organizations are permitted to use the University name and logo on a continuing basis, and note the endorsement of Regis for its activities, subject to review of the appropriate sponsoring departments.

The University reserves the right to deny club sponsorship or registration to any prospective student group that is unable or unwilling to observe these guidelines and requirements. Further, the University may restrict the activities of a current group, modify its constitution, or rescind the sponsorship or registration of any student organization that fails to observe them. Responsibility for such actions rests with the supervising department for sponsored organizations, subject to the review of the appropriate Dean or Vice President.

Responsibility for decisions affecting registered student organizations rests with the Dean of Students, following review and recommendation by the Media Committee, Student Senate, Organizational Review Committee or Student Conduct Board, as appropriate.

**PROCEDURES FOR REVIEWING POTENTIAL MISCONDUCT BY STUDENT GROUPS**
Student groups may be charged with violations of the Standards of Conduct, and the group may be held responsible, either individually or collectively, if violations by those associated with the group received the tacit or overt consent or encouragement of the group or its officers.

The Club and Organization Guidebook, available in the Office of Student Activities, details University guidelines and expectations for campus groups. In the event of behavior incongruent with these criteria, the Organization Review Committee (ORC), on behalf of the University and the Office of Student Activities, will be convened by the Director of Student Activities and conduct a hearing which will examine the actions of the organization and its members. Applying the preponderance of evidence standard, the ORC will determine if an offense has occurred, its severity, and make recommendations to the Director of Student Activities regarding sanctions. The Director of Student Activities, under the advisement of the ORC findings, will determine an appropriate sanction Depending on the severity of the offense, the Director of Student Activities will assess one of the following sanctions on the club or organization: Self-Monitor, Education, Club Probation, Loss of Recognition.

**Self Monitor**
Responding to the gravity of the infraction, the ORC may present the club or organization with the option of self monitoring. In this option, the club or organization develops and implements strategies to resolve the matter in question. More importantly, the student group has the opportunity to internally correct the matter without further ORC involvement.
Education
As a result of an infraction, the ORC may call a club or organization to further education. In this process, the organization analyzes the discrepancy, educates club participants, and enacts a plan in order to alleviate conflict with University policy.

Club Probation
Upon entering probationary status, organizational funds are not accessible until further review both by the ORC and a representative of Student Activities. In addition to consultations with club members, the club advisor will be included in the infraction review. Fulfilling probationary stipulations, as decided by the review, a club or organization will be removed from probation and all previous organizational privileges will be returned.

Loss of Recognition
In certain circumstances, including severe offenses and incompletion of probationary requirements, the club or organization will face the revocation of organizational charter. Loss of organizational funds and of University recognition accompanies the charter removal. If necessary, individuals will be referred to the Director of Student Activities for processing through the discipline system. To regain University recognition, the organization must submit a New Student Organization Application and complete the outlined tasks for recognition. A written appeal of the ORC finding and sanction may be submitted to the Dean of Students for final disposition of the case.

CAMPUS MEDIA AND PUBLICATIONS
Highlander Newspaper (Ian Dawe, Advisor).......................................................................................... (303) 458-5391
KRCX Regis University Radio (John Hickey, Faculty Advisor)........................................................... (303) 458-5392
Ranger Yearbook (Quinn Waller, Advisor)............................................................................................ (303) 458-4086
Polaris: A publication of the Honors Department (Dr. Tom Howe, Faculty Advisor)........................... (303) 458-4360

STUDENT MEDIA GUIDELINES
Regis operates several student-run media activities, including the Highlander student newspaper, KRCX radio, Ranger Yearbook, and Reflections literary magazine. These activities are designed to promote learning and leadership opportunities for students, and to provide the University community with information and entertainment. As University sponsored programs, these media receive their funding and oversight from appropriate University departments. These departments have the responsibility for setting budgets, appointing student staff, and determining editorial and management policies.

Student media are expected to adhere to recognized standards of journalism and broadcasting at all times, to respect the mission and policies of the University, including those described in the Student Handbook, and to observe general administrative guidelines and procedures of Regis. Faculty or staff advisors are appointed to oversee operations of their respective media. The Dean of Students appoints the advisors for The Highlander, Ranger Yearbook, and KRCX. The Dean of Regis College appoints the advisor for Reflections. Duties of advisors include:
- To insure that the media adhere to principles of good journalism and management including University policies and applicable by-laws or policies governing each media group;
- To select, train, support and supervise student media staff;
- To sponsor learning opportunities for students interested in journalism, broadcasting and publication;
- To monitor budgets, expenditures, equipment acquisition and contracts for his/her respective media;
- To advise the Dean of Students or College Dean on matters of policy, major financial requirements, personnel matters and the like, as needed;
- To serve on the Student Media Board.

The Student Media Board serves as the advisory body to the Dean of Students and Dean of Regis College on matters affecting student media. Board composition shall include:
- The Editors-in-Chief or general manager of the respective media;
- The advisers of the respective media;
- The Student Body President, Vice President, and Director of Communications;
- Director of Student Activities.

The Media Board will have the responsibility to advise the Dean on matters including:
- Budgetary, equipment or space needs of the student media;
• Media policies and procedures;
• Coordination between the various media on projects of joint interest;
• Complaints from the community about media policy or practices;
• Disputes or grievances arising from within the student media.

Recommendations from the Student Media Board on any of the above issues shall be referred to the Dean of Students or Dean of Regis College, as appropriate. His/her decision shall be final in these matters. Sanctions directed against a student media staff member, or members, as a result of violations of University policies or improper journalism/broadcasting practices include, but are not limited to, requirements for retraction or apologies, suspension or dismissal of a staff member, or suspension of the operations of the student media organization.
Wellness and Recreation:

Brad Logar, Director
Brian Anderson, Coordinator of Outdoor Adventure Program
Jennifer Wink, Intramural and Club Sport Coordinator
Jena Viesselmann, Fitness and Wellness Coordinator
Allison Jussel, Administrative Assistant

Regis Wellness and Recreation (W&R) strives to foster holistic wellness in the Regis community by:

• Creating fitness and recreation opportunities
• Offering health education and wellness programming
• Providing leadership opportunities, engagement, and personal development outside of the classroom
• Increasing opportunities for wellness service learning

Regis Wellness and Recreation is committed to ensuring all patrons have a safe and welcoming environment in which to recreate. Patrons utilizing the fitness center and/or W&R programs must adhere to the following, failure to do so may result in a loss of privileges for all Wellness and Recreation facilities and programs.

• A valid Regis ID or a state issued ID must be shown to access the Fitness Center or to participate in any W&R program.
• All applicable waivers must be completed prior to utilizing the Fitness Center or participation in W&R programming.
• The use of verbal or written profanity, overly aggressive or threatening behavior, or any actions deemed dangerous to one’s self, patrons/participants, staff, or physical property is strictly forbidden at all times.
• The use of alcohol, drugs, and tobacco products is prohibited in the Fitness Center, or in conjunction with any Wellness and Recreation program or activity.
• Patrons should comply with all instructions from W&R staff including (but not limited to) fulltime staff, student employees, instructors/trainers, coaches, and Student Life professional.
• Wellness and Recreation reserves the right to address any unhealthy behavior including over exercising with a patron is there is probable cause for concern.

For a full list of Wellness and Recreation policies and procedures please visit www.regis.edu/wellnessandrecreation.

Regis students are reminded that the Student Code of Conduct is applicable in all Wellness and Recreation programs and facilities. Failure to comply will result in referral to the Student Conduct Office.

Fitness Center
Free for all students, faculty, and staff, the 6,000 square foot facility offers a mix of cardio and weight machines, free weights, and a bouldering wall.

Group Exercise & Personal Training
Certified Personal Trainers and Group Exercise Instructors offer a variety of services to Regis Students free of charge. Group Exercise classes include Yoga, Pilates, Spin, Core, Boot Camp and many more!

Intramural Sports
Committed to fostering good sportsmanship and a healthy lifestyle, the Intramural Sports Program strives to provide all students, faculty, and staff with the opportunity to nurture their character, pursue physical fitness, and make intelligent decisions within a competitive recreational environment. **IM sports include: Basketball, Dodgeball, Flag Football, Ultimate Frisbee, Indoor & Outdoor Soccer, & Volleyball.**

Club Sports
Student led and student funded, Club Sports offer the opportunity for Regis students to play a sport they love while representing
Regis University both regionally and nationally & making lifetime friendships! Current Club Sport opportunities include: **Rugby, Lacrosse, Tennis, Basketball, Volleyball, Spirit Team, and Ultimate Frisbee.**

**OAP**

Regis University’s Outdoor Recreation and Experiential Learning Program offers workshops, experiential activities and trips, and a robust selection of outdoor gear available for rent free of charge. The OAP program and Gearshop are located within the Fitness Center.

**Cycle Works Bike Program**

Rent a bike, have your bike tuned by a mechanic, or learn the skills to work on a bike yourself! Cycle Works, located with the Fitness Center, is a one stop shop for the Regis community when it comes to bicycles.

**Choices**

As a peer based education group, Choices focuses on educating the Regis student population on making healthy decisions around the topics of alcohol and drugs, sexual health, and healthy relationships.
University Ministry:

MISSION STATEMENT
University Ministry strives to create a welcoming environment where all Regis students can feel at home. We take our inspiration from the founder of the Society of Jesus (the Jesuits), St. Ignatius Loyola, who called people to care for one another in a holistic way. This is our mission in University Ministry, to care for each student in ways that help them grow to their fullest potential.

Questions about God and the meaning of life are a natural part of one’s college experience. University Ministry works to create space on campus where students can engage their questions with energy and an open heart. Regis students are challenged through a variety of opportunities, including service work, retreats, small faith sharing groups, prayer experiences, liturgy and music and many social activities that help them experience their faith life in new ways.

University Ministry seeks to challenge students to take their faith life seriously and to integrate it with everyday life. We call all Regis students, faculty, and staff, regardless of their faith tradition, to live a life with gratitude and a sense of mission to serve the world.

UNIVERSITY MINISTRY STAFF 2015-2016
Kristi Gonsalves-McCabe (kgonsalv@regis.edu), Director of University Ministry.............................. (303) 964-3661
Andy Lee (rlee001@regis.edu), Associate University Minister for Sacred and Liturgical Music........... (303) 964-5464
Fr. Fernando Álvarez-Lara, SJ, (falvarezlara@regis.edu) Associate University Minister for Liturgy. (303)964-6822
Linda Land-Closso (llandclosson@regis.edu), Associate University Minister................................. (303) 964-5725
Jake Rodriguez. (rodri058@regis.edu) University Ministry Associate........................................... (303) 458-4153
Ken Phillips (kphillips@regis.edu), Ecumenical & Interfaith Ministry............................................. (303) 458-4059
Mr. Matt Stewart, SJ, (mstewart005@regis.edu) Associate University Minister.............................. (303) 964-3689

WORSHIP TIMES:
Daily Catholic Mass:
Monday through Friday: 12:00p.m. (Madonna Della Strata Chapel in the St. John Francis Regis Chapel)

Sunday Mass:
11:00 a.m. in the St. John Francis Regis Chapel
7:30 p.m. in the St. John Francis Regis Chapel (only when Regis College is in session)

Sacrament of Reconciliation: Mondays at 4pm or by appointment.

Common Ground:
Is an interfaith prayer gathering of students, faculty and staff that meets each Wednesday at 11:30 a.m. in the Newland Prayer Room of the St. John Francis Regis Chapel. Come as you are!

Midweek Manna:
Each Wednesday night at 9pm during the school year, University Ministry offers a prayer opportunity for students. We pray together, we talk about issues relating to faith and life - we share food and conversation. Music and prayer are student-led and a great way to connect with God and other students. We use different styles of prayer – it is definitely worth checking out. All are welcome!

LITURGY AND MUSIC:
Regis provides opportunities for students to be involved in our vibrant liturgical life. If you would like to sing with our Chapel Choir then please join in! You can contact Dr. Andy Lee at rlee001@regis.edu. To become an altar server, Lector, Hospitality Minister, or Extraordinary Minister of Holy Communion, please contact Fr. Fernando Álvarez-Lara, SJ at falvarezlara@regis.edu.

RCIA: stands for the Rite of Christian Initiation of Adults and is the process by which those wishing to become Catholic or complete the Catholic sacraments of initiation can do so. The group is open to those who simply want to learn more about the Catholic faith. If you are interested in joining, please contact University Ministry.

SPIRITUAL DIRECTION: is the opportunity to speak one on one with someone about your interior life and relationship with God. To learn more, please contact University Ministry.
CURA groups are groups of 8-10 students who meet weekly to discuss their faith lives in the context of their lived experience as college students at Regis. If you’re interested in joining a CURA, contact the Peer Ministers in your residence hall or visit Linda Land-Closson.

RETREAT PROGRAMS:
If you’re interested in any of our retreat programs, please contact your Peer Minister, Linda Land-Closson at landclosson@regis.edu or University Ministry at 303-458-4153, or simply stop by the office in Student Center #214.

Kairos Retreat is led by a team of students, and is an opportunity to deepen your relationship with God and others and to see the value of Christian faith as a lived experience in community.

Connections Retreat is an overnight retreat in the mountains. It provides mountains first year students the chance to relax, meet friends, and build community with others at Regis.

The Faith & Justice Spring Break Trip is a chance to experience the Gospel through the eyes of the poor and marginalized. We travel to the poorest parish in Los Angeles, Delores Mission, to learn about the amazing community organizing and outreach happening there. Delores Mission is where Fr. Greg Boyle, S.J. founded Homeboy Industries, the groundbreaking intervention program.

Compass Retreat is for students who would like some support and guidance in helping figure out their future.

The Ignatian Silent Retreat is geared for students who want to learn more about Ignatian spirituality and experience part of the Spiritual Exercises. If you would like to take your prayer life to the next step, this retreat might before you. It takes place in January, before classes begin for the spring semester.